

# **HOLY TRINITY SCHOOL**



## **2020-2021 Family Handbook**

Slightly updated 9.18.2020  
(This will be updated more during the school year.)

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## 2019-2020 Holy Trinity School Personnel

### ADMINISTRATION

Fr. Anthony Stubeda	Pastor
Fr. Michael Doyle	Associate Pastor
Mr. Dan Hesterman	AFC Director of Administration
Dr. Bonita Jungels	Holy Trinity School Principal
Mr. Wesley Kapping	Dean of Students, Counselor & K-12 PE

### BUSINESS /PARISH OFFICE

Mrs. Bonnie Suedbeck	Secretary and Bookkeeper
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### FACULTY

Mrs. Erin Bobrowske	Kindergarten
Mr. James Brown	12 <sup>th</sup> grade Social Studies; 7 & 12 <sup>th</sup> gr Religion
Ms. Polly Christensen	Grade 5
Mrs. Kathy Condon	Grade 3
Ms. Lois Fasching	Science/10 <sup>th</sup> grade Health
Ms. Katie Greenwald	8-11 Religion; Student Life
Mrs. Angie Helmbrecht	Grade 1
Mrs. Rhonda Houston	K-12 Art; 5-12 Industrial Technology
Mr. Gerry Kulzer	7-12 Art; 5-12 Industrial Technology
Mr. Steve Ness	7-12 English
Mrs. Robbie Oeltjenbruns	7-12 Math
Mrs. Jennifer Poppler	PK teacher; Academic Intervention Specialist
Ms. Ashley Ross	Grade 6
Mrs. Carolyn Schmidt	Grade 4
Mrs. Kris Simmons	7-11 Social Studies/9 <sup>th</sup> gr Speech/7-8 <sup>th</sup> Tech
Mrs. Karen Thalmann	Grade 2
Mr. Edward Wendt	K-12 Music

### SCHOOL SUPPORT STAFF

Mrs. Betsy Angermeyer	Elementary School Administrative Assistant
Mrs. Fran Dahl	Food Service Director
Mr. Ken Ficker	Maintenance/Custodian
Ms. Rose Heimerl	Athletic Director
Mrs. Judy Ide	High School Administrative Assistant
Mrs. Jody Lenz	Food Service
Ms. Peggy Lenz	Technology Coordinator
Mrs. Nancy Norman	Elementary Breakfast Supervisor
Mrs. Debbie Schlagel	Food Service
Mrs. Cathy Wolford	Food Service

## Holy Trinity School

**Mission Statement:** Holy Trinity School is called by its parish community to educate our children and form them in their Catholic faith that they might be faithful disciples of Christ.

**Philosophy:** For Holy Trinity School parents, students, and educators, life is a journey of faith and Christ is the center of our lives. Holy Trinity prepares its students to be disciples of Christ and active members of the Catholic Church by forming them in their faith and the Gospel's call to service. Holy Trinity educates its students through academic inquiry, the pursuit of knowledge, and the development of critical thinking.

**School Accreditation Association:** Holy Trinity School is an accredited school with the Minnesota Nonpublic School Accrediting Association. We have been an active member since 1977.

**Admission to Holy Trinity School:** The primary purpose of the Catholic school within the Diocese of New Ulm is the education of young people in order to assist them in their academic, personal, and spiritual growth —“to educate the whole person: mind, body, and soul.”<sup>1</sup> As a Catholic school, emphasis is first and foremost on the teaching and practice of the Catholic faith so children and young people can “experience learning and living fully integrated in the light of faith.”<sup>2</sup> Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Catholic Church and steadfast in proclaiming them. (<sup>1</sup> USCCB, National Directory for Catechesis, (Washington, D.C.: USCCB, 2005), p 262; <sup>2</sup> Ibid)

The administration of the school recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

**Students not of the Catholic Faith:** The presence of students who do not share the Catholic faith provides a wonderful diversity to the school; however, this diversity shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

All students are expected to participate in the religious formation and education programs of the school.

All students must participate in liturgies, retreats, other religious functions, and religion classes for credit.

Catholic Church tenets state that students not of the Catholic faith may not receive the sacraments of the Church; therefore, these students are exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.

Students are expected, for testing and discussion purposes, to be knowledgeable of the

Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

Should a waiting list be necessary, preference will be given to students in the following order:

- a) Siblings currently in the school,
- b) Students whose parents are parishioners within the Catholic Area Faith Community,
- c) Siblings of students who have completed the school program,
- d) Catholic students outside the Area Faith Community

**Non Discrimination Clause:** Catholic schools, administered under the authority of the Catholic Diocese of New Ulm, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, disability (see following paragraph), national or ethnic origin or citizenship in the administration of their educational, admissions, financial aid, athletic, and other school administered student programs.

Students shall not be denied admission because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program within the reasonable accommodations that may be provided for the disabled child. Parents are to fully disclose the nature and known extent of any physical, emotional, environmental, or learning disabilities at the time of registration.

This policy does not conflict with the priority given to Catholics for admission as students. Nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

**Parental Role:** The Catholic Church recognizes and the Catholic school respects the parents as the primary and principle educators of their children. For a Catholic parent, the promise at baptism to raise their children as Catholic supports these premises and the Catholic school thereby exists to assist parents in the Christian formation of their children—assisting in what is to already be happening in the home. With the school being a continuation of a child's primary education, all parents enrolling their children in the school are expected to support the school's mission and commitment to Christian principles.

Parents are expected to annually sign the school's Handbook Agreement Form as acceptance of the school's policies as set forth within the handbook.

While present on the school campus, be it for academic related activities or extra-curricular events, every adult has the responsibility of appropriate conduct in order to support the school's mission and provide positive role models to our students. A coherent witness to Catholic moral teaching is expected at the school and during any

school-related activities.

**Admission Documents:** The following documents are required for each student's permanent records at the time of registration: birth certificate or legal verification of the child's age, immunization record listing the dates of all shots in compliance with those required by state law, baptismal certificate (if applicable, Catholic applicants only), custody agreement (if applicable).

**Admission/Enrollment Decision:** A parent retains the right to withdraw a student at any time just as the school administration (principal and/or pastor) reserves the right to accept or deny admission of a student within the parameters of the school policies. The school administration hopes that all decisions may be made through amicable discussion. If needed, a grievance procedure to assist with any discussion is also a part of this handbook.

**Academic Day:** The Holy Trinity School day begins with a warning bell at 8:05 a.m. with first hour bell at 8:10 a.m. The school day ends 2:55 p.m. School buildings are open at 7:15 a.m. until 3:30 p.m. unless otherwise stated. Students should arrive to school no earlier than 7:30 a.m. unless they have a scheduled purpose, such as practice, tutoring, or a scheduled meeting and should leave the building at the end of the school day or after scheduled practices or meetings.

### **2019-2020 Tuition**

Pre-K 3 Day/Pre-K 5 day	\$135 per month/\$220 per month
Kindergarten to 6 <sup>th</sup> grades	\$2,900 per year
7 <sup>th</sup> and 8 <sup>th</sup> grades	\$3,800 per year
9 <sup>th</sup> and 10 <sup>th</sup> grades	\$4,250 per year
11 <sup>th</sup> and 12 <sup>th</sup> grades	\$4,350 per year
International students	\$6,800 per year

**Tuition Payment:** Each family is asked to make an initial payment of \$400 toward their tuition costs during the first week of school unless other arrangements are made. Senior year tuition and any prior outstanding tuition or fees must be paid prior to the issuing of the student's cap and gown.

**Discounts:** A discount of \$25 will be given to each kindergarten student whose tuition is paid in full by October 1. A discount of \$50 will be given to each student in grades 1-12 whose tuition is paid in full by October 1. For large families: full tuition will be charged for the four oldest children in a family. Starting with the fifth oldest student from a family, tuition will be one-half the stated fee.

**Enrollment Enrichment Program:** Holy Trinity School encourages current families to participate in the recruitment of new students. Sharing the good news about Holy Trinity School with family, friends and neighbors has a great impact on our future. If a new student indicates a current family had a positive impact on their decision to attend our school, a \$300 tuition credit will be awarded to the current family. If more than one current family should be given credit, the \$300 tuition credit will be split evenly among the families. The new family must complete and submit the Enrollment Enrichment Referral Program form along with the admission application and non-refundable, \$50 application fee. Note: Preschool families are not eligible to participate in this program.

**Withdrawal:** Tuition charges for a current student withdrawing during the school year will be pro-rated according to the length of time the student was registered at school.

**Tuition Assistance:** Families interested in receiving tuition assistance must submit a tuition assistance application to TADS, the service utilized by many diocesan schools. Requests for tuition assistance should be made using TADS online services by March 1. Applications submitted by March 1 will be given priority. Requests for tuition assistance may be made after the priority deadline. All applicants must be enrolled for the current school year prior to submitting the TADS application. You can apply online by going to [www.mytads.com](http://www.mytads.com). You will be guided through the application. Please be aware that you will need your tax returns to file the application. A paper worksheet is available from the high school office if you would like this to assist you in filling out the form before you go online. You may request a paper application by calling 1-800-884-8237 or going to [www.tads.com/paperform](http://www.tads.com/paperform). A fee of \$34 is required when applying. Recipients will be notified by mail before the school year begins.

Families who qualify for tuition assistance through the TADS process receive funding through the Holy Trinity Educational Trust Fund. Holy Trinity parish members, alumni and friends make this opportunity a possibility by donating to the trust fund. If you have questions, please call Bonnie Suedbeck in the Business Office at 320.485.5651 or you may call TADS at 800.477.8237. Tuition assistance is available to all Holy Trinity families. Students who receive tuition assistance from Holy Trinity School are expected to maintain passing grades, participate in school fundraising and volunteer in the school.

### **Post-Secondary Enrollment Option (High School)**

Students in grades 10-12, who meet the Post -Secondary Enrollment Options (PSEO) Program requirements, may enroll in college level courses through this program. Sophomores are eligible for 1 technology course and juniors and seniors are eligible for everything. These advanced classes do not excuse a student from taking the required credits for Holy Trinity School; however, students may take the required credits for Holy

Trinity School at the college in which they are a PSEO student. Students enrolled in advanced classes while attending Holy Trinity High School will receive high school credit as well as post-secondary credit from the institution attended. Application, registration and transportation are the student's responsibility.

- A.** According to regulations, Holy Trinity School students who are PSEO students will be eligible to participate in school related activities and events, and will be eligible for school awards, including valedictorian and salutatorian.
- B.** According to regulations, class rank and grade point average (GPA) will be calculated using both Holy Trinity School courses and courses taken through the post-secondary institution. Post -secondary courses will be identified as such on student transcripts. It is the responsibility of the PSEO student to ensure that Holy Trinity School receives complete, official grades from the post- secondary institution as soon as they are available.
- C.** PSEO students must complete their required religion course to graduate. They may attend religion class at school but if the students are attending PSEO full time they will complete their religion requirement through an independent study program created by the religion teacher.

**Tuition for PSEO will be as follows:**

- If a student takes 1 PSEO course they would have 1/8 of their tuition cost reduced.
- If a student takes 2 PSEO courses they would have 1/4 of their tuition cost reduced.
- If the student takes 3 PSEO courses they would have 3/8 of their tuition cost reduced.
- If a student would take 4 or more PSEO courses the cost would be 1/2 of the tuition cost

The student will pay no less than 1/2 of the tuition.

**Grading**

Report cards are mailed home three times a year at the end of each quarter. At the end of the fourth quarter, report cards are picked up from the high school office.

**Kindergarten Grading Scale**

E Excellent	S+ Very Good	S Average
S- Below average	N-Needs Improvement	I Improving
+ Does well consistently	- Working on it	

**Grades 1<sup>st</sup> through 12<sup>th</sup>: Grading Scale**

A+ 100-98%	A 97-95%	A- 94-93%
B+ 92-91%	B 90-88%	B- 87-86%
C+ 85-84%	C 83-80%	C- 79-78%
D+ 77- 76%	D 75-72%	D- 71-70%
F = 69% and below	I = Incomplete	W = Withdrawal (Grades 7-12)

### **Honor Roll Grades 5-12:**

The Holy Trinity School Honor Roll lists students in grades 5-12 who have an **A** average- 100-93% or a **B** average- 92-86% in all core academic subjects.

The Holy Trinity Honor Roll is published each quarter to recognize outstanding academic achievement.

A student who receives a “D” or “F” in any subject is ineligible to be listed on the Honor Roll.

**Incomplete Grades (Grades 3-12):** If a student receives an “incomplete” at the end of a quarter, he/she will be given an extension of two weeks to complete assignments and tests. If after two weeks the work is still not complete, the student will receive a failing grade.

**Credit for Late Assignments and Make-up Work:** Students are expected to make up all class work and homework assignments during an excused or unexcused absence. Students have one extra day for every one day that they are absent to complete the outstanding work. Teachers will establish their classroom policies for how credit will be assigned for late assignments.

**Academic Review (Grades 7-12):** Students who receive a failing grade in a course are not making satisfactory progress toward graduation. If a student fails one or more courses in one quarter, the student will be put on academic probation. The administration will meet with students and review their academic progress, and a progress report will be sent home at this time to inform the parents about the student’s academic status.

If at the end of the following quarter a student receives passing grades in the failed course(s), the probationary status will end. If the student does not receive a passing grade in the failed course(s) at the following quarter, and therefore receives a failing grade for the semester, the student and parent will be contacted regarding options for making up the credit(s). Options may include, but are not limited to, summer school, repeating the course at Holy Trinity School on an overload, or independent study. If a student fails one or more courses at the end of the academic year parents will be contacted and a plan for makeup credits will need to be in place prior to the start of the following school year; the student will be on academic probation until the failed credits are made up. Continued course failure may be the basis for academic dismissal from Holy Trinity School.

### **Guidance Counseling (High School)**

Holy Trinity School provides students with guidance and counseling through the Howard Lake Waverly School District 2687. Career and college planning, financial aid and scholarship assistance, group counseling, individual counseling and academic guidance are offered.

### **Requirements for Senior High Graduation**

Religion	4 Credits
English	4 Credits
Mathematics	3 Credits
Spanish	1 Credit
Social Studies	4 Credits
Science	3 Credits
Physical Education	1 Credit
Fine Arts	3 Credits
Health	.5 Credit
Speech	.25 Credit
Thinking, Learning and Communicating	.5 Credit
Electives	7 Credits
<b>Total Credits needed to Graduate</b>	<b>24 Credits</b>

### **Graduation Requirements for International and Transfer Students**

Eligibility for a Holy Trinity diploma will be determined by the administrator on an individual basis. International students:

- A. Students will not be ranked unless the student is graduating and then only grades earned at Holy Trinity will be used.
- B. GPA will be calculated only on grades earned at Holy Trinity School
- C. Records and transcripts will show Holy Trinity grades separately from those earned in their home country.
- D. Eligible for honor recognition based on Holy Trinity grades - only after two full years of attendance at Holy Trinity.
- E. Students eligible for valedictorian or salutatorian based on their grade point average but not eligible due to less than two years of HT attendance will receive an Academic Excellence award in lieu of the typical honors.

In country transfer students:

- A. Class rank, GPA and records will be combined with former grades prior to HT attendance
- B. Eligible for all awards with the caveat that they be in attendance at HT their full senior year to be eligible for valedictorian or salutatorian.

\*This policy will take effect school year 2019-2020.

**Class Schedule Changes – Grades 7-12:** Student schedule changes should be made with great care. A parent signature is required before any changes will be made. A student's progress toward graduation credits will be checked if a drop request is made. The Drop/Add period is one week (5 school days) after the class begins. Classes may not be added or dropped after this time. To drop or add a class, students must complete a Drop/Add form available from the office.

### **Service Hour Requirements Grades 7-12**

We believe that being of service to the community and to others is an important part of our Catholic faith journey and an important part of developing who we are as Christians in the world. Each student in grades 7-12 is required to complete the

number of service hours listed below and must attain these hours through a variety of service projects, on a quarterly basis, throughout the course of the school year.

**7<sup>th</sup> and 8<sup>th</sup> grades:** Minimum of 1 hour of service per quarter for a total of 4 hours per year.

**9<sup>th</sup> & 10<sup>th</sup> grades:** Minimum of 2 hours of service per quarter for a total of 8 hours per year.

**11<sup>th</sup> & 12<sup>th</sup> grades:** Minimum of 4 hours of service per quarter for a total of 16 hours per year.

**Internet Acceptable Use:** Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are to be considered public in nature. General school rules for behavior and communications apply. Network resources are provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a responsible manner. Parent/guardian permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines the administration and staff will deem what is inappropriate use and their decisions are final. Upon identification of inappropriate use of network services by the administration, faculty/staff, access may be denied, revoked, or suspended at any time. The Internet Acceptable Use policy is available for review at either of the Holy Trinity School offices and on the Holy Trinity School website.

**Electronic Device Policy:** On campus, electronic devices such as cell phones may be used only before and after school for brief moments to arrange needed rides or for “check-ins” with parents/guardians. In other words, these devices may not be used on campus at any time for video games, social media, texting, email, etc., except as mentioned above. Among other considerations, we want to foster a community that is comfortable communicating with one another in person.

Students who do not follow these rules will have the following consequences:

**1<sup>st</sup> offense** – The device will be turned into the Dean of Students and held until the end of the school day. Parents will be notified either by phone or the mail and the student will receive a warning.

**2<sup>nd</sup> offense** – The device will be turned into the Dean of Students and held until the end of the school day. Parents will be notified either by phone or the mail, and the student will receive an hour of detention.

**3<sup>rd</sup> and subsequent offenses** – The device will be turned into the Dean of Students and held until the end of the school day. Parents will be notified either by phone or the mail, and the student will receive an hour of detention plus an hour for each additional offense (two hours total).

### **Kindergarten-6<sup>th</sup> grade Uniform Policy**

The Holy Trinity dress code can be found on [www.frenchtoast.com](http://www.frenchtoast.com) under the school code **QS5LMWR** or in the Holy Trinity specific catalog handed out in the fall. **J & P Stitches Embroidery** (395-2181) of Lester Prairie and **Twisted Piston** of Winsted (612-544-5015) will do custom embroidery. You may purchase items elsewhere as long as they are in compliance with our uniform policy.

#### **Jumpers, skirts, pants, and shorts:**

- \*Khaki or black jumpers or skirts-knee length
- \*Khaki or black dress pants flat or pleated front-regular length
- \*Khaki or black walking-knee length dress shorts flat or pleated front (September-Oct. 15, April 15-end of the only)
- \*Khaki or black capri length pants flat or pleated front (Sept. - October 15, April 15-end of the year only)
- \*Plain black or brown belt – optional
- \* Leggings (tight fitting stretch pants)-solid black or white-**only worn under a skirt or jumper- never alone**

- Khaki and black cargo pants and shorts may be worn to school if they are fitted and neat in appearance.

#### **Dress shirts, polo shirts, turtlenecks, and sweatshirts:**

- \*White or black turtlenecks
- \*White, black or purple polo shirts, long or short sleeve-**must have HT logo**
- \*White, button-down dress shirts, long or short sleeve-**must have HT logo**
- \*Black or white cardigan sweater
- \*Black or white sweater vest
- \*Black or purple crew-neck sweatshirts (worn over a dress-code shirt)-**must have HT logo**

#### **Shoes and socks:**

- \*Dress shoes/boots - must have a covered toe and covered heel- no more than a 1 inch heel
- \*Sandals- must have a back strap- no more than a 1 inch heel (Sept.-Oct. 15, April 15-end of the year)
- \*Regular white sole sport-tennis shoes
- \*Solid white, black, or tan colored tights or nylons **\*No patterns or designs**
- \*White, black, or tan socks

**Mass days:** Dress code is always followed. Shirts must be tucked in on Mass Days.  
**Shorts are not allowed.**

**Holy Trinity Spirit Wear Days** - hooded sweatshirts (worn over a dress-code shirt) and any other HT or LPHT related sweatshirts.

### **Acceptable attire on free dress days:**

- \*Clean, non-baggy denim jeans or other fitted pants without holes or fraying.
- \*T-shirts or sweatshirts with appropriate sayings and pictures.
- \*Shirts that cover the midriff and the back
- \*Capri length and modest length shorts (Sept. – Oct. 15, April 15-end of the school year only)

### **Holy Trinity Grades 7-12 Dress Code**

Respect for self and others should dictate the dress and appearance of the Holy Trinity community. The purpose of the HT dress code is to allow students some freedom of expression while maintaining a modest, comfortable appearance that is conducive to learning. As part of a K-12 community you are expected to lead by example. Therefore, we encourage students to make clothing choices that reflect the teachings of our Catholic faith and help preserve the purity, modesty and dignity of the human person.

### **The Catechism of the Catholic Church states;**

**2522** Modesty protects the mystery of persons and their love. Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet.

**2524** Teaching modesty to children and adolescents means awakening in them respect for the human person.

### **Female Acceptable Choices**

- Khakis, dress pants, jeans, Capri or knee-length shorts
- Dresses or skirts that are knee length or longer
- HT polo shirts, blouses, sweaters, sweatshirts, or T-shirts
- LP/HT spirit-wear
- Tennis shoes, low heeled dress shoes, low heeled dress boots, sandals

### **Male Acceptable Choices**

- Khakis, dress pants, jeans or knee-length shorts
- HT polo shirts, oxford shirts, sweaters, sweatshirts or T-shirts
- LP/HT spirit-wear
- Tennis shoes, dress shoes, boots or sandals

**NOTE: Shorts/Capris & sandals are not allowed from Oct. 16-April-15**

### **Restrictions**

- No clothing that is cut, ripped, torn or ragged
- No clothing with indecent or inappropriate language, pictures or ads
- No tight or see-through clothing
- No tank tops, halter tops, camis or bare midriffs
- No tops that reveal any amount of cleavage
- No sagging pants or shorts
- No undergarments may be showing at any time

No leggings, jeggings, yoga pants or other skin-tight pants due to the revealing nature of these clothing items unless worn with knee-length top/dress  
No sweat pants, wind pants or exercise pants.  
No music band shirts  
No facial jewelry or piercings other than earrings  
No facial hair, boys must be clean shaven  
No hair color that does not exist in nature (as a hair color), no multi-colored hair, no hairstyles that attract undue attention: such as hair covering the eyes, excessively short or long hair, etc.  
No hats/caps allowed in school buildings  
No coats, jackets or outerwear during school hours

### **Mass Day Attire**

**jeans or jean style pants and shorts are unacceptable**

#### **Men:**

HT polo, polo shirt, collared shirt, shirt & tie or sweater over a collared shirt  
Dress pants or khakis

#### **Women:**

HT polo, polo shirt, blouse, shirt (with a collar) or sweater  
Dress pants or skirt (knee-length or longer)  
Dress (knee-length or longer)

### **Game Day Attire (unless coach specified)**

#### **Men:**

Polo shirt, collared shirt, shirt & tie or sweater over a collared shirt  
Dress pants or khakis

#### **Women:**

Polo shirt, blouse, shirt or sweater  
Dress pants or skirt (knee-length or longer)  
Dress (knee-length or longer).

**School Lunch Information:** Students in grades Kindergarten-12<sup>th</sup> grade may purchase a hot lunch each day. Students also have the option of bringing a cold lunch from home. Free and reduced price applications will be sent home at the start of the school year. Families may apply for free or reduced meals anytime throughout the year. Students in grades K-6 will be restricted to eating in the cafeteria and students in grades 7-12 may occasionally be allowed to eat outside in the courtyard area. The accounting process of the Holy Trinity School lunch program is maintained with an electronic program. Each student is issued a lunch number that they will key in after picking up their lunch. The program works on a deposit and withdrawal system. All money received goes into a family account and the cost of each child's lunch is deducted from their family account.

### **Prices for the 2019-2020**

High School Lunch-\$3.00

Extra milk - \$ .60

Elementary School Lunch-\$2.75  
Adult Lunch - \$4.00  
Free/Reduced lunch- FREE

Extra Entrée \$1.35  
Soup: Elem .75 & HS \$1.00

**Visitors for lunch:** We encourage parents, grandparents, or other special adults to join your child for lunch. Please call the school office ahead of time to let us know who is coming. Adult lunches must be paid for at the office. These lunches cannot be deducted from your family account. Visitors may occasionally bring an outside lunch for the students they are visiting.

**Maintaining Your Family Lunch Account :**

1. Once a family's account falls below an average 2 week balance, you will receive an automatic email notification of the status.
2. Once a family's lunch account falls into a negative balance, you will be informed with a phone call and email (or letter if no email available).
3. If a deposit is not made within 5 school days, the student(s) will not be able to participate in the full lunch program and will receive a peanut butter or jelly sandwich and milk until the negative balance is made whole.
4. The student when in default will be charged \$0.75 for the sandwich and milk each day.

Students are not permitted to order lunch from an outside source during the school day. The only food that may be brought into the school for lunch is a lunch brought from home.

**Non-custodial Parent:** Holy Trinity School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given or contact had, it is the responsibility of the custodial parent to provide the school with an official copy of the court order which Holy Trinity School will keep on file and follow explicitly.

**Student Deliveries:** Holy Trinity School will accept floral and balloon deliveries for students; however, the items will remain in the school office until the end of the school day. Items made from latex are not allowed in the school building.

**Student Transportation:** Holy Trinity School will follow the request of parents as to how their child will be brought to and picked up from school. Parents need to notify the school office by phone or email if they will change transportation methods by 2:00pm. Students who normally don't take the bus must have a note from their parents to give to the bus driver allowing them to ride home with a friend on the bus. Holy Trinity School utilizes bus transportation from Glencoe-Silver Lake, Lester Prairie, and Howard Lake-Waverly- Winsted School Districts.

**Field Trips:** Faculty members must have prior approval from the Principal before they schedule a field trip. The teacher will provide written information that includes:

educational reason for the trip, destination, cost, mode of transportation, departure and arrival times. Whenever possible, bus transportation is the preferred method of transporting students. If students will be transported by cars, the drivers must complete a driver's background check and show proof of insurance. Drivers must also be compliant with the Virtus Safe Environment Program. Chaperones must be at least 18 years old and have completed the Virtus Safe Environment Training course and background check prior to the field trip.

**Communication with a Teacher:** Please call or email to arrange a meeting with your child's teacher. Parents are not allowed to the classrooms to visit with/talk to a teacher without a scheduled meeting.

**School Closings/Early Release/Late Start:** School closings, early releases, and late starts will be announced to families through the JMC Messenger Parent Notification System, on social media sites, and over radio and television stations. When Holy Trinity School has a late start, preschool is cancelled for the day.

**Elementary Recess:** Elementary students are expected to spend their recess time outside supervised by a teacher and parent volunteers. Exceptions to this are when a student has a note from the doctor requesting they stay inside or the teacher requires the student to stay inside. Students go outside for recess unless we have inclement weather. We go outside during the winter unless the temperature and or the wind chill are -5 below.

**Transcripts (High School):** The law (Chap. 479-1974 Session Law) states that a student's record can be sent to an outside recipient (college, armed forces, prospective employer, etc.) only upon written authorization from the student and parent. If the student is 18 years or older, authorization from the student only is needed. Transcript fee is \$5.00 for graduates and free for present high school students and the previous year graduates. All outstanding debts must be paid before Holy Trinity School will release the transcripts to another organization.

**Sports and Activities- LP/HT**

**Sports and Activities- Grades 7-12**

**Girls**

Basketball  
 Cheerleading  
 Gymnastics (with HLWW)  
 Volleyball  
 Golf

Cross Country  
 Soccer  
 Altar Serving  
 Drama

Track  
 Trap Shooting  
 Softball  
 Danceline( HT only)

**Boys**

Baseball  
 Football  
 Trap Shooting  
 Golf

Cross Country  
 Drama  
 Altar Serving

Basketball  
 Track  
 Soccer

## **All Students 7-12**

Band  
Choir  
National Honor Society (gr 10-12)

Jr./Sr. High Knowledge Bowl  
Student Council  
Yearbook

## **Sports and Activities 4-6**

Band- grades 5-6  
Altar Serving- grades 5-6  
Basketball  
Running Club

Middle School Choir- grade 6  
School Patrol -grades 5- 6  
Football  
Volleyball

**Activity Attendance:** Participation in a school activity requires attendance at school the day of the activity. Participation in a school activity does not excuse a student from school the next day or allow for tardiness. A day is interpreted to mean that the student needs to be in attendance at school by the beginning of the 3<sup>rd</sup> class period. The student is responsible for knowing the schedule of the day to ensure attendance by the 3<sup>rd</sup> class period.

Any student who leaves school to go home because of illness is ineligible to participate in any extra-curricular activity or performance for that day and for practice. Any unexcused absence, even if student arrives before 3<sup>rd</sup> hour, makes a student ineligible for the participation on the day of the absence. Excessive absences or tardiness may result in the student being ineligible for the next contest or performance.

## **Attendance Policy for MSHSL Tournaments (High School)**

Non-participating student attendance at MSHSL tournaments at which Holy Trinity School does not provide bus transportation will be governed by the following policy: Students planning to attend need to have written permission from a parent/guardian. This needs to be handed into the main office no later than one (1) day prior to the date of the absence. Student attendance at a tournament will be limited to one (1) day per event. There will be no exceptions to this. Students will not be allowed to attend for any of the following reasons:

- A.** A failing grade at the quarter or semester.
- B.** A failure or borderline failure at progress report time.
- C.** Any chemical or alcohol violation during the present or previous school year.
- D.** Five or more non-consecutive absences already incurred during the quarter.
- E.** The principal has the right to determine whether it is in the best interest of the student to be absent from school that day.

The student must see each teacher prior to this absence – all teachers must sign the foreseen absence form. This indicates that arrangements have been made for missed tests, homework, etc. Failure to do this may result in the student receiving a zero grade for missed work or tests.

## **Eligibility for Activities**

Student eligibility guidelines are set forth in the Bylaws of the Official Handbook of the Minnesota State High School League. The following Holy Trinity School guidelines apply to all activities, whether they are or are not MSHSL sponsored events:

- A. Academics:** Academic Policies
- B. Behavior:** Participating in Holy Trinity School activities and athletics gives students an opportunity to represent the entire Holy Trinity School community including being captain, homecoming royalty, etc. Whether it is a student's intention or not, his/her actions at all times reflect upon Holy Trinity School. Students are to conduct themselves in a manner that will leave a positive impression of themselves, the school, and the Holy Trinity community whenever they participate in activities or athletics. The behavior listed below is unacceptable for a Holy Trinity School participant:
  - 1. Consumption or possession of alcohol, tobacco, or illegal chemicals, even with parental approval.
  - 2. Any offense such as an "open bottle", DWI, minor consumption, or related offenses whether driving or in the company of the same.
  - 3. The behavior or smell that is related to the use of alcohol or illegal chemicals as witnessed by a responsible adult.
  - 4. Harassment of teacher, coach or other adult.

These guidelines will be administered with respect for the rights and integrity of the student. It is not the responsibility of the school authorities to prove beyond a reasonable doubt that an infraction has occurred before establishing a consequence. Rather, it is the responsibility of school authority to address the issue with the student, and the corresponding responsibility of the student to acknowledge the action, if it has occurred, and accept the consequence(s).

Students must be passing all classes and have a grade point average of 1.5 for the previous nine week period to be eligible for activities. This policy applies to all students with the exceptions noted below:

- A.** If a student is working up to their ability, but his/her grade point average is below 1.5, the student or one of his/her teachers may request the Advisory Committee to allow this student to participate in an extra-curricular, provided they are not failing any classes.
- B.** If a student has made a satisfactory attempt in course work and has still failed a class, the teacher may request a special ruling to be made by writing a letter to, or appearing before the Advisory Committee. After reviewing the case, the Advisory Committee would have the option of allowing participation while the student is monitored on a weekly basis for the class they failed. If

- the student does not continue to make a weekly attempt (in the teacher's judgment), he/she would be ineligible for one week.
- C. Those students who qualify for Special Education services will follow IEP guidelines
  - D. If a student does not meet requirements A & B above, they will:
    - Be deemed ineligible until mid-quarter grading time, but would be allowed to participate in rehearsals or practice.
    - Be monitored at mid-quarter by all teachers. If the student then becomes eligible to participate in events or games, they will then be allowed to continue participation for the remainder of the quarter.
    - Be ineligible for the remainder of that quarter to participate in events or games if the student receives an "F" (fail) at mid-quarter in the area of previous failure.

### **Penalties for Violations of School Sponsored Activities (High School)**

- A. Minnesota State High School League Activities
  - 1. The penalty for a first violation of the Minnesota State High School League's rules concerning the use of mood-altering chemicals, after confirmation of the violation, is loss of eligibility for the next two (2) weeks of a season in which the student is a participant, or the next two (2) contests, whichever is greater.
  - 2. Penalties for the second and third violations are listed in the Official Handbook of the Minnesota State High School League Rules. (These rules are given to each participant.)
  - 3. The penalty for violation of behavior rules #2 through #4 above shall be the same as in penalty #1 and #2 above.
  - 4. The head coach/advisor of each activity reserves the right to set team rules for violations, as long as they meet the minimum requirements of school policy and are approved by the Athletic Director.
- B. Category II Activities
 

Minnesota State High School League defines Category II activities as follows: Those league-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of league-sponsored tournaments. Examples include: Fine Arts activities, Speech activities and One-Act Plays when a school schedules no interscholastic contests and participates only in the league-sponsored tournament series and Music activities.

  - A. First
 

After the confirmation of the first violation, the student shall lose eligibility for the next public appearance in which the student is a participant.
  - B. Second
 

After the confirmation of the second violation, the student shall lose eligibility for the next two public appearances in which the student is a participant. Before being re-admitted to activities following suspension for the second violation, the student shall:

1. Show evidence in writing that he/she has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist or psychologist, unless the administration waives this requirement.
  2. When appropriate, the school may refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.
- C. Third
- After confirmation of the third violation, the student shall be declared ineligible for the remainder of the school year. The student should be referred for assessment of potential chemical abuse, misuse, or dependency by a community agency or a professional individual outside of the school.

**Attendance:** Holy Trinity School asks that parents respect and adhere to the established school calendar. Dental, doctor appointments, and vacations should be made outside of the school year whenever possible. Students are marked absent when leaving school for these appointments. We follow the MN state truancy laws listed below:

### Truancy

#### 260A.02 DEFINITIONS.

Subdivision 1. **Scope.** The definitions in this section apply to this chapter.

Subd. 2. **Board.** "Board" means a school attendance review board created under section

#### 260A.05.

Subd. 3. **Continuing truant.** "Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

(1) three days if the child is in elementary school; or

(2) three or more class periods on three days if the child is in middle school, junior high school, or high school.

Nothing in this section shall prevent a school district from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to the child becoming a continuing truant.

Minnesota Statutes 2003, Table of Chapters

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#### **260C.007 Definitions.**

Subd. 19. **Habitual truant.** "Habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one

or more class periods on seven school days and who has not lawfully withdrawn from school under section 120A.22, subdivision 8.

When a student is deemed to be habitually truant this attendance information will be turned over to the McLeod County Family Services office and to the McLeod County juvenile court system. For absences over five (5) days in duration, the school requires a physician's statement.

**Absence:** Parents are required to call the school offices at Holy Trinity School before 8:00 a.m. the day a student is absent. Preschool-6<sup>th</sup> grade should call the Elementary Office at 320-485-5631; grades 7-12 should call the High School Office at 320-485-5654. Holy Trinity School reserves the right to determine whether the absence is excused or unexcused.

*High School* students that miss two complete periods will be considered one half day absent. College Visits (2 days), Field Trips, Driver Test (1) and Permit Test (1) do not count for absence reports to the State.

*Elementary* students absent less than one hour are counted as tardy. Those absent for an hour up to one-half day are considered one-half day absent.

**Partial Daily Absence:** Dismissal during the day will be allowed only if parents call the school prior to the time of the absence. When picking up *elementary or high school* students during the school day, the parent/guardian is to report to the office to pick up his/her child or return his/her child. Prior to leaving the building, *high school* students must stop in the school office to get a "permission to leave building" slip. They also must sign out, noting the time of departure. *Elementary school - parent* must sign the child out at the office. Upon returning to school, *high school* students must stop in the school office to pick up an "admit to class" slip. They must also sign in, noting the time of return. *Elementary school - parent* must sign child in at the office.

**Returning From an Absence:** Students will be responsible for contacting their teacher(s) and seeing that work missed as a result of an absence is completed. Term papers, projects, assignments and tests announced to the student before the absence are due the day the student returns to school. For assignments given while the student was absent, the student will give one day of make-up time for every one day the student is absent. Time lines for group or collaborative projects should be discussed with the assigning teacher.

**Foreseen Absence:** If a student will be having a foreseen absence, the school office and all teachers should be notified one week prior to the absence. The student must make arrangements for completion of all missed work. Teachers may ask students to turn in their work before leaving. Absence from class may affect grades for a course.

**Parents Out-of-Town:** When parents or guardians expect to be out of town they should notify the school where they may be reached in case of emergency. It is also advised

that parents leave a name and phone number of a local party that the school can contact if necessary.

**College Visits:** Seniors and juniors will be allowed two days of time for college visitation through permission slips from the parents. These are foreseen absent days, therefore, that procedure is to be followed. A slip from the college is required to verify the actual visit took place to be considered an excused absence.

**Tardy:** High School – A student not in the classroom when the bell rings will be considered late for class. A student late for class periods one (1) through eight (8) must get a “tardy” slip from the main office to get into class. The main office will determine whether the tardy is excused or unexcused.

A third instance of unexcused tardiness to a given class or study hall warrants the student being placed on detention. This will be repeated as warranted.

Repeated tardiness for elementary or high school students may result in a student/parent conference with the Administrative Team.

**Unexcused Absence (High School):** Seven (7) hours of detention will be served by a student in grades 7-12 who is unexcused from school. No credit will be given for assigned work missed due to unexcused absences.

**Prom:** Students must be in at least 10<sup>th</sup> grade to attend the Holy Trinity School Prom.

### **School Fundraisers**

**Annual Marathon for Nonpublic Education:** Our Marathon is typically held in October each year. Families collect pledges from September – October. 100% of pledges go to Holy Trinity School.

**Catholic United Financial Catholic Schools Raffle:** Families sell raffle tickets January – March. Catholic United Financial provides all raffle materials and prizes. 100% of ticket sales go to Holy Trinity School.

**Spring Fling Dinner Auction:** – This event is held in April and is organized by volunteers. Students are asked to volunteer their time as servers and hosts for the dinner and auction. Each class will submit an item for the auction. All families and friends of Holy Trinity are invited to attend this event. After expenses, all proceeds go to Holy Trinity School.

**Winstock Country Music Festival:** – Winstock is held the second weekend in June each year. All Holy Trinity families and friends are encouraged to volunteer in all areas for Winstock. The Winstock Committee donates all profits from the festival to Holy Trinity School.

**Class breakfasts: (Grades 7-12)** Once per year each class holds a Sunday morning breakfast after the 9:30 a.m. Mass. The class advisor and parent volunteers organize this event and the students help work it. All proceeds go to the class for future events like prom and graduation.

## **Transportation**

### **Bus Behavior Responsibilities**

- I. Bus owners and bus drivers have the responsibility to transport students to and from school in a safe and courteous manner. Students are expected to cooperate with the drivers to ensure the safety of all riders. Students who violate acceptable standards for safe riding shall lose their privilege to ride the bus.
- II. School bus drivers have the responsibility to:
  1. Treat students with dignity.
  2. Maintain discipline in accordance with the rules established by the bus owners and Holy Trinity School.
  3. Assign seats for reasonable lengths of time if necessary.
  4. Report all violations of bus rules to the building principal for disciplinary action.
- III. Students riding school buses have the responsibility to:
  1. Ride only on assigned buses.
  2. Report to their assigned buses on time.
  3. Take seats promptly and remain seated. Standing on a moving bus is not allowed.
  4. Keep heads, arms and hands inside the bus.
  5. Practice courtesy and refrain from shouting, fighting, spitting, teasing, shoving, pushing, throwing objects, lighting firecrackers, using tobacco and chemicals and behaving in a disruptive manner.
  6. Refrain from eating or drinking on the bus and from selling any products.
  7. Refrain from carrying animals, hazardous objects or firearms on the bus as this violates state law.
  8. Stay back from the curb before boarding and after leaving the bus so that they will not accidentally slip and fall in the path of the bus.
  9. Walk at least ten feet in front of the bus when crossing the road.
  10. Wait at the corner until the bus passes before crossing streets.
  11. Refrain from walking or running alongside a moving bus.
  12. Refrain from hanging on to any part of a moving bus.
- IV. Parents and Guardians of students who ride buses have the responsibility to:
  1. Encourage appropriate bus behavior.
  2. Accept liability for damage done to buses by their children or wards.
  3. Provide alternative transportation to and from school for students who have lost riding privileges.
- V. Referrals: When a student is referred to the administration because of misbehavior on the bus, a consistent procedure will be followed.
  1. First Referral
    - a. Conference with student

- b. Optional call to parents
- c. Notify parents with letter and referral slip
- d. Include a list of bus rules
- 2. Second Referral
  - a. Conference with student
  - b. Telephone call to parents
  - c. Notify parents with referral slip
  - d. Suspension of riding privilege for 3 days
  - e. Conference, if requested, with parents
- 3. Third Referral
  - a. Conference with student
  - b. Telephone call to parents
  - c. Notify parents with referral slip
  - d. Suspension of riding privileges for 5 days
  - e. Conference, if requested, with parents
- 4. Fourth Referral
  - a. Conference with student
  - b. Telephone call to parents
  - c. Notify parents with referral slip
  - d. Conference with parents, student, administration and bus driver to discuss and set a behavioral expectation plan for further bus riding.
- VI. Considerations to be taken in the referral procedure are:
  - 1. The parent may request a conference with the Dean of Students, bus operator, or the bus owner.
  - 2. Judgment may be exercised by the Dean of Students in handling referrals from the bus drivers. The above procedure should generally be followed, but not necessarily be automatic; the decision being based on the circumstances of the rule violation.
  - 3. The procedures for succeeding referrals are the same as those for #4.
  - 4. The practice of hanging on to moving vehicles may result in an automatic loss of riding privileges.
  - 5. All violations will be reported to the Dean of Students for disciplinary action.

**Student Parking (High School):** Students who drive to school have a few options for parking. They may use the parking lot by the elementary building utilizing the spots that face the church. They may park along the streets near the high school; however, they may not use the spaces directly in front of or along the north side of the building. The parking lot directly across from the high school is for faculty and staff during the school day.

### **DISCIPLINE POLICY**

Holy Trinity School focuses on promoting Christ-like, positive, respectful behavior in a caring and safe environment. We believe that effective discipline involves a team effort as the school and parents work together to best help our children learn and grow. Teachers are entrusted with the responsibility of classroom discipline. Individual classroom rules and consequences will be determined by the teacher with student input

prior to implementation. Teachers will share their rules with the administration and their classroom parents.

Holy Trinity emphasizes these few basic Christian rules:

1. Respect God, self, others and property
2. Make safe and healthy choices
3. Take ownership for learning

Holy Trinity expects students to take responsibility for their behavior and actions. Students will be guided through solving their unique situations. And they are encouraged to report issues and concerns to the administration when necessary. Each student and situation is different so as we deal with situations we will help students to grow and learn from their actions and “Make – it – Right”. If a student cannot or chooses not to address their unique situation, appropriate and natural consequences will be imposed by a staff member. Some consequences may involve gentle reminders, redirecting behavior, or new placement within a classroom. Communication of these events may include a letter or phone call home from the student. Chronic or repeated poor student choices will require more serious consequences which may involve giving back time owed to a teacher during recess or after school and will include service back to the school when appropriate. Participation in extracurricular activities can be restricted due to discipline issues. Repeated offenses will result in a meeting with the Principal, Dean of Students, parents and student to problem-solve and create a plan moving forward. In the case of the most serious behaviors such as bullying, fighting, weapons, vandalism or chemical use, the administrator will fully investigate. When necessary the administration will involve the Pastor regarding consequences involving suspension or expulsion (see Behavior Guidelines chart) and possible involvement of law enforcement.

The elementary school uses clear expectations in the Respect, Responsibility and Safety chart that follows. These expectations serve as simple guidelines for all environments that the students will encounter. We expect that high school students will already be familiar with and adhere to these expectations.

## **DEFINITIONS**

Detention: Loss of recess privilege while supervised in office or classroom. Student Reflection form completed by student and signed by parent.

In-school suspension: Student is assigned to a designated place where he/she is to remain during the entire day. Assignments will be worked on during suspension.

Expulsion: Action taken to prohibit an enrolled pupil from further attendance for a period of time\* only if steps are not taken by parents, staff, and outside agency to help improve behavior. The pastor will sign off on an expulsion.

## **BEHAVIOR/DISCIPLINE Guidelines**

As followers of Jesus, our goal is to ensure each student has a successful learning experience informed by our faith. The following rules and consequences are in place to help keep a peaceful and caring learning atmosphere. \*The principal and/or pastor have the last word on any discipline matter and may waive any disciplinary rule for just cause at his or her discretion.

## ELEMENTARY SCHOOL Grades pk-6

BEHAVIOR	CONSEQUENCE
<p>Assault/Battery/Fighting  <i>-intentionally inflicts or attempts to inflict bodily harm upon another</i></p>	<ol style="list-style-type: none"> <li>1. Parent notification (5/6th detention)</li> <li>2. Parent/student/teacher conference and creation of a behavior plan</li> <li>3. Referral to law enforcement. 1 day in-school suspension</li> <li>4. Referral to outside agency and 3 consecutive days in-school suspension</li> <li>5. Expulsion</li> </ol>
<p>Cheating/Plagiarism  <i>-cheating on assigned work or knowingly allowing his/her work to be used by others to cheat or copy</i></p>	<ol style="list-style-type: none"> <li>1. Parent notification and grade of zero for assignment</li> <li>2. Parent/student/teacher conference – no credit</li> <li>3. 1 day in-school suspension (5/6th)</li> </ol>
<p>Hallway Behavior  <i>-failure to walk quietly and orderly in the halls and stairwells</i></p>	<ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Student/teacher conference</li> <li>3. Parent notification (5/6th detention)</li> </ol>
<p>Harassment  <i>-disrespectful or threatening, abusive, obscene, or violent language, behavior, or gesture towards others, including arguing</i></p>	<ol style="list-style-type: none"> <li>1. Parent notification (5/6th detention)</li> <li>2. Parent/student/teacher conference and creation of a behavior plan</li> <li>3. 1 day in-school suspension, referral to outside agency</li> <li>4. 3 consecutive days in-school suspension</li> <li>5. Expulsion</li> </ol>
<p>Insubordination/disrespect for authority  <i>-failing to follow the reasonable requests or directions of teachers, staff, administrators</i></p>	<ol style="list-style-type: none"> <li>1. Removal from class period, parent notification (5/6th detention)</li> <li>2. Parent/student/teacher conference and creation of a behavior plan)</li> <li>3. 1 day in-school suspension, referral to outside agency</li> <li>4. 3 consecutive days in-school suspension</li> <li>5. Expulsion</li> </ol>
<p>Lunchroom Behavior  <i>-failure to conduct oneself in an orderly manner in the lunchroom</i></p>	<ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Student/teacher conference and separation from other students</li> <li>3. Parent notification and 1 day loss of recess (ES)</li> </ol>
<p>Theft</p>	<ol style="list-style-type: none"> <li>1. Parent/student/teacher/principal</li> </ol>

<p><i>-stealing from an individual or from the school</i></p>	<p>conference (5/6th detention)</p> <ol style="list-style-type: none"> <li>2. Law enforcement notified and creation of a behavior plan)</li> <li>3. 1 day in-school suspension, restitution, and referral to outside agency</li> <li>4. 3 consecutive days in-school suspension, restitution</li> <li>5. Expulsion, restitution</li> </ol>
<p>Vandalism</p> <p><i>-property damage</i></p>	<ol style="list-style-type: none"> <li>1. Student/teacher/parent conference, restitution, K-4 loss of recess, 5/6th detention</li> <li>2. 1 day in-school suspension, restitution, referral to outside agency</li> <li>3. 3 consecutive days in-school suspension, referral to law enforcement, restitution</li> <li>4. Expulsion, restitution</li> </ol>
<p>Weapons or simulated weapons</p> <p><i>-having in possession any weapon or toy-like weapon that could be used to harm or intimidate</i></p>	<ol style="list-style-type: none"> <li>1. Student/teacher/parent conference, confiscation, K-4 loss of recess, 5/6th detention</li> <li>2. 1 day in-school suspension, confiscation, referral to law enforcement</li> <li>3. Expulsion, confiscation, referral to law enforcement</li> </ol>
<p>Playground behavior</p> <p><i>-failure to follow playground rules and disregard for requests of playground supervisors</i></p>	<ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Time out</li> <li>3. Supervisor/teacher/student conferences</li> <li>4. Parent notification and 1 day loss of recess</li> <li>5. Loss of recess privilege</li> </ol>
<p>Lying</p>	<ol style="list-style-type: none"> <li>1. Student/Teacher conference</li> <li>2. Student/Principal conference</li> <li>3. Parent notification (5/6th detention)</li> <li>4. Parent/student/teacher conference and creation of a behavior plan</li> <li>5. 1 day in-school suspension and referral to outside agency</li> </ol>
<p>Student grooming and attire/ dress code</p> <p><i>-failure to abide by Student Attire Policy</i></p>	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Parent notification, proper dress required to return to class</li> <li>3. Parent/student/teacher conference, proper dress required to return to class</li> <li>4. Proper dress required to return to class, 1 detention</li> <li>5. Proper dress required to return to class, 1 day in-school suspension</li> </ol>

Students arrested or accused of a serious wrong will be placed on in-school suspension pending the outcome of an investigation or an adjudication of guilt.

## HIGH SCHOOL Grades 7-12

As followers of Jesus, our goal is to ensure each student has a successful learning experience informed by our faith. The following rules and consequences are in place to help keep a peaceful and caring learning atmosphere. \*The principal and/or pastor have the last word on any discipline matter and may waive any disciplinary rule for just cause at his or her discretion.

BEHAVIOR	CONSEQUENCE
<p>Assault/Battery/Fighting</p> <p><i>-intentionally inflicts or attempts to inflict bodily harm upon another</i></p>	<ol style="list-style-type: none"> <li>1. Parent notification and detention</li> <li>2. Parent/student/teacher conference and 3 detentions</li> <li>3. Referral to law enforcement. 1 day in-school suspension</li> <li>4. Referral to outside counseling agency and three consecutive days in-school suspension</li> <li>5. Expulsion</li> </ol>
<p>Cheating/Plagiarism</p> <p><i>-cheating on assigned work or knowingly allowing his/her work to be used by others to cheat or copy</i></p>	<ol style="list-style-type: none"> <li>1. Parent notification and grade of zero for assignment</li> <li>2. Parent/student/teacher conference – zero for the assignment and detention</li> <li>3. Reduced quarterly grade (percent decided by administration and teacher) and 1 day in-school suspension</li> <li>4. Expulsion</li> </ol>
<p>Hallway Behavior</p> <p><i>-failure to walk quietly and orderly in the halls and stair wells</i></p>	<ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Student/teacher conference</li> <li>3. Parent notification and detention</li> </ol>
<p>Harassment</p> <p><i>-disrespectful or threatening, abusive, obscene, or violent language, behavior, or gesture towards others, including arguing</i></p>	<ol style="list-style-type: none"> <li>1. Parent notification and 1 detention</li> <li>2. Parent/student/teacher conference and 3 detentions</li> <li>3. 1 day in-school suspension, referral to outside agency</li> <li>4. 3 consecutive days in-school suspension</li> <li>5. Expulsion</li> </ol>
<p>Insubordination/disrespect for authority</p> <p><i>-failing to follow the reasonable requests or directions of teachers, staff, administrators</i></p>	<ol style="list-style-type: none"> <li>1. Visit to the office/administration (return to class if appropriate), parent notification and 1 detention</li> <li>2. Parent/student/teacher conference and 3 detentions</li> <li>3. 1 day in-school suspension, referral to outside agency</li> <li>4. 3 consecutive days in-school suspension</li> <li>5. Expulsion</li> </ol>
<p>Swearing</p>	<ol style="list-style-type: none"> <li>1. Verbal warning and verbal or written</li> </ol>

<p><i>-foul or inappropriate language or gestures</i></p>	<p>apology  2. Parent notification and 1 detention  3. Parent/student/teacher conference and 3 detentions  4. 1 day in-school suspension and referral to outside agency  5. 2 consecutive days in-school suspension</p>
<p>Lunchroom Behavior   <i>-failure to conduct oneself in an orderly manner in the lunchroom</i></p>	<p>1. Verbal warning  2. Student/teacher conference and separation from other students  3. Parent notification and detention</p>
<p>Theft   <i>-stealing from an individual or from the school</i></p>	<p>1. Parent/student/teacher/principal conference and 1 detention  2. Law enforcement notified and 3 detentions  3. 1 day in-school suspension, restitution, and referral to outside agency  4. 3 consecutive days in-school suspension, restitution  5. Expulsion, restitution</p>
<p>Vandalism   <i>-property damage</i></p>	<p>1. Student/teacher/parent conference, 1 noon detention, restitution  2. 1 day in-school suspension, restitution, referral to outside agency  3. 3 consecutive days in-school suspension, referral to law enforcement, restitution  4. *Expulsion, restitution</p>
<p>Weapons or simulated weapons   <i>-having in possession any weapon or toy-like weapon that could be used to harm or intimidate</i></p>	<p>1. Student/teacher/parent conference, confiscation, detention  2. 1 day in-school suspension, confiscation, referral to law enforcement  3. *Expulsion, confiscation, referral to law enforcement</p>
<p>Lying</p>	<p>1. Parent notification and 1 detention  2. Parent/student/teacher conference and 3 detentions  3. 1 day in-school suspension and referral to outside agency  4. 3 consecutive days in-school suspension</p>
<p>Student grooming and attire/ dress code   <i>-failure to abide by Student Attire Policy</i></p>	<p>1. Parent notification, proper dress required to return to class  2. Parent/student/administration conference, proper dress required to return to class  3. Proper dress required to return to class, 1 detention  4. Proper dress required to return to class, 1 day in-school suspension</p>

Students arrested or accused of a serious wrong will be placed on out-of--school suspension pending the outcome of an investigation or an adjudication of guilt.

**Chemical Use**  
**Alcohol and Drugs**

At no time may students at Holy Trinity School possess or use alcohol, tobacco, or illegal drugs.

**A. Penalties**

If a student is found at Holy Trinity School, or at any Holy Trinity School activity in possession of, under the influence of, or selling alcohol, tobacco, or any illegal drugs or chemicals, he/she will be suspended from school immediately by the administration according to the following guidelines.

1. First Offense: A minimum of three (3) class days of in-school or out-of-school suspension, to be determined by the Administration.
2. Second Offense: A minimum of five (5) class days of in-school or out-of-school suspension, to be determined by the Administration.
3. Third Offense: Five (5) to ten (10) days of in-school or out-of-school suspension with a chemical assessment and satisfactory follow-up, or be subject to dismissal from school.
4. In addition to the above penalties, students in violation of Holy Trinity School regulations regarding the use of alcohol, tobacco, or chemicals will forfeit the privilege to perform publicly or hold office in an activity for the same number of days as outlined in guidelines 1 and 3 above.

**Sexual Harassment**

- A. It is the policy of Holy Trinity School to maintain learning and working environment that is free of sexual harassment. No employee or student of the school shall be subjected to sexual harassment.
- B. It shall be a violation of this policy for any member of the Holy Trinity School staff to sexually harass another staff member or student as defined in Section II (see below). It shall also be a violation of this policy for students to sexually harass other students or staff as defined in Section II (see below).
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within his or her school or office.
- D. Violations of this policy will be cause for disciplinary action.

**Definition**

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities.
  2. Submission to, or rejection of, such conduct by an employee or student is used as the basis for decisions affecting the employee or the student.

3. Such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
- B. Sexual harassment, as set forth in Section II –A (see above), may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting, or demanding sexual involvement, etc.

### **Procedures**

- A. Any staff member who alleges sexual harassment by another staff member or student may complain directly to his or her supervisor or the principal. This will not affect the individual's status, nor will it affect future employment or work assignments.
- B. Any student who alleges sexual harassment by a staff member or another student may complain directly to the counselor or the principal. This will not affect the student's status in any way.
- C. The right to confidentiality, both of the complainant and the accused, will be respected consistent with the school's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Sanctions**

- A. A substantiated charge against a staff member in the school shall subject such staff member to disciplinary action including, but not limited to, potential discharge.
- B. A substantiated charge against a student in the school shall subject that student to disciplinary action, which may include suspension or expulsion.

### **Holy Trinity Anti-Bullying Rules**

Rule 1- We will not bully others

Rule 2- We will try to help students who are bullied

Rule 3-We will try to include students who are left out

Rule 4- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**Weapons:** The possession of any weapon (gun, knife, explosives, etc.) that endangers the student, other students, or surrounding persons or property of the school is grounds for suspension. It may also lead to dismissal from Holy Trinity School.

**Student Health and Wellness Information:** If your child is going to be absent due to illness please call the school before 8:00 am on the day of the absence. Let us know what illness your child is experiencing. Knowing what is wrong with your child helps us to better take care of all of our students. At that time, you may request homework assignments by stating your child's grade and teacher. Homework assignment requests

will be filled by the classroom teachers and made available for parent pickup at the end of the day.

Parents should keep children home if they show any of the following symptoms and have no history of allergies: running nose, coughing, sneezing, rash, and/or red and watering eyes. Keep children home if they have a sore throat, fever, or have vomited or have diarrhea.

When symptoms or other indications of illness occur at school (this includes vomiting for any reason), the office will notify the parent/guardian to pick up the child. A child is not to return to school in the afternoon if he/she left school in the morning because of illness.

In order for a student to return to school, he/she needs to have a normal temperature (without the aid of medication) and no vomiting or diarrhea for at least 24 hours from the onset of the illness.

### **Holy Trinity Wellness Policy**

#### **Purpose:**

The purpose of this policy is to assure a school environment that honors God and the gift of our bodies that He gave to us. We will do so through the promotion of students' health, well being and ability to learn by encouraging and supporting healthy habits.

#### **General Statement of Policy:**

- The Holy Trinity School Advisory Committee recognizes that school nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- The school environment should promote and protect students' health, well being and ability to learn by encouraging the involvement of parents and employees in providing feedback about wellness policies.
- Children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive. All students in PK-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- All students will have access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students. Students will be provided a minimum of 20 minutes to eat in a clean, safe and pleasant setting.

#### **Guidelines:**

- School meals will meet nutritional standards for USDA National School Lunch Programs.
- Students have multiple healthy options for hot lunch each day.
- Students will have recess time available every day.
- Students will always wash hands before meals.
- The lunch program is directed by food personnel with appropriate certification. Ongoing training will be available to lunch staff.

- A lunchroom supervisor manages the lunch process each day assuring that students eat in a safe and pleasing environment.
- Meal nutrition information will be provided to families upon request.
- Our school will not have the Snack Shack available during the school day nor have a vending machine available to students.
- In class celebrations will be offered no more than once per month (Halloween, Christmas, Valentine's and so on). Holy Trinity will provide a list of healthy party ideas to parents, including non-food ideas.
- We strongly discourage parents from packing candy or sugary treats in their children's lunches.
- We will strongly discourage the use of food as an incentive unless it is a healthy choice.
- Everyone has access to free water. Students and staff are encouraged to have water bottles every day.
- Fundraising food items will not be sold during the school day.

#### Nutrition Education and Promotion/Health classes:

The primary goal of nutrition education is to positively influence students' eating behaviors.

- Holy Trinity requires health class in grade 10.
- Additionally nutrition curriculum will be integrated into each grade level according to state health standards.

#### Physical Activity:

The primary goal for a school's physical activity component is to provide opportunities for every student to develop knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long term benefits of a physically active lifestyle.

- All students K-6 have physical education (PE) class 30-40 minutes each, two times per week.
- Students in grades 7-8 have PE one quarter and grades 9-10 one semester
- Our PE program promotes lifelong physical activity.
- The physical education (PE) program meets the needs of all students.
- Students receive a grade in PE on their report cards.
- Students K-6 have an opportunity for recess at least once per day.
- Holy Trinity is committed to promoting physical activity including movement in the classroom.
- HT also provides many athletic opportunities including running club, volleyball, football, soccer, cross country, gymnastics, basketball, dance team, track, trapshooting, baseball, golf, and softball.
- Students have adequate space, playground equipment and an environment conducive to safe and fun recess time.
- Students have other opportunities for physical activity including walking field trips, our school marathon, and the high school service days.
- Students who walk have safe routes to and from school.

## Safety

- HT has an updated Emergency Action Plan in place and communicated throughout the building.
- The building is locked at all times. Visitors must buzz to be let in by office staff. Guests must sign in and wear a badge to walk the building.
- Anyone having individual contact with students must complete The Diocese of New Ulm Essential 3 requirements.
- HLWW School District provides a district nurse and health aide available as resources for HT and monitor immunizations and other medical issues as well as screening.
- The HLWW Special Education team provides support for HT via child study meetings as well as assessments and services.
- Licensed preschool with a fenced in playground.
- Technology Director and Committee manages healthy technology habits and recommendations for teachers and students.
- Students PK-12 learn the Top 20 ~ Thinking, Learning and Communicating Social Emotional Learning curriculum.

## Communication with Parents:

It is important that students receive consistent messages throughout school, home, community and media regarding good nutrition and healthy lifestyles.

- Our school recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well being. The school will support this role and provide educational materials that will assist families in making healthy choices related to nutrition and physical activity.
- Holy Trinity will encourage parents to pack healthy lunches, snacks, treats and beverages. Parents will be provided with information that will offer suggestions for healthy snacks and lunches.
- Nutrition and wellness will be encouraged through the use of the newsletter and school website as well as individual teacher websites.
- Feedback will be collected on school surveys.
- The wellness policy will be made available in the building and on the school website for families to review.

## Implementation and Monitoring:

- The School Advisory Committee will review and approve the Wellness Policy.
- The HT administration will implement the Wellness Policy and the Wellness Committee will monitor implementation of the Wellness Policy.
- The Wellness Committee will review the policy at least once a year and discuss any necessary changes.

Adopted 2006

Revised 2016, 2019

**Screenings:** The Howard Lake- Waverly -Winsted School Nurse or a Health Assistant will perform vision screenings annually for children in grades 1, 3, and 5. Hearing is done in grades K and 2. Students with known hearing problems and those who have been referred are screened and followed up by the school nurse.

**Prescription Medication:** The administration of prescription medications at Holy Trinity School will require the written permission of the student's parent and physician. All medications must be in the original container with a label stating dosage and frequency. All medications are stored and dispensed from the office. Students may not have medications with them unless they are prescribed to carry them at all time such as an Epi-Pen.

**Over-the-Counter Medication:** The administration of non-prescription medication, such as Tylenol, cough syrup, nasal spray, Maalox, etc. will require written permission from the student's parent or guardian. These medicines must be supplied to the school in their original containers. All medications are stored and dispensed from the office.

**Athletic Physicals:** Physical examinations are required for all 7-12 grade students participating in athletics according to the Minnesota State High School Legal Rule. Athletes must have a physical every 3 years.

**Guidelines for Blood Borne Pathogens:** Plastic gloves, paper towels, plastic bags and material for the cleanup of body fluids have been provided for each classroom.

**Asbestos:** In accordance with federal and state guidelines, Holy Trinity School has been inspected for friable and non-friable asbestos. Holy Trinity School also has had a management plan developed. This plan is available in the Business Office for your review. In accordance with the guidelines, Holy Trinity School will carry out its response action in accordance with federal and state laws and guidelines. Repairs, removal or clean-up will be taken care of in accordance with their laws and guidelines.

**Safety and Crisis Drills:** Holy Trinity School follows the MN State and Catholic Mutual Insurance requirement to hold five fire drills and five lock down drills during the school year. Information on where to go and what to do with the students during these drills is posted in each classroom and in the school cafeteria and is listed below. 1 tornado drill will be held in conjunction with MN Severe Weather Awareness Week in April. Tornado shelters are located in the elementary boys and girls bathrooms, art room and the high school gym locker rooms.

**Building Use:** Students are never allowed to be in the building unsupervised. Students should arrive no earlier than 7:30 a.m. and should be out of the buildings as soon as school dismisses. Students who have prior permission to arrive early or stay late are allowed to do so.

**Building Security:** All exterior doors to the Holy Trinity School campus will remain locked at all times. Each door is numbered for easy identification by visitors and if needed, by emergency personnel. For security purposes, the main entrance of each building is used for student or visitor entry. These doors have video surveillance and can only be opened by someone from inside the office.

**Corridors (High School):** Students may not be in the halls when classes are in session unless they have a pass. Students in the halls without a pass are subject to disciplinary action. Students congregating before the morning warning bell are permitted to be in the main hallway, commons area or cafeteria. Students are not to sit in such a way that it impedes passage through the hallway.

**Destruction of Property, Theft:** If a student is found destroying or stealing any school or personal property at Holy Trinity, that student must make financial and work restitution. The administration will determine if that student should be dismissed from Holy Trinity Schools on a case-by-case basis. Students will be held financially responsible for lost or damaged textbooks and equipment.

**Food and Drink (High School):** Students are permitted food and drink in the cafeteria or main entrance of the high school. Open food and drink is not to be kept in lockers or taken into classrooms. Special arrangements may be made with the individual teacher and/or staff for a special occasion in the classroom.

**Conferences:** Parent/teacher conferences are scheduled to be held during the first semester of school and for the elementary again during the second semester

**Weekly Mass:** All classes attend Mass once each week, usually at 8:15 Friday. Mass is to be attended by all teachers and students.

**Catholic Faith/Prayer:** The Catholic Faith is required to be part of the Holy Trinity School daily curriculum and incorporated into all academic areas. The minimum expectation should be: begin the school day with prayer, pray before and after meals, and pray at the end of the school day. Teachers in grades 7-12 are required to start each class period with a prayer. The class period before lunch should be used to pray the before meal prayer and the period after should start with the after meal prayer.

**Lockers (High School):** Student's lockers or coatrooms are for storing personal possessions, books and school supplies. Holy Trinity School is not responsible for lost and stolen articles. Student lockers and coatrooms are the property of Holy Trinity School and therefore, subject to inspection at any time. Writing on lockers is prohibited and adhesive stickers of any type are not permitted on the lockers. Students should use discretion in how they enhance their lockers. Any inappropriate pictures or wording in lockers is not permitted. Faculty and/or administration will use their discretion in determining what is appropriate and will ask students to remove any questionable items.

**Lost and Found:** Please check with the office in either of the Holy Trinity School buildings to check on lost and found items.

**Office and Phones:** Students are permitted in the main office only for specific business, and high school students are asked to use the window in the office. The office phones are for school business. For personal calls, students should use the phone in the main entrance of the high school and they must show a pass before using the phone. For elementary students, teachers will allow the students to use the classroom phone if needed.

## **Grievance Policy**

### **Grievance Procedure**

A grievance is defined as any cause of complaint arising between the Holy Trinity School and persons served by the School. A complaint or misunderstanding should be resolved on the lowest level with a verbal discussion between the parties involved; however, sometimes a resolution is not reached so there are additional steps one may choose to take, each in hopes to reach resolution.

STEP 1: Discuss the matter fully with the classroom teacher or with the employee the grievance most directly involves.

STEP 2: If the matter cannot be resolved, discuss the situation with the immediate supervisor (typically, the Principal). Note: If the matter concerns the Principal the second step is to put the matter in writing to one of the administrative employees.

STEP 3: If the matter cannot be resolved, the matter should be put in writing to the immediate supervisor (again, the Principal). The supervisor will prepare a written response back to the person(s) with the grievance in a timely manner. A written grievance needs to include the following information: the nature of the complaint, including whom the complaint is directed against, any factual data (other than hearsay) which the complainant deems appropriate, and specific recommendations for appropriate resolution of the complaint.

STEP 4: If the matter has still not been resolved, the pastor would be the next level of authority. He acts in a reconciling capacity. The written complaint should be shared with the pastor along with any additional information that took place after the written complaint was shared with the principal. The pastor may choose to consult with appropriate diocesan personnel to assist with the resolution process.

If the complaint is in regards to a school policy, the Holy Trinity School Advisory Committee (SAC) may be consulted with in regards to the policy in question. This policy review request is typically submitted to the Principal. The written request should include the policy concern and specific recommendations for altering the policy.

At every level and at all times, fair and amiable exchange must be maintained. All efforts should be made to solve the problem through discussion and in a timely manner. Exceptions to this grievance procedure include any incidents involving the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child. The grievance may go directly to the source of authority the person expressing the complaint

feels the most comfortable with. The school will contact the appropriate diocesan personnel and the appropriate legal authorities immediately.

### **Holy Trinity School Emergency Action Plan (abbreviated version)**

**Fire Evacuation:** When the alarm sounds everyone should walk quietly to the nearest exit and move away from the building. Anyone exiting the high school or elementary school building should walk toward the elementary playground where everyone will meet. Teachers will take roll call and notify the fire department of any missing students.

**Severe Weather Protection Procedures:** Bring everyone indoors if the threatening weather is approaching. During a Thunderstorm Watch or Tornado Watch the office staff will monitor conditions and keep everyone notified. Classes will continue as normal. During a Thunderstorm Warning or a Tornado Warning everyone will be directed to take cover in the following areas: Elementary building: move to the girls' or boys' bathrooms or the art room. High school building: move to the girls' or boys' locker rooms located in the gym. Faculty members will take roll call and notify the office staff of any missing students. Wait until an all clear is given to move out of these shelters.

**Lock down Procedure:** Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside or outside of the school building.

When indoors:

A building administrator will issue lock-down procedures by announcing a lock-down over the intercom system. However, anyone can make this call if they witness intruders within the building. Use the phone and overhead page 4 to alert the entire building of a lock down in process. Anyone near a phone should dial 911 so emergency help is dispatched to Holy Trinity School as soon as possible. Inform the emergency response team with as much detail as possible.

All people within the buildings will go to the nearest, safest room away from the danger or they should evacuate through the closest exit if this is a safer alternative. Faculty members should take roll call and account for any extra persons or any students who are missing.

When in a room move everyone to an area away from windows. Lock the door and move a heavy object in front of the door if possible. Do not open the door for anyone until an all clear has been called or emergency personnel are in the building and they have given the all clear.

Anyone left outside of a classroom or locked room should get to a bathroom stall and stand on the toilet or run toward the nearest exit and take shelter outside of the school building. Call 911 and let them know there is an intruder or active shooter within the school building.

When outdoors:

Run away from the danger to the nearest safe place- the church, rectory, public school, homes nearby. Do not try to enter the school building. When you get to a safe location dial 911 and call for emergency help.

### **Unmentioned Situations**

If a situation arises which is not stated in this handbook, administration reserves the right to deal with the situation according to their judgment. Every effort will be made to act in a manner that is reasonable, professional, fair, and in the best interest of Holy Trinity School.