



PARENT/STUDENT HANDBOOK

PreK – 5th Grade

2023 – 2024



www.holytrinitycatholic.school

MISSION OF HOLY TRINITY CATHOLIC

The Mission of Holy Trinity Catholic School is to foster an environment of spiritual and intellectual growth by integrating Catholic teachings throughout the educational process. This is accomplished by the promotion of Gospel values, charitable service, and academic excellence in order to prepare our students to be compassionate, creative, and critical thinking citizens

BELIEFS

At Holy Trinity Catholic School, we believe:

- In developing an environment of Catholic experiences that fosters spiritual and intellectual growth and preparing students for a faith filled and productive life.
- That the Catholic faith formation and education is the shared responsibility of the school, student, family, parish, and community.
- In the development of the whole child spiritually, emotionally, intellectually, socially, and physically.
- We initiate and explore innovations in education.
- We recognize that all students have unique learning styles, and we provide differentiated instruction to meet the needs of all learners.

ADMINISTRATION

Principals Miss Cathy Damiano – Holy Trinity Fairview
 Mrs. Elaine Spencer – Holy Trinity Eldorado

FACULTY

FAIRVIEW CAMPUS

PreK3 – Mrs. Jennifer Strawmire
PreK4 – Mrs. Katie Husted
Kindergarten – Mrs. Robin McClure
First – Mrs. Katrina Beckel
Second – Mrs. Corey Craw
Third – Mrs. Edie Wertz
Fourth & Fifth
Mrs. Danielle Aikens
Mrs. Jennifer Bagley
Mrs. Melanie Helsel
Mrs. Samantha Prugar
Mrs. Kimberly Shoop

Religion - Mr. Mark Raffetto
Art – Mrs. Sarah Jubeck
Physical Education – Mr. Scott Meintel
Music – Mrs. Patty Fibinyi
Instrumental Music – Mrs. Bethany Danella

ELDORADO CAMPUS

PreK3 – Ms. Lori Patterson
PreK4 – Mrs. Melissa Clapper
Kindergarten – Mrs. Gina Meintel
First – Mrs. Angela Gardner
Second – Mrs. Dorothy Kenner
Third – Mrs. Julie Dodson
Fourth & Fifth
Miss Beth Damiano
Mrs. Vicki McCord
Mrs. Linda Mueller
Mrs. Brianna Parrish

SUPPORT STAFF

Business Manager

Ms. Janathyn Crossman

Administrative Assistant

Mrs. Anita Zeth

Secretary

Mrs. Becky Potopa – Fairview

Secretary/Business Assistant

Mrs. Susan Myers – Eldorado

IT

Mrs. Andrea Gonsman

Maintenance Staff

Mr. Dave Swope

Mr. Jared Franks

Cafeteria Staff:

Eldorado

Mrs. Christine Watt

Mrs. Dena Haun

Mrs. Jamie Noel

Mrs. Megan Holes

Fairview

Mrs. Patricia Trexler

Mrs. Colleen Maloney

Mrs. Roberta Pellegrini

Mrs. Lorie Pastore

SPECIAL SERVICES

IU 8 Guidance Counselor

IU 8 Reading Specialist

IU 8 Speech Therapist

Nurse (AASD & HASD)

CONTACT INFORMATION:

Eldorado Campus

814.942.7835

Fairview Campus

814.381.7011

Email Addresses:

All email addresses = lastname.firstname@holytrinitycatholic.school

(last name.first name@holytrinitycatholic.school)

HOLY TRINITY CATHOLIC SCHOOL ADMINISTRATION RESERVES THE RIGHT TO
AMEND ANY PART OF THIS HANDBOOK ON AN INDIVIDUAL BASIS.

PARENTS WILL BE NOTIFIED OF CHANGES.

ACCREDITATION

Holy Trinity Catholic School is an accredited school through the Middle States Association of Colleges and Schools.

ADMISSION POLICY

Holy Trinity Catholic School admits students of any sex, race, nationality and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the parish school.

It does not discriminate on the basis of race, color, nationality and/or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs or in hiring personnel.

All new students are admitted on probation through the first trimester.

Kindergarten students must be 5 years of age or before September 1st. First grade students must be 6 years of age on or before September 1st.

When registering for school a copy of the student's birth certificate, baptismal certificate, immunization records must be included.

Since we view our pre-school as a feeder to our school, please note that students who are already in our PreK 3 & 4 programs will be given priority registration the following school year.

Admission of a student to any class is dependent on whether there is space available.

ABSENCE, ATTENDANCE AND PUNCTUALITY

- Parents are required to call the school office between 7:00-9:00am if a student will be absent that day.
- Please DO NOT text the homeroom teacher or any teacher of your son/daughter's absence. The office will inform the teachers of all absent students.
- Calls will be made to the home or place of employment if a parent fails to report an absence.

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits.

If a student accumulates 10 days of absenteeism during the school year, the parent/guardian will be notified by mail and a doctor's excuse will be required for every missed day after 10.

After three consecutive days a doctor's note must be presented to the teacher.

Students who are absent or late in excess of 20 school days may be retained or required to make up work in summer school.

In cases of communicable diseases, a physician's note is also required. If your child does contract a communicable disease such as COVID19 or strep for example, please call and report to the office.

We encourage all appointments be made for after school hours.

- Children leaving the classroom not only interrupt their own educational process but cause a disturbance to the entire class. If this is not possible, parents must notify the school before 8:00am the morning of the appointment.
- **The adult who is picking up a child must report to the OFFICE to sign out the student. When the child returns to school, an adult must report to the OFFICE to sign the student back into school.**
- Children who miss classes for appointments are required and are responsible to make up all assignments from the missed class.

Any days out of school accumulate as days absent. This includes days taken for family vacations.

Extraordinary circumstances will be handled on an individual basis by the building administrator.

Excused absences: Pennsylvania School Law states that “excused” absences include the following: illness, family emergencies, prearranged and approved doctor and dentist appointments, school scheduled student educational trips and authorized school activities. During excused absences, class work is made up upon the child's **return** to school. The length of time of make-up work should be proportional to the amount of time absent. If schoolwork is not completed in a timely manner, the grading for that subject area will be adjusted accordingly.

Unexcused absences: All other absences will be considered unexcused unless prior approval has been given by the school principal. Days taken for vacation days are unexcused unless prior approval is given **Preapproved vacation days still accumulate as days absent.**

Tardiness: A child who is not in the classroom by first bell (7:45am) for opening class is tardy. To gain admittance to school, the student and their parent/guardian must first report to the office and must sign the child into school. Parents are not permitted to send their child directly to the classroom.

Students who report to the school after 10:30am are marked with a full day absence.

Accrual of Tardiness:

Five (5) days tardy = 1 full day absent

The office will keep track of all tardiness to ensure that students complete the required number of days towards graduation.

The principals of Holy Trinity Catholic School have no power to grant permission to a student to be absent from school for a reason which the Commonwealth does not recognize as legitimate. It is the parents who are answerable to the state authorities for an illegal absence.

Absence caused by travel is considered anticipated absence. Therefore, family vacations during the school year are not considered a legal absence. As stated above, these days will be counted as days absent and will be included in the accumulated days. Parents are advised not to take vacations during school weeks. This leaves gaps in the child's education. Assignments missed due to family travel during unscheduled vacations will be the responsibility of the student. ***Teachers will not prepare materials in advance to accommodate travel plans***

Take your Child to Work Day is a non-school sponsored event; therefore, if you choose to have your child participate in that event, your child will be marked absent. They will be required to make up any work or tests given on that day.

Upon returning to school, for any absence, the student must present a note signed by the parent/guardian explaining the reason for the absence. If the school does not receive a note, the child will be marked as an unexcused absence. These notes are kept on file for one year.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

The students at HTCS are encouraged to become actively involved in extracurricular activities. Each student should realize, however, when one commits himself/herself to an activity then he/she has an obligation to put forth the best effort possible, both for himself and for the others who are participating in this activity.

It is understood that academic performance takes precedence over involvement.

Education must come first. Participation in activities is a privilege for the students in good academic standing and should be regulated. Any student participating in an extracurricular activity must be passing all subjects. Each student must be working to his or her ability and complete assignments given.

Students who participate in any extracurricular activities must conduct themselves as a student of Holy Trinity Catholic School. They must obey all rules given by the HT Athletic Director, HAYFA and Catholic Youth Organization which is governed by the Diocesan Athletic Guidelines.

Eligibility:

All students must maintain an average of 70% or higher in all subjects to participate in athletic programs or extracurricular activities. This includes the following: Religion, Literature, English, Math, Social Studies and Science.

All practices and games are automatically cancelled if school is cancelled due to inclement weather.

Students who are absent from school may not participate in practice or game on the day of the school absence without the specific permission from the principal.

Students may also find themselves to be ineligible due to discipline problems at the discretion of the building principal.

AUXILIARY SERVICES

The following personnel are provided to our school through state/federal programs:

1. Intermediate Unit 08 Reading Specialist is made available to the school. He or she will work with any student not reading at the expected grade level or at the discretion of the building principal and/or the teacher.
2. Intermediate Unit 08 Guidance Counselor provides group guidance as well as individual guidance for students referred by the teacher. Parents and students can also request these services.
3. Intermediate Unit 08 Speech Therapist works with students who have speech problems or incorrect language patterns.
4. Title I Reading & Math is provided through the Altoona Area School District through Step by Step. He or she will work with any student not working at the expected grade level or at the discretion of the building principal and/or the teacher.

BELL SCHEDULE

First Bell	7:30am
Late Bell	7:50am
Classes Begin	7:52am
End of Last Period	2:08pm
Bus Bell	2:15pm
Preschool Dismissal	2:15pm
Dismissal	2:20pm

A student is considered to be tardy at 7:50am and must report to the school office with their parent/guardian to be admitted.

If for any reason your child's routine of transportation is changed, you must notify the school in writing in advance, or call the school office by 1:00 p.m. that afternoon. **When parents call after 1:00 p.m., we cannot guarantee that the message will get to the student in time.**

If students are staying at school for an afternoon practice that does not start immediately after school, they will be directed to wait in the Afterschool Care room and appropriate charges will be applied to the family.

Students may not leave and come back to After Care.

If your child's ride is not here at dismissal, your child will be directed to the Afterschool Care room and appropriate charges will be applied to the family. He/she will not be permitted to wait in the foyer or outside. This is for the safety of your child.

CELL PHONE POLICY

We recognize that students may need to have a cell phone with them for before or after school activities. Please take note of our cell phone policy specifics:

- Cell phones must be turned OFF and kept in the students backpack during school hours.
- Any student using a cell phone during school hours without special permission from their teacher or principal will be asked to surrender their cell phone to their teacher. The cell phone may be sent to the school office at the discretion of the teacher and the student can pick it up at the end of the day. Any further offense will be cause for the cell phone to be kept in the school office until a parent or guardian can retrieve the cell phone in person.
- The school cannot assume any responsibility for any loss or damage to a personal cell phone.
- Subsequent Offenses are subject to disciplinary action, including but not limited to detention, in-school suspension, loss of privileges (for example, field trips, school activities and events).
- After school use of cell phones on school property will be at the discretion of the adult in charge of the activity.
- Cell phone use on the school bus is determined by the policies of the individual transportation authority.
- Inappropriate or unlawful use of a cell phone at school or any after school activity will result in further disciplinary action.
- Many of our students are currently wearing smart watches such as Apple watches, Gizmo Watch, FLIP Watch, etc. to school. We recognize that they are an excellent way for parents to communicate with their children; however, we are observing that students are receiving texts, and sometimes calls, on their watches during the school day, often from their parents. We have made the decision to treat student smart watches in the same manner as cell phones. Students may wear their watches to school, however, upon entering the campus, they must put them in their backpacks and keep them there until school has ended and they leave the campus.
- **The school retains the right to review the contents of any cell phone, smart watch or any other electronic device.**

CHILD ABUSE POLICY

The protection and welfare of the children entrusted to us is a primary concern for the school. This is especially true in the sensitive area of actual or suspected child abuse. The school maintains a tactful manner of acting with regard to cases of suspected child abuse.

As mandatory reporters, symptoms of physical, emotional, sexual or mental abuse, are to be reported to by the teacher in accord with the prescription of Act 124, the Child Protective Services Law of the Commonwealth of Pennsylvania. A discreet inquiry will be made into the matter and the proper authorities will be consulted, so that families may be helped and children protected.

CHILD STUDY TEAM

Each Holy Trinity campus has a Child Study Team. The team is composed of professionals from that particular site. They meet monthly or as needed to discuss the many needs of our students. The Child Study Team can make suggestions, based on many resources, on how to help each student be successful.

COMMUNICATION

Open communication between home and school is important for student progress and maintaining a healthy school climate. The proper line of communication in discussing any facet of your child's progress is to first contact the teacher directly. This may be done through a written message, e-mail or by calling the school office. Teachers are unavailable during class hours but will respond within two school days. If a satisfactory solution cannot be reached the parent/guardian and/or the teacher will inform the principal.

CONFIDENTIALITY

Administrators, counselors, and teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake.

Student progress will only be discussed with parents or legal guardians. Progress cannot be discussed with grandparents, friends, etc. without written permission from the legal guardian.

CUSTODY NOTIFICATION

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. A current address must be provided by the non-custodial parent to obtain information. If there is a court order specifying that there is to be no information given, **it is the responsibility of the custodial parent to provide the school with an official copy of the court order dealing with the education/visitation of the child. It is also the parent's responsibility to inform the school of the addresses where the student's records should be sent.**

Divorced parents must provide the school with a court certified copy of the custody section of the divorce decree. If no such copy is on file, school officials will assume that both parents have custodial rights.

School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the time/days according to the court custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

The school, its teachers and administrators cannot become involved in adjudicating marital disputes. Parents, in such cases, should strive to keep their personal issues out of school. The school's responsibility is with the child and his/her welfare.

DISCIPLINARY PROCEDURES & CODE OF CONDUCT

As a member of the Holy Trinity Catholic School community, we believe that each person has a right to be treated with respect and dignity. No student has the right to treat another student in any way which will cause physical or emotional pain. We believe that discipline is fundamental to life.

Holy Trinity Catholic follows the Building Peacemakers policy created for elementary students. A discipline form will be given to any student who participates in social, emotional, or physical bullying. This form will be sent home to be signed by the parent/guardian and will be held in the school office. Any time a student is given a form there will be a communication made with the principal and parents.

Preschool through 2nd Grade:

Each classroom teacher establishes their individual discipline guidelines and consequences according to the age of the children in their classroom. General rules of respect for each other and school property remain the same across every grade level.

Grades 3 through 5:

Demerits will be issued but are not limited to the following reasons:

- incomplete homework assignments (one per day/per subject)
- dress code violations
- disruptive behavior in the classroom (i.e. excessive talking, etc.)
- disrespectful/defiant behavior toward adults or classmates
- vulgar language/obscene gestures
- unsportsmanlike behavior at any time
- destruction or inappropriate use of school property
- fighting of any kind
- inappropriate or unsafe actions or behaviors
- cheating
- any action or inaction deemed harmful or inappropriate by a teacher or staff member

Demerits will be collected and counted at the end of every week.

Detentions will be issued for but are not limited to the following:

Any serious infraction could result in an automatic detention at the discretion of any faculty member or by the principal

Any student that accumulates 3 demerits for the **same offense within** a week **OR a total accumulation of 4 demerits** in two weeks will be required to serve a detention the following week.

- Students and parents will be informed of the commitment to serve their detention through a letter.
- Detentions will be scheduled as needed and will run for one hour after school in the aftercare room. (2:20pm – 3:20pm)
- Parents/Guardians will be responsible for paying the aftercare fee.
- Students and their parents must make necessary arrangements to be picked up after detention.

If a student accumulates a total of 3 detentions in a semester, the student will be suspended for one week from all extra-curricular activities at the discretion of the building administrator.

Suspensions

A student may be suspended immediately for but is not limited to any of the following reasons:

- serious physical fighting
- obscene language or gestures
- inappropriate use of the internet
- any behavior considered seriously unacceptable by the building administrator.
- bullying
- destruction of property

In addition to any suspension, a student is placed on disciplinary probation for the remainder of the year.

If a student is suspended more than once, he/she may be asked to leave the school.

Any missed school days due to an out of school suspension are considered an excused absence.

PROCEDURES FOR STUDENT SUSPENSIONS:

These procedures apply to infractions of a serious nature, as determined by the building administrator.

- Parents/Guardians of the student will be informed of the suspension as soon as possible.
- Suspensions will be implemented in school and/or out of school at the discretion of the school administrators.
- Following suspension, the appropriate school administrator will conference with parents or guardians.
- Students removed from the school community will not be readmitted before a parent conference has been conducted and all other conditions for re-admittance have been satisfied.
- Suspended students will understand and agree to assume responsibility for future behavior.
- Where appropriate, a student will be referred to the school counselor and an outside counselor if appropriate.
- Signed agreement by parents and a written report of the suspension will be filed in the student's record.

Expulsion:

In extreme cases, immediate expulsion may occur at the discretion of the principal.

Cyberbullying

Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

It includes the following misuses of digital technology: written threats, teasing, intimidating, or making false accusations about another student or teacher by way of any technological tool, such as sending or posting inappropriate emails, instant messages, text messages, digital images or website postings (including blogs, and social networking sites).

Online Social Networking - Engagement in online blogs and any form of social networking sites may result in disciplinary actions if the content of the student's posts includes defamatory comments regarding the school, the faculty, staff, or other students. This includes referencing any of the above in such a way that a reasonable person might infer the subject of the commentary. Parents are taking all liability when they post pictures that include children other than their own without written consent from the parents of said children. The School System assumes no responsibility regarding pictures posted on social media when posted by someone not employed by the school system.

Parents should regularly check their child's social media accounts and make sure that what they are posting is appropriate.

Some cyberbullying activities could be criminal offences under a range of different laws including Protection from Harassment Act 1997 and may need to be reported to the local authorities.

Reputation of the School:

Students who tarnish the reputation of the school or any school employee, through comments and/or photographs placed on any form of electronic media, will be disciplined immediately. This action may include suspension from school activities, after-school detention, in-school suspension, out-of-school suspension, and/or expulsion.

Weapons:

Possession or handling of any object/instrument potentially dangerous or harmful to persons represents a serious misunderstanding of the concept of a faith community. Such possessions or handling is strictly forbidden. Persons violating this policy will be liable to severe disciplinary procedures, including the possibility of prosecution under the Pennsylvania Criminal Code.

- The incident will be investigated.
- Parents/Guardians will be notified.
- In accordance with the Pennsylvania Crime Code, sec. 912, the local police will be notified
- The student will be immediately suspended into the custody of a parent or guardian.
- As a result of the investigation, the student is liable to further disciplinary action and/or expulsion.
- Act 26 Section 1304-A (PA) requires all schools to provide future schools with
 - notification of suspension or expulsion from any public or private school of this
 - Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

DRESS CODE:

We take pride in the appearance of our students. The way you dress reflects the conduct and quality of your work. Failure to comply with the dress code does have disciplinary consequences.

See appendix A for complete Uniform Guide.

Dress Code Policy:

All students must maintain an appropriate level of personal hygiene that is neat, clean, and pleasant.

Visible tattoos, either permanent or temporary, are forbidden.

Winter boots: As long as there is snow on the ground students may wear their winter footwear during the school day.

Except on specially designated theme days, no caps or hats may be worn in the school building.

Girls:

Skirts must be no shorter than 2 inches above the knees

Respectable hairstyles, no unnatural hair dyes, no excessive make-up, long dangling earrings or excessive jewelry will be permitted.

Stud earrings are allowed for girls only. (Stud earrings with dangling earrings are not allowed.) For safety purposes, no other style of earring is allowed.

All other jewelry should be kept to a minimum and not cause a distraction.

Boys:

Hair must be worn neatly and be well groomed. Hairstyles should not cause a distraction or impede the students' learning. Length of hair may not extend beyond the top of the shirt collar. No unusual lines, "tails", shaving, hanging bangs or flips. Dyeing, bleaching, or unnatural colors of hair are not allowed. Hair may not be pinned up or curled under the back. Boys' hair must be above the collar, ears, and eyes.

No earrings

*NOTE: If students are asked to get their haircut, it must be short enough that it would not be out of compliance within a few weeks.

*Administration will make the final decision on hair.

SPIRIT DAYS: All dress down days are spirit wear days.

Students are expected to dress in conservative clothing and follow all other rules that apply to our daily dress code. Here are a few additional notes to keep in mind:

- All clothing worn on non-uniform days should be free from holes and rips and be modest as in keeping with the values of our Catholic faith
- **All t-shirts and sweatshirts are to be HTCS or BG apparel.**
- Skirts/shorts must be no shorter than 2 inches above the knees
- Shirts/tops should fit properly
- At no time is it appropriate for students to wear flip-flops, Crocs or sandals.
- All hats are to be removed upon entering the building

DRUGS AND ALCOHOL:

Holy Trinity Catholic takes the position that the use and abuse of alcohol and/or drugs interferes with the spiritual, educational, emotional and social well-being of the individual student.

Holy Trinity Catholic School will work to educate, prevent and intervene in the use and abuse of all drug and alcohol and tobacco substances by the entire student population.

EMERGENCY INFORMATION:

In case of an emergency, each student is required to have on file through school admin an emergency procedure card. This information is kept in the school office during the current school year and is kept confidential.

EMERGENCY CLOSING/DELAYS/EARLY DISMISSAL

HOLY TRINITY CATHOLIC SCHOOL FOLLOWS the Altoona Area School District.

When it is necessary to close school, the announcement will be made by phone through ParentSquare, along with notification on WTAJ. It is our policy to close school whenever the **Altoona Area School District** is delayed or closed due to severe weather conditions.

In the event that school is closed due to inclement weather conditions, HTCS will move to a virtual day. Virtual Day directions will be sent home through ParentSquare.

In the event that there is an early dismissal due to weather in the Hollidaysburg Area School District, all HT students who ride the HASD busses will be dismissed to ride the bus home with their parent's permission.

In the event that the HASD closes and the AASD remains open, all students who use the HASD bussing must provide their own transportation for the day.

FAMILY FOLDERS:

A family folder will be sent home electronically through **ParentSquare** every Thursday. Family folders will also be used and sent home with the oldest at each campus. It is imperative that you review all information in both.

If you cannot receive your family folder through ParentSquare – PLEASE call the school office and let us know.

If there is something in the folder that needs to be returned to school, we ask you to try and send it back to school by Monday the following week.

FIELD TRIPS:

Educational trips are an extension of the classroom learning experience or a celebration of classroom success. All grades will be participating in one field trip each year. Information about the trip and a permission slip will be sent home for your signature and must be returned to the child's teacher. Phone permission is never a substitute for written permission. If a student elects not to participate they must attend school unless given prior permission from the school administrator.

Every student who does participate in a field trip is expected to obey all discipline codes as previously stated.

Parents will be asked to chaperone if necessary. Siblings are not allowed to accompany parent chaperones while on a field trip. **All chaperones must have all clearances turned into school prior to the scheduled trip.**

Fundraising does support the cost of each field trip, but the cost of transportation is high. For this reason we ask families to contribute toward the cost. If you have not made an effort to support HT through regular tuition payments and support of the school fundraisers, participation in these field trips could be suspended.

FINANCES

Financial Obligations:

No student will be permitted to participate in any extracurricular activities if the student's financial account is more than 30 days past due and arrangements have not been made to make the account current. These accounts include but are not limited to Tuition, Fundraising, Lunch and Aftercare. The student will not be able to participate in HTCS sports, field trips, including practices. As always, the family is encouraged to contact the school administration to make special arrangements should financial difficulties arise.

Cash/Check Policy:

Due to the amount of financial transactions we process, all monies must be sent to the school in **CHECK FORM ONLY**. Checks should be made out to HTCS and sent to school in an envelope clearly marked with its intention.

Tuition Policy:

Because the school relies on the count of enrolled students for budgeting and staffing in advance of the school year, families are liable for tuition in the event of withdrawal according to the following schedule of dates:

<u>Date of Withdrawal</u>	-	<u>Portion of Parent Tuition Due</u>
Aug. 1 – Sept. 30		25% tuition due
Oct. 1 – Nov. 30		50% tuition due
Dec. 1 and thereafter		100% tuition must be paid

If tuition payments are not current at the time of registration, parents may not re-register their child/children for the following school year and spaces will not be held for a child for the following year.

No student records will be transferred to another school until all tuition is paid.

Anyone who cannot meet this payment schedule must make an appointment with the principal to make another arrangement for payment.

Parents are encouraged to check their tuition bills for the accuracy of account balances, addresses, etc. Errors should be reported to Ms. Jan Crossman at 814-942-7835.

FUNDRAISING

Please see and sign the separate **Fundraising Handbook**. It clearly lists and explains each fundraiser, the importance of fundraising and even gives real family examples of how you can reach your committed goal of your family fundraising profit of \$450.00.

HEALTH

STUDENTS MUST BE FREE FROM FEVER and Diarrhea FOR 24 HOURS, WITHOUT MEDICATION, BEFORE RETURNING TO SCHOOL.

In other words, from the time we call and they are sent home it must be 24 hours after the symptoms are gone. Please do not send them back the next day.

ILLNESS AND INJURY – When a student becomes ill or needs attention, he/she should report to the teacher. If it is necessary to go home, the school office will call the parents to inform them. A parent or someone designated by the parent must accompany the student home. The school nurse will be called for emergencies that the school is not equipped to handle.

SCHOOL NURSE – The school nurse is employed by the Public School District and is not on the premises daily. The school nurse takes all heights and weights and does a preliminary sight and hearing exams. Parents are notified if a more thorough exam is necessary.

PHYSICAL EXAMS - Students entering Kindergarten and grade six must have a physical examination. Students entering from out of state must also have a physical examination

MEDICATION - Should a student need to take a prescription medication during the school day, a note must be sent in by the parent/guardian and the prescription must be in the original bottle with a note from the parent/guardian. The school nurse will be notified and will administer the medication. School secretaries and administration are not permitted to give medication. No medications may be carried in lunch boxes or book bags. Under certain circumstances there may be exceptions to this rule. (i.e. Epipen)

If for some reason there are any questions or concerns, the school nurse will contact the parent/guardian directly.

MANDATED REPORTING - Everyone working with your child is a mandated reporter. We are not permitted to contact parents if a child is interviewed by Children and Youth services and/or police.

HOMEWORK

Good study habits will be taught and encouraged at all grade levels. Homework, while not required at all times, is an important part of a child's education. Homework reinforces the student's independent study and learning habits. Homework should be completed neatly and on time. Homework will be given at the discretion of the individual teacher.

Diocesan guidelines state the minimum time for homework is:

Primary (K-3)	15 – 30 minutes
Intermediate (4-6)	30 – 45 minutes
Junior High (7-8)	60 – 90 minutes

Honor Roll & Report Cards:

The Honor Roll is a special recognition for achievement in grades 4 & 5. It is based upon the students marking period average. Included in our consideration to identify honor students are their work and study habits, as well as personal and social conduct. Unsatisfactory conduct would keep a student from the honor roll. Honor roll students will receive their certificate after a weekly school mass, have their name published in the school newsletter and the local newspaper.

High Honor	93% or above in every subject
Honor	92% average with no grade lower than 88%

Grades are based upon class performance, tests, projects, homework and class work. Numerical and letter grade explanations are printed on the report cards.

Parents are encouraged and expected to watch and be aware of their child's academic progress using PowerSchool in grades 3-5.

Report Cards:

Report cards are issued to students four times each academic year. Parents are asked to discuss the grades with their children.

- **Pre-School** will do an assessment four times a year.
- **Grades K - 5** will have a report card envelope that is to be signed and returned after every marking period. It does not have to be returned after the last marking period of the year.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Progress Reports:

Progress reports are issued midway through each marking period for all students in Grades 1-5 who are deficient in a subject area. However, a teacher may issue a progress report at any time during the marking period if the need arises. The progress report will be sent home in the family folder.

It must be signed by the parent and returned to school

LITURGY:

The school community gathers to celebrate liturgy at all three campus locations each week under the direction of the students.

Altoona Fairview Campus:	Wednesdays @ 8:30am - (Holy Days: Mass is at Noon)
Altoona Eldorado Campus:	Fridays @ 8:30 am

We will also gather to recite the rosary in October and May and the Stations of the Cross during Lent. Parents and parishioners are encouraged to join us. Dates and times will be posted in the monthly calendar and on our website.

Holy Trinity Catholic School will also gather at The Cathedral of the Blessed Sacrament during the school year to celebrate mass together. These will also be posted in our monthly calendar. Lunches served at all campuses will be "Offer vs Serve" except for Pre-K.

LUNCH PROGRAM:

All Holy Trinity Catholic School Campuses participate in the National School Lunch Program and the [Healthy, Hunger-Free Kids Act of 2010](#).

Free and reduced meals are available for eligible students. We encourage you to fill out an application. Paper applications are sent home on the first day of school and you can find the application on our website. Applications can be filled out at any time of the year if your financial situation changes. Once approved, you are approved for the school year, and 30 days into the next school year, no matter if your finances improve. You may fill out an application starting July 1 of a new school year.

2023-2024

Student lunch price	\$3.25
Adult lunch price	\$4.45
Milk (extra)	\$.75

Lunches served at all campuses will be “Offer vs Serve” except for Pre-K.

Pre-K lunches are not “offer vs. serve” due to the National School lunch program rules. Every component is placed on their tray, even if they don’t want it and WHITE MILK ONLY. Also, they cannot purchase chocolate milk. When choosing the cereal kit, plain Cheerios and Cinnamon Toast Crunch are the only cereals to be served to Pre-K.

Kindergarten through 5th grade will be offered lunch items. All lunches consist of 5 components, a grain and a meat/meat alternative, which is usually the entrée, milk, vegetables and variety of fruit in ½ c portions. Students must take 3 components and one of those components must be ½ cup of fruit or ½ c of vegetables to be a reimbursable lunch price of \$3.25. If a student refuses to take one of these items, they will be charged an ala carte price of \$1.00 a side and \$3.00 for the entrée.

Payments and online web site

All lunches are to be prepaid.

Please be certain you have money in your child’s account before they order lunch.

Existing on-line **myschoolaccounts** will still be active.

Sign your students up at www.myschoolaccount.

All student ID’s needed for signing up at myschoolaccount are on the lunch account statements which are emailed to you at the end of August. All students will have a statement sent by email.

If you do not get a lunch statement via email (no paper copies are being sent) at the end of August please contact Chris Watt at Watt.christine@holyltrinitycatholic.school, she will verify your email address

Myschoolaccount website will take payments for lunch, extras, and ice cream. You can pay through your checking account or a credit card. (A small fee applies). The website allows you to monitor your student’s lunches and allows you to set up reminders that your account is getting low.

We do accept payment by check for lunches, extras, and ice cream at all campuses. All processing of checks is done at the Eldorado campus and may not be reflected on your student’s lunch account for up to 10 days. When sending a check, please put the student's name and campus on the memo line, payable to the campus you attend “HTC Fairview Campus” or “HTC Eldorado Campus”. PLACE IN AN ENVELOPE MARKED WITH “LUNCH MONEY, CHILD’S NAME, AND CAMPUS.

If the balance amount on your lunch account statement has a parenthesis around it (), you owe that amount. This would be a negative amount and your bill shows a delinquent total.

Unpaid balances may be sent to a debt collector.

Billing and charges

Please remember to include extra money for your children to have those extra entrées, and snacks in the lunchroom. (see below)**.

Ordered extra entrees or left-over sides offered up for sale after all students have purchased lunch will be charged to the student's meal plan and will not be monitored day to day to see if monies are available. Your meal plan will be charged \$1.50 for each entrée, and \$.75 for any extra sides available (example, breadsticks, the vegetable of the day, or extra fruit).

Please watch your child's balance. The cafeteria is not responsible for telling your child they are not allowed an extra entrée. **Parents** are responsible for keeping track of funds in your student's lunch account.

Snack Counter -a la carte

A snack counter will be available at both Fairview and Eldorado campuses at lunch. Students will be able to purchase a variety of smart snacks. The purchases will be deducted from the student's lunch account. NO CASH WILL BE ACCEPTED.

Examples of some snacks that may be offered - water, ice cream, cookies, carbonated fruit juice, chips, Doritos, Rice Krispie bars, etc. All snacks are Smart Snack approved by the Federal guidelines. Prices will vary.

IMPORTANT CHANGE TO NOTE FOR THE 23/24 SCHOOL YEAR:

****When adding money to your student's account you will be able to designate if you want to add money to their meal plan (which are lunches and extra food served in the kitchen) or money to the ala carte purchases (snacks in the cafeteria). If a student wants to purchase a snack from the snack counter the worker will check to see if he has any money designated for ala carte purchases, if he does not, he will be DENIED the purchase even if he has money in his meal plan.**

When paying by check please include a note on how much money you would like to put to the ala carte account. If there is NO NOTE, all monies will be placed in the meal plan.

Delinquent Lunch Policy

When lunch accounts become negative a statement is sent home via email at the end of the week. The email is under our POS system "noreply@myschoolaccountnotifications.com" with a subject line "Negative lunch balance". Email statements will continue to be sent until payment is received. After 2 emails of a negative balance statement and you have not contacted us about a payment plan, we will ask you to pack your child's lunch until payment is received to cover your debt and pre-pay for additional lunches and snacks. You may be turned over to a debt collector.

Lunch Account Statements

All lunch account statements are sent via email once a month as a courtesy, and are generated under our Point of Sales system. It will come to you as “noreply@myschoolaccountnotifications.com”. Please check all junk and spam folders if you are not receiving lunch account statements. The email address used is the one you provide the school office at registration time. Our point of sales only allows one email address. If you do not get a lunch statement via email (no paper copies are being sent) at the end of August please contact Chris Watt at Watt.christine@holytrinitycatholic.school if you did not receive a statement, she will verify your email address. All email addresses are taken from your enrollment application. Only one email address allowed.

End of Year Lunch Funds

At the end of the year, a statement will go home. Any child who will not be returning to Holy Trinity can request a refund of any monies (over \$1.00) left in their lunch account or donate it to the lunch angel fund, which helps students in need. Any child that is reduced will have their refund returned. Any money left in student’s accounts returning to Holy Trinity will be rolled over into the next school year. Any negative amount will also be rolled over. Delinquent accounts will need to be paid ASAP.

Summer Programs:

During the summer free meals for students may be available via the Summer Food Service Program. Methods to locate sites that serve free meals to children during the summer include the following:

- Call 211
- Call 1.866.3Hungry or 1.877.8Hambre
- Text “MEALPA” to 877877 during the summer months
- Visit the website: www.fns.usda.gov/summerfoodrocks
(note, this replaces the whyhunger.org website)
- Use the site locator for smartphones - Rangeapp.org

Federal Civil Rights Law and U.S. Department of Agriculture

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 in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992

Submit your completed form or letter 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;

2. Fax: (202) 690-7442; or

3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

PARENT / TEACHER CONFERENCES

Conferences are scheduled at the end of the first marking period. All parents are expected to be present for these conferences. At times a student may be called in for the conference but is not necessary. During the school year, if any parent or any teacher deems it necessary, they are encouraged to request a conference. All conferences, outside of the yearly conference, must be scheduled in advance with teachers.

SERVICE HOUR REQUIREMENTS

Through him then let us continually offer up a sacrifice of praise to God, that is, the fruit of lips that acknowledge his name. Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God. Hebrews 13:15-16

Volunteering one's service for the good of others (without compensation) is beneficial to our spiritual growth and the health of our community. Students should use this service to challenge themselves and to grow spiritually. Opportunities to serve can be close to home (ex. babysitting for family/friends, weeding the garden, etc.) and not a chore/job that is already expected of students. Opportunities to serve can be found in/through our school and in the life of each parish. There are also organizations in the community that could use students' help.

List each day and specific type of service along with the total hours worked. You must have a signature by the person who supervised the service performed. Service hour forms will be included in the Back 2 School packets and also available on our school website www.holytrinitycatholic.school or the school office. Students are encouraged to send them into school as soon as they meet the requirement.

SERVICE HOURS REQUIREMENTS

Grade(s)	Hours Yearly
K-1	2 hours
2-3	4 hours
4-5	10 hours

SAFE 2 SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it is easy and confidential to report safety concerns to help prevent violence and tragedies.

All students in grades 5 are trained on using the APP. Refer to the school website for more information.

STUDENT RECORDS

Student records are confidential data and are not released to unauthorized persons. Parents wishing to see their child’s records may schedule an appointment for this purpose. Parents must also sign a release form before records will be transferred to another school.

TECHNOLOGY

Holy Trinity students will be assigned an iPad for school use.

Students will be responsible for the charging of the iPad and ensuring that a charged iPad is available for all their classes. Student should plan on charging their iPad while at home for use the next school day.

Do not alter or deface the iPad, case, or charger temporarily or permanently in any manner including marker, paint, and stickers (other than those applied by HTCS).

Students are responsible for the security of their iPads at all times. Any loss or theft must be reported to the school immediately.

iPads, chargers and cases are issued and registered to individual students. The student is responsible for their assigned iPad, Apple-branded charger, and case (including keyboard) at all times.

Student and parent/guardian responsibilities for any costs associated with repairing/replacing an iPad, case, accessories are detailed in the HTCS student iPad Guidelines and Responsibilities document and summarized here in the HTCS Parent/Student Handbook.

Missing items are not covered by the technology fee. Financial responsibility for subsequent damages and replacements that occur to the iPad case, and/or charger after the first accidental break while it is assigned are the sole financial responsibility of the students and their parent/guardian. All damages must be reported immediately to HTCS. All necessary replacements or damage repairs will be handled by

HTCS, including repairs after the first accidental break. Any repairs attempted by non-HTCS staff or companies not contracted by HTCS will be treated as an intentional break, and the fees for repair/replacement will be assessed.

All iPads and accessories will result in replacement fees at the end of the current school year. Failure to return assigned iPad or accessories will result in replacement fees being charged to students. Items returned not in working condition will be covered by the Technology fees unless these have been prior replacements in the 2023-2024 school year. Inoperable items must be returned to utilize this benefit.

Students and their parent/guardian will be billed accordingly. Unpaid fees will be handled by the billing office.

TRANSPORTATION

Bus/Van transportation is provided for those eligible by the AASD and HASD Public Schools.

Parents request transportation in the spring and are notified of their transportation assignment. Requests can be made at other times through the appropriate school district.

Riding a bus or van is a privilege and requires the students to cooperate with the driver. Misbehavior will not be tolerated. Safety and proper social attitude in bus transportation is a prime concern. Students need to familiarize themselves with the obligation and courtesies of school bus transportation.

BUS/VAN GUIDELINES:

Safety and proper social attitude in bus transportation is a prime concern. Students need to familiarize themselves with the obligation and rules of school bus transportation.

A student who cannot maintain self-discipline while utilizing transportation forfeits this privilege and must rely on other means of transportation to and from school. The school bus driver is authorized to enforce safety and social standards on the bus, and in accordance with the Pennsylvania School Code, he/she has the same authority as a teacher. The relationship of the operator and the student must be one of respect and cooperation.

If at any time a student receives a written disciplinary form from a bus driver the student will be automatically result in the loss of the privilege of riding the bus and may result in additional disciplinary measures from HTCS. Appropriate, proper behavior on a school bus is a matter of safety and is a must.

- While on the bus/van, students should always keep all hands inside the bus
- Loud talking and misbehavior diverts the driver's attention and makes safe driving difficult
- Nothing is to be thrown on the bus or out the window
- Students must always remain in their seats
- Students are expected to be courteous to fellow students and drivers

- The bus driver will report all violations of the rules in writing to the school office. Each time the parent/guardian will be informed. The school will support the disciplinary actions of the school district transportation office and follow through with their own disciplinary consequences.
- No student will be permitted to get on or off at any stop other than their own established stop, unless written consent is obtained from the parent and approved by the school office and the bus company.

BEHAVIOR on the SCHOOL BUS

Rule infractions may result in being written up by the bus driver. Those who ride the bus/van are under the authority of the driver and may be banned from riding the bus for lack of respect or unruly conduct. Any student who is written up by the district may also receive discipline consequences from the school at the discretion of the principal.

- 1st write up: serves as a warning and receive a demerit
- 2nd write up: student will receive a detention
- 3rd write up: student will receive a detention and be suspended from the bus for 1 week
- 4th write up: student may be off the bus indefinitely

Significant behavior may result in immediate suspension from the bus regardless of the number of write ups received as determined by the school principal.

VISITORS:

All visitors must stop at the school office before going elsewhere in any of our buildings and sign in. No one is permitted to go directly to the classrooms. Everyone is to go directly to each school office to bring forgotten articles or to relay a message.

VOLUNTEERS:

Holy Trinity Catholic School follows today's best practices to insure a safe environment for all children in our school. First and foremost, it is important that every volunteer understand that as an adult working with our school children, they are mandated to report any child abuse they may observe. This is a great responsibility, and specific training is required.

Every volunteer must complete all required clearances and online training listed on our website and listed below.

All volunteers must have completed this process to completion before volunteering in any way for school functions, coaching, and other activities. This includes school field trips and classroom parties.

Clearances:

a. Pennsylvania State Police Clearance (SP_CRC)

To apply online, please go to <https://epatch.state.pa.us/> and click the yellow button labeled “New Record Check.” This will take you to several other screens. Follow instructions to complete the requested information. When the process is completed and you receive your SP_CRC Certificate, print two copies of it, keep one copy for your records and submit the other to the school where you will be volunteering.

b. Child Abuse Clearance

To apply online, please go to <https://www.compass.state.pa.us/cwis/public/home>. This will take you to the Pennsylvania Child Welfare portal. If you are a new user, click on the button labeled “Create Individual Account” and follow the instructions. If you have used the Child Welfare Portal before, click on the button labeled “Individual Log-in” and follow the instructions. When the process is completed and you receive your Child Abuse History Clearance, print two copies of it, keep one copy for your records and submit the other to the school where you will be volunteering.

PLEASE NOTE: The PA State Police and Child Abuse Clearance Fees are waived for volunteers, so you are not required to pay for these two clearances.

c. NEW FBI Clearance

FBI required for employees and volunteers **ONLY** if a resident less than 10 years in PA

- A. Go to <https://uenroll.identogo.com/>
- B. Applicant will need to have a code
- C. Choose the PA Department of Education option to begin your registration. Follow the instructions carefully.
- D. Fees vary on type of application (code used)
- E. Each county has designated vendors for fingerprinting. You will be given detailed directions on how to obtain your fingerprints at a nearby Altoona location.

When the process is complete, make two copies of your completed form (containing your fingerprints), keep one copy for your records and submit the other to the school where you will be volunteering.

d. PA Dept. of Education Arrest and Conviction Record - Read and sign this form appropriately and turn it in with your paperwork.

2. Trainings ONLINE:

1. Youth Protection Awareness Training. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37531

3. Mandated Reporting Training

This three hour training can be done over a period of time. You can save your work and restart.

You will need to register and create an account and send in certificate when completed:

<http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research- programs/act-31-line-training>

Wellness Policy

Please refer to our website for our Wellness Policy @ www.holytrinitycatholic.school.

APPENDIX A

HOLY TRINITY CATHOLIC SCHOOL DRESS CODE



Mascot: The “Guardians”

School Colors: Purple & Gold

Pre-K No uniform
Kindergarten – 5th Grade Required uniform

BOYS

Shirts: White or Light Blue Polo
Pants: Navy Blue Dress Pants
Belts: Black or Brown
Socks: White, Navy Blue, Black or Brown (solid/neutral)
Shoes: Plain Brown or Black (solid colors only)
Summer Dress:

- ✓ Months: August, September and May
 - White or Light Blue Polo
 - Navy Blue Dress Shorts

GIRLS

Shirts: White or Light Blue Polo
Jumper: Blue/Gold (plaid name)
Skirts/Skorts:

- ✓ Kindergarten – 3rd Grade: Solid Navy Blue
- ✓ 4th and 5th Grade: Blue/Gold (plaid name) or Gray uniform skirt

Pants: Navy Blue Dress Pants
Socks: White, Navy Blue, Black or Brown (solid/neutral)
Tights: White, Navy Blue or Black (solid neutral)
Shoes: Plain Brown or Black (solid colors only)
Summer Dress:

- ✓ Months: August, September and May
 - White or Light Blue Polo
 - Navy Blue Dress Shorts

UNISEX: Sweater/Cardigans: Navy Blue



HTCS students are permitted to wear a HT or BG official sweatshirt on colder days. All clothing must be in good condition.

HTCS students are to wear the official HT Gym uniform on their assigned gym days.

All uniforms can be purchased at:

Ravine
610 - 7th Street
Altoona, PA 16602
814-946-5006



Parent / Student 2023 – 2024 Handbook

Contract Signature Page

I have read this handbook and I understand and agree with the content.

Family Name: _____

Parent/Guardian Signature: _____

Student Signature: _____ **Grade**_____

Student Signature: _____ **Grade**_____

Student Signature: _____ **Grade**_____

Student Signature: _____ **Grade**_____

Date: _____

****Please return this page to your homeroom teacher by September 8, 2023 ***