



# **Holy Trinity Catholic School**

## **2025-2026 Student/Parent Handbook**

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# Holy Trinity Catholic School

## Student Handbook

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## **HOLY TRINITY MISSION STATEMENT**

Holy Trinity Catholic School, an apostolate of Holy Trinity Parish, is dedicated to the formation of saints and scholars by partnering with families and challenging our students to pursue knowledge, inspire excellence, and walk with Christ.

## **ADMISSION POLICIES**

### ***NON-DISCRIMINATORY POLICY***

Holy Trinity Catholic School admits students of any race, color or national and ethnic origin. All students will be accorded the same rights, privileges and access to programs and activities. In addition, Holy Trinity Catholic School will not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, scholarships, loans, fee waivers and any other school related programs. In the event of filled classrooms, this school gives preference in admission to Catholic students that are siblings, to Catholics living within the parish boundaries; secondly, to Catholic students living outside the parish boundaries; thirdly, to those who are not Catholic.

### ***ADMISSION PROCEDURE***

Parents of students presently enrolled in grades preschool – 7 will have the first opportunity to register for the coming year provided that the family has registered by the spring registration deadline and has paid all fees. New registrations will be accepted at the opening of registration in the spring through the summer. A non-refundable registration fee must be paid at the time of registration. See Tuition/Financial Policies.

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.

Testing in some academic areas may be held for new incoming students in Grades 1-8.

All new students will be given a trial period of not less than one semester 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 Catholic School may not have the resources to 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 in order 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.

#### ***AGE REQUIREMENT - KINDERGARTEN***

Students entering kindergarten should be 5 years old on or before August 1 of the year entering kindergarten. At times a readiness assessment may be required for Kindergarten admission.

#### ***REGISTRATION REQUIREMENT***

Registration begins in February. In order for registration to be complete the following criteria must be met:

- Registration and other fees are paid.
- All parts of the registration forms and tuition contract are turned in.

New students entering school need to provide in a two-week time frame after school begins the following documents:

- Birth certificate
- Immunization record
- Release of records form to obtain records from previous school

Failure to provide documents will result in students being removed until documents are secured.

#### ***EVALUATION OF NEW/TRANSFER STUDENTS (1st-8th Grades)***

New applying or mid-year transfer students to Holy Trinity Catholic School will be required to submit NWEA MAP (or standardized testing scores and information) and grade cards/reports. If information is not available to properly place or accept new or transfer students they will be required to take a NWEA MAP Math and Reading assessment and provide a prescribed writing sample before the student is placed in the grade level. Additional testing may be required based on the discretion of the administration and teachers.

#### ***SCHOLARSHIPS***

Universal School Choice in Ohio (for residents of Ohio) provides a scholarship for all students. Families that are at or below 450% of the Federal Poverty Level (FPL) are eligible to receive the full scholarship amount (\$6,165) per child. If your family makes more than

450%, you are eligible for a percentage of the full scholarship amount, so that all Ohio families, if they apply, will receive a scholarship per each child.

There are several other types of scholarships that families may apply for: EdChoice Traditional (School District Based), Diocese of Toledo SGO, and the Mustard Seed Education Foundation. Scholarships have different eligibility guidelines. If interested in applying for a scholarship please contact the principal.

### ***TRANSFERS***

***Students who are transferring from another school will be admitted under probationary terms for 90 days and can be extended by the pastor or principal.*** All transferring students are expected to follow school policies and procedures. The probation period is the first quarter to begin with and may be extended at the principal's discretion. The probation includes acceptable academic and behavioral performance. Students transferring from another Catholic School will not be accepted at Holy Trinity Catholic School until it has been determined that no tuition and/or fees are owed to the previous school.

The school office needs to be notified of any student transferring to another school. The receiving school will then request student records from our office. Parents will not be given the student files to take to the receiving school. Parents should take copies of previous report cards and a copy of the most recent standardized test scores to the receiving school until the request for transfer of records has been processed.

### ***WITHDRAWAL***

A student who withdraws from the school during the school year must return all school property and have all accounts and fees paid in full before records are forwarded to the next school. In the event of a withdrawal, tuition is refunded based upon the number of days in school and an average charge per day. In the event of a tuition loan, each refund will be handled on an individual basis through the finance office. After the end of the first semester, there is no refund on tuition.

Students expelled from Holy Trinity Catholic School are not eligible for any form of refund.

## **ACADEMICS**

### ***ACCREDITATION***

Holy Trinity Catholic School is fully accredited through the Ohio Catholic School Accrediting Association. Full accreditation was achieved in May of 2023. Accreditation is an ongoing process that includes a school improvement plan and state validation every five years.

## ***CURRICULUM***

Holy Trinity Catholic School is in compliance with the Operating Standards for Ohio's Catholic Schools and Ohio Revised Code. The school follows the courses of study issued by the Diocese of Toledo. This is a sound, comprehensive and sequential academic program that enables our students to progress smoothly from one level to the next and prepares them for high school. The courses of study are aligned with the Ohio Academic Content Standards.

## ***FACULTY AND STAFF***

All faculty are licensed by the state of Ohio.

## ***GRADE LEVELS***

Students will be placed in a grade level based on the promotion or placement marked on the previous year's report card. (See Retention policies.)

## ***GRADUATION REQUIREMENT***

Eighth graders will receive diplomas from Holy Trinity Catholic School if all academic requirements have been met, and the student has been promoted to 9<sup>th</sup> Grade. Diplomas will be withheld for tuition and all other outstanding fees. Students will be able to attend the graduation ceremony, but will receive a blank diploma. Records will not be transferred to the high school, and a diploma will not be issued until all financial obligations are met.

## ***HOMEWORK POLICIES***

Students in grades 3 – 8 are required to use the assignment pad designated by the school. The assignment pads must be purchased through the school.

Homework is an essential part of the education process, serving to clarify and reinforce what is taught in the classroom. The purpose of homework is to help the student master concepts that have been presented in class. Assignments are expected to be neat, complete and accurate. All assignments must be turned in on time. Students may be required to redo work that is not satisfactorily completed.

Students who have achieved a routine habit of completing homework have a much better chance of academic success. A structured time and place each day is very helpful in establishing a routine. Students are expected to do their own homework. The parents' role in homework is to assist, drill, and to check completion. If parents are doing the majority of the work, the students are not practicing and learning themselves. Students should become more independent in their study habits as they get older.

Generally, the guideline for homework is the student's grade level times 10 minutes. For example: a third grader will have about 30 minutes of work, while an eighth grader might have 80 minutes.

Students who have excused absences (illness) will have the number of days absent to make up missing work, which is to be picked up by parents or sent home with a sibling. Students who are out of school due to a personal convenience leave will be given homework to make up **during their leave**. Upon returning to school the student will be required to turn in said homework within a week of the student returning. ***Faculty must be given 2 weeks prior notice to prepare work for students to take with them on their personal convenience trip.*** An email or letter of request must be sent to the principal with a justification for the trip and the educational value of the trip.

Individual classroom homework policies will be sent home and explained to students and parents at the beginning of each school year.

Should an emergency situation arise at home that makes it impossible for a student to complete given homework, the parents are asked to notify the faculty and the principal. The faculty will then give the student a reasonable time to make up work.

### ***INTERNET USE AT HOME***

At times, students will need to use the Internet and/or a computer for homework assignments. It is the parents' responsibility to let the faculty know if a computer and/or the Internet is not available at home. Other arrangements will be made for that student. Students do not have to have access to a printer at home. All of their work can be emailed to their teacher or student school email account (if assigned).

### ***ACADEMIC INTEGRITY POLICY***

At Holy Trinity Catholic School, we believe that honesty and personal integrity are part of living as followers of Jesus Christ. Academic integrity means doing your own work, telling the truth, and respecting the work of others.

#### ***What Is Academic Integrity?***

Academic integrity means:

- Taking responsibility for your learning.
- Completing your own assignments, tests, and projects, unless told by the teacher to work with others.
- Asking for help when you don't understand something, rather than copying from others.
- Being truthful about your work and how it was done.
- Use books, websites, and other materials responsibly and give credit when required.
- Giving credit when you use someone else's words or ideas.

#### ***Examples of Academic Dishonesty***

Violations of academic integrity include:

- Copying another student's homework, quiz, test, or project.

- Allowing someone to copy your work.
- Using unauthorized notes, websites, or devices during an assessment.
- **PLAGIARISM**—copying someone else's writing or ideas without giving credit, including AI or online tools.
- Having someone else complete your assignment for you (including AI or online tools, when not permitted).
- Taking credit for someone else's work, words, or ideas without permission or proper acknowledgment.

### ***Plagiarism***

Plagiarism is not permitted at Holy Trinity Catholic School and may result in disciplinary action.

Plagiarism is the unauthorized use of another person's work, including work produced by artificial intelligence (AI). Students are not permitted to copy any information word for word without citing the source. Electronic copying and pasting is plagiarism and is prohibited.

Faculty will instruct students in the proper way to cite references.

### ***Consequences***

Academic dishonesty is a serious matter. When a student chooses dishonesty, it is addressed with compassion and fairness, but also with clear consequences. These may include:

- A conversation with the teacher and an opportunity to re-do the assignment honestly.
- Loss of full or partial credit for the assignment or assessment.
- Communication with parents/guardians.
- A written reflection or apology.
- A conference with the principal for repeated or serious offenses.

### ***Faith Based Response***

As a Catholic community, we believe in growth, repentance, and forgiveness. When a student makes a poor choice, we respond in a way that encourages reflection, accountability, and reconciliation. We aim to guide students toward becoming young people of integrity who live out their faith in all areas of life—including academics.

## ***ARTIFICIAL INTELLIGENCE (AI) USE POLICY***

### ***Purpose***

As a Catholic school, we are committed to forming students in faith, character, and knowledge. While artificial intelligence (AI) is becoming more common in society, its use in our elementary school will be strictly limited to ensure learning is authentic, ethical, and consistent with Catholic values.

### ***General Policy***

Student use of AI tools (such as ChatGPT, image generators, or AI-powered search engines) is not permitted unless permission is given by a teacher and it is directly supervised by a teacher for a specific classroom activity.

AI is a tool—not a replacement—for learning, creativity, or moral decision-making. As such, its use in the elementary grades will be rare, carefully guided, and age-appropriate.

Misuse of AI tools is academic dishonesty. Consequences are at the discretion of the teacher/principal, and may include loss of credit for an assignment or given the opportunity to resubmit the assignment.

Any work generated from AI must be properly cited and proper credit given to its source or it will be considered plagiarism and against the Academic Integrity Policy.

### ***When AI May Be Used***

AI tools may only be used:

- With a teacher's permission
- Under direct teacher supervision during classroom instruction.
- For teacher-led demonstrations to support discussion or understanding of a topic.
- To explore technology from a Catholic perspective, including lessons in ethics, truth, and digital responsibility.

Example: A teacher might show students how AI generates writing and then guide a class discussion about human creativity and moral responsibility.

### ***Prohibited Student Use***

Students may not:

- Use AI tools independently at school or for homework.
- Submit AI-generated work (text, images, or code) as their own. This is plagiarism.
- Input personal information into AI programs.
- Use AI to avoid completing assignments with their own thinking and effort. This can be plagiarism as it is not their own work.

### ***Catholic Formation and Digital Citizenship***

In keeping with Catholic teachings:

- Students will be guided to understand the limits of technology and the importance of human dignity.
- Lessons involving AI will emphasize truth, responsibility, and the importance of using technology to serve the common good.
- Students are expected to develop their own gifts and talents through hard work, reflection, and respectful collaboration.

**Disciplinary Action/Consequences**

Misuse of AI tools may result in:

- Loss of credit for an assignment or test.
- Redoing an assignment that was done with/by AI.
- Parent/guardian notification.
- Loss of technology privileges.
- Further consequences in line with the school's behavior and academic integrity policies.

**Note to Families**

We ask parents and guardians to support this policy by:

- Monitoring student use of AI tools at home.
- Discussing the importance of honesty and personal responsibility.
- Encouraging children to value their own learning journey, guided by faith.

**Our Commitment:**

We believe that students grow best through guided instruction, effort, and the nurturing of their relationship with God. AI can never replace the human heart, the human mind, or the human soul—and in our school, it never will.

**STUDENT RECORDS AND FILES**

A cumulative record for each student is kept in the school office. Cumulative files contain academic transcripts, academic testing, and academic interventions. Health records are kept in a separate file from academic records.

This school abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. It is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. The custodial parent has responsibility for communication and financial obligation.

Parents may view a child's file. Parents will not be given the original copies of the file. Those must remain with the school the student is attending. Requests for copies must be made in writing and at least 24 hours in advance.

Access to student files without parent's consent is given to all certified staff members to review and file student data. In addition, a court, attorney, or law enforcement officer investigating abuse, neglect, missing children or any other investigation will have access to the records at the discretion of the principal.

The cumulative file goes with the student to each school that is attended. Only the contents of the official cumulative file are forwarded to a new school. Student files are sent to the

child's receiving school of transfer only upon written request. Payment of all monies owed must be made before records are released. The only exceptions are health records and ISPs.

### ***PERMANENT RECORDS***

A permanent record card is on file in the office for each student who attends Holy Trinity Parish School. This card records semester averages for each year, and the card remains at Holy Trinity Catholic School indefinitely.

### ***STUDENT SERVICES***

Holy Trinity Catholic School offers several services for students. These services are provided when faculty have determined there is a need, testing has shown evidence of need and/or the parents have requested assistance.

#### ***Math, Reading, Speech***

Math, reading, and speech services are available for students. Determination of services provided is done through testing and conferencing with the faculty and principal.

#### ***School Nurse***

The nurse is available one day per week. Screening is done annually for vision, hearing and scoliosis. The nurse also keeps student medical files current, assists with injuries or common health problems, checks immunization records and serves as a resource person for health education.

### ***RTI - RESPONSE TO INTERVENTION***

Response to Intervention, or RTI, is an educational strategy used in schools to: Provide effective and high-quality instruction, Monitor all students' progress to make sure they are progressing as expected, and. Provide additional support (intervention) to students who are struggling.

Response to Intervention (RTI) is a systematic approach to addressing your students' weaknesses and strengths in the classroom. Classroom teachers identify student strengths and weaknesses through the use of universal screeners, classroom tests, and student work. Teachers then address student needs to create opportunities to grow academically through additional assistance (intervention) or enrichment.

Parental support is a major component of RTI in order to make your students successful. A few quick and easy tactics can help make this process powerful.

1. Review work that comes home with your student(s). Have them teach you how to do it.
2. Read with your student(s) regularly. Reading material can be school-related or interest-related.

3. Communicate with teachers regularly in order to assist the growth of your student(s) while going through this process.

Below you will find a general glossary to assist you in understanding the terminology used in this process:

**Tier 1:** All students are a part of Tier 1 and receive grade-level “core” instruction in the classroom. Interventions (if needed) are addressed in the classroom during “core” instruction. For intervention purposes, these students are generally on track with their grade level expectations and are given the opportunity to expand their learning/skills.

**Tier 2:** Students who are slightly below grade level expectations. These students will receive specific assistance to build up their areas of weakness in small group instruction.

**Tier 3:** Students who are significantly below grade level expectations. Targeted intensive intervention is provided to these students in order to fill academic gaps.

**Interventions:** Specific tactics or strategies used to target weaknesses assist students in meeting grade level standards.

**Universal Screener:** Holy Trinity Catholic School utilizes the NWEA MAP assessments, teacher referrals, and grades in order to determine each student’s current level. NWEA MAP assessment is issued twice per year (fall and spring) but can be utilized as needed throughout the year to assess a student.

#### ***RTI Process:***

Holy Trinity Catholic School believes that Response to Intervention (RTI) is a PROCESS of implementing high quality, research-based grade-level instruction based on learner needs. RTI includes monitoring each student’s progress and adjusting instruction based on the student’s response. This involves:

- Using differentiated instructional strategies for all learners.
- Providing all learners with scientific research-based interventions.
- Continuously measuring student performance using scientifically research-based progress monitoring for all learners.
- Making educational decisions based on students’ response to intervention.

#### ***Goals of RTI***

1. Modify instruction and implement scientifically based interventions based on student needs, with the ultimate goal being student success in the form of increased academic achievement and growth.

2. Identify and respond to student skill deficits as soon as possible.
3. Apply scientifically-based resources aligned to student needs to ensure student success by closely monitoring student progress based on up-to-date data.

### ***Universal Screener:***

A multi-tiered system of support is in place, including a strong core curriculum and differentiated instruction at a Tier 1 (classroom) level. Response to Intervention (RTI) includes screening all of our students and the utilization of data to guide educational decisions. The purpose of screening activities is to predict possible academic and behavioral problems as well as to identify areas of student strength. Students demonstrating needs, based on data-based decision rules, will receive instruction and proven, research-based intervention at varying levels of intensity. By monitoring students throughout the intervention, we are able to adjust the level of needed support.

### ***Tiers of RTI***

The RTI Process has three tiers. Each tier provides different levels of support.

**In Tier 1:** All students engage in high quality curriculum and differentiated instruction. A teacher provides instruction for all learners.

**In Tier 2:** In addition to core instruction, the school provides targeted interventions for select students. This includes enrichment, remediation, and social/emotional or behavior support.

**In Tier 3:** Students receive additional, intensive intervention based on individualized problem solving, with frequent progress monitoring.

### ***RTI Team Membership***

RTI Team membership includes the classroom teacher (and if 5th-8th grade level teachers are giving instruction in core curriculum), remedial specialist, and the intervention specialist. The team may also include the principal and the preceding year's teacher(s).

The RTI Team is expected to inform the principal of students outside of Tier 1 with findings, recommendations, and interventions, unless the principal is on the RTI team. This communication should be written (via email) and discussed.

### ***RTI Communication***

Communication to parents is initially through the students' teachers regarding RTI. Parents may be informed in the process of Tier 2 and if needed into Tier 3. As our faculty work with students and may have simple interventions and remediations that benefit the student, we

want our teachers to focus on each of our students while communicating with parents as needed as we partner with parents in their children's education. With simple interventions teachers may apply in initial steps of RTI they may not be immediately communicated, such as checking of an academic planner, breaking down assigned homework, learning methods that work better for specific students, etc. As interventions are put in place time is needed to see their effects on student learning, as that data/information is gained then communication will ensue with parents in order to collaborate with learning in school and at home.

### ***RTI Goals***

The goals of RTI are to provide each student with the tools and skills necessary to be independent, successful learners. If students move through the tiers, Holy Trinity Catholic School will consider the options that are at our disposal to help each individual student. If more assistance is needed through the RTI process, an evaluation for an Individualized Education Plan (IEP) is considered. The RTI process provides the data and information to begin the IEP process, which includes parents, teachers, administration, Evergreen Special Education department, and the parents' school district of residence.

### ***SPECIAL EDUCATION***

Supplemental instruction for qualifying students is available through individualized, small-group, or classroom instruction provided by an Intervention Specialist, Speech and Language Pathologist, or other intervention team member.

Students in the State of Ohio who are on an IEP may qualify and are eligible to apply for the Jon Peterson Special Needs Scholarship to receive intervention services through the school (Preschool services are provided at Holy Trinity through the parents' school district of residence). These services are provided at Holy Trinity through the ESC of Lake Erie West and are paid for through the scholarship.

Parents/guardians who have a child on a Jon Peterson Scholarship will receive a Memorandum of Understanding (MOU) outlining the services on the IEP that are provided.

Quarterly IEP Progress Reports will be provided to parents/guardians.

### ***TECHNOLOGY***

Technology is incorporated into content areas in the classrooms through the use of computers, smart boards and other technology equipment. Technology is used to enhance the learning of students. In the primary grades, students take separate technology classes to learn basic technology skills. In the upper grades, students use various applications and programs to complement their classroom work.

The use of the Internet and any other related technology is a privilege. Unacceptable use includes, but is not limited to: transmission of materials in violation of any Federal or State regulation, copyrighted material, threatening, violent, or obscene material. Use for commercial activities, political lobbying, game playing, chatting online, social networking, or any inappropriate use is prohibited. Parents are required to read and sign the Internet User Agreement. The agreement is signed every year for each student. Occasionally, the agreement is updated, and a new one will need to be filled out and returned to school. Students and parents should read, sign, and return the Acceptable Use Form each year.

### ***TEXTBOOKS***

Textbooks are provided to all students. Students are to handle books carefully and keep non-consumable textbooks covered at ALL times. Writing or any other kind of marking is not permitted in non-consumable books. Students are responsible for the cost of lost or damaged textbooks. Textbooks and other educational materials and equipment are purchased through Auxiliary funds from the State of Ohio and are stamped Evergreen Local Schools for purposes of identification. No materials purchased through ASP funds may be used for religious purposes.

### **ACADEMIC ASSESSMENT**

#### ***GRADING SCALE***

A+ =	100 – 99
A =	98 – 95
A- =	94 – 93
B+ =	92 – 91
B =	90 – 87
B- =	86 – 85
C+ =	84 – 83
C =	82 – 79
C- =	78 – 77
D+ =	76 – 75
D =	74 – 72
D- =	71 – 70
F =	69 or below

Grades 3rd – 8th receive percentage grades based on the above scale.

#### ***PROGRESS CODES***

Kindergarten and First Grade students receive progress reports showing the content areas with Progress Codes instead of percentage grades. Second Grade will receive progress

reports showing content areas with Progress Codes for the first semester instead of percentage grades. Second grade will transition to percentage grades in the second semester. Third through Eighth grade will receive progress codes for skills and content areas in their classes in addition to percentage grades.

<b>Progress Codes</b>	
+	Exceeds the Standard: student demonstrates superior performance with in-depth understanding of the standard, and can apply the knowledge and skills in a thorough, consistent, independent way.
✓	Meets the Standard: student has a solid academic performance and consistently demonstrates proficiency of the standard with few errors.
I	Improving, but not yet meeting the Standard: student demonstrates partial master of the standard and occasionally meets the standard.
N	Does not meet Standard: student demonstrates limited or no understanding of the standard.
INC	Unable to assess the Standard due to missing work.
	Blank indicates not evaluated at this time.

## **HONORS**

Honors are earned by the five core classes (Religion, Math, Science, Social Studies, and Language Arts). Students may receive letter grades or credit/no credit for Latin, Music, and Art. If they receive a no credit or if they receive a letter grade lower in a specials class that is lower than B- they will not earn honors.

The honor roll will reflect success in all classes in the following way:

*First Honors – All A's with no grade lower than an A-, all specials classes with Credit or grade higher than B-.*

*Second Honors – All A's and B's with no grade lower than a B-, all specials classes with Credit or grade higher than B-.*

Students that take an Advanced Math class, for example, if a student is in the 3<sup>rd</sup> grade and they are in 4<sup>th</sup> grade Math for the purpose of honors they will be considered to have received up to one letter grade higher than their grade in the class (If they earn a B, for Honors it will be considered an A). Algebra and Geometry are considered Advanced Math as well.

## **NATIONAL JUNIOR HONORS SOCIETY**

The National Junior Honor Society Chapter (NJHS) was formed at Holy Trinity in 2023 to recognize students who maintain outstanding academic standing. Membership is open to all 7th and 8th-grade students who meet the criteria in academics and personal standards set by the faculty council. The conditions are as follows:

1. Any 6th, 7th, or 8th-grade student having a cumulative grade point average of 3.7 on a 4.0 scale. (In 2022-23 our chapter was created and started with the 7th and 8th grades. In the 2023-24 school year, 6th-grade students were eligible to apply after the first semester.) It must include their previous year in the academy at HTCS.
  - a. If a student is in an accelerated/honors course, it will be counted on the Honors scale and factored into the student's GPA.
  - b. **GPA Scales for NJHS**

<b>Grade</b>	<b>GPA Points</b>	<b>Honors GPA Points</b>
A+	4.00	4.33
A	4.00	4.33
A-	3.67	4.00
B+	3.33	3.67
B	3.00	3.33
B-	2.67	3.00
C+	2.33	2.67
C	2.00	2.33
C-	1.67	2.00
D+	1.33	1.67
D	1.00	1.33
D-	0.67	1.00
F	0.00	0.00

2. In credit/no credit classes, students must receive credit to qualify for NJHS.
3. In addition, students will be evaluated on citizenship, service, leadership, and character by the faculty council. They will use the forms given to the student and the teacher recommendation forms. With a perfect score being 51, the student should score between 43-51 on average on the three recommendations.
4. Students must also complete 10 hours of service.
  - a. They can use 5 hours for both confirmation and NJHS, but must complete 5 additional hours.
  - b. 4 hours MUST be participating in the service hours as part of the NJHS requirements, I. E. beautification of church and school, tutoring.
5. Nominees will be asked to disclose if they have received a virtue conduct notice, virtue reflection, and/or homework slips. They will also explain why they received it and what they learned from it. Previous disciplinary actions will be considered a factor determining the eligibility of the student for NJHS under the pillar of character and leadership.

Members must maintain a 3.7 cumulative post-quarters of nomination and high standards to continue eligibility in NJHS. If these are not kept, the following will take place:

1. In the first quarter, the student will be put on probation.
2. After probation, if a member fails to maintain and meet the standards, the student will be removed from NJHS.
3. Any behavior that is deemed inappropriate could result in an immediate dismissal after a meeting with the council members.

#### ***PARENT – FACULTY CONFERENCES***

Formal all-school conferences are held in October and March. All parents are given scheduled times for conferences. Parents are expected to attend these conferences, as this is an opportunity for faculty and parents to establish personal contact, discuss concerns, and determine what can be done to help the student achieve success in the classroom. At any other time throughout the year, faculty will be happy to meet with parents regarding any issues or concerns. Please call or email the teacher directly to arrange a conference. Faculty members are not always available without prior notice due to other responsibilities.

***PROMOTION-RETENTION POLICY***

Students will be promoted to the next grade level each year when the faculty and principal review the student's academic record and the student has shown sufficient mastery of the curricula to progress to the next academic level. Advancement to the next grade in Holy Trinity Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas.

Retention may be recommended for students who do not show sufficient mastery of the curricula in their grade. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Some students may be placed in the next grade level even if the curricula has not been mastered if it is determined that the student has the academic ability and that retention would not be beneficial. The principal has the final determination to assign grade levels and to retain a student at a certain level.

***ADVANCED MATH (ACCELERATED PROMOTION IN MATH TO NEXT GRADE LEVEL)***

Students at Holy Trinity Catholic School have the opportunity to be in advanced (accelerated) Math. Advancement can happen considering a number of factors. In challenging students, we also want them to be successful and prepared for advancement. Students who are excelling in their current grade will be considered for advancement per their current grade level under a number of factors:

Academic Performance:

- Overall grade in Math a minimum of 97%.
- Math MAP Score in the 90th percentile or higher.
- Overall grades in all subjects not lower than 91% (B+)
- Score well on current grade end of course exam
- Alternative assessments may be used to determine advanced placement (IXL, WISC, etc.)

Teacher Recommendation:

- Student is working ahead of the class
- Student is completing their work on time

- The student enjoys a challenge in class and shows excitement of testing limits in academics
- Student will be able to fill in gaps from grade advancement from lessons that may be missed

In the process of determining advancement, the team will consist of the principal, current teacher, teacher in the next year, and parents.

With the advancement of any subject, the student must display determination and commitment to the challenge of advancement. In conjunction with our faculty, parents will be involved in the determination of eligibility for advancement in Math, including present and future teachers, and the principal. In forming saints and scholars, challenges are acceptable, but our mission is to provide an appropriate educational environment for our students that is challenging but offers them success now and in their future.

All decisions and appeals will be at the discretion of the administration.

### ***HONORS HISTORY (7TH AND 8TH GRADE)***

Students at Holy Trinity Catholic School have the opportunity for honors history classes in 7th and 8th grade. These classes are taught to include high school standards, are more rigorous, and move at a faster pace. Not all students or classes will have honors History. Students must demonstrate a strong foundation in history, strong academic skills, and a readiness to engage with a more challenging curriculum and workload.

Factors used to determine readiness for Honors History include the following:

Academic Performance:

- Overall Grades
- Social Studies/History and Language Arts grades
- Reading and Language Standardized Test Scores (MAP, STAR, IXL)

Teacher Recommendation:

- Participation: Active engagement in class discussions and activities.
- Reading Comprehension: Ability to understand and analyze complex texts.
- Writing Skills: Ability to express ideas clearly and effectively in writing.
- Critical Thinking: Ability to analyze information, form opinions, and solve problems.
- Work Ethic: Demonstrated effort, responsibility, and preparedness.
- Independence: Ability to work independently and take initiative.

### ***HONORS AMERICAN HISTORY - 8TH GRADE***

Students should expect a rigorous workload with studying at home frequently. Students will understand history is subjective and look at various viewpoints throughout the time period. We will use primary and secondary sources, with American Venture (Catholic Textbook Project) as our guide.

What makes this course different?

- Summer Reading Project: Students will select from a list of historical fiction books to read, create a project, and present it on the first day of class.
- High School Standards: Covered in addition to the standards for 8th grade.
- Project-Based Learning: Throughout the course, many chapters will have projects for students to expand their knowledge..
- Self-Study Guide: Students will be expected to find the answers to the study guides themselves.
- Exams: There will be a semester and final exam in this course. Study guides will be provided to the students for the exams.
- Current Events: Covers the Globalization from 1991- present day
- Quarterly assessments on released HS test questions
  - It is to track the HS standards covered in the course

### ***HONORS WORLD HISTORY - 7TH GRADE***

Students should expect a rigorous workload with studying at home frequently. Students will understand history is subjective and look at various viewpoints throughout the time period. We will use primary and secondary sources, with All Ye Lands (Catholic Textbook Project) as our guide.

What makes this course different?

- Summer Reading Project: Students will select from a list of historical fiction books to read, create a project, and present it on the first day of class.
- High School Standards: Covered in addition to the standards for 7th grade.
- Project-Based Learning: For each empire, there will be a project for students to expand on their knowledge
- Exams: There will be a semester and final exam in this course. Study guides for exams will be provided to students.
- Current Events: Covers the Globalization from 1991- present day
- Quarterly assessments on released HS test questions
  - This is to track the HS standards that were taught to students

### ***REPORTING OF STUDENT ASSESSMENT***

Parents are expected to regularly check OptionC for student progress during the year. Report cards are issued quarterly in online or hard copy and through OptionC, which is available at <https://signin.optionc.com/>. The parents' usernames and passwords will be sent home via email in the first two weeks of August. Should you need the username and passwords again, please contact the school office. Reports are available online each quarter to inform you of your child's progress.

### ***TESTING***

Holy Trinity Catholic School administers the testing program used by the Diocese of Toledo. The Measures of Academic Progress is an assessment given in the fall and spring of each year to students in grades Kindergarten through 8. Grades K-2 are assessed in Reading and Math, grades 3-8 are assessed in Reading, Math, and Language, and grades 5 and 8 are assessed in Science. Students' scores are analyzed after each testing period to determine gains in the students' academic growth and to determine content objectives that need to be addressed for individual students.

The ARK (Assessment of Religious Knowledge) is administered to students in grades 2nd through 8th, and all faculty members, in the Spring of each year. This test covers material learned in religion class and is also a standards-based performance test. The results of this test are not used for individual student progress, but for instructional improvement. The results serve the school as a guide to let the faculty know how well the students are acquiring faith knowledge as well as appropriating a faith perspective.

Students on scholarships from the state of Ohio are required to take the state tests. In placement of state tests, Holy Trinity Catholic School uses alternate testing, NWEA MAP Tests, for this requirement, which are approved by the state of Ohio.

### ***STUDY HALL (Optional 5th-8th Grade)***

During the school week, an optional study may be offered during recess for our Academy students (5th-8th Grade). Students will have the option to attend study hall to work on schoolwork, homework, study, projects, or receive additional help from a teacher. Students are to work quietly and respectfully. If students are not using the study hall appropriately, they will be sent out to recess. If students do not use the study hall appropriately a second time, they will meet with the Academy teachers to determine if they can continue to come to the optional study hall.

### **ATTENDANCE**

#### ***ABSENTEEISM***

***Parents are required to contact the school office if their child is going to be absent.*** When a child is absent and parents have not notified the school of the absence, the school is required by Ohio Revised Code to contact parents to determine the reason for the absence.

You may call the school office at any time and leave a message or email the administrative assistant.

1. **Doctor's Note:** If a student is out for three days, we will require a doctor's note.
2. **Missed Work:** Parents/guardians will need to pick up work on days missed (or it can be sent home with a sibling), and if work can't be completed due to illness, to communicate with the teacher(s). There is an understanding that the student may be ill and cannot complete make-up work each day, although we ask that there are attempts made and not to wait to return to school.
3. **Planned absences:** Holy Trinity must be informed at least two weeks ahead of time. In addition, work will be assigned with the expectation of being finished upon return to school, as planned absences as a student are able to keep up on their school work. In addition, it is an equal expectation that teachers take extra time to get their work done when they are missing.

Planned absences must have an educational value to be considered excused, in addition to doing their missed work while they are out of school. If the work that is assigned is not completed upon the return to school, the time off may be marked unexcused.

With EdChoice Scholarships, excess unexcused absences can disqualify a student from the scholarship.

When a student is ill, there is an understanding that they may not be able to complete work, but extended absences have a negative effect on academics. When they return, they are not only making up for missed work, but they are learning new material as well.

### ***EXCUSED ABSENCE***

A student's absence will be excused for the following reasons:

- An illness with a note explaining the nature of the illness
- A doctor's note is required if the illness lasts 3 days or more
- Extenuating family circumstances with a note explaining the situation
- Any reason that the principal deems a valid absence

### ***TRUANCY/CHRONIC ABSENCE ABUSE***

In the event of excessive unexcused absences (the principal determines the number), the parents will be contacted. If the situation has not been corrected, the principal will report the excessive absences to the Fulton County Truant Officer. A child is considered truant if the student is absent from school without school authorization and parental consent. Students leaving the school during the school day, without approval of the principal, will be treated as truancy. Truancy will be reported immediately to the truancy department in the county where the child is residing.

### ***PERSONAL CONVENIENCE ABSENCE***

Parents are discouraged from planning vacation time during school. However, there are circumstances that make that impossible, and the school is sensitive to these needs. ***Two weeks written notice must be sent to the principal with a justification for the trip and the educational value. If an absence during school for a vacation does not have educational value, it may be considered unexcused.*** The faculty will prepare their work in advance for the student, or the student may be given a special assignment related to their trip. Holy Trinity must be informed at least two weeks ahead of time. In addition, work will be assigned with the expectation of being finished upon return to school, as planned absences as a student are able to keep up on their school work. In addition, it is an equal expectation that teachers take extra time to get their work done when they are missing. (See Homework Policy)

### ***TARDINESS***

Students are tardy if they are not in their rooms by 7:55 am. If a student is tardy, he/she must report to the office. Tardiness will be excused in cases of emergency, and the principal reserves the right to determine whether or not the tardiness is excused. Students are not considered tardy if the tardiness is due to a late bus.

It is extremely disruptive to the student's education and to the entire classroom when a student enters after class has started. It is also difficult for the student who is late because there is no time for transition from home to school.

3 Tardies = A tardiness notice in OptionC sent to the parents

5 Tardies = Phone call regarding the tardiness

7 Tardies = A meeting with parents and principal

Beyond 7 Tardies a Fulton County Truancy Officer may be consulted.

*Habitual tardiness is detrimental to the learning process. If tardiness occurs consistently in a quarter, the parents will be called in for a conference. If there is no improvement, the principal will contact the Fulton County Truant Officer (or the county of residence).*

### **DISCIPLINE POLICIES AND PROCEDURES**

At Holy Trinity Catholic School, we are working to create an environment that reflects the values of the gospel of Jesus Christ and an environment that is safe and nurturing and is therefore compatible to building a community of learners.

In keeping with the philosophy and mission statement of Holy Trinity Catholic School, the administration and teaching staff recognize the necessity of dealing with students who infringe upon the rights of the school community. We strive to create an environment that is absent from threat for all students. We will not tolerate demeaning behavior of any kind or behavior that in any way threatens the safety of others.

Virtues and procedures set guidelines for expected behaviors that are consistent for every child at every grade level. We believe that these guidelines and life skills are tools that are essential to becoming productive members of society. We also believe that following these guidelines and life skills helps to create an environment that is compatible with how the brain learns. As a result of the implementation of these guidelines, our focus is on the positive aspects of behavior. Virtues, life skills, and procedures are posted throughout the building, so the students are constantly aware of them.

Each classroom, including encore classes, has an established set of rules and guidelines. The children are made aware of all rules and consequences. All rules and consequences are established with the Virtues and life skills as the basis. Children are asked to think about their choices and the consequences of their choices. Age and grade level will be taken into consideration when discipline is necessary.

It is also important that parents are always informed of behavior issues in order to build a partnership with the school to help a child always achieve his/her best. The purpose of discipline is always to help raise responsible children who are able to care for and get along with others. In addition, discipline is essential for a child to be able to have an optimal learning experience by being attentive and cooperative.

#### ***DISCIPLINE POLICY FOR GRADE K - 8***

Consistent discipline is necessary in every class a child attends, including encore classes. Each classroom teacher will post his/her classroom rules within the classroom. Classroom rules will be discussed, modeled, practiced, reinforced, and reviewed periodically. All students will follow these rules as expected or consequences will be enforced. Persistent behavioral issues that interfere with instruction will be referred to the principal and/or dean. Parents will be continually informed of any behavioral issues.

Virtues are practiced at Holy Trinity Catholic School, and in the absence of virtuous behavior, students will be issued Virtue Reflections/demerits (3rd-8th grade) or have consequences within their classroom (K-8th grade) decided by the teacher. Virtue Reflections will be given for certain offenses to students in grades 3 – 8, and demerits for K-8 in serious situations at the discretion of the administration. Students who accumulate multiple Virtue Reflections/demerits in a quarter will be subject to the following consequences:

- 2 Virtue Reflections/Demerits in a quarter - Half Hour Detention
- 3 Virtue Reflections/Demerits in a quarter - Half Hour Detention and Student/Teacher/Principal conference

Detentions will be served from 2:45-3:15. Detentions will be served on Tuesdays and Thursdays. Parents will be sent a form to choose one of the next two available detention periods to serve. The form must be signed by the parent and returned the next day.

Students should return Virtue Reflections/demerit slips to the faculty who issued the Virtue Reflection/demerit the day after they were received. Then the faculty member will forward the slip to the principal. All Virtue Reflections/Demerits are recorded in OptionC.

### ***CONDUCT, WHETHER INSIDE OR OUTSIDE OF THE SCHOOL***

At Holy Trinity Catholic School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those who attend, can be disciplined/dealt with at the discretion of school officials according to our disciplinary code and school policies. This includes, but is not limited to, conduct through any technology, social media, or digital communication.

### ***SUSPENSION***

Serious offenses that could result in suspension or expulsion include possession of a lighter/matches, possession of drugs/alcohol, sexual harassment, bullying, cyber bullying, threats of physical harm or violence, assault and battery, defiance, fighting, leaving school premises without permission and persistent misbehavior, excessive unexcused absences or tardies, and any other just cause as determined by the pastor or principal.

### ***EXPULSION***

In the event that expulsion of a student is considered, a disciplinary board is convened by the principal that consists of the principal and two faculty members. The parents/guardians and the student are expected to be at the expulsion hearing, but no one else outside of the school will be admitted. The student may choose a faculty member to be present who will act as an advocate for the student. At this hearing, the board will hear all the facts concerning the student. After the hearing, the board will act in an advisory capacity to the principal, who will make the ultimate decision. The parents will be informed of the decision in writing.

Parents have the right to appeal the decision to the pastor.

Diocesan School Policy is followed when expulsion is the only course of action for deviant student behavior. If a student is expelled, there will be no refund of tuition.

### ***CORPORAL PUNISHMENT***

Corporal punishment is not a form of discipline advocated by or used in the school at any time. This is based on the Christian philosophy of respect for a person.

### ***DRUGS/ALCOHOL ABUSE***

Drug use or possession of any kind is NOT permitted at any time. This includes any illegal drugs, alcohol, tobacco, look-alike drugs, inhalants, and the misuse of prescription, non-prescription, or any other illegal drugs. Students caught with possession or use will be subject to immediate and severe disciplinary action and possible expulsion. Students who sell any of these substances may be subject to immediate expulsion.

## ***HAZING***

Hazing, defined as any act initiating a person into any school or organization that causes or creates a substantial risk of mental or physical harm, is strictly prohibited. Students who participate in any hazing will be subject to severe disciplinary action and possible expulsion.

## ***FIRE-ARMS/WEAPONS***

The possession of any type of firearms, weapons, or dangerous or illegal objects that may jeopardize the safety of other students is strictly prohibited. Students who bring such objects to school may be subject to immediate expulsion.

## ***GANGS***

Membership in gangs that have been identified with disruptive, disorderly, or criminal behavior is not consistent with the expectation of a Holy Trinity Catholic School student. All such gang paraphernalia, dress, and signs are prohibited. Students engaging in such behavior are subject to severe disciplinary measures.

## ***HARASSMENT/BULLYING/CYBERBULLYING***

Student-to-student harassment will not be tolerated at Holy Trinity Catholic School. Such behaviors include, but are not limited to:

- Any behavior that is demeaning to another person, such as name-calling, gestures, facial expressions, mimicry, threatening, sending hurtful notes, deliberately ignoring or excluding, teasing, rumor/scandal mongering, interfering with the property of others, or any assaultive, excessive, or unwelcome physical contact.
- Any type of sexual harassment, such as physical assault, unwanted touching, verbal conduct such as derogatory jokes or comments, innuendos, gestures, etc.
- Cyberbullying/harassment of any kind, including outside of school hours. This includes any inappropriate behavior using texting, social media, or any other type of electronic media.
- Bullying behavior of any kind, such as stealing property, threatening, physical abuse, or contact, etc.
- Retaliation for having reported or threatened to report any type of harassment or bullying

Disciplinary action will be promptly taken and may include expulsion depending on the severity of the offense.

## ***SEARCH AND SEIZURE***

For the safety and protection of all students within their care custody, certified staff members, under the direction of the principal, have the authority to search for and seize weapons or other dangerous or illegal objects, if they have any reasonable suspicion to believe that such are in the possession of the pupil, especially where the pupil has no reasonable expectation of privacy; e.g., lockers, desks, coats, books and book bags. Anything brought onto the school premises by a student (in a car, in a book bag, on their person) is subject to search.

## **THREATS**

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, electronic, or symbolic – for example, motioning with one's hand as though shooting at another person. Threats made through any electronic media, including texting and social media pages on the Internet, are also subject to disciplinary action even if they are not made on school property or during school hours. All threats of violence will be taken seriously. If the principal feels that the presence of a student in the school poses a safety threat for others in the school, the student will be removed from the school setting. In that situation, any or all of the following consequences may be imposed:

1. A minimum 3-day suspension will be given.
2. A forensic evaluation to be administered by a licensed psychologist to evaluate
3. the likelihood of future violence. If this is deemed to be necessary, the student will remain suspended until the evaluation has been completed.
4. A report to the Fulton County Sheriff's Department may be filed, and further legal steps may be taken at the discretion of the authorities.
5. The child and parent(s) must meet with the principal to discuss the incident.
6. The student and parent(s) must enter into a contractual agreement with the principal in order to return to school.

## **PROGRAMS AND TRIPS OUTSIDE OF SCHOOL**

### ***TRIPS – 6<sup>th</sup> GRADE CAMP AND 7<sup>th</sup> AND 8<sup>th</sup> GRADE TRIPS***

The 7<sup>th</sup> & 8<sup>th</sup> grade classes normally go on a class trip every other year, depending upon cost and educational value (subject to change by the principal's discretion), and the 6<sup>th</sup> grade class attends YMCA Storer Outdoor Education Camp each year. All students are eligible to participate in these trips as long as academic and behavioral expectations are met. The principal and pastor make the final decision regarding the non-participation of a student on either of these trips. All students are expected to participate in educational trips, as they are part of the educational experience.

Non-participation is only excused at the discretion of the principal and pastor. Parents must contact the principal if there are extenuating circumstances that may prevent a student from participating. Students who do not go on the trip are expected to be in school and will have work to do. Parents are responsible for the cost of the trip, and fundraising opportunities are available throughout the school year to help students earn the funds necessary for the trip.

## **ACCESS**

At times throughout the school year, classes will be going on trips that are of an educational nature. These trips are privileges afforded to students. **No student has an absolute right to a**

field trip. *Students may be denied participation if they fail to meet academic or behavioral expectations. Otherwise, all students are expected to participate in any educational trips, as they are part of the total educational experience. If a student is not participating due to academic or behavioral reasons the student must report to school the day(s) of trips, or will remain at school during the trip if it is within the school day.*

### **PARENT'S RIGHTS**

Parents do have the right to refuse to allow their child(ren) to participate in educational trips, although we encourage parents to let their child participate. The student must attend school on that day; however, it will be considered an unexcused absence. The student will be given work to do and will be supervised.

### **EDUCATIONAL/TRIP FEES**

Many of the educational trips that are taken by Holy Trinity Catholic School classes involve a fee. It is the parents' responsibility to pay their child's fee.

### **FUNDRAISING FOR CLASS TRIPS**

Holy Trinity Catholic School is not responsible for providing fundraising for class trips. Fundraising may be organized by parents, but must first be approved by the school administration.

## **FAITH AND WORSHIP**

### **RELIGIOUS EDUCATION**

Holy Trinity Catholic School provides a faith-based education to assist parents in the religious education of their children. All students, regardless of their religious affiliation, participate in daily religious instruction based upon our Catholic doctrine and tradition.

Parents, by virtue of the fact that they enroll their child(ren) in a Catholic school, acknowledge that religion is a basic part of our school day. Religious instruction in Catholic beliefs and values permeates all aspects of our school program.

### **ATTENDANCE AT MASS**

Mass is celebrated by the entire school community each Wednesday at 8:05 am and Friday at 8:15 AM, in addition to Holy Days of Obligation or special Masses. School Masses are also opportunities for students to assist in planning, serving, and participating. Parents are encouraged to attend School Masses. All K-8th students, regardless of their religious affiliation, are expected to attend any liturgies, retreats, prayer services, or other religious celebrations that are planned for the class or school. Non-Catholic students do not participate in the Eucharist at Mass but may receive a blessing. To realize the mission of our school, parents reinforce our daily Catholic teachings by attending Sunday Mass with their children.

## ***RECONCILIATION***

Roman Catholic students who have made their First Reconciliation will have other opportunities during the school year to receive the sacrament of Reconciliation, including during Advent and Lent.

## ***SACRAMENTAL PREPARATION***

Sacramental preparation is a two-year process that begins in 1st grade for First Reconciliation and First Communion. Students receive the sacrament of First Reconciliation and First Communion in 2<sup>nd</sup> grade. Seventh graders begin preparation for Confirmation and receive the sacrament of Confirmation in the 8<sup>th</sup> grade. There are also activities outside of the classroom that include, but are not limited to, service hours, projects, parent sessions, and retreats. Non-Catholic students take part in learning about the sacraments in religion class, but do not receive the sacraments.

For more information regarding sacramental preparation, please refer to the parish sacramental policy.

## ***SERVERS***

Any Catholic boy or girl in grades 3rd-8th grade is eligible to become a server at Mass. Students must go through a training process to become a server. The training is done by the parish and or school principal.

## ***SERVICE***

Our mission as a Catholic school is to pass on the gospel message of Jesus to others. We teach our children to model the life of Christ by loving and serving others. There are many benefits to be gained by all when service is provided to others. Service is an integral part of any community. Each Holy Trinity Catholic School family is asked to provide service to the school at some time during the year. There are many opportunities for service, and parents will be kept informed throughout the year of these opportunities. HTPO will also send a list of activities where volunteers are needed.

Both 7<sup>th</sup> and 8<sup>th</sup> Graders are expected to perform service hours as part of their sacramental preparation for Confirmation. Service hour requirements are given to the students by the parish.

## **GENERAL SCHOOL INFORMATION**

### ***ARRIVAL AND DISMISSAL PROCEDURES***

The main school door is unlocked in the morning to allow students to enter. Students who are dropped off by parents are to enter through the front door. If students are dropped off

before 7:50 a.m., they will need to go to extended day. They will be charged for using the extended day if arriving before 7:40 a.m., with the exception of students arriving on a bus.

**During Drop-Off and Pick-Up, there is no parking in front of the school, all parking is designated in front of the gym (community center) during Drop-Off and Pick-Up for the safety of our children and parents. In addition, all traffic into and out of the parking lots is One-Way during Drop-Off and Pick-Up. No vehicles should turn around and drive West across the front of the school.**

Please practice patience and do not pull out of the car line after you drop off or pick up your children.

Drive slowly in the parking lots for the safety of everyone.

All students should enter and exit vehicles in the car line from the curbside of the vehicle for the safety of the children and the drivers. If this is an issue, we will ask you to park in the lot by the gym (community center) for drop-off or pick-up.

**Morning Drop-Off:** Enter from St. Rte 64 or the West Driveway (closest to the church) from US Highway 20. K-8 and buses will proceed to the front of the school and drop children off at the main entrance to the school. Preschoolers follow to the front of the gym (community center), park in the gym parking lot, and help your children out of the car and walk up to school on the sidewalk. If K-8 parents need to park, they need to park in front of the gym (community center) in the parking lot and walk up the sidewalk to the front of the school.

All cars and buses must exit out of the East drive (closest to the baseball field) to US Highway 20.

#### **Afternoon Pick-Up:**

**Preschool** - Preschool parents will enter from St. Rte 64 or the West Driveway (closest to the church) from US Highway 20. Preschool follows to the front of the gym (community center), park in the gym parking lot, walk up to school on the sidewalk to pick up your children, and then return to your car on the sidewalk in front of the school and help your children into your vehicle. Then exit out of the East drive (closest to the baseball field) out to US Highway 20.

**K-8** - K-8 parents will enter from St. Rte 64 or the West Driveway (closest to the church) from US Highway 20. Then proceed to the West side of the school, follow back to the loop behind the school, pull up next to the curb to the end of the sidewalk, and stop. Vehicles will stop and stay to the West of the school until the buses depart from the front of the school. After buses depart, vehicles may slowly turn and drive up to the main entrance of the school

for pick-up. Students will be released to 3 or 4 cars at a time. Then vehicles will exit out of the East drive (closest to the baseball field) out to US Highway 20.

***If a parent needs to come into the building to talk to a faculty member, etc., they are asked to wait until all of the cars picking up students have left and to park in the parking lot across from the gymnasium/community centers.***

**Please arrive prior to 2:45 p.m. if you are parking and retrieving your child to avoid driving through as students are being picked up..**

Students are to be in their classrooms and ready to begin the school day by 7:55 AM. Announcements begin promptly at that time. Students are tardy after 7:55 AM and need to report to the office before going to class. Parents should not be in the classrooms/hallways after 7:50 AM so teachers may be able to get attendance and prepare students for the start of the school day.

All students are to leave the school property immediately after dismissal unless they are in extended day, with a faculty member for tutoring or other after-school activity, or under the supervision of an adult who is either a faculty member, certified volunteer, or CYO coach. The school office should be made aware of students in the school building after 2:45 pm.

Students are not allowed to remain on school premises after school is dismissed unless they are with a faculty member for academic purposes or in the extended day program. Students who are here after school hours will be sent to extended day, and parents will be charged for the use of extended day.

Walkers should not arrive before 7:40 a.m. They must obey all traffic rules. They will remain in the classroom after school until dismissed, and are not to linger at school, but are to go straight home.

### ***DISMISSAL CHANGES***

If your child will be leaving the school grounds with someone else's parent(s), a written note is required. No student may ride the bus home with someone else, and other arrangements will need to be made. Holy Trinity Catholic School follows all bus rules of the Evergreen Local School District and Pike/Delta/York School District, which provide transportation for our students. If your child changes his/her means of transportation during the school year, please notify the school office in writing. Please do not email or leave a voicemail for faculty because they may not be able to access either before the end of the day. Please discuss transportation changes BEFORE your child leaves for school to alleviate end-of-day calling and confusion.

### ***BIRTHDAY CELEBRATIONS***

Your child is permitted to dress out of dress code on the day of their birthday. If their birthday falls on a weekend, they may dress out of uniform either on Monday or Thursday of

the weekend of their birthday (Fridays are Mass days and students are expected to be in the school dress code). If your child's birthday is in the summer, we celebrate half birthdays to make sure everyone's birthday is celebrated. Please note that on these non-dress code days, the students must still follow the guidelines for non-dress code days as outlined in the dress code.

Parents may send in treats for a birthday celebration, but please make sure that there is enough for every child and provide everything necessary to serve your treat (napkins, etc.). Finger foods are always a convenient snack. We do ask that you not send in lunch for a birthday treat. With all of the new mandates at the state level for healthy food, we ask that you please send in a nutritious snack for a treat. We are also asking that no drinks be sent in with the treat. We do not allow pop as a treat, as many parents prefer that their children do not drink pop, and we do not want spills in the classrooms. ***Please let the faculty know ahead of time that you are planning on bringing a birthday treat.***

### **COMMUNICATION**

Family newsletters and other important communications are sent home in a large brown envelope each Friday with the oldest child in the family (unless otherwise requested by the parent). Please be very careful to read all communication from the school. The brown envelopes must be returned on Monday (or the next school day if Monday is a holiday or calamity day). There will be a charge of \$1 to replace a lost envelope.

Newsletters, lunch menus, calendars, and most other pertinent information are posted on the school website.

If a non-custodial parent wishes for copies of the brown envelope contents and copies of report cards, that parent will need to contact the school office and pick up the additional information. There is a \$40 per year charge to mail information to a non-custodial parent.

Individual classroom faculty will communicate on a regular basis with parents. Classroom newsletters come home each Friday in the brown envelope or are emailed by the teacher directly.

All faculty and staff members may be contacted at any time through email or voice mail. The addresses are attached to the back of the handbook. Faculty normally can respond to emails and voicemails before 7:45 am and after 2:45 pm; however, depending on their schedules, this does not always happen daily. Faculty and staff will be expected to respond within 24 hours of contact (excluding weekends and holidays). If you would like to speak with a teacher, please make an appointment with the teacher. Should you have an emergency, contact the school office.

### **CONFIDENTIALITY**

All persons can expect confidentiality from school personnel as long as no one's life, health, or safety is at stake, or criminal activity is involved.

### **CONTACTING FACULTY**

If at any time a faculty member needs to be contacted, please contact the faculty member directly unless it is an emergency. The faculty will respond as soon as possible. Please do not call faculty at home unless the faculty member has indicated that this is acceptable.

Faculty members may have obligations before and after school and are not always available, thus, it would be best to call ahead of time to schedule an appointment. In addition, during school hours of 7:45 a.m. to 2:45 p.m., faculty are not available to meet with parents unless a previous appointment is made.

### **DRESS CODE**

See Appendix A of the handbook.

### **EXTENDED CARE**

Extended Day Care is available in the morning from 7:00 a.m. until 7:50 a.m., and from 2:45 p.m. until 5:30 p.m. The fee schedule is available in the office. Students who arrive by bus before 7:45 a.m. are not assessed extended day fees. Students who are dropped off by car or walk, and arrive before 7:40 a.m., are assessed extended day fees. To contact extended day after school office hours, dial 419-644-3971, ext. 122. **All extended day fees must be paid at the end of each quarter before your child begins another quarter to avoid compilation of monies owed.**

### **ITEMS NOT ALLOWED AT SCHOOL**

Items such as, but not limited to, e-cigarettes, questionable books and pictures, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

Electronic devices are not allowed in school for pleasure or entertainment. This includes but is not limited to CD players, iPods, phones, and other electronic games. Holy Trinity Catholic School or Parish is not liable for personal devices if they are broken, missing, or stolen.

### **FIDGETS**

Not limited to, but including: Fidget spinners and cubes are not allowed unless there is a documented need for a student. Teachers may use discretion in their classroom to allow these items, but that must remain in that classroom and may not be allowed to be carried around on a student in the hallways, bathrooms, encore classes, etc. If allowed by the

teacher, they must stay within that classroom, either in a collection bucket or in an assigned place by the teacher when the students are leaving the classroom.

### ***LOCKERS***

Each student is assigned a locker or cubby 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 outside. Inside decorations must be consistent with the decorum of our Catholic school. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

### ***LOST AND FOUND***

Lost and found items are kept in the hallway between the office and the gym. All lost and found items that have not been claimed at the end of each semester are given to a charitable organization.

### ***LUNCH PROGRAM***

The HTCS lunch program provides students with a hot lunch. This lunch includes fruit, vegetable, milk, and a main dish. Students may opt for a peanut butter and jelly sandwich instead of the main dish. The hot lunch and milk programs are subsidized by the state and federal governments. Eligible students may receive free or reduced lunch prices.

Students are offered 5 components for each meal: fruit, vegetables, grains, meats (or meat alternate), and milk. For a meal to be considered complete, the students must choose at least 3 of the components. One must be a fruit or a vegetable. They may choose all of the components offered that day. Extra fruit and vegetable servings are free for those who ordered the hot lunch. We are required to incorporate the following initiatives in order to serve healthy meals that the students will enjoy: an increase in the quantity and variety of fruits and vegetables, offering more whole grain products, reduced sodium in the meals, and reduced fat in the meals. Healthy eating habits learned in childhood will be continued into adulthood.

Payment for lunch is billed through OptionC. Each month, charges for lunch will be included on your bill.

Food Allergies: If a child has a food allergy, and a note is on file from the child's doctor, the cafeteria will make sure that the child does not receive that food. Substitutions will be made for life-threatening allergies if the child is purchasing hot lunch.

### ***MONEY AND/OR VALUABLES AT SCHOOL***

Students should not carry money to school, other than to pay for book clubs, fees, etc. That money is to be turned in to their homeroom teacher upon arrival at school. It should be in a

separate sealed envelope marked with the child's name, the amount, and the purpose.

Faculty do not keep money in their classrooms. Should you have more than one child, please send one envelope for each child, as each teacher keeps their own tally, and it is difficult to track when monies or checks are sent with one of several children.

Students should not bring any valuables to school. HTCS is not responsible for the loss or damage of valuables brought to school in violation of this rule.

### ***PARENT ORGANIZATION***

Any parent who has a child enrolled in HTCS is automatically a member of the Holy Trinity Parent Organization (HTPO). The purpose and goal of the HTPO is to promote cooperation between parents and the school, and to provide additional funds for educational activities and items through annual fundraisers. HTPO plans and coordinates several activities each year.

Organizational meetings are held throughout the year. Dates and times will be announced in the school newsletters. The effectiveness of the HTPO depends upon the involvement of the parents. Students, faculty, and staff benefit from the efforts of the HTPO.

### ***PUBLICITY PERMISSION***

Students must have parental permission to be included in any school publication, including newspaper articles, etc. The permission form is in force for the entire time the child attends Holy Trinity Catholic School unless we are notified otherwise. Student pictures will be on the parish and school website occasionally for activity pictures, but last names of students are not used.

### ***SCHOOL COUNCIL***

School Council is an advisory group to the pastor and principal on matters of the administration of Holy Trinity Catholic School.

You may contact the principal or pastor with any School Council question or concern.

### ***TELEPHONE CALLS***

Students should not make phone calls unless it is an emergency or a special situation. **If a child has forgotten homework, supplies, or lunch, they should not call home for them.** No child will go hungry if a lunch is forgotten, as the school will provide a lunch. Please make sure your child knows how he or she is to get home each evening, so they do not have to call to find out each day. Thank you for your assistance with this, as we try to instill a sense of responsibility in our students.

If permission is given to use the telephone, students may only use the phones in the school office. Students may NOT use telephones anywhere else in the building or use a cell phone. All cell phones shall remain in lockers during the school day.

***TECHNOLOGY DEVICES, CELLULAR PHONES, SMART WATCHES***

We recognize the need for parents and students to communicate to ensure safety. All devices, including but not limited to Technology Devices, Cell phones, Tablets, iPads, iPods, and Smart Watches may be brought to school under the following conditions:

1. Cell Phones, Tablets, iPads, and iPods must be kept in the OFF position at all times and not carried on the person.
2. Cell Phones or other technological devices may not be used before or after school, nor in morning extended day or afternoon extended day.
3. No device may be used for picture taking or any type of recording.
4. No harassment or threatening of persons via the cell phone, smart watch, or technology device is permitted.
5. Cell phones, smart watches, technology devices, tablets, iPods, or iPads may not be used for game playing, Internet or email access, or text messaging.
6. Smart Watches must be silenced during school hours, 7:50 am - 2:45 pm.
7. Those who violate any of the rules regarding the policies for any technology device may forfeit their privileges of bringing them to school. Devices will be confiscated for any violations, and parents will be notified.
8. Holy Trinity Catholic School is not responsible for any damage, loss, or theft of any cell phone, smart watch, technology device, iPad, or iPod.

Students violating these rules may have their technology device, cell phone, iPad, tablet, iPod, or smartwatch confiscated. In this instance, parents will be notified. The device will be returned at the end of the school day on the first offense; for the second offense, the device will be held, and a parent/guardian will be required to pick up the device. A third offense, and the parent will need to pick up the device, and the student may not bring the device to school for the remainder of the school year.

***TRANSPORTATION***

Transportation is available for students residing in the Evergreen and Delta districts. Students are expected to follow all rules and regulations as directed by the bus driver. Our utmost concern is for the safety of each child. Parents will be notified of a child's failure to comply with bus rules by means of a Bus Violation Report given by the bus driver. Parents must assume responsibility for the behavior of their children while riding the bus. If permission to ride the bus is revoked by the local school district, parents must provide transportation to and from school until such time as reinstatement of bus riding privileges may be made.

The office must be notified in writing of any changes in transportation arrangements. For specific information regarding your child's transportation, please contact the school office.

## **HEALTH AND MEDICAL**

### ***ADMINISTRATION OF MEDICATION***

For all medication, the following rules shall apply:

1. Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours.
2. Whenever a student must take prescribed medication during school hours, the appropriate physician request and parent release forms must be on file in the student's health folder and available to the person designated by the school before the student will be allowed to begin taking the medication in school.
3. Medication in the same container in which the prescribing physician or pharmacist dispensed the drug is to be brought by a responsible person to the principal minister's office or to the nurse's office for safekeeping.
4. For each prescribed medication, the container should be labeled with the following information: student's name, name of physician, date, name and telephone number of pharmacy, name of medication, dosage, frequency, and any special handling and storage directions.
5. Any unused medication not claimed by the last day of school each year will be destroyed by school personnel.
6. It is the responsibility of the parent or legal guardian to instruct the child to report to take the medication at the designated time. Efforts will be made by school personnel to communicate a student's medication needs to faculty or other appropriate staff members.
7. A log shall be kept for each prescribed medication in the student's health folder, on which the school personnel will note at that time each occurrence of overseeing the student taking his/her medication.
8. New request forms must be submitted by the parents each school year and whenever the medication or dosage is changed.

### ***INHALERS***

Inhalers may be carried by the student, but an inhaler permission form must be completed by a physician. That form is kept on file in the school office.

### ***EMERGENCY MEDICAL AUTHORIZATION***

Parents or legal guardians are required to complete emergency medical authorization forms. They will be kept on file in the school office, and faculty will have copies of these forms with them on educational trips off school grounds.

### ***FOOD ALLERGIES***

If your child has an allergy to any food, we must have notification from the child's doctor. Parents will then need to fill out a food allergy plan.

## ***DIABETIC POLICY***

The goal of Holy Trinity Catholic School is to provide a safe environment for all children, including those with life-threatening diabetes. Although the risk to students with this disease in the schools cannot be completely eliminated, it can be greatly reduced. This plan of support addresses the identification of individual needs, staff awareness, necessary curricular and procedural modifications, and emergency plans. Protecting students with diabetes is the **shared responsibility** of families, schools, and the community.

The purpose of this manual is to reduce unintended reactions by outlining the problem, providing education on management of diabetic procedures, and outlining the responsibilities for the student, families, and the school system. District 61 will continue to monitor and evaluate this issue to ensure the proper implementation of these guidelines across our jurisdiction.

Diabetes is a serious chronic disease that impairs the body's ability to use food for energy. It is the sixth-leading cause of death by disease in the United States. Long-term complications include heart disease, stroke, blindness, kidney disease, and amputation of the foot or leg. Although there is no cure, the disease can be managed and complications delayed or prevented.

### ***General Information about Diabetes***

Diabetes must be managed 24 hours a day, 7 days a week. For students with type 1 diabetes, and for some with type 2 diabetes, that means careful monitoring of their blood glucose (sugar) levels throughout the day and administering multiple doses of insulin therapy, now prescribed for most young people with diabetes. As a result, the school health team, which includes the school nurse, teachers, office personnel, and other staff members, plays an important role in helping students manage their diabetes.

Effective diabetes management is crucial:

- For the immediate safety of students with diabetes
- For the long-term health of students with diabetes
- To ensure that students with diabetes are ready to learn and to participate in school activities
- To minimize the possibility that diabetes-related emergencies will disrupt classroom activities

The purpose of the policy is to educate school personnel about diabetes and to share a set of practices that enable schools to ensure a safe learning environment for students with diabetes, particularly students who uses insulin to control the disease (all students with type 1 and some with type 2 diabetes).

### ***Guidelines for School Administration***

All school staff members who have responsibility for a student with diabetes should receive education that provides a basic understanding of the disease.

Education for school employees and delegated care aides

- In schools that have a student with diabetes, all school employees shall receive education in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and who to contact in the case of an emergency during a regular in-service education.
- Initial training for delegated care aides shall be provided by a licensed healthcare provider with expertise in diabetes or a certified diabetic educator and individualized by a student's parent or guardian. Training must be consistent with the guidelines provided by the U.S. Department of Health and Human Services in the guide for school personnel entitled "Helping the student with Diabetes Succeed". The training shall be updated when the diabetes care plan is changed and at least **annually**.

Self-management. Provided that the student is authorized according to his or her diabetes care plan, a student shall be permitted to do the following:

1. Check blood glucose when and wherever needed.
2. Administer insulin with the insulin delivery system used by the student.
3. Treat hypoglycemia and hyperglycemia and otherwise attend to the care and management of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity or event in accordance with the diabetes care plan.
4. Possess on his or her person, at all times, the supplies and equipment necessary to monitor and treat diabetes, including, but not limited to, glucometers, lancets, test strips, insulin, syringes, insulin pens and needle tips, insulin pumps, infusion sets, alcohol swabs, a glucagon injection kit, glucose tablets, and food and drink, in accordance with the diabetes care plan.

Protections against retaliation. A school employee shall not be subject to any penalty, sanction, reprimand, discharge, demotion, denial of a promotion, withdrawal of benefits, or other disciplinary action for choosing not to agree to serve as a delegated care aide.

Civil immunity.

- A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

- A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with the Diabetes Management Care Plan, unless the action constitutes willful or wanton misconduct.

### ***Actions for the School District Administrator***

- Provide leadership in developing district policy related to all aspects of diabetes management at school that is consistent with the standards of care recommended for children with diabetes, including delegation of responsibilities, required staff training, medication administration policy, and blood glucose monitoring. Obtain input from local or regional experts.
- Support and implementation of district policy. Support school district health professionals and other school administrators regarding the development, coordination, and implementation of diabetes management training; ongoing quality control and improvement of these training programs; and the development and implementation of a program to monitor the performance of those who receive training.
- Arrange for the training of school personnel.
- Allocate sufficient resources to manage students with diabetes.
- Monitor schools attended by students with diabetes.
- Meet with members of the school health team as needed. Address issues of concern about the provision of diabetes care by the school district, as appropriate.
- Respect the student's confidentiality and right to privacy.
- Learn about diabetes.
- Understand and implement the federal and state laws that may apply to students with diabetes, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act.

### ***Actions for the Principal, School Administrator, or Designee***

- The principal shall facilitate compliance with the provisions of a diabetic care plan.
- Participate in developing and implementing school policy related to diabetes management at school and implement school district policy.
- Allocate sufficient resources to manage students with diabetes.
- Develop and implement a system to inform school health services of the pending enrollment of a student with diabetes.
- Promote a supportive learning environment for students with diabetes. Treat these students the same as other students, except to respond to medical needs.
- Meet annually with the school health team. Arrange and attend a meeting of the school health team members (student, family, school nurse, 504/IEP coordinator, teacher(s), and other staff members who have responsibility for the student) before the school year starts, or when the child is newly diagnosed, to discuss medical accommodations and educational aids and related services the student needs.

- Identify all staff members who have responsibility for the student with diabetes.
- Alert all school-related staff members who teach or supervise a student with diabetes. Ensure that they, including the bus driver, are familiar with the accommodations and emergency procedures contained in the student's Diabetes Medical Management Plan, Minor Adjustment Plan, IEP, or other education plan.
- Alert all substitute personnel. Ensure that they are aware of the needs and emergency procedures for students with diabetes.
- Work with the school health team to implement the student's written plans, including the Diabetes Medical Management Plan, and monitor compliance.

***Actions for school employees and delegated care aides***

- In schools that have a student with diabetes, all school employees shall receive education in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and who to contact in the case of an emergency

***Actions for the Parents or Guardians***

- Inform the school principal that your child has diabetes.
- Provide accurate and current emergency contact information.
- Provide the signed Diabetes Health Care Plan.
- Attend and participate in the initial and annual meetings of the school health team.
- Provide specific information about your child's diabetes.
- Permit the sharing of medical information.
- Inform school staff of any changes in the student's health status.
- Provide all supplies and equipment necessary for implementing your child's Diabetic Health Care Plan, Minor Adjustment Plan, IEP, or other education plan.
- Provide and maintain all supplies and equipment necessary to accommodate the student's long-term needs (72 hours) in case of an emergency.
- Inform appropriate school staff (principal, teachers, coaches, and others) when the student plans to participate in school-sponsored activities that take place before or after school so that health care coverage can be coordinated to ensure the health and safety of the student with diabetes.

***Actions for the Student with Diabetes***

- Participate in the school meeting as appropriate for age and understanding.
- Alert school staff members if you need help.
- Take charge of your diabetes care at school if your written school plans allow you to. This may include:
  - Checking and writing down blood glucose levels.
  - Figuring out the right insulin doses.

- Giving yourself insulin.
- Throwing away needles, lancets, and other supplies you have used in the right place.
- Eating meals and snacks as planned.
- Treating low blood sugar.
- Carrying diabetes equipment and supplies with you at all times.

### ***CONTAGIOUS DISEASES***

Parents are asked to contact the school office in the event that their child contracts a contagious disease such as head lice, chicken pox, measles, mumps, strep throat, impetigo, or pink eye. Children will not be allowed to return to school until the contagious condition no longer exists. In the case of head lice, students must be checked in the school office before they are readmitted. Holy Trinity Catholic School has a no-nit policy for head lice.

***If your child has a fever, your child may not return to school until 24 hours after the fever. Using medicine (Acetaminophen/Ibuprofen) to reduce the fever does not constitute being fever-free. The school reserves the right to make the final decision on allowing a child to return to school.***

### ***ILLNESSES***

Students should not be sent to school with any of the following, but not limited to:

- Fever (Must be fever free for 24 hours without the use of fever reducing medication)
- Diarrhea
- Vomiting (May not return until after 24 hours of vomiting)
- Pink eye
- Serious cough (consistent and difficult to control)
- Strep throat
- Hand-Foot-Mouth
- Other contagious illnesses or diseases

This is not a complete list, but some common examples. Holy Trinity recommends that you use your best judgment, considering other students and teachers. The objective is consistent attendance for all of our students.

### ***ILLNESS DURING THE DAY***

Students who become ill during the school day will be sent home if necessary. Parents will be called, and if parents are not available, the next emergency contact will be called to pick up the child from school. Students must be signed out at the office.

***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.*

## ***IMMUNIZATIONS***

Students entering Holy Trinity Catholic School must be in compliance with immunization requirements as specified by the Ohio Revised Code.

### **Immunization Requirements**

Pupils in grades K-12, unless otherwise exempt, must be immunized against certain diseases by type of vaccine and number of required doses.

1. The pupil submits written evidence that he/she meets or exceeds the minimum immunization requirements, which are:

#### **Diphtheria, Tetanus, Pertussis:**

Vaccine: DTP, DTaP, DTa, Tdap and/or Td Vaccine

Kindergarten – 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4th birthday.

Grades 1-12

3-4 doses of DTaP, DTP, DT, or Td or any combination

Grade 7 – 1 dose of Tdap or Td vaccine must be administered prior to entry.

#### **Polio:**

Vaccine: Trivalent Oral Vaccine, Live Virus

Kindergarten – 4 doses of any combination of OPV or IPV, the final dose must be administered on or after the 4th birthday, regardless of the number of previous doses.

Grades 1-12 – 4 doses if a combination of OPV or IPV was administered.

4 doses of all OPV or all IPV are required if the third dose of either vaccine was administered prior to the 4th birthday.

#### **Measles: (Measles, mumps, rubella)**

Vaccine: Measles Vaccine, Live Virus (administered at 12 mo. or older)

K-12 – 2 doses of MMR. Dose 1 must be administered on or after the first birthday.

The second dose must be administered at least 28 days after dose 1.

Kindergarten – 2 doses of varicella vaccine must be administered prior to entry.

Grades 1-4 – 1 dose of varicella vaccine must be administered on or after the first birthday.

#### **Hib: (Haemophilus)**

Vaccine: Haemophilus Influenza b (HIB)

None

#### **Hepatitis B:**

K-11 – 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before the age of 24 weeks.

No student at the time of his/her initial registration or at the beginning of each school year shall be permitted to continue to attend school for more than 14 days unless he/she presents written evidence that he/she has been immunized or is in the process of compliance; or he/she presents a physician's statement that immunization may be detrimental to the student's health or a parental/guardian statement that immunization is objected to for good cause (e.g., religious convictions).

Students previously admitted under the "in process of being immunized" provision or a student who has not presented a written statement by his /her physician shall be excluded from school on the fifteenth day. Any student excluded shall be readmitted upon written evidence of compliance.

In the case of a school epidemic situation, those students who have not been vaccinated against the epidemic cause must be excluded from the building until two weeks after the last reported case in the school or the surrounding area.

### ***SCREENING***

Students will receive vision, hearing, and scoliosis screening by a Fulton County Health Nurse. Parents will be notified when, and at what grade level, students will receive these screenings.

Vision screening is done in grades K, 1, 3, 5, and 7. It is distance vision only. Hearing screening is done in grades K, 1, 3, and 5. Scoliosis screening is done in grades 5-8.

All new students receive vision and hearing screening.

Students may be tested /screened upon faculty or parent request.

## **PARENT-SCHOOL RELATIONSHIPS**

### ***EXPECTATIONS***

#### **WHAT PARENTS CAN EXPECT FROM FACULTY**

It is the responsibility of the faculty to provide a safe and nurturing environment and a meaningful learning experience. In addition, faculty will keep the parents fully informed of

student academic progress, concerns, and behavioral issues. Parents can expect that faculty will protect their child's reputation and practice professional integrity by discussing the child's needs only with appropriate staff members. The same is expected of our parents in regards to our faculty and staff.

### **WHAT FACULTY AND STAFF CAN EXPECT FROM PARENTS**

Faculty can expect that parents will be supportive of them at all times. In the event of a question, concern, or disagreement, the parent should contact the faculty for clarification.

***Parents are asked to go to the faculty first with concerns, especially regarding questions about specific incidents in the classroom.*** Please remember that the student's perception of an incident might not be the same as the faculty's. Each faculty is entitled to respect as a professional educator as well as to his/her good name and reputation.

### **PARENT COOPERATION**

The mission statement of Holy Trinity Catholic School states that the school and the family collaborate in the education of the child. We feel that the parents are the primary educators of the students, and parent cooperation with the school is an essential ingredient for student success. Parents are expected to follow all policies and procedures given in the handbook and are asked to sign the form in the handbook each year, agreeing to do so. Parents are also expected to follow individual classroom policies and to be aware of all communications from the school.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

If a student or parent is having a problem with a faculty member, the parents are asked to first discuss it with the faculty member. Going to the principal or the pastor should only be done after attempts have been made to discuss and resolve any issue with the faculty. The second step of this process is to discuss with the school principal, and the third step would be with the pastor.

### **SAFETY**

#### ***ABUSE/NEGLECT***

Under the Ohio Revised Code, any faculty or school authority who knows, or has reason to suspect that a child has suffered, or faces a threat of suffering, any physical or mental wound,

injury, disability or condition of a nature that normally indicates abuse or neglect, must immediately report the information to the appropriate agency.

### ***BICYCLES***

Students who ride bicycles to school are to park them in the designated bicycle area. No student may ride a bicycle on school grounds during school hours or bus-loading time. All students are to stay away from parked bicycles during school hours. HTCS is not responsible for lost or damaged bikes; it is recommended that they be locked. Bikers need to remain in their classrooms and will not be dismissed until the last bus leaves. All bikers are required to wear a proper helmet. Written permission from the parent is needed for riding a bike to school.

All students are to leave the school property immediately after dismissal unless they are with a faculty member or under supervision.

### ***CRISIS AND SAFETY PLAN***

Holy Trinity Catholic School has a Safety Plan in place for all emergency situations. There are specific procedures in place for dealing with different types of crisis situations, including shelter-in-place, lockdown, evacuation, etc.

The Department of Homeland Security (DHS) still uses a system to communicate potential threats, but it's now called the National Terrorism Advisory System (NTAS). NTAS replaced the color-coded Homeland Security Advisory System in 2011. Instead of colors, NTAS uses bulletins to convey information about terrorist threats.

#### **NTAS Alerts:**

These are issued when there is credible information about a terrorist threat.

#### **Types of Alerts:**

NTAS has two types of alerts:

- **Elevated Alert:** Warns of a credible terrorist threat.
- **Imminent Alert:** Warns of a credible, specific, and impending terrorist threat or attack.

If there is an alert announced during school hours, please tune to local radio and TV stations for information.

If a threat to our school or students occurs during school hours, access to the building and parking lot will be restricted until the threat is over. Teachers will implement the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) procedures that are reviewed yearly.

***CUSTODY AND RELEASE OF STUDENTS (BUCKLEY AMENDMENT)***

This school abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. It is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. The custodial parent has responsibility for communication and financial obligations.

In the case of a divorce, the custodial parent of a student is required to supply a copy of the current custody papers to the school office. Unless otherwise stated by court documents, each parent is presumed to have full authority regarding tuition, record release, and enrollment, unless a court order restricts their authority. Never-married parents should also have custody documents on file, as needed.

The school will not release a child to a non-custodial parent unless otherwise noted through a court order or official court document, or through the written consent of the custodial parent. Any such written consent must be provided each school year.

***PERMISSION FORMS***

A permission form will be provided for each educational trip. Parents are required to sign these forms in order to permit a student to go on the trip. Forms may be checked for forgery. Students who do not return signed forms will not be permitted to go on the trip. A faxed form from the parent will be accepted, but verbal permission over the phone or a handwritten note will not be accepted.

***RELEASE OF STUDENT***

The school is responsible for the child's safety from the time that he/she arrives in school in the morning until dismissal time. Therefore, students will only be released to parents or to persons designated by the parents.

Medical and other appointments for students during the school day are discouraged, but we recognize that it is occasionally necessary. Parents must notify the school in advance and must sign the student out at the school office.

**All requests for early dismissal should be addressed to the office and faculty. Faculty are not authorized to release students.**

***SEVERE WEATHER PROCEDURES***

In the event of tornado warnings, severe thunderstorms, downed power lines, etc., students will be kept in the school building and not dismissed until it has been determined that it is safe to do so. If evacuation is necessary, Holy Trinity Catholic School will use our parent alert system through OptionC, messages will come by text, automated phone call, and/or email.

### ***TORNADO, FIRE AND ALICE (LOCKDOWN) DRILLS***

Fire and tornado drills will be held periodically throughout the school year. In order to ensure the safety of everyone concerned, students are expected to follow all procedures given for these drills. ALICE drills will also be conducted throughout the year. During any of these drills, no one will be released from the school building. During an ALICE drill, no one will be admitted to the school building.

### ***TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS***

In most cases, parents provide transportation for educational trips. Immediate family members may drive for trips as long as they are over 25 years of age. Drivers must have insurance and may be asked to furnish a copy of their driver's license and proof of insurance. Drivers are also required to have a transportation form on file in the school office in addition to completing Virtus (Protecting God's Children). Drivers must have each student buckled individually into a seat. Students may not sit in the front seat where there is an airbag, unless it is the child of the driver (and even then, it is discouraged.) Students who are less than 4 years of age or weigh less than 40 pounds must be properly secured in a child restraint system that meets federal motor vehicle safety standards. At other times, Evergreen buses may be used with a small additional charge for each student.

The Ohio Child Restraint Law requires that any child under four years of age or weighing fewer than 40 pounds who is transported by car "owned, leased, or otherwise under the control of a nursery school, kindergarten, or day-care center" shall be secured in a child restraint system that meets federal standards. In the State of Ohio, all front seat passengers must wear safety restraints. If parents drive children to school-sponsored events, the children must be appropriately restrained. Based on the best information presently available, pre-school, kindergarten, and elementary students should not be transported in the front seat of a car having dual airbags.

**Booster Seats:** Ohio law requires that children ages four through seven who are less than 4'9" tall must ride in a federally approved booster seat. Children over 8 who are not secured in a car seat must be secured in the vehicle's seat belt.

### ***VISITORS TO THE BUILDING***

Visitors are always welcome at Holy Trinity Catholic School. Because of our security system, all visitors have to check in at the school office before gaining access to any portion of the building.

### **STUDENT PREGNANCY POLICY**

Considering the sacredness of life, Holy Trinity Catholic School will not expel a student solely on the grounds of pregnancy or paternity. It is felt that he or she needs, at this time, Christian acceptance and counsel. The student (boy or girl) will be allowed to remain in school as long as the following procedures are implemented:

1. A conference will be arranged with the student, parents, principal, and pastor.

2. The student will receive any counseling as deemed necessary by the principal and pastor.
3. The school will receive a medical report from the girl's physician monthly to verify that continued enrollment in school is in the student's best interest.
4. The principal, pastor, and parents agree that enrollment in school is in the best interest of the student(s) involved, as well as the other students in the school.

In addition, the student (boy or girl) may not assume any leadership roles in school. The entire class will be provided with counseling sessions as needed.

### **TUITION, FEES, AND PAYMENTS**

#### ***FINANCIAL OBLIGATION***

Parents and/or guardians are responsible for full payment of tuition and any and all fees.

Student records will be withheld for transfer, and report cards will not be given to students for nonpayment of tuition and fees.

#### ***RETURNED CHECKS***

There is a \$30 fee for any check returned for insufficient funds.

#### ***TUITION PAYMENT AND REGISTRATION***

A registration fee is required for each child. This fee is non-refundable. Tuition is refundable and will be prorated if a child leaves after school has started for the year and before the end of the first semester. There is no tuition refund after the first semester. All other fees, workbook, supplies, etc., are non-refundable.

#### ***TUITION ASSISTANCE***

Opportunities for tuition assistance are available for those families who have financial need. All tuition assistance is kept strictly confidential. If assistance is needed, please contact the principal or the business manager for more information.

#### **WEATHER - SCHOOL DELAYS OR CLOSINGS**

If school is closed or delayed due to weather or other emergencies, local radio and television stations will announce that Evergreen Local Schools are closed or delayed. Holy Trinity Catholic School will also be announced on WTVG, Channel 13. Holy Trinity Catholic School is included in any announcement regarding either of these categories for Evergreen Schools. Please do not call the school or the parish office.

Holy Trinity Catholic School, through OptionC, has a Parent Alert System. This system will be used for Holy Trinity Catholic School closings or delays apart from Evergreen Local Schools, emergency events that occur specifically at Holy Trinity Catholic School, and

important reminders as needed. The Parent Alert System through Holy Trinity Catholic School does not replace the Evergreen alert system for weather delays and cancellations. Holy Trinity Catholic School will still follow the closings and delays of Evergreen Local Schools unless circumstances require Holy Trinity to make an alternate decision.

If there is a 2-hour delay, Holy Trinity Catholic School will begin the day at 10:00 a.m. Dismissal will be at the regular time.

#### **PRINCIPAL'S RIGHT TO AMEND**

**The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.**

**All rules, policies, and situations that are not specifically stated within this handbook are at the discretion of the administration (Pastor and Principal).**

## APPENDIX A

### **HOLY TRINITY CATHOLIC SCHOOL DRESS CODE**

**MUST BE NEAT, WRINKLE-FREE AND CLEAN**

A student's general appearance can contribute much to, or detract from, the learning atmosphere and attitude in a school. Neatness and cleanliness will help ensure the health and safety of each child. Above all, students should dress MODESTLY as befits an elementary school child in a Catholic school. Our dress code is for students in grades Kindergarten through 8. Preschoolers do not need to follow the K-8th Grade dress code; however, they should dress appropriately for a Catholic school environment according to the Preschool Handbook, the weather, and their activities.

**FORMAL UNIFORM** (Requirements)- White button-down dress shirt or blouse with a navy and white necktie (girls and boys), striped bow ties for boys, or a floppy bow tie for girls. Prefer navy pants or skirts (either navy or khaki may be worn). **The formal uniform can be worn any day, but will be mandatory for Friday Mass Days for our K-8th graders. Formal Uniform for Wednesday Masses is required for 5th-8th grade, students in K-4th may wear the formal uniform as well but are not required on Wednesday Mass days. For feast days, certain field trips (for example, the Chrism Mass), and events, we will be requiring students in our Academy (5th-8th Grade) to wear the formal uniform; students in K-4th may wear the formal uniform as well.** Neckties, Bow ties, and floppy bow ties will be specific and will need to be purchased through the school.

All other components of the Formal Uniform will follow the Regular Uniform, such as pants or skirts, socks, and shoes.

### **REGULAR UNIFORM**

#### **SHIRTS AND TOPS**

**LADIES AND GENTLEMEN** – Plain, solid-colored white, light blue, or navy blue shirts that are the correct size for the student are expected. **Light blue shirts will be phased out into the next school year. Navy and Gray HTCS logo polos purchased through our spirit wear may be worn. Shirts may be long or short-sleeved.** They are to be button-up shirts with a collar or knit polo shirts with a collar. T-shirts worn under a dress shirt must be white with **no printing of any kind on it.** **Sweaters may be worn as long as they are plain, solid-colored white, navy, or gray and no longer than waist length. Sweaters may be V-necks, crew neck, or cardigans, but can only be worn over a dress code top and no longer than waist length.** **No sweatshirts other than Holy Trinity Catholic School sweatshirts are allowed. No hooded sweatshirts or sweaters may be worn as regular dress code.** Shirts are to be tucked in at all times. **Regular uniforms are required to be worn in extended day.**

### **PANTS AND SLACKS**

**LADIES AND GENTLEMEN** – Plain, solid-colored navy blue or khaki dress cotton pants are to be worn. **NO JOGGERS OR PANTS WITH TIES. NO JEAN MATERIAL may be worn.** Pants may not have double stitching on the seams or rivets. Pants must be worn up around the waist and cannot touch the floor. **Belts (conservative brown or black) must be worn with pants/shorts at all times in grades 2 through 8, belts are encouraged but not required for Kindergarten and 1<sup>st</sup> Grade.** Items not permitted – Cargo pants, leggings, stirrup pants, flared or bell bottoms, stretch or knit pants, denim, joggers, tie waist band, rivets or painter's loops on pants.

### **SKIRTS**

Navy, khaki, or Lands End plaid (only the plaid is available through Lands End's school shop under Holy Trinity) skirts, skorts, and jumpers that fit appropriately are acceptable. **Skirts and skorts cannot be more than 3 inches above the knee. LEGGINGS that are white, grey, navy, or black may be worn underneath a skirt or skorts, but not alone.**

### **SHORTS**

Dress cotton shorts in navy or khaki are allowed until October 1 and after May 1. This timeframe may change depending on the weather and will be announced during afternoon announcements if there is a change. The shorts may not be cargo, denim, rivets, or knit. Shorts must fit loosely and be approximately knee length. Belts (conservative brown or black) must be worn with pants/shorts at all times in grades 2 through 8, belts are encouraged but not required for Kindergarten and 1<sup>st</sup> Grade.

### **SOCKS**

Plain white, gray, navy, or black socks or tights are to be worn. Socks are to be crew, ankle, or knee length. No-show socks or footies are not permitted. **LEGGINGS that are white, grey, navy, or black may be worn underneath a skirt or skorts, but not alone.**

### **SHOES**

**LADIES AND GENTLEMEN** – Dress and Athletic shoes may be worn, but need to be conservative in color **without lights, wheels, glitter, or sounds.** Shoes should not be a distraction in the classroom. Shoe heels should be no taller than one inch. Shoes must be closed all the way around the foot and tied at all times. **Boots, work boots, Crocs, sandals, flip-flops, high heels, etc., are not allowed. NO STUDENTS MAY WEAR SHOES WITH WHEELS, LIGHTS, GLITTER, OR SOUNDS OF ANY KIND.**

### **ATTENDING MASS OR ADORATION**

When students attend Mass or Adoration many wear jackets and hoodies when going from school to the church. When we enter St. Joseph Commons at Holy Trinity, or any church we may be at, it is required for students to be in the proper uniform. Hoodies and jackets are required to be taken off. When leaving church, they can be put on for the walk back to school, then must be taken off and stored in their lockers during the school day.

### **LUNCH/RECESS**

When heading to lunch, students should carry jackets or hoodies with them to the lunchroom. When finished eating lunch and their area is clean, students may then put on their hoodies or jackets. Students may wear their jackets and hoodies while at recess, but they must be removed upon re-entering the school building.

### **PHYSICAL EDUCATION ATTIRE**

For classes that change clothes for physical education, students must have a change of clothes for physical education class. The required clothing for P.E. is shorts, Holy Trinity t-shirts, athletic shoes, and socks. Shorts must be loose enough to permit movement, but may not be biker, boxer, jean, baggy shorts, or short shorts. **Shorts cannot be too short or too tight, and have at least a five-inch inseam.** Athletic Pants that are loose-fitting may be worn (sweat pants), but no yoga pants, leggings, spandex pants, joggers, etc. are permitted. Shirts may not be mesh or sleeveless and may not be so short that the midriff is bare. Shirts and shorts must be clean and neat with no holes or tears. Shoes must be regulation athletic shoes. **All students should come to school in uniform and will change for gym, and all gym classes at the end of the day will be required to change back into their uniforms at the end of their gym class.** You may purchase Holy Trinity t-shirts through our Spirit Wear store on our website.

### **DRESS DOWN DAY ATTIRE**

These days are announced ahead of time. The dress code for these days will follow these requirements: jeans/loose-fitting sweat pants must be clean without any holes, tears, or words written on them, **no joggers, leggings, etc. are allowed**; tops/t-shirts/shirts may not have any offensive language or pictures, and must be appropriate for Holy Trinity Catholic School. Shoes on dress-down day must still comply with the regulations for every day. Shoes must be closed all the way around the foot. Sandals, flip-flops, heels, etc., are not allowed.

Special dress-down days will be announced prior to those days. For example, Catholic Schools Week, special days celebrated at Holy Trinity Catholic School, CYO Sports days, etc.

### **JEWELRY, HAIR, AND MAKEUP**

We are a Catholic Elementary School. Jewelry, hair, and makeup should be conservative and not distracting or unusual. Hair adornments are also to be conservative, not distracting, and limited to simple headbands, barrettes, and ponytail holders. Jewelry is limited to 1 bracelet, 1 small religious necklace, and 1 small pair of earrings. Only girls are allowed to wear earrings. Conservative make-up can only be worn by girls in grades 7 & 8. Faculty will determine what is appropriate and not distracting.

### **FIELD TRIP DRESS CODE**

On field trips, students will still be allowed to wear Holy Trinity sweatshirts with their uniform, **unless the field trip is required to be in Formal Uniform.** Other sweatshirts will not be allowed as we are representing our school and parish. Jackets, coats, sweaters, etc., will still be allowed on field trips. The exception is if a teacher gives the option to dress

down for a field trip, for example, Ag Fest, the teacher will have the discretion of how students may dress.

#### ***8th GRADE DRESS UP***

**As a privilege, only the eighth grade may dress up on Wednesdays.** It is understood that dressing up means semi-formal attire, and the length of dresses or skirts **is at the appropriate length of 3-inches above the knee.** In addition, tucked-in shirts and neckties are encouraged. Remember, this is a privilege and may be removed with poor behavior and academic work.

#### ***IF A STUDENT IS NOT IN DRESS CODE***

If a student is not in the proper dress code for school or properly dressed for a dress-down day, the student and parents will be notified and may be called to bring the proper attire to the school.

If there are repeat offenses (3 or more) in regards to the dress code, a student will be given a Virtue Reflection, and the parents/guardians may be called to bring the proper attire to school.

## **APPENDIX B**

### ***POLICY STATEMENT ON GENDER-RELATED MATTERS***

The Catholic Church has always believed that her first mission given to her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events, or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created<sup>1</sup>, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools, and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in and consistent with the principles of Catholic doctrine. Therefore, in every parish, school, and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.

2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - i. What is the specific request of the adult, student, and/or parent(s)/guardian?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the parish, school, or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

<sup>1</sup> Pope Francis, *Amoris Laetitia* 56.

### ***CATECHESIS REGARDING HUMAN DIGNITY AND GENDER-RELATED MATTERS***

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are<sup>1</sup>. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given to us at birth<sup>2</sup>. Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the “sacramentality of the body.” Our bodies are “icons” that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son, and Holy Spirit<sup>3</sup>.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

<sup>1</sup> *Gaudium et Spes* 27.

<sup>2</sup> Pope Francis, *Amoris Laetitia* 285.

<sup>3</sup> *Catechism of the Catholic Church* 221.

### **PASTORAL CARE GUIDELINES**

Recalling that each moment when a person or persons come to the Church—regardless of reason—is an opportunity to provide pastoral care and to evangelize, an opportunity to introduce (or reintroduce) them to Jesus Christ, who is the way, the truth, and the life, these following general guidelines have been developed as a means to help us assist others with their needs and concerns.

These guidelines are general insofar as they can apply to many different people and scenarios. Because of this generality, it would be impractical to provide a specific answer for each and every pastoral possibility or variation. The guideline includes suggestions and reminders on how to approach a situation when presented by a person who is actively engaging or pursuing a lifestyle contrary to Catholic teaching. Examples of this include, but are not limited to: those engaging in a sexual relationship that is not in harmony with the teachings of the Church (same sex relationships; marriages that cannot be recognized by the Church; non-marital heterosexual relationships, such as premarital and extramarital cohabitation; and those persons desiring to be identified in a manner inconsistent with their biological sex).

1. Welcome and thank the individual(s) for expressing an interest in the Church and her

apostolates.

2. Ascertain what the person(s) is(are) seeking:

i. Reception of a sacrament

ii. Use or rental of parish or school property

iii. Admission to school, religious education program, or parish/institution-related

activity.

iv. Involvement in parish ministry

3. Ask for other pertinent details regarding what it is the person(s) is(are) asking, for example:

i. Are you a member of the parish; do you have children in the school?

- ii. Where is the wedding being held? What are the names of the parties to be married?
- iii. Who is celebrating the anniversary? Are they Catholic; were they married in the Church?
- iv. Who are the parents/guardians of the child?
- v. What charity or for what purpose are you raising funds?

4. If something in the answer given or conversation suggests the person(s) is(are) not pursuing a lifestyle that is in accord with Church teaching, the matter should be referred to the pastor or pastoral leader.

5. The pastor or pastoral leader should meet with the person(s), listen to the person(s)'s story, and discover where the person(s) is(are) spiritually at the moment. With all pastoral charity, inquire if the person(s) is(are) living in a manner consistent with the teachings of the Church. Then, invite the person(s) into a deeper life in Christ. This moment becomes the opportunity to ask how the Church can possibly help. Perhaps this would include assistance with the convalidation or sanctification of a marriage or inviting them to celebrate their wedding in the Church (or even to be prepared and celebrate the marriage with a dispensation from the canonical form of marriage). Perhaps this would include (re)introducing the person(s) to the Courage apostolate. In all situations, this is an opportunity to present, in a clear and pastoral fashion, the teachings of the Church (see Catechesis on Human Dignity and Gender-Related Matters), to evangelize, and to encourage all persons we encounter.

6. The catechetical exhibit then logically leads to sharing the policy statement of the diocese. Perhaps, from the pastoral discussion, the pastor or pastoral leader may determine that the Church is able to assist in and perhaps fulfill the person(s) request of the Church. If the Church is not able to assist, she has provided the opportunity for the person(s) to meet a caring person from the Church who has taken an interest in the person(s), has helped the person(s) to understand Catholic teaching, and has invited the person(s) into a deeper relationship with Jesus Christ, to share in his truth and in the life of the Church.

7. At the end of the encounter, the person(s) should be both invited into the life and truth of Christ and his Church, and thanked for their understanding.

8. If the pastor, pastoral leader, or school administrator requires assistance or guidance beyond what is provided in this document, please contact the Office of Marriage and Family Life in the Diocese of Toledo.

