HOLY TRINITY
CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK

2026-2027

Holy Trinity Catholic School

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Dear Parents/Guardians and Students,

Welcome to the 2026-2027 school year at Holy Trinity Catholic School. We appreciate that you have chosen to be part of our Saints family and look forward to the successes that will come throughout the school year.

We had a wonderful 2025-2026 school year. A huge part of that success comes from communication and understanding of the day to day procedures and overarching expectations of Holy Trinity. You will find a great deal of information outlined in this *Parent/Guardian and Student Handbook*. It is important that families sit down together and read the policies and expectations that are put forth.

The faculty and staff look forward to the opportunity of leading each student through the journey of education and faith formation during the 2026-2027 school year. There will be joys, challenges, and many successes throughout the year, and we will embrace all of these through our trust in Divine Providence.

Blessings,

Mrs. Jenna Seng
Principal, Central Campus

Mr. Jon Temple
Principal, East Campus

2026-2027 School Calendar

Wednesday	August 12, 2026	First Day for K-8 Students
Monday	August 17, 2026	First Day for Preschool/Prekindergarten Students
Friday	September 4, 2026	Professional Development Day - eLearning Day
Monday	September 7, 2026	Labor Day - No School
Friday	October 9, 2026	End of 1st Quarter
Wed/Thu	October 14-15, 2026	Parent/Teacher Conferences
Monday-Friday	October 19-23, 2026	Fall Break - No School
Wed-Friday	November 25-27, 2026	Thanksgiving Break
Tuesday	December 22, 2026	End of 2nd Quarter/End of 1st Semester
Wednesday	January 6, 2027	School Resumes
Monday	January 18, 2027	Snow Make-Up Day #1 - No School
Monday	February 15, 2027	Snow Make-Up Day #2 - No School
Friday	March 5, 2027	End of 3rd Quarter
Monday-Friday	March 22-26, 2027	Spring Break - No School
Monday	March 29, 2027	Snow Make-Up Day #3 - No School
Thursday	May 27, 2027	End of 4th Quarter/End of 2nd Semester

Snow days will be taken in order. eLearning Days may be used as Snow Make-Up Days if necessary. Please note, the following dates are different than the GJCS Calendar: August 11th (No School for HTCS), September 4th (HTCS eLearning), November 10th (HTCS in session)

Staff Email Information

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Teaching Assistants

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Mrs. Connie Matheis	**Instructional Assistant, Central Campus**
Mrs. Renee Merkel	**Instructional Assistant, Central Campus**
Mrs. Macy Schneider	**Instructional Assistant, East Campus**
Mrs. Kelly Wigand	**Instructional Assistant, East Campus**
Mrs. Alicia Gogel	**Preschool Assistant**
Mrs. Angelica Henriquez	**Prekindergarten Assistant**
Mrs. Amanda Kuczynski	**Preschool/Prekindergarten Assistant**
Miss Hannah Seifert	**Preschool/Prekindergarten Assistant**

Athletic Director

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Cafeteria

Mrs. Gail Flannagan	**Food Service Director**	**htcscentralcafe@evdio.org**
Mrs. Cheryl Epple		
Mrs. Sandy Johnson		
Mrs. Amber Lee		
Mrs. Mary Libbert		
Mrs. Mary Schuetter		
Mrs. Jackie Seifert		
Mrs. Glenda Theising		
Mrs. Brenda Wirthwein		

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Transportation

Mr. Alan Brenner

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Organization

History

Catholic education has been an integral part of the fabric of our community since Saint Mother Theodore Guerin began the first school in Jasper. Over the years, there have been many changes to Catholic education in our county, yet the tradition of forming students in the image of Christ, while also emphasizing academic excellence has remained strong.

Beginning in 2010, as part of the Diocese of Evansville's Strategic Plan, a core group, consisting of both clergy and laity from each parish in Dubois County, was formed to explore and make recommendations regarding the future of both parish life and school structure. It was clear from the onset that there was a strong desire to continue to provide a rich Catholic education to the families of Dubois County, while striving to make the best use of our existing resources. The decision to form one Catholic school was unanimous among all members of the core group. Through much planning, Holy Trinity Catholic School came to fruition in 2015 and has started its own legacy in the Catholic Community of Dubois County.

Mission Statement

We, the community of Holy Trinity Catholic School, come to learn and go forth to serve while trusting in Divine Providence.

School Motto

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

Philosophy

Holy Trinity Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Evansville.

1) To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2) To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so each child will grow and develop in the Christian way of life.
3) To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4) To aid students in evaluation of their own capabilities and vocational possibilities.

Education is of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Accreditation

Holy Trinity Catholic School is accredited through the Indiana Department of Education and Lumen.

Catholic Affiliation

Holy Trinity Catholic School is located in the Diocese of Evansville's Jasper Deanery. Holy Trinity is a member in good standing with the National Catholic Education Association (NCEA) and the Indiana Non-Public Education Association (INPEA).

Admission Policy

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

Students applying for preschool admission must be three (3) years old and potty trained by August 1st of the year of entrance for preschool. Students must be four (4) years old by August 1st of the year of entrance for prekindergarten. Students applying for admission into kindergarten must be five (5) years old by August 1st of the year of entrance.

Application for admission to Holy Trinity Catholic School for students may be done through the school office or during the designated registration times throughout the year. The student application, along with the following items, are required for all students:

Health and Immunization records
Birth Certificate (certified or original)
Baptismal Certificate (Catholic applicants only)
Most current Report Card
Standardized Test Scores
Record of Individualized Education Plan (IEP) or 504 Plan if applicable

Screening will be administered to all incoming kindergartners and new incoming homeschooled students in other grades in order to help establish current academic knowledge and to aid in the proper grade level placement. Holy Trinity Catholic School reserves the right to make the final determination as to grade level placement. Holy Trinity Catholic School also reserves the right to limit admission to those students whose needs cannot be properly met by current staff and resources available. The principal, in conjunction with other staff, as needed, makes the final decision regarding admission.

Current students are to complete the re-enrollment form in March. Continued enrollment of a student is dependent on all financial obligations being kept current.

The following priorities will be used to accept PS-8th grade students to Holy Trinity Catholic School during the enrollment period:

1. Students whose parents are employed by Holy Trinity Catholic School

2. Students presently enrolled in Holy Trinity Catholic School and siblings of current students at Holy Trinity Catholic School
3. Members of Holy Trinity Catholic School Supporting Parishes
4. All other students not covered in 1-3
   Openings that become available in Preschool - 8th grade after the enrollment period closes will be filled on a first come, first serve basis.

Tuition Policy

All Preschool-8th grade families are billed a tuition rate to attend Holy Trinity Catholic School. Families agree to pay their tuition and fees in full by no later than June 1, 2027. If a check is returned to the school for insufficient funds, the family will resubmit their payment along with any bank fees charged. If a family's tuition account is not paid in full by June 1, 2027, then their account becomes delinquent, and the family agrees to pay a late fee of $100. If a family has an outstanding tuition balance beyond June 30, 2027, then the family will not be able to enroll for the next school year until the balance is paid in full. Several payment plan options are available. Please note, on an eLearning Day, tuition agreements, policies, and practices will remain in effect and binding for Preschool-8th grade students. During Extended Learning, tuition agreements, policies, and practices will remain in effect and binding for KG-8th grade students. Preschool and prekindergarten students will be billed at half the tuition rate. Questions regarding the tuition policy or making payments, may be directed to the Finance Coordinator, Mary Ramirez at mramirez@evdio.org.

Preschool & Prekindergarten Tuition Rates

	Members of a Supporting Parish	Members of a Non-Supporting Parish or Other Faith Community	Registration Fee
½ Day Preschool – 2 days a week	$150 per month August-May	$200 per month August - May	$50
½ Day Prekindergarten – 3 days a week	$200 per month August - May	$250 per month August - May	$50
Full Day Preschool - 2 days a week	$250 per month August – May	$350 per month August – May	$100
Full Day Prekindergarten - 3 days a week	$350 per month August – May	$450 per month August – May	$100
Full Day Preschool & Prekindergarten – 5 days a week	$550 per month August – May	$650 per month August – May	$100

Kindergarten-8th Grade Tuition Rates

	Members of a Supporting Parish	Members of a Non-Supporting Parish or Other Faith Community
K-8 Annual Tuition per Student	$6,525	$7,025

Services for Students with Disabilities

Holy Trinity Catholic School recognizes the special needs of our students with diagnosed disabilities, and within limits, will attempt to meet those needs. Holy Trinity Catholic School accepts students with disabilities who have demonstrated the ability to achieve successfully in a regular classroom setting with accommodations. Parents of students with disabilities are required to discuss their child's special needs (IEP or ISP) with the principal before submitting an application for enrollment.

Holy Trinity Catholic School is blessed to have a Special Needs teacher on staff at both the Central and East Campuses who can assist with accommodations for learning disabilities. The school's teachers also receive consultative services from Dubois-Spencer-Perry County Special Education Cooperative (DSPC coop) throughout the school year. The DSPC coop also provides limited direct speech services to students.

Holy Trinity Catholic School coordinates with Dubois-Spencer-Perry Coop in the referral for evaluation, determination of eligibility, and determination of appropriate placement for students. The public school cooperation will conduct an evaluation of a student with a suspected disability upon request. (Upon receipt of parental consent for evaluation, the evaluation must be completed within 50 school days.) Parents may also seek an independent evaluation with a licensed psychologist and submit the report to the school. Upon determination of eligibility, appropriate modifications and accommodations will be agreed upon and implemented by the classroom teacher with support from the cooperative. 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.

Withdrawal Policy

Families of students in grades preschool through eight are required to complete the Withdrawal Form if they are withdrawing a student from Holy Trinity Catholic School. The parents and/or guardians of these students are required to give one month's notice to the school principal prior to withdrawing their child. The parents and/or guardians are responsible for paying tuition through the end of the month in which their child is withdrawing. The registration fee is non-refundable. Any deviating circumstances must be approved by the principal.

Parents as Partners

The education of students is a partnership between parents and the school. If, in the opinion of the Administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren). As partners in the educational process at Holy Trinity Catholic School, we ask parents:

- To support the religious and educational goals of the school
- To volunteer their time, talents, and treasures to support school facilities and programs
- To treat teachers with respect and courtesy in all discussions
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To support and cooperate with the discipline policy of the school
- To complete and promptly return to school any requested information
- To see that students pay for any damage to school property or books due to carelessness or neglect on the part of the student
- To send your child to school ready to learn by being nourished, rested, prepared for class, punctual to arrive, and dressed appropriately

Buckley Amendment

Holy Trinity Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the school office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. Be advised that if a faculty/staff member is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

School Office Communication

Holy Trinity Catholic School provides weekly, school-wide communication to families each Wednesday through an emailed Parent Newsletter. Additionally, a Purple Folder is sent home with the youngest child in the family each week. The Purple Folder contains important paper copies of information. Please empty the Purple Folder and return it promptly to school each week.

RaiseRight

Holy Trinity Catholic School offers a program called RaiseRight to help offset the cost of tuition. Families can purchase gift certificates for a variety of merchants, both local and national, which in turn offer a rebate to Holy Trinity Catholic School (anywhere from 1.5% - 25% of the amount of the gift certificate). After each purchase, 50% of the net profit accumulated by your RaiseRight purchase will be credited to your family's tuition account. Each family can "bank" up to $599 annually in your account to offset tuition. To find out more

information or to see who the local and national vendors are, please visit our website at holytrinitysaints.com and click on the RaiseRight Program tab.

Procedures and Rules

School Hours

Holy Trinity Catholic School offices open at 7:15am and close at 3:30pm Monday-Friday.

At Central Campus, students are to arrive by 7:55am and will be dismissed at 2:40pm.

At East Campus, students are to arrive by 7:40am and will be dismissed at 2:40pm.

Arrival Procedures

Students are to arrive at school no later than 7:55am at Central Campus and 7:40am at East Campus. Upon arrival, students are to report to their assigned area in the school gym at East Campus or the school gym at Central Campus. The teacher on duty will be present in the cafeteria/gym at 7:15am to supervise students. It is important to be on time as our day will begin promptly with daily announcements, morning prayer, and The Pledge of Allegiance.

Attendance Policy

Attendance is taken every instructional day. The school day begins at 7:55am and concludes at 2:40pm at Central Campus and begins at 7:40am and concludes at 2:40pm at East Campus. A student is marked absent if he/she is not in school for the full school day. If a student is not in the classroom for any part of the half day, he/she is marked absent for that half day.

When a student is absent from school, a parent must call the office by 9:00am. If the office does not receive a phone call by 9:00am, a parent will be contacted. This policy is for the protection of Holy Trinity students.

When a student misses class because of a doctor or dentist appointment, the student is required to bring a note from the above office. Appointments during school hours are discouraged; however, if an appointment must be made during a school day, a written note or email should be sent to the homeroom teacher and administrative assistant at the start of the school day. All written notes and emails are kept on file for one year.

Students leaving or entering the school building for any reason, except for recess, during the school day must report to the school office. A parent and/or guardian is required to sign the student out in the office. The time leaving or entering the building is recorded along with the reason for the absence.

Students who are absent are marked as either Excused or Unexcused.

Absences for the following reasons are considered Excused Absences:

- Personal illness/injury or exposure to a contagious disease, with a doctor's note stating the reason for non-attendance and containing the doctor's signature within 6 days of returning to school from such illness
- Death in the immediate family – parent, guardian, sibling, grandparent, aunt, uncle, or cousin
- Professional appointments – medical, counseling, legal
- Illness may be verified by a parent/guardian phone call or note the day of an illness.
- Such other good cause as may be permitted by the principal

Absences for the following reasons are considered Unexcused Absences:

- Family vacations
- Oversleeping
- Missing the bus
- Any other reason for absence not designated above as excused

Students who have an excused absence are allowed to make up their homework and tests for credit. Each day of an excused absence allows the student one day to make up the work. Students who are excused absent for five (5) or more days will be worked with to determine a reasonable date for all missed work to be completed. For students in grades K-5, arrangements may be made for parents to pick up homework at the end of the school day from the school office when the school is notified of the absence in the morning. Students in grades 6-8 are responsible for checking Google Classroom for assignments and/or checking-in with their teachers upon their return to school. Teachers will not give homework in anticipation of an absence, except in extenuating circumstances as approved by the principal.

The school calendar provides for extended weekends and breaks throughout the school year. Parents are strongly encouraged to schedule trips or family vacations during these times to eliminate the need to interrupt a child's learning process. Missed assignments during a vacation are the student's responsibility. Teachers are not required to give homework in advance of a vacation. All missed assignments are to be made up within the number of days absent. All assignments not turned in within that time frame will result in the student receiving a zero for those assignments.

Chronic Absenteeism

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student, who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- Once a Truancy and Violation Notification Hearing takes place, the parameters of the hearing are in effect for one calendar year.

- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

Habitual Truancy

A student is considered a **Habitual Truant** when he/she has been absent from school for ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- Once a Truancy and Violation Notification Hearing takes place, the parameters of the hearing are in effect for one calendar year.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

Tardy Policy

Students in grades K-2 who arrive after 7:55am are required to sign-in at the office upon arrival and will be counted as Tardy.

Students in grades 3-8 who arrive after 7:40am are required to sign-in at the office upon arrival and will be counted as Tardy.

Chronic Tardiness

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- Once a Truancy and Violation Notification Hearing takes place, the parameters of the hearing are in effect for one calendar year.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Dismissal

At the Central Campus, dismissal begins at 2:40pm with students who ride a GJCS bus to Jasper Elementary. Students riding the Holy Trinity bus to Ireland Elementary or riding the shuttle to East Campus will leave at 2:50pm. Shuttle bus riders will arrive at East Campus at approximately 3:10pm. Car riders will be dismissed at 2:40pm. Walkers and bikes will dismiss at 2:55pm. Students from East Campus, who will be picked up in the car line at Central Campus, will arrive at approximately 2:50pm. All students are to be picked up no later than 3:15pm.

At the East Campus, dismissal begins at 2:40pm with students who ride a GJCS bus to Jasper Elementary. Students riding the Holy Trinity bus to Ireland Elementary or riding the shuttle to Central Campus will leave at 2:40pm. Shuttle bus riders will arrive at Central Campus at approximately 2:50pm. Walkers/bikes and car riders will dismiss at 2:40pm. Students from Central Campus, who will be picked up in the car line at East Campus, will arrive at approximately 3:10pm. All students are to be picked up no later than 3:15pm.

Students will not be allowed to ride a bus home with friends, per GJCS policy.

School Closings

In the case of severe weather, school may be closed. Parents/guardians will receive notification via a recorded message on School Messenger. Additionally, the local radio and T.V. stations will broadcast school closings and delay information.

eLearning Program

Holy Trinity recognizes the need to provide alternative means by which students may continue the sequence of learning and achieve classroom goals during lost instructional days due to inclement weather. As a result, eLearning days may be used as an educational alternative for learning experiences or activities. These activities are designed to extend, enhance, supplement or serve as a substitute for onsite classroom instruction. eLearning days are not extra school days and count as part of Indiana's required 180 day school year. Scheduled eLearning days may also be utilized and will be announced in advance. Tuition agreements, policies, and practices will remain in effect and binding for Preschool-8th grade students. Please refer to the eLearning Policy for specific information.

Extended Learning Program

Holy Trinity recognizes the need to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The school will, where possible, follow State and local public health directives related to public health and safety emergencies. As in the case of the COVID-19 pandemic, the school may be closed as a social distancing practice to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to health or safety, students may be excluded from attending school and school-related activities. The school will then transition to extended learning to provide continuing education services to students. Tuition agreements, policies, and practices will remain in effect and binding for KG-8th grade students. Preschool and prekindergarten students will be billed at half the tuition rate during an extended learning period. Please refer to the Extended Learning Policy for specific information.

School Cafeteria/Lunch Program

1. **Pricing/ Payments:** Holy Trinity Catholic School Cafeteria operates under the guidelines of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The student school breakfast price is $2.00, and the school lunch price is $3.50. Applications for the Free and Reduced Lunch Program are provided in the Back-to-School Packet. If you have questions or would like to apply, please contact the school office. Lunch payments can be made online or by sending money to the school office. When paying with cash or check, please place it in an envelope with the following information: family name, childrens' names, and payment amount. Families with multiple students may include them in one payment. Upon graduation or withdrawal from the school, any balance over $5.00 remaining in the account will be refunded after all other school fees are paid. The only exception would be if the balance had been the result of a RaiseRight credit.
2. **Packed Lunches:** Students who do not wish to eat the cafeteria lunch may bring their lunch from home. Students are encouraged to bring healthy drinks in their packed lunches, such as water, juice, or milk. Caffeinated beverages and/or drinks with high sugar content, especially soda or energy drinks, are not recommended. Parents should refrain from bringing forgotten lunches to school, as this creates a distraction to the learning process.
3. **Lunch Guests:** Parents and/or special adult guests are welcome to join students for lunch. If the adult would like a school lunch, he/she needs to contact the school office by 9:00 am. Adult meals must be paid in cash at the time of service. The adult lunch price is $5.00. It is against the policies of the NSLP for an adult meal to be paid for from a child's lunch account. It is also a policy that no adult may eat the food that is served to a child. Students/special guests are not permitted to bring food from other restaurant establishments that are in logoed packaging.
4. **Food Allergies:** Unless there is a medical statement on record in the school office stating that a child's food allergy requires a special substitution, every student in grades K-8 who purchases a school lunch must take a minimum of three out of the five components offered. The five components consist of meat/meat alternatives, fruits, vegetables, grains, and dairy. Preschool/ Prekindergarten students are served all five components, but do not have to eat all five. No peanut products are served in the cafeteria. For any special accommodations needed, please contact the Food Service Director.
5. **Ala Carte Purchases:** Extra milk, juice, or bottled water can be purchased by any student at either campus for $0.60. Any student packing a lunch may also purchase a drink from the cafeteria. Students in grades 5-8 who purchase a school lunch may also have the option of purchasing an extra entrée for $2.00 when available. On certain days of the week, students in grades 3-8 will have opportunities to purchase extra items. All extra purchases are charged to the lunch account.
6. **Charging Policy:** Per the requirements of the NSLP, every School Food Authority (SFA) must have a charging policy in place and enforced. It is the policy of the Holy Trinity Catholic School Cafeteria that no student whose account balance is negative may purchase extra items. The student will continue to be allowed to purchase a school lunch, but no extra purchases will be allowed until the account is brought current.
7. **Menus:** Menus will be printed and sent home monthly. They can also be found on the Holy Trinity Facebook page and website.
8. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis

of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. fax:
   (833) 256-1665 or (202) 690-7442; or
3. email:
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

Diocesan Policy on Bullying

The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the CSO, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic

expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

Diocesan Code of Christian Conduct

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school, student, and/or school community.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1) Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting academic, moral, and behavioral expectations of the school.
2) Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3) These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Diocesan Crisis Confrontation Policy

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events has occurred, is underway, or may occur absent intervention:

1) A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property.
2) A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would present a risk of physical harm to any person or persons, whether or not on school property.
3) A student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites, or entices, by word or example, any other person to engage in conduct violating the law or violating the Code of Christian Conduct.
4) A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function.
5) A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function.
6) A student knows but fails to disclose to school authorities that another student either has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons, or has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinion of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

Student Rules

Citizenship centers on our duties, rights, and privileges as citizens. Since we are citizens of Holy Trinity Catholic School, students are expected to follow certain rules that are established for the welfare of the entire student body.

Conduct that is unbecoming of a student at Holy Trinity Catholic School is not allowed. Students and faculty should understand that one of their first obligations in a Catholic school is to respect the dignity of all members of the school community.

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school, student, and/or school community.

General Rules

Students are expected to:

- Be safe, respectful, and responsible
- Show respect for those in authority: principal, clergy, teachers, school support staff, and any adults volunteering at school in any capacity
- Tell the truth at all times
- Follow directions obediently and respectfully
- Use Christian language
- Follow classroom rules as established by the teacher
- Show reverence during prayer and liturgical celebrations
- Follow the established dress code
- Remain seated if teacher must leave the room
- Refrain from bringing toys or other miscellaneous items to school
- Not bring weapons or drugs, including play or look alike to school

Computer Lab Rules

Students are expected to:

- Log-in after the teacher gives permission
- Touch only their workstations, not those of others
- Be supervised by an adult in the computer lab
- Be on authorized websites and/or games during educational time

Cafeteria Rules

Students are expected to:

- Deposit all lunch litter in the proper waste containers
- Return all trays and utensils to the proper area
- Leave the table and floor in a clean condition
- Talk quietly, so as to be able to hear any announcements made
- Retrieve their lunch boxes/bags at the end of lunch recess

Bus Rules

Students are expected to:

- Be on time at the designated school bus stop
- Wait until the bus comes to a complete stop before boarding
- Keep all parts of person inside the bus at all times
- Talk quietly, so as to not divert the attention of the driver
- Refrain from horseplay
- Stay seated the entire time on the bus
- Be courteous to fellow pupils and driver
- Refrain from having food, drinks, candy and/or gum on the bus
- Refrain from any behavior that distracts the bus driver

Recess Rules

Recess is either indoor or outdoor, based upon the weather for the day. The general guideline is if the temperatures, including wind chill or heat index, are at or above 30 degrees and below 100 degrees, and it is not raining, the students will have outdoor recess. Students are asked to not bring equipment from home, as the school has a supply of playground equipment. Students are supervised on the playground by one or more teachers, who will discuss with students what constitutes appropriate behavior as the need arises.

Outdoor Recess

Students:

- Are to play in the assigned areas only
- Are to stay on the pavement when the grass is muddy
- May eat snacks during the first recess for primary grades and place all trash in the trash can. At lunch, all food is to be consumed in the cafeteria.
- May only enter the building with permission from the teacher on duty or in the case of an emergency
- May not play games deemed harmful by the teacher on duty
- Are not to throw hard balls at other students
- Are not allowed to play tag in mulched areas
- Are not to climb or hang on trees, fences, or basketball hoops
- Are to line up when the bell rings or the whistle is blown

Indoor Recess

Students:

- Will stay in assigned areas
- May bring games, books, toys, etc. from the classroom
- Will pick up quietly and remain in assigned area until dismissed by the teacher

Items Brought to School

Holy Trinity Catholic School is not responsible for loss or damage to any items brought to school. This includes, but is not limited to, all electronic devices.

Cell Phone/Smart Watch and Electronic Device Policy

Upon entering the school, all student cell phones/smart watches need to be turned off and remain off until leaving school property. Students in grades Preschool-5 should turn their cell phones/smart watches into the homeroom teacher at the beginning of the day and collect them from the homeroom teacher at the end of the school day. Students in grades 6-8 need to leave cell phones/smart watches in their lockers. Needed communication between parents and students can be done throughout the day through the school office.

Students may bring a tablet to school at their own risk, as Holy Trinity Catholic School and staff will not be held responsible for losses or damages. Tablets are to remain off and may only be accessed with teacher permission. Tablets are to be used for reading purposes only and are not allowed for accessing the internet, wifi, games, or any apps deemed inappropriate by school personnel. Tablets are not allowed for use after school while waiting for athletics, clubs, transportation, or other school activities.

Violation of the policy will result in the following consequences:

- *1st offense*: student will turn in electronic device to teacher and a behavior slip issued. Student may pick up the device in the office after dismissal.
- *2nd offense*: Student will turn in electronic device to teacher, a behavior slip issued, and written notification will be given to the principal regarding 2nd offense. Student will be required to conference with the principal. Student may pick up the device in the office after dismissal.
- *3rd offense*: Student will turn in electronic device to teacher, a behavior slip will be issued, written notification and conference with the principal, and parents will be required to pick up the device from the principal.

Any subsequent offenses will result in the above measures being taken in addition to requiring the student to turn in the electronic device to the principal before school every day for the remainder of the semester with pick up in the office after dismissal.

3rd-5th Grade Student Issued Device Policy

The primary goal of our 1:1 initiative is to enhance educational opportunities and to provide a technology-rich environment in which students can learn. This will provide more opportunities for shared learning and collaboration among teachers, students, and parents. Below outlines the responsibilities of the parents and students so both are aware of the responsibilities they must accept when given the privilege of using these laptop computers and accessing the internet.

The school internet system has a limited educational purpose, thus, Holy Trinity Catholic School has the right to place restrictions on its use to assure that the use of the school's internet system is in accordance with its limited educational purpose. The Due Process Rights of all users will be respected in the event there is a suspicion of inappropriate use of the network.

Rules and Procedures

- No food or drink is permitted next to the device at any time
- The screen must only be cleaned with a soft dry cloth
- Devices should not be defaced in any way as in applying stickers, markers, writing etc.
- Changing the configuration of the device is not permitted

- All documents should be saved to the student's Google Drive account
- Devices should be shut down when not in use
- When not in use, screens should always be closed
- Holy Trinity Catholic School is not responsible for any personal information transmitted over the internet
- These devices are owned by Holy Trinity Catholic School, thus, no student should have an expectation of privacy of any information created, received, or stored on the device
- The device is subject to inspection at any time without notice
- The device is only to be used by the student it is assigned
- No labels or identification should be removed from the device

Repair and Replacement

- Damages should be immediately reported to the technology coordinator for repair
- In the event of a needed repair, the school may issue a loaner device until the repair is complete
- A repair may require the device to be set back to original factory settings
- **Parents/students will be charged a service fee or for full replacement cost of a device that has been damaged, unless otherwise approved by the school.**
- In the event of a replacement, the damaged device will remain property of the school.

In the event of eLearning or Extended Learning and a student device would go home, please refer to Grades 6-8 Student Device Policy below for additional at home rules and procedures that will need to be followed.

6th-8th Grade Student Issued Device Policy

The primary goal of our 1:1 initiative is to enhance educational opportunities and to provide a technology-rich environment in which students can learn. This will provide more opportunities for shared learning and collaboration among teachers, students, and parents. Below outlines the responsibilities of the parents and students so both are aware of the responsibilities they must accept when given the privilege of using these laptop computers and accessing the internet.

The school internet system has a limited educational purpose, thus, Holy Trinity Catholic School has the right to place restrictions on its use to assure that the use of the school's internet system is in accordance with its limited educational purpose. The Due Process Rights of all users will be respected in the event there is a suspicion of inappropriate use of the network.

Rules and Procedures

- Do not carry your laptop in a backpack
- When transporting the device, it must always be in the school provided case
- No food or drink is permitted next to the device at any time
- No food or drink is permitted to be transported or carried in the case
- The screen must only be cleaned with a soft dry cloth
- The device is intended for use at school every day; students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher
- Devices should not be defaced in any way as in applying stickers, markers, writing etc.

- Devices should never be left in a car or unattended and should not be exposed to extreme temperatures or direct sunlight. Extreme heat or cold may cause damage to the device
- The device must go home every day; device batteries should be charged at home every night, using the supplied charger only, and must have a fully charged battery in the morning; battery chargers should always be left at home
- Changing the configuration of the device is not permitted
- All documents should be saved to the student's Google Drive account
- Devices should be shut down when not in use
- Holy Trinity Catholic School is not responsible for any personal information transmitted over the Internet
- These devices are owned by Holy Trinity Catholic School, thus, no student should have an expectation of privacy of any information created, received, or stored on the device
- The device is subject to inspection at any time without notice
- Students/parents are responsible for the cost of any lost power cords or damaged cases
- The device is only to be used by the student it is assigned
- All devices are the property of Holy Trinity Catholic School and must be returned at the end of each school year for maintenance
- Upon graduating or leaving the school for any reason, it is the responsibility of student/parent to return the device, charger, and case
- If, in the end, the device is not returned, the student/parent will be held responsible for the payment in full for all components listed above. If payment is not received, the parent/guardian will be turned over to a collection agency
- No labels or identification should be removed from the device

Repair and Replacement

- Damages should be immediately reported to the technology coordinator for repair
- In the event of a needed repair, the school may issue a loaner device until the repair is complete
- A repair may require the device to be set back to original factory settings
- **Parents/students will be charged a service fee or for full replacement cost of a device that has been damaged, unless otherwise approved by the school.**
- In the event of a replacement, the damaged device will remain property of the school.

Discipline

Discipline is each individual student's responsibility. The purpose of discipline is to provide an atmosphere of learning. Discipline is an aspect of moral guidance. We also believe that no one has the right to prevent another individual from learning. At Holy Trinity Catholic School, we expect all students to follow the rules and behave appropriately. When students choose inappropriate behavior, we believe that they choose the consequences that go with that behavior.

At Holy Trinity Catholic School, we strive to work together to foster in our students responsibility for one's actions, self-discipline, problem solving skills, and respect for the rights and property of others. Discipline is a cooperative effort among parents, teachers, school personnel, and the administration. Parental involvement is imperative in maintaining appropriate behavior. Parental support of school policies and actions is vital. For this reason,

the following escalation policy has been developed to better assist parents when a problem or concern arises regarding the progress or behavior of a student.

1) Parents should first discuss the problem with the teacher directly.
2) If a satisfactory solution is not reached, a meeting between the parent/guardian, teacher, and principal should be held.
3) As a final resort, the principal and priest-delegate may be consulted for a decision.

All of our school's behavior expectations are based on the Diocesan Code of Christian Conduct. Each teacher has the right to determine the regulations, consistent with school policy, to be followed in his/her classroom. Classroom rules will be sent home by individual teachers at the beginning of each year. Holy Trinity Catholic School faculty and staff members have the duty of holding students accountable for their actions. Inappropriate behaviors will be handled in a way that is concise and consistent and will always be used as a learning experience for students to further assess their own actions.

Responsibility Time

In Kindergarten through 2nd grade, Responsibility Time will be used in response to student misconduct. Responsibility Time takes place during lunch and serves as a means of communicating to parents that their child has behaved inappropriately, while offering the student a time to think about his or her actions and problem-solve how they could have appropriately handled the situation.

Behavior Slip

- In grades 3rd-8th, the Behavior Slip System will be used in response to student misconduct. Behavior Slips serve as a means of communicating to parents that their child has behaved inappropriately.
- Behavior Slips may be given for the following reasons, including but not limited to:
  - Inappropriate behavior
  - Lack of preparedness
  - Multiple tardies to class
- Behavior Slips may be given by teachers or other school personnel
- The following process will be used when issuing a Behavior Slip
  - Staff member will note specifics on the Behavior Slip
  - Student will receive a copy of the slip from the staff member
  - Staff member will contact parents via email to inform them about the situation and include a copy of the Behavior Slip. Staff member will also bcc the principal on the e-mail
  - Parent will acknowledge receipt of Behavior Slip via email reply or phone call to the staff member.
  - Staff member will confirm parent acknowledgement of Behavior Slip with the principal
- The office will record all Behavior Slips and enter the information in the student's disciplinary record in PowerSchool.
- After the 3rd, 6th, & 9th Behavior Slip is issued, the student will be issued a one hour after school detention. Detention will be served from 2:45-3:45 on the next scheduled detention day.

Disciplinary Actions

Students may be disciplined using any of the following actions. The staff has a right to pass over one punishment for a more severe one if it is warranted.

1) Student conference with principal
2) Parent phone call
3) Loss of privileges (field trips, recess, reward days, etc.)
4) Probationary Contract
5) Detention
6) Suspension
7) Expulsion

Detention

Detention may be issued for a breach of classroom and/or school rules at any point when the student is on school grounds, off school grounds at a school activity/function/event, or when traveling to or from school/school activity/function/event. A detention is assigned upon the 3rd, 6th, and 9th Behavior Slip being issued. A detention may be issued immediately if the violation is severe. A detention will also be assigned upon the accumulation of three Late Notes issued in one subject. Parents will be notified in writing of the detention and the date it is to be served. Detention is served during a student's lunch and recess time or after school. During lunch and recess detentions, students eat their lunch in the assigned classroom. After school detention is served in the assigned classroom immediately after school until 3:45pm. Students serving after school detention are to be picked up promptly at 3:45pm by a parent or designated adult and must be signed-out of the office. During detention, students will write a reflective essay addressing the violation and alternate ways they could have approached the situation. Detention is silent in nature to allow the student to contemplate the violation and strategies to improve behavior. Detentions take precedence over appointments, practices, lessons, tutoring, athletic games, etc.

Any student who accumulates two (2) detentions in the school year will be required to have a conference with the principal, teacher(s), and the student's parents. Any student who receives three (3) detentions in a school year will be assigned In-School Suspension. Any student who receives four (4) detentions in a school year will be assigned Out-of-School Suspension.

Suspension and Expulsion

Students may be assigned an In-School Suspension, Out-of-School Suspension, or Expulsion based upon the severity of the violation. The principal makes the final decision in all serious disciplinary situations. Decisions regarding expulsion will be made through consultation with the Superintendent and in accordance with due process procedures, as defined by the Diocese.

In-School Suspension requires the student to gather classroom and homework for the date of suspension and to complete it under the supervision of the office. All classroom and homework for the time of suspension is due at the close of the day of suspension. The student is not allowed to participate in activities with classmates for the date of suspension.

Out-of-School Suspension requires that the student remain off school campus during the time of suspension. Students are required to gather and complete classroom and homework for the time of suspension while at home. All classroom and homework during the time of suspension is due to the teacher the first day following the suspension.

Expulsion is possible if students do not improve the stated behavioral problems for which they have already been disciplined. Expulsion is the permanent dismissal of a student from the school for disciplinary reasons. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the principal.

The following are examples of student conduct which are unacceptable and may constitute grounds for immediate suspension or expulsion:

- Using violence, force, coercion, threats, intimidation, or other similar conduct and thereby interfering with school purpose
- Doing or threatening physical harm to any person in authority or a fellow student
- Knowingly possessing, using, transmitting or being under the influence of mind-altering drugs, alcoholic beverages, and/or tobacco products. Pursuant to existing binding agreements between the Diocese of Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function or ANYWHERE on school property.
- Knowingly possessing, handling, or transmitting any weapon or object that can be considered dangerous or harmful to another
- Engaging in any unlawful activity that interferes with the school process, such as stealing, defacing property, gang activity, etc.
- Defying or repeatedly disobeying anyone in authority

Dress Code

The school dress code is designed to promote neatness, modesty, discipline, and to provide an atmosphere conducive to an effective Christian Learning Environment. Students are expected to dress appropriately for each occasion. Parents are expected to ensure their child is dressed according to the dress code, with the exception of special dress days as approved by the administration. The school reserves the right to call or send home any student whose dress is deemed inappropriate for school. The school also reserves the right to determine if an aspect of a student's dress is distracting to the learning environment, thereby inappropriate for school. Please refer to the chart below for specific dress requirements for Mass and Non-Mass school days:

Grade Level	Mass Days	Non-Mass Days
Preschool/ Prekindergarten (Students in the Prekindergarten Monday-Friday Full Day Class	● Holy Trinity spirit wear, which is defined as purple, gold, white, gray, or black shirts, sweatshirts, sweaters, or dresses with the wording Holy Trinity or Saints on the	● Students may wear any shirt or dress with a cap or short/long sleeve, as long as it does not expose the back, chest, or stomach, or contain any

attend Mass on Thursdays at Central Campus.)	clothing item, must be worn on Mass days. ● Shirts may be untucked so long as they are not longer than fingertip length. ● Pants and shorts/skirts of fingertip length must be blue jean, khaki, gray, white, navy, or black. ● Athletic pants and shorts are not permitted.* ● Pants and shorts/skirts may not have holes or tears. ● Solid colored (navy, black, or white) jeggings/leggings/tights may be worn under skirts and dresses. ● Shoes must have a back or back strap. ● Hair must be a natural color. ● Pierced jewelry in parts of the body other than the ears is not permitted.	inappropriate language or symbols. ● Shirts may be untucked so long as they are not longer than fingertip length. ● Pants and shorts/skirts of fingertip length of any color or pattern may be worn. ● Pants and shorts/skirts may not have holes or tears. ● Shoes must have a back or back strap. ● Hair must be a natural color. ● Pierced jewelry in parts of the body other than the ears is not permitted.
KG-2nd Grade (Mass on Thursdays at Central Campus)	● Holy Trinity spirit wear, which is defined as purple, gold, white, gray, or black shirts, sweatshirts, sweaters, or dresses with the wording Holy Trinity or Saints on the clothing item, must be worn on Mass days. ● Shirts may be untucked so long as they are not longer than fingertip length. ● Pants and shorts/skirts of fingertip length must be blue jean, khaki, gray, white, navy, or black. ● Athletic pants and shorts are not permitted.* ● Pants and shorts/skirts may not have holes or tears. ● Solid colored (navy, black, or white) jeggings/leggings/tights may be worn under skirts and dresses.	● Students may wear any shirt or dress with a cap or short/long sleeve, as long as it does not expose the back, chest, or stomach, or contain any inappropriate language or symbols. ● Shirts may be untucked so long as they are not longer than fingertip length. ● Pants and shorts/skirts of fingertip length of any color or pattern may be worn. ● Athletic pants and shorts are not permitted.* ● Jeggings/leggings/tights may only be worn under a dress or skirt that is fingertip length. ● Pants and shorts/skirts may not have holes or tears. ● Shoes must have a back or back strap. ● Hair must be a natural color.

	• Shoes must have a back or back strap. • Hair must be a natural color. • Pierced jewelry in parts of the body other than the ears is not permitted.	• Pierced jewelry in parts of the body other than the ears is not permitted.
3rd-8th Grade (Mass on Fridays at East Campus)	• Holy Trinity spirit wear, which is defined as purple, gold, white, gray, or black shirts, sweatshirts, sweaters, or dresses with the wording Holy Trinity or Saints on the clothing item, must be worn on Mass days. • Shirts may be untucked so long as they are not longer than fingertip length. • Pants and shorts/skirts of fingertip length must be blue jean, khaki, gray, white, navy, or black. • *Pants and shorts must have belt loops, a front zipper, and at least one rear pocket.* • Athletic pants and shorts are not permitted.* • Pants and shorts/skirts may not have holes or tears. • Solid colored (navy, black, or white) jeggings/leggings/tights may be worn under skirts and dresses. • Shoes must have a back or back strap. *Crocs are not permitted.* • Hair must be a natural color. • Pierced jewelry in parts of the body other than the ears is not permitted.	• Students may wear any shirt or dress with a cap or short/long sleeve, as long as it does not expose the back, chest, or stomach, or contain any inappropriate language or symbols. • Shirts may be untucked so long as they are not longer than fingertip length. • Pants and shorts/skirts of fingertip length of any color or pattern may be worn. • *Pants and shorts must have belt loops, a front zipper, and at least one rear pocket.* • Athletic pants and shorts are not permitted.* • Jeggings/Leggings/Tights may only be worn under a dress or skirt that is fingertip length. • Pants and shorts/skirts may not have holes or tears. • Shoes must have a back or back strap. • Hair must be a natural color. • Pierced jewelry in parts of the body other than the ears is not permitted.

******Administration reserves the right to select special days when athletic wear is permissible.*

Shorts may be worn by all students from the beginning of school until Fall Break and once students return from Spring Break until the end of school. Skirts and dresses may be worn year round.

PE Dress Code

- All students in grades K-8 are required to wear tennis shoes.
- Students in grades 6-8 must change before and after every gym class.
- Students in grades 6-8 are required to change into the designated physical education shirt and gym shorts (appropriate length for gym class). Yoga and sweatpants are also acceptable.
- Not dressing out results in a warning, with the third warning resulting in a Behavior Slip.

Academic Program

Curriculum

The curriculum of Holy Trinity Catholic School meets or exceeds the requirements of the State of Indiana and the Catholic Diocese of Evansville.

Religious Education and Sacramental Life

It is our mission to provide formal religious training in the doctrine, philosophy, and practice of the Catholic faith.

One of the purposes for the existence of Holy Trinity Catholic School is to assist the parents in the Catholic religious education and development of their child(ren). We accomplish this by having good Christian teachers to guide the children in each of their classes throughout the school year. Religion classes are taught in all grade levels. As you are the primary faith educators of your child(ren), we are counting on your support so that together we can offer your child(ren) a quality Catholic education. The Catholic faith teaches us that we are to attend Mass on weekends and Holy Days. This coincides with the 3rd Commandment – Keep Holy the Sabbath day. We encourage families of other religious traditions to attend the church of their choice.

All School Mass

School Mass is celebrated weekly on Thursday at 8:00am at Central Campus and Friday mornings at 8:00am at East Campus, with exceptions being made for Holy Days, All School Masses once per month, and special occasions. Each class will prepare liturgies on a rotating basis throughout the year; thereby, students learn to fulfill various responsibilities. All students are expected to participate in Mass through active prayer, song, and word.

Sacraments

Preparing children to receive the sacraments is a cooperative effort between the school, a student's parish, and the home. Holy Trinity Catholic School will educate students about all the sacraments through its religion curriculum. Parents must contact the religious educators at their specific parish to register and prepare their children to receive the sacraments of First Reconciliation, First Communion, and Confirmation.

Academic Courses Offered for Jasper High School Credit

Algebra I Honors

Students will take either Pre-Algebra or Algebra I Honors, both of which exceed a general 8th grade math course. Algebra I is an honors-level course, and a large amount of content is covered at a rapid pace. To be successful, students must be willing to dedicate time to studying independently and to seek help outside normal class time to answer questions. Preferred criteria:

- A grade of 90% or higher in each quarter of 7th grade math.
- An Above Proficiency score on each of the 7th grade ILEARN Checkpoints.
- A score of 80% or higher on the Algebra Readiness Test (given during the 4th quarter of 7th grade).

You will find your child's grades and Algebra eligibility below. If your child has met the criteria, the decision of whether to enroll in Algebra I Honors or Pre-Algebra is left to the parents. Students who have a semester average below a C in the first semester will not be able to continue in Algebra I Honors during the second semester. Students may earn high school credit in Algebra I Honors upon successful completion of at least a C semester average for the whole year.

Biology I Honors

Students will take either regular Science or Biology I Honors. Biology I is an honors-level course, and a large amount of content is covered at a rapid pace. To be successful, students must be willing to dedicate time to studying independently and to seek help outside normal class time to answer questions. Preferred criteria:

- A grade of 90% or higher in each quarter of 7th grade Science.
- An Above Proficiency score on the ILEARN Science (taken during 6th grade).

You will find your child's grades, test results, and Biology I Honors eligibility below. If your child has met the criteria, the choice of whether to enroll in Biology I Honors or regular Science is left to the parents. Students who have a semester average below a C in the first semester will not be able to continue in Biology I Honors during the second semester. Students may earn high school credit in Biology I Honors upon successful completion of at least a C semester average for the whole year.

Spanish I

Students will take either Spanish I (for high school credit) or Spanish/German Elective (no high school credit). Spanish I is a regular high school course and prepares students to take Spanish II as freshmen. Preferred criteria:

- A grade of 90% or higher in each quarter of 7th grade Spanish and 7th grade ELA

You will find your child's grades and Spanish I eligibility below. If your child has met the criteria, the decision of whether to enroll in Spanish I is left to the parents. Students may earn high school credit in Spanish I by maintaining a semester average of at least a C for the full year. For the Spanish/German Elective course, students will receive Spanish instruction for one semester and German instruction for another semester. The course is not eligible to earn high school credit.

Preparing for College and Career

All eighth grade students will be enrolled in a Preparing for College and Career (PCC) course during the entire school year. PCC provides an introduction to a variety of career opportunities,

including post-secondary requirements and skills needed to prepare for the workforce. This is a graded course and students with a passing grade or higher will earn one Jasper High School credit.

Physical Education
All eighth grade students will be enrolled in Physical Education during the entire school year. This is a graded course and students with a passing grade or higher will earn one Jasper High School credit.

Textbooks

The textbooks used are reviewed and updated regularly by the Catholic Schools Office according to the review cycle for the State of Indiana. Textbooks are the property of Holy Trinity Catholic School. If a student damages a textbook they will be required to pay for the damages or the replacement of the textbook.

Homework Methodology

Homework, the additional practice and reinforcement of skills taught in school, is necessary for students. Homework is an out-of-school assignment that contributes to the educational process of the student. Homework is given in accordance with a student's age, grade level, curriculum expectations, and ability level. Homework may be assigned to students Monday through Friday. Homework will not be assigned to students during Fall, Winter, or Spring Break. Students who use their time wisely should have few problems completing homework assignments. If you find that your child has an excessive amount of homework, please check with the teacher to make sure they are not wasting time in class. Students are responsible to have assignments and materials. They are not permitted to call home for missing items.

Missing Work

Students in 6th-8th grade who do not complete classwork or homework on time may receive a ZAP (Zeroes Aren't Permitted) time. The purpose of ZAP time is to build responsibility in students, to establish self-discipline, and to create life-long habits that extend beyond their regular homework. Students who receive a ZAP time will report to a designated teacher's classroom during lunch and recess to complete the missing assignment(s). Teachers will mark the assignment as "Missing" and "Late" until the work is turned in. When a student receives three ZAP time referrals in any subject during a quarter, a behavior slip will be issued.

Students in 3rd-5th grade who do not complete homework on time may receive a Late Note. A Late Note is a notice that a given homework assignment was not turned in by the due date. Students who accumulate three Late Notes in one subject during a quarter will be assigned a lunch and recess detention. Parents will be notified in writing of the detention and the date it is to be served. During detention, students will write a reflective essay addressing the violation and alternate ways they could have approached the situation. Detention is silent in nature to allow the student to contemplate the violation and strategies to improve behavior. Detentions take precedence over appointments, practices, lessons, tutoring, athletic games, etc.

Cheating

Cheating in school is mostly about two things: dishonesty and breaking the rules, which violates the Christian Code of Conduct.

Cheating applies to all of your schoolwork: tests and quizzes, homework assignments, and reports or papers to name a few. Some examples of cheating include, but are not limited to:

- Claiming that you did the work by yourself when you really didn't
- Pretending you did work that you didn't do, or saying it's your work when it's really someone else's
- On the flip side, doing another person's work for him/her and letting him/her take credit
- During a test, writing down answers beforehand, getting answers from other students, looking up answers online, or helping other students answer questions

It doesn't matter if the cheating affects your grades or not. It all counts. If you're faced with a situation and you're not sure whether or not it's really cheating, ask yourself:

- Am I being honest to my teacher about how I did this work?
- Am I following all the rules that I know my school has about behavior and class work?

If the answer is "no" to either – or both – of these questions, then you know you're cheating.

Students that are found to have cheated will receive a zero for the grade, as well as Responsibility Time or Behavior Slip for their conduct.

Plagiarism

Plagiarism is defined as using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

Students that are found to have plagiarized will receive the following consequences:

- *1st offense*: Student will receive a Behavior Slip and have an opportunity to redo the assignment for up to 75% of the grade.
- *2nd offense*: Student will be issued a Detention and will not have an opportunity to redo the assignment. Student will receive a zero for the assignment.
- *3rd offense*: Student will meet with the administration, who will determine appropriate discipline.

Grades and Report Cards

The school year is divided into four quarters. At midterm, if students are earning a D or lower in any given subject area, parents will be contacted. Formal grades for each quarter appear on the report card. Students in grades 7 & 8 are given final exams at the end of each semester in core academic areas, as well as those classes that are for high school credit. Semester grades are determined by the quarter grades and final exam grades, and are recorded on the permanent student record. All classroom grades are published on PowerSchool, which is accessible to parents throughout the school year. Should you have a problem accessing PowerSchool, please contact Mrs. Dana Buechlein, Technology Coordinator, at (812) 482-4485.

The Holy Trinity Catholic School grading scale is as follows:

A	94.5-100	C	74.5-78.4
A-	91.5-94.4	C-	71.5-74.4
B+	88.5-91.4	D+	68.5-71.4
B	84.5-88.4	D	64.5-68.4
B-	81.5-84.4	D-	61.5-64.4
C+	78.5-81.4	F	61.4 and Lower

For those middle school classes that are offered at Holy Trinity Catholic School for Jasper High School credit, the grading scale is as follows:

A+	98.5-100	C	72.5-77.4
A	92.5-98.4	C-	69.5-72.4
A-	89.5-92.4	D+	67.5-69.4
B+	87.5-89.4	D	62.5-67.4
B	82.5-87.4	D-	59.5-62.4
B-	79.5-82.4	F	59.4 and Lower
C+	77.5-79.4		

Parents are encouraged to contact teachers if they have concerns at any time regarding their child's academic progress. Formal parent teacher conferences are held once a year in October; however, parent teacher conferences may be scheduled at any point during the school year to discuss concerns.

Promotion, Transfer, and Retention

Advancement to the next grade level is based upon a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level.

Promotion to the next grade level depends on successful completion/mastery of all subject areas. The administration may recommend the repetition of a grade (retention), tutoring, or summer school classes as a 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.

Students may also be transferred to the next grade. A student who is transferred by the decision of the parent(s) to the next grade level has significant areas of non-mastery in core subject areas, and it is recommended by the school that the student remain in his or her current grade.

Academic Recognition

Students in grades 6-8 are recognized for academic achievement at the end of each quarter. A student is eligible for Honor Roll recognition if the following criteria are met:

- The letter grade must fall within the designated areas:

- All A's (no A-'s) – *High Honor Roll*
- All A's, A-'s, B+'s, and B's (no B-'s) – *Honor Roll*

- To achieve High Honor Roll or Honor Roll, a student may not have an N (needs improvement) or U (unsatisfactory) in conduct on their report card.

Testing

Holy Trinity Catholic School participates in the ILEARN assessment for grades 3-8 at the end of April and early May, as do all accredited schools. Additionally, students in grades 2-3 are required to take the IREAD assessment, which is administered in March. All 7th and 8th graders will take final exams each semester in the core areas of Math, Science, Language Arts, Social Studies, and Spanish I (8th grade only). Since these dates will be published in advance, please do not plan any appointments or days off during this time.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. It is not necessary for all grades to have the same number of field trips. An official permission slip, signed by the parent/guardian, is required before a child will be permitted to attend a field trip. A faxed permission slip or a scanned permission slip with parent signature sent via email attachment will be accepted if the child should forget to return the form. Verbal permission cannot be accepted. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Students with allergies who participate in school field trips may face challenges to their physical health. Holy Trinity Catholic School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students.

Parents/guardians are invited to take part in class field trips as chaperones. With this said, some trips require more chaperones than others, while some trips also require an associated cost. It will be up to the teachers' discretion as to how many chaperones are needed for each particular field trip. An equal number of chaperones will be taken from each grade level classroom.

Chaperone Expectations:

- Chaperones will arrive at the school in time for the designated departure
- If/when assigned a group of students, chaperones are responsible for the group throughout the trip
- Siblings are not permitted to take part in the trip
- Chaperone cell phones are permitted but should be used minimally to place a clear focus on the field trip experience and the safety of the students
- Pictures may be taken, but chaperones are asked to use discretion when posting to social media **Not all students' pictures are able to be shared on social media**
- At the conclusion of the trip, students must return with the class and will be dismissed as normal. Chaperones who wish to take their child home before the dismissal bell must sign the student out in the office. This may impact student attendance.

Service to Others

Students and their families are asked to share their time and talent in service to the school and their parish. Please reference the Family Service Handbook for further information regarding service hours.

Extra-Curricular and Athletic Programs

Eligibility

As we value the opportunity for our students to be well-rounded individuals, there are a multitude of extra-curricular and athletic opportunities available at Holy Trinity Catholic School. We also recognize the student's first and foremost priority should be academic success, and participation in extracurricular and athletic activities is a privilege, not a right. With that in mind, the following academic, behavior, attendance, and health requirements have been set for all students who participate in extracurricular or athletic programs, such as, but not limited to: Holy Trinity athletic teams, JMS athletic teams, Student Ambassadors, Builders Club, Robotics Team, Spell Bowl, Academic Bowl, Math Bowl, School Play, and other school-based programs.

Academic Requirements

Students are expected to do well in the classroom and maintain sufficient grades in order to participate in athletics and other extracurricular activities. The following guidelines determine eligibility based on academic standing:

1) If a participant has ONE failing grade, in any subject, at the end of the nine week grading period or on a midterm progress report, he/she will be ineligible to participate in any games or competitions for 10 school days. On the 10th school day, the athletic director and/or principal will check all of the participant's grades. At this time, the student must be passing ALL subjects to regain eligibility.
2) If a participant receives TWO or MORE failing grades, in any subject, at the end of the nine week grading period or on a midterm progress report, he/she will be ineligible to participate for the remainder of the season or school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the principal for appropriate reasons. It is expected that any exception will be documented for future reference.

Conduct Requirements

Students at Holy Trinity Catholic School should display proper behavior at all times, especially during extracurricular activities. The following guidelines determine eligibility based on behavioral standing:

1) If a participant receives one behavior slip, he/she will be suspended for one quarter of the next scheduled game or similar consequence.
2) If a participant receives one detention, he/she will be suspended from the next scheduled game or similar consequence.

3) If a participant receives two detentions, he/she will be suspended from the next two scheduled games or a similar consequence.
4) If a participant receives three detentions or an In-School Suspension, he/she will be ineligible to participate for the remainder of the season.

Exceptions on conduct eligibility to participate can be granted at the discretion of the principal for appropriate reasons. It is expected that any exception will be documented for future reference.

Attendance Requirements

Any student absent for more than one-half day (as defined in the absence policy) is ineligible to participate in ANY school sponsored activity (including practices) that day. If the school sponsored activity is scheduled for Saturday, the student may not be absent for more than one-half day (as defined in the absence policy) on the previous school day.

Health Requirements

Any student participating in school-sponsored Holy Trinity or JMS athletic activities must have proof of an annual physical and other required documentation on file.

Title IX

Holy Trinity Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Health and Wellness

Illness/Injury – during the day

A student who is injured or becomes ill must report to the school office immediately. Parents will be contacted in the case of a serious illness or injury. The following reasons would result in the student needing to be picked up and taken home from school:

- Temperature of 100 degrees or more
- Vomiting or diarrhea
- Threatened epidemics
- Severe headaches, cramps, or sore throat
- Inflammatory eye or ear condition
- Any undiagnosed rash or skin condition
- Pediculosis (head lice) see policy below
- Unclean or offensive body odors

Students are required to be fever free for 24 hours before returning to school, as advised by the Dubois County Health Department. Students who are sent home during the school day with a

fever are not to return the following day, as this would not allow for the 24 hour protection of the entire school community.

Holy Trinity Catholic School Pediculosis Policy
Students found to have nits and/or lice will remain at school until the end of the day. Parents of affected students will be notified of the need for treatment and educated on proper treatment procedures. All siblings of affected students will be examined as well. Students will be reexamined the next day, and if live lice are found following treatment, the student may not return to school and will be sent home to be treated again. The presence of nits will not prohibit a student from attending school; however, education to parents will be reinforced of the importance of removing all nits to prevent the chance of a recurrence. Classroom checks will only be performed if 3 or more separate students in the same classroom have a confirmed case of head lice in a time span of 1 month.

Medication

If a child must take any medication in school, which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy and must have on its original label the following information:

- Child's name
- Name of doctor prescribing the child's medication
- Frequency
- Dose (time of last dose, time of next dose)
- Date

All non-prescription medication (cough drops, Tylenol, etc.) should be taken to the school office in the original container with the original label containing the following information:

- Child's name
- Frequency
- Dose (time of last dose, time of next dose)
- Date

According to school policy and dictated by the county health officer, no medication, prescription or non-prescription, may be given without the medication being in the original container with the original label attached. A permission note is required from the parent/guardian and/or doctor. The note will be valid for the current school year only. No medication will be sent home with any student. Parents are required to pick up any unused medication. If any medication is left at the end of the school year, it will be destroyed. In the case of a student who must carry his/her inhaler, diabetic insulin, or EpiPen on his/her person or in the classroom, a doctor's statement is required that states he/she must carry it on his/her person or in the classroom.

The school reserves the right to refuse to give any non-prescription medication if it believes the child's condition warrants the attention of a physician, exclusion from school, or the medication and/or dosage appears inappropriate for the child's age or condition.

Allergies

Holy Trinity Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. Holy Trinity Catholic School makes no claim to be a peanut free school. In order to minimize the incidence or life threatening allergic reactions, Holy Trinity Catholic School asks for an Emergency Action Plan for any student(s) whose parent/guardian has informed the school in writing that the student has a potentially life threatening allergy. It is the parent/guardian's responsibility to see that the Emergency Action Plan is completed each year by the student's doctor and that the form is turned into the school office at the start of each school year.

Immunizations

When a child enrolls in Holy Trinity Catholic School for the first time at any grade level, the parents/guardians must show written proof of immunization or have on file a current religious or medical exemption. Proof of immunization must include vaccinations for the following diseases: Diphtheria, Whooping Cough, Measles, Tetanus, Rubella, Polio, Mumps, Varicella, and TB Testing. To be sure that all immunizations have been met, please check the Indiana State Department of Health at http://www.in.gov/isdh/ and look under school immunization requirements. The immunization waiver for a medical exemption requires that a student be diagnosed by a physician with a medical condition which precludes receiving certain vaccines. The immunization waiver for a religious exemption requires a signed letter from a parent/guardian concerning religious objections. Both waivers are required to be re-submitted yearly. Indiana law requires that any student not having a completed up-to-date immunization record be excluded from school until it is complete. Additionally, should an outbreak of a vaccine preventable disease occur in the school, Holy Trinity Catholic School reserves the right to exclude from school any unvaccinated students until it is determined, per the disease specific protocol, that it is safe for the students to return to school. This includes religious exempt students.

Health Screenings

Students are screened for vision and hearing according to the state health and education guidelines. It is the responsibility of the parents/guardians to do the necessary follow-up health checks when contacted by the health department or nurse. Holy Trinity complies with all state Health Department guidelines.

Insurance

It is understood and acknowledged by parents/guardians that neither the school, the principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent/guardian's obligation to provide such insurance as they deem necessary to protect themselves and their children against the costs or other adverse effects of sickness or injury.

Wellness Policy

Holy Trinity Catholic School follows the Diocese of Evansville Wellness Policy. This policy can be found on the school website.

Classroom Parties

Students should not exchange gifts with individuals at school. This gesture only creates hurt feelings. Invitations for parties should be sent outside of school unless an invitation is being given to every student in the class.

Holy Trinity Catholic School allows only healthy food choices for celebrations throughout the school year. Food items, excluding fruits and vegetables, must be prepackaged with ingredients listed on the package. Students are allowed to bring in only foods or beverages that meet the USDA Smart Snack Standards to celebrate their birthday. A list of suggested foods, beverages, and other items for celebrations can be found in the school office and on the school website.

School Safety

Fire and Severe Weather Drills/Emergencies

State law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence as alarm sounds
- Close windows and doors
- Walk to assigned place briskly, in single file, and in silence
- Remain quiet in assigned location until given the signal to return to the building

Tornado drills are held once per semester. The procedures are:

- Rise in silence as alarm sounds
- Walk briskly to assigned place in single file
- Sit, face the wall, and put hands/book over head
- Remain quiet in assigned location until given the signal to return to the classroom

Earthquake drills are held once per year. The procedures are:

- Stay in assigned location
- Sit under desk or table with hands/book over head in silence
- Return to normal classroom activities when signal is given

Lockdown drills are held periodically. The procedures are:

- Silently report to the nearest classroom
- Stay away from the door/windows
- Students are not allowed out of the classroom for any reason during lockdown
- Return to normal activities when signal is given

Student and Locker Searches

Student Searches

The administration and teachers may search students and their personal belongings, including electronic devices, if they have a reasonable suspicion based upon the totality of the circumstances for suspecting the search will turn up evidence that the student has violated or is violating either the law or the school rules.

Locker Searches

School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The Administration, along with another member of the staff, may search student lockers at any time. The Administration may also authorize any other school officials or law enforcement officers to search any student locker at any time.

Safe Environment Training

Education is the key element of the Safe Environment program. All clergy, employees, contracted school personnel and volunteers over the age of 18, who work in any capacity with or around children, the elderly, and adults with special needs are required to complete the Diocesan Safe Environment Online Training. All individuals listed above must submit to a criminal background check before they may begin employment or volunteer with ministries, groups, movements, and organizations.

In addition, all individuals listed above must complete the mandatory online refresher training each year upon the year anniversary of the prior training and submit a new background check every 5 years as a condition of continued ministry and/or continued employment in the Diocese of Evansville. To take the Safe Haven basic program simply use this link: evansville.cmgconnect.org/

Seclusion and Restraint

The Diocese of Evansville believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this statement is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address

instructional problems or inappropriate behavior (e.g. disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Internet and Technology Safety

Diocese of Evansville Internet Use Policy and Agreement

We are pleased to bring internet access to Holy Trinity Catholic School and believe the internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the internet. This includes communications originating in or outside of the school by mobile devices of any kind (including, but not limited to, cellphones computers, tablets, smart watches, and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of internet communications may include, for example, the posting or dissemination of written materials, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages
- Violence or threats of violence, intimidation, or injury to the property or person of another
- Lewd, offensive, sexually suggestive or other inappropriate behavior

Student Agreement

1) **Personal Responsibility**. I will accept personal responsibility for my misuse of the internet and electronic information system. Misuse may be considered any message sent or received that indicates or suggests racism, sexism, or inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.
2) **Acceptable Use**. My use of the internet and email will be in support of educational research and the education goals and missions of Holy Trinity Catholic School as defined by the teacher in charge. I understand that surfing the internet can result in congestion of the school network slowing it down for others.
3) **Network Etiquette**. I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.
4) **Privacy**. I will not reveal my full name, usernames, passwords, email, home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.
5) **Expectation of Privacy.** I understand that electronic mail, Internet history, or other documents accessed or saved on the network are not guaranteed to be private. I will not send or publish anything that I do not want others to see or read.

6) S**ecurity**. Under no circumstances will I order any material over the Internet. I will not download and/or attach files from any user or users I am not familiar with. I will not attempt to gain unauthorized access to resources or files.
7) **Copyright**. I understand that to copy another's work on the internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.
8) **Chat/Messaging**. I will not use chat or messaging programs or services unless it is part of a class activity which is supervised by my teacher. When posting messages for an activity, I agree to not post anonymous messages or post messages using a false name or the name of another person.

Use of the internet and email at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my internet use or access privileges may be revoked and school disciplinary action may be taken.

Parent Agreement

As the parent/guardian of _____, I have read and discussed the attached Internet Use Policy and Agreement with my child. I understand that internet access is provided by the school for educational purposes only. However, I also recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school or faculty responsible for materials acquired from the internet. I give my permission for my child to access the internet pursuant to the attached agreement while supervised at school.

Children's Internet Protection Act

In compliance with the Children's Internet Protection Act (CIPA), Holy Trinity monitors student online activities through the use of a filtering program. This includes restricting access to inappropriate content on the internet or World Wide Web and monitoring email and other forms of direct electronic communication. Students in kindergarten through 8th grade also receive instruction on appropriate internet use, cyberbullying, and interacting with others on social media.

Blogs and Social Media Sites

Engagement in online blogs or social media sites may result in disciplinary actions, including expulsion, if the content of the student's or parent's blog or social media site includes defamatory comments regarding the school, the faculty, other students, or the parish. Parents and students should refrain from creating a class/grade social media page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a blog or social media page may result in separation from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Visitors/Volunteers

School visitors (volunteers, parents, etc.) must enter through the main office. For safety and security reasons, each person is required to sign-in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign-out at the time of departure.

Surveillance Camera Policy

Holy Trinity Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a
reasonable expectation of privacy.

Counseling

Counseling at Holy Trinity Catholic School is available to all students at school during school hours through Youth First. Students may be referred for counseling by their parents, teachers, or the principal. Students may also refer themselves for counseling. Referrals should be made through the student's teacher or principal each year.

Sexual Harassment

Sexual harassment by students is unacceptable conduct which may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature when such activity is sufficiently severe, persistent, or pervasive, limiting a person's ability to participate in or benefit from school programs or create a hostile or abusive educational environment.

Any person who has a complaint of sexual harassment by a student must bring that complaint to the attention of the principal. All complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action, including disciplinary measures if justified, to remedy violations of this policy.

Any person who knowingly makes a false report of sexual harassment by a student shall be subject to disciplinary action.

Child Abuse Laws

Holy Trinity Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Drug, Alcohol, Tobacco Guidelines

Illegal use/possession of alcohol or other illegal drugs or the improper use of prescription drugs is never permitted on or near school property or at or near school sponsored activities.

Holy Trinity Catholic School specifically prohibits students from smoking in the school building or on school property. Cigarettes, lighters, matches, eCigarettes, or smokeless tobacco are not to be brought on campus during school hours nor at any school function. Any infraction of these regulations may result in immediate suspension of the violator.

Law Enforcement Notification

Pursuant to existing binding agreements between the Diocese of Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function or ANYWHERE on school property.

Pest Control

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances, they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the facilities manager. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, necessary to eliminate an immediate threat to human health, notice will be given as soon as possible after such application.

Indoor Air Quality

We are committed to providing a safe, healthy, and comfortable learning environment for all students and staff. Jeremy Wagner (Central Campus) and David Underwood (East Campus) are the Indoor Air Quality Coordinators at our school and can be reached at jwagner@evdio.org or dunderwood@evdio.org.

Asbestos

Holy Trinity Catholic School has complied with the Federal Asbestos Hazard Emergency Response Act (AHERA).

Right to Amend

Holy Trinity Catholic School reserves the right to amend this handbook.