



FAMILY SERVICE HANDBOOK

2018-19

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“I have given you a model to follow, so that as I have done for you, you should also do.”

John 13:15

Dear Families,

We share an important goal to provide for your children an education devoted to academic excellence and committed to Catholic values and ideals. A portion of the values is service and stewardship. We are grateful for your time and talent that you share with Holy Trinity Catholic School and Dubois County.

There are many ways your efforts can enrich our school. We hope that you will give prayerful consideration on how your family will share time and talent. The need is great, and you will find your own life enriched as you share in the life of our school and faith community. The close ties between family, school, and faith community reinforce moral values and nurture our faith tradition. Holy Trinity Catholic School is committed to strengthening our students in spirit, mind and body so they may lead lives based on faith, values, and learning.

The administration has determined that parent involvement and participation in school activities is not only a means to show our support for the school and faith community, but has become absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by Holy Trinity Catholic School to our children.

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to serve. Together let us pray that God, who began this good work in us, may carry it through to completion.

Yours in Christ,

Fr. Gary E. Kaiser, Priest Delegate

“For the Son of Man came not to be served but to serve...” Mark 10:45

Research indicates that parent/legal guardian service in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide us and we have created this Family Service Handbook to assist you. We want to make sure that you are well informed on all aspects of serving at Holy Trinity Catholic School.

School Moto

“Come to learn. Go forth to serve. Trust in Divine Providence.”

The parents or legal guardians of each family registered at Holy Trinity Catholic School are asked to earn a minimum of 15 hours of combined service during the current academic year. Five service hours per semester for Holy Trinity Catholic School and five hours per academic year to the family’s parish/church are required of each family. If the student does not belong to a particular church, five service hours can be directed to any of the 11 supporting parishes or the local community.

A signed service agreement policy must be turned into the school office as part of your registration. Failure to complete the service hours will result in assessment of \$20 for each hour not completed up to \$300.

School Hours:

Grades Preschool through 8 at the Central and East Campuses are in class from 7:40 AM – 2:40 PM. The school doors are opened for students at 7:10 AM. West Campus doors open at 7:45 AM.

School Office Hours:

The school office is open from 7:10 AM – 4:00 PM Monday-Thursday and 7:10AM-3:30PM on Fridays.

Sign-In Procedure:

School visitors (parents/guests, etc.) must come to the main office. Each person is required to sign in at the office when he/she enters the building for any reason. All visitors are required to wear a designated badge or sticker that may be picked up in the office. Visitors are to return the badge and sign out at the time of departure.

Dependability:

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence.

Confidentiality:

Those who serve operate in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Those who serve should not discuss these conversations outside of school. Refer any concerns to the Administration. Everyone that serves will be required to sign the Holy Trinity Catholic School Confidentiality Agreement.

Health and Safety:

A First-Aid kit will be available on every field trip. Chaperones should at no time administer any medication to a student. This includes, but is not limited to over-the-counter medications.

Dress:

Holy Trinity Catholic School has a dress code. Although there is no dress code requirement while serving, it is expected that everyone reflect the image of Holy Trinity Catholic School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts and conservative blouses and tops.

Responsibility:

The Administration of Holy Trinity Catholic School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the service program. The staff is committed to welcoming those who serve, informing them about their tasks, encouraging their initiatives and celebrating their efforts. In this we ask that, while serving, individuals adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary.

Inclement Weather:

The "School Messenger" notification system will be used to contact all families regarding school closings or delays.

Field Trips:

1. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
2. Chaperones should not smoke while on the field trip.
3. Chaperones should dress modestly and appropriately on the field trip. Teachers will notify all chaperones of the appropriate dress code for the trip.
4. Chaperones should refrain from cell phone use while on the field trip.
5. Chaperones should be involved in active supervision while on the field trip and not engaged in social conversation with other chaperones.

6. Chaperones are not permitted to take students to any other location other than the designated location of the field trip.

7. Chaperones may be held responsible for accidents or injuries that happen due to their negligence.

8. Please see the 2018-19 Parent/Student Handbook for more information on field trips.

Right to Amend:

Holy Trinity Catholic School reserves the right to amend this Family Service Handbook. Notice of amendments will be sent to all families.

Service Opportunities:

This list contains the various service activities that take place at Holy Trinity Catholic School. You will receive 1 service hour for every hour of your time that is donated to the various school activities. Every attempt has been made to include all activities, however as the school continues to grow additional activities may qualify for service hours. Please feel free to contact the School Office with any questions. The Service Hours Report will be housed through the Sycamore program and parents are responsible for entering their hours, which will be verified through the school.

Paragon Fundraiser: Time Frame- August – September. Help with pick-up of orders.

The Hoot: Time Frame- November - February. Serve on a variety of committees from venue logistics to arranging for donations. Help prepare class baskets/projects, set-up, decorate, clean-up.

Catholic Schools Week: Time Frame- Planning begins in November, but CSW is late January/early February. Help plan, coordinate, and facilitate special events.

Area Church Picnics: Time Frame- June through October. Serve at any of the various booths at a particular parish picnic.

Parent Teacher Association (PTA) Member: Throughout the year. The PTA helps faculty and staff provide extra opportunities for the school to enhance the mission of Holy Trinity Catholic School. The PTA elects executive board members annually. Duties include attending monthly executive board meetings and general PTA meetings. Board members carry out specified duties according to the office they hold.

Box Tops: Time Frame- Throughout the school year. Great opportunity to work at home! The coordinator organizes others to count Box Tops to submit for CA\$H and other equipment. Runs contests throughout the year for the class with the highest number turned in that month.

Art Class Helper: Time Frame- Throughout the school year. Assist Miss Harless during art class, helping students complete art projects.

Library Helper: Time Frame- Throughout the school year. Each week, helpers assist the librarians during library time, helping children check books in/out as well as re-shelving and cataloging new books.

Lunch Server: Time Frame- Daily. During the school year, helpers serve lunch during each lunch period. Circulate through the cafeteria to help children open packages, milk, etc.

Field Trip Chaperone: Time Frame- Various times during the school year. Chaperone students on school sponsored field trips.

Office Aides: Time Frame-School Year. Assist teachers in copying/laminating projects, other office duties as needed.

Classroom Helper: Time Frame-School Year. Help the teacher with hands on activities, small group activities, or other related needs.

Athletic Coaches: Time Frame-School Year. Help the Athletic Director organize teams within one particular sport. Organize and run related practice sessions for the sport.

Other Service Opportunities may be added as needed or when new ideas are thought of. You'll be enriched by doing these service duties by the lifelong friendships you will make, the pride your child/ren will have for your work and for their school, and the many blessings you will feel.