HOLY TRINITY
CATHOLIC SCHOOL

PRESCHOOL & PREKINDERGARTEN PARENT/STUDENT HANDBOOK

2026-2027

Holy Trinity Catholic School

Central Campus
1385 W. 6th Street
Jasper, IN 47546
Ph: 812-556-1061
Fax: 812-482-7762

East Campus
990 E. Church Ave.
Jasper, IN 47546
Ph: 812-482-4485
Fax: 812-481-9909

www.holytrinitysaints.com

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 *Preschool and Prekindergarten 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

Administration

Fr. Brian Emmick	**Priest-Delegate**	**bemmick@evdio.org**
Mrs. Jenna Seng	**Principal, Central**	**jseng@evdio.org**
Mr. Jon Temple	**Principal, East**	**jtemple@evdio.org**

Office

Mrs. Stephanie Bolton	**Central Campus**	**sbolton@evdio.org**

Finance

Mrs. Mary Ramirez		**mramirez@evdio.org**

Marketing & Development

Mrs. Andrea Hurm		**ahurm@evdio.org**

Technology

Mrs. Dana Buechlein		**dbuechlein@evdio.org**

Cafeteria

Mrs. Gail Flannagan	**Food Service Director**	**htcscentralcafe@evdio.org**

Youth First Social Worker

Mrs. Abby Betz		**abetz@evdio.org**

Teaching Staff

Mrs. Lauren Emerson	**Preschool/Prekindergarten**	**lemerson@evdio.org**
Mrs. Dana Howard	**Preschool**	**dhoward@evdio.org**
Mrs. Connie Messmer-Brenner	**Preschool/Prekindergarten**	**cbrenner@evdio.org**
Mrs. Heidi Rivera	**Prekindergarten**	**hrivera@evdio.org**
Mrs. Jill Sargent	**Resource**	**jsargent@evdio.org**
Mrs. Judy Buechlein	**Library**	**jbuechlein@evdio.org**
Mrs. Stephanie Pinkstaff	**Art**	**spinkstaff@evdio.org**
Mrs. Lauren Popp	**Music**	**lpopp@evdio.org**
Mrs. Angie Ruxer	**PE**	**aruxer@evdio.org**

Teaching Assistants

Mrs. Alicia Gogel	**Preschool Assistant**
Mrs. Angelica Henriquez	**Prekindergarten Assistant**
Mrs. Amanda Kuczynski	**Preschool/Prekindergarten Assistant**
Miss Hannah Seifert	**Preschool/Prekindergarten Assistant**

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Organization

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 offers a Preschool and Prekindergarten program which encourages the growth of the whole child. Students will be provided with an educational foundation that includes all aspects of a child's development: social, emotional, cognitive, physical, and spiritual. Since children learn from daily interactions with their environment, our program will allow them to interact with materials, their peers, and adults. Our primary objective is to help students use the environment productively and see themselves as capable learners. We firmly believe in the truths and values of a Catholic education. Through Bible stories, prayers, and songs, the students learn about Jesus' life and His love for us. Our curriculum encourages students to follow Jesus' example and to remember that God's love is everlasting.

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.

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, non-refundable registration fee, and the following items are required for students:

Health and Immunization records
Birth Certificate (certified or original)
Baptismal Certificate (Catholic applicants only)

Holy Trinity Catholic School 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.

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, 2026. 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, 2026, 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, 2026, 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

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 with the principal before submitting an application for enrollment.

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 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 4:00pm Monday through Thursday. School offices open at 7:15am and close at 3:30pm on Fridays. At Central Campus, students are to arrive by 7:55am and will be dismissed at 2:40pm.

Arrival Procedures

Students may begin arriving at school at 7:15am and should report to the gym. From 7:15-7:30am, a teacher is on duty to supervise students in the gym. At 7:30am, the Preschool and Prekindergarten teachers escort their students from the gym to their classrooms. Students are to arrive at school no later than 7:55am at Central Campus. It is important to be on time as our day will begin promptly with daily announcements, morning prayer, and The Pledge of Allegiance. Half-day, afternoon students arrive at

12:00pm and enter the school through the flagpole door. These students report directly to their classrooms.

Dismissal Procedures

Students end each day with prayer at 2:40pm. Students are then escorted to the church parking lot/gathering area for car line pick-up. All students must be picked-up no later than 3:15pm. Half day, morning students are dismissed at 11:00am and are picked-up from designated spots as determined by their classroom teachers.

Attendance Policy

Attendance is taken every instructional day. The school day begins at 7:55am and concludes at 2:40pm at Central Campus.

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.

School Closings

In the case of severe weather, school may be closed. Parents/guardians will receive notification via a recorded message on School Reach. 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

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 $3.45. 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. 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.
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

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.

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.

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.

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

Recess

Recess fosters a time for students to engage in fine and gross motor skills while socializing with their peers. 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.

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.

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.

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.

Mass Days (Prekindergarten Monday-Friday Full Day Students Only)
Holy Trinity spiritwear, 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/skirts may not have holes or tears. Solid colored (navy, black, or white) tights may be worn under skirts and dresses. Shoes must have a back or back strap. Hair must be a natural color.

**Prekindergarten Monday-Friday Full Day students attend Mass on Thursdays at Central Campus.*

Non-Mass Days (All Preschool and Prekindergarten Students)
Students may wear any shirt with a cap or short 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/skirts may not have holes or tears.

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.

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.

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. Our school follows the Indiana Foundations for Early Childhood Education and themed units of study. Thematic learning engages students in hands-on lessons and activities that will integrate all content areas. Additionally, students enrolled in full day programs are provided with exposure to special subject areas, such as Physical Education, Art, Music, Library, and Computer Lab. Full day students also participate in a daily rest time each afternoon.

Assessments

Assessments enable teachers and families to work as a team to assist a child with their individual learning levels. Informal assessments happen throughout the school year through individual observations, small groups, and large group settings. An assessment checklist will be sent home for review two times a school year in December and May.

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.

Service to Others

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

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)
- 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.

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.

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. 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. Tornado drills are held once per semester. Earthquake drills are held once per year. Lockdown drills are held periodically.

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, 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.

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.

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.

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.