

HOLY TRINITY SCHOOL



2021-2022 Family Handbook

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 Cognia.

Admission to Holy Trinity School: The primary purpose of the Catholic school within the Diocese of New Ulm is educating young people to assist them in their academic, personal, and spiritual growth, "to educate the whole person: mind, body, and soul."¹ As a Catholic school, our 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."² 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. (¹USCCB, National Directory for Catechesis, (Washington, D.C.: USCCB, 2005), p 262; ²Ibid)

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 does not alter the primacy of Catholic religious formation as an integral component of the school's educational program. As such:

1. All students are expected to participate in the religious formation and education programs of the school.
2. All students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
3. 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.
4. 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 student. Parents must 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 parents as the primary and principal educators of their children. For a Catholic parent, the promise at baptism to raise their children as Catholic supports these premises. The Catholic school thereby exists to assist parents in the Christian formation of their children—to assist in what should already be happening in the home. Thus, 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. If updates are made more than once per year, parents may be expected to sign more than once per year.

While present on the school campus, be it for academic related activities or extracurricular 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 is also a part of this handbook.

Academic Day: The Holy Trinity School day begins with a warning bell at 7:55 a.m. with the first hour bell at 8:00 a.m. The school day ends at 2:55 p.m. School buildings are open from 7:00 a.m. until 3:30 p.m. unless otherwise stated. Students should arrive at school no earlier than 7:00 a.m. unless they have a scheduled purpose, such as practice, tutoring, or a scheduled meeting; they should leave the building at the end of the school day or after scheduled practices or meetings.

2021-2022 Tuition

Application Fee: \$40/student New Student Enrollment Fee:\$50/student

These fees are non-refundable and are not applied toward tuition.

Half-Day Pre-K: 2 day; 3 day; 5 day	\$125; \$175; \$300/month
Full-Day Pre-K: 2 day; 3 day; 5 day	\$175; \$225; \$400/month
K-6	\$3,000
7-8	\$3,800
9-12	4,350
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. Preschool families are not eligible to participate in this program.

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. 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. A fee of \$34 is required when applying. Recipients will be notified by mail before the school year begins.

Holy Trinity parish members, alumni and friends make this opportunity a possibility by donating to the trust fund. If you have **questions, please call the Business Office at 320.485.5651 or 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 at 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 will have 1/8 of their tuition cost reduced.
- If a student takes 2 PSEO courses they will have 1/4 of their tuition cost reduced.
- If the student takes 3 PSEO courses they will have 3/8 of their tuition cost reduced.
- If a student takes 4 or more PSEO courses the cost will be 1/2 of the tuition cost

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

Grading

Students receive report cards quarterly. We may either mail, email, or have them picked up in the 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	

1-12 Grading Scale

A+	98-100	
A	93-97	
A-	90-92	
B+	87-89	
B	83-86	
B-	80-82	
C+	77-79	
C	73-76	
C-	70-72	
D+	67-69	
D	63-66	
D-	60-62	
F	59 or below	
I = Incomplete	W = Withdrawal (Grades 5-12)	

Honors Courses

Honors courses are designed for academically advanced students. They move at an accelerated pace and study topics in greater detail. Normally, the course is the same as the non-honors course, but it includes additional/more challenging assignments/assessments. Honors classes receive 1 point GPA weighted credit for all grades of C or higher. For example, an A normally receives a 4 but would be weighted as a 5.

Course placement is determined by the demonstrated achievement of the student and the recommendations of the student's teachers. At the beginning of semesters, qualified students will let the teacher know they desire to be in the honors course.

To take an Honors course, a student must have (1) a grade of B+ or better in the previous course (unless given approval of the principal) and (2) a demonstrated ability to handle quality, depth, and quantity of material beyond what is normally expected.

Honor Roll Grades 5-12:

The Holy Trinity School Honor Roll lists students in grades 5-12 who have an **A** average (90-100%) or a **B** average (80-89%) 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 up to two weeks to complete assignments and tests. If after two weeks the work is still not complete, the student may 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. Normally, 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, independent study, or repeating the course at Holy Trinity School. 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
Total Credits needed to Graduate	24 Credits

Graduation Requirements for International and Transfer Students*

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

- A. Will not be ranked unless the student is graduating; 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 GPA 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 must be in attendance at HT their full senior year to be eligible for valedictorian or salutatorian.

*These policies took effect in the 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 can 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 in 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.

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

9th & 10th grades: Minimum of 2 hrs of service per quarter (total: 8 hours per year).

11th & 12th grades: Minimum of 4 hrs of service per quarter (total: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. Smart watches are not allowed.

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

1st offense – The device will be turned in to the office and held until the end of the school day. The student will receive a warning.

2nd offense – The device will be turned into the office and held until the end of the school day. Parents will be notified either by phone or email.

3rd and subsequent offenses – The device will be turned into the office and held until the end of the school day. Parents will be notified either by phone or email, and the student may receive an hour of detention. Each additional offense may result in another detention.

Dress Code

Philosophy

Modesty and respect are virtues to be pursued both at school and in one’s daily life. The Catholic culture of Holy Trinity School seeks to strengthen each student’s unique personality and growth in virtue. This includes how we dress at school. When students are wearing simple, modest, and similar clothing, they are freed to focus more on what really matters: such as their studies, the beauty of the interior life of their fellow students, and the service of others, etc.

With this in mind and adding Holy Mass four of the five school days, Holy Trinity has developed the following dress code guidelines:

General Items for All Students

1. The work of students is to study, and a culture of well-groomed and properly attired students is conducive to this purpose; people *dressed* for work tend to focus more on the task at hand.
2. Students must always present themselves in a neat and clean manner. Mending and cleaning clothing must occur in a timely manner. Items should fit properly and not be overly tight or baggy.
3. Girl's skirts must be knee-length or longer and it is highly recommended that shorts be worn underneath the skirt, especially for elementary school girls.
4. No undergarments should be visible at any time.
5. It is not allowed to wear anything overly revealing (including cut outs in clothing, shoulder, back, or midriff cutouts), spaghetti straps, tank tops, or any shirts that are open at the neck more than four fingers in width below the collar bone. In addition, no clothing that is cut, ripped, ragged, inappropriate, tight, or see-through may be worn.
6. All shirts must remain tucked in and buttoned (with the exception of girl's / women's longer shirts, not designed to be tucked-in).
7. Hair must be a natural color. Excessive hair styles such as a mohawk, man-bun, dreadlocks, a style with a large length difference, or hair covering the eyes are prohibited. Hair must be well-kept with a "clean cut" appearance. Boy's hair must be at least $\frac{1}{4}$ of an inch and no longer than 4 inches. It must be off the neck, ears, and eyebrows. The majority of a girl's hair style must be at least 2.5 inches and in a feminine style. Noncompliance may result in suspension until hair returns within the boundaries.
8. Shorter leggings worn under a skirt and shorts are allowed from September through October 15, and again on April 15th until the end of the school year.
9. Only HT sweatshirts or solid-colored sweatshirts may be worn in the classroom. If the sweatshirt has a non HT logo, it should be small and tasteful. In grades K – 6, an HT collared shirt must be worn underneath. Hoodies may be worn in the classroom; however, hoods cannot be worn indoors. Seniors may wear college shirts/sweatshirts to schools into which they have been accepted.
10. One bracelet and watch may be worn. All jewelry should be tasteful, professional, and not excessive in size or number. Earrings are for girls only; no gauges are permitted. No tattoos or other body markings/piercings (real or faux) are to be visible. No smart watches.
11. Non-Christian religious items are not allowed.
12. Socks, must be a solid color and tasteful.
13. Indoors, it is not allowed to wear hats, caps, coats, jackets, or outerwear (not including sport coats).
14. Under dress shirts, t-shirts must white.
15. Anything contrary to the Catholic faith is not allowed.
16. The school administration is the final judge of dress code compliance.
17. A dress code violation may result in consequences, including detention, being sent home to change, etc.

These standards apply on campus in particular. However, generally speaking, the need for modesty, respect, Catholic culture, etc. applies to all school activities, both on and off campus. In addition, while on campus waiting to be picked up after school, students must stay in uniform.

Shoes*

Heels must measure no more than an inch in height (dress boots /cowboy boots may be up to 1.5 inches), closed toed shoes only. Shoes need to properly fit to avoid a sloppy, disheveled appearance.

* If you have already purchased shoes for the 2021/22 school year, and they are outside of the guidelines, simply communicate this to Mr. Biese for a waiver.

- Athletic shoes worn during the school day (not for physical education), must be mostly black, white, gray, or blue; minimal accent colors are permitted.
- Solid-color white, brown, navy blue, grey, or black casual shoes (such as Vans) may be worn.
- Dress shoes may be worn, and must be brown, navy blue, or black.

K-6th Grade Uniform Policy

Physical Education

Students will need a pair of non-marking gym shoes that will remain at school. Lace-up athletic shoes must be worn and tightly tied. PreK, K and grade 1 may wear Velcro athletic shoes.

Grades 5 and 6 will wear shorts and a t-shirt. Sweatshirts and sweatpants may be added as needed.

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)
- - Leggings (tight fitting stretch pants)-solid black or white-only worn under a skirt or jumper- never alone

Girls General Information

1. Hair is to stay out of the face. Hair accessories must be moderate and tasteful.
2. Makeup is not permitted for elementary and middle school girls (except clear lip gloss and acne cover up).

3. Nails must be clean and of a modest length. No fake nails. Nail polish is allowed but should be muted and tasteful.
4. Opaque, solid in color and tasteful tights / leggings (worn under skirts) may be worn during cold weather.

The Holy Trinity dress code will be available shortly on www.frenchtoast.com under the school code **OS5LMWR**. J & P Stitches Embroidery (320-395-2181) 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.

Dress shirts, polo shirts, and sweatshirts:

White, black or purple polo shirts
White, button-down dress shirts
Black or white cardigan sweater
Black or purple crew-neck sweatshirts (worn over a dress-code shirt)

Holy Trinity Grades 7-12 Dress Code

Physical Education

Students will need a pair of non-marking gym shoes that will remain at school. Lace-up athletic shoes must be worn and tightly tied. Students shall wear shorts and a t-shirt. Sweatshirts and sweatpants may be added as needed.

Mass days:

- Dress code is always followed.
- **Not** allowed: Jeans or Shorts
- Shirts must be tucked in (with the exception of girl's / women's longer shirts, not designed to be tucked-in).
- Shoulders must be covered.

Women

- Dress pants, capris, casual pants. See #5 under General Items for more detail.
- Dresses or skirts that are knee length or longer, which are tasteful in color and subtle.
- Some suggestions or ideas (students are **not** limited to these skirts):
 - [Women's Solid A-line Skirt Below the Knee | Lands' End \(landsend.com\)](http://landsend.com)
 - [Girls Pleated Skirt - French Toast Women's Plus Solid A-line Skirt Below the Knee | Lands' End \(landsend.com\)](http://landsend.com)
 - [Girls Kick Pleat Skirt - French Toast](http://landsend.com)

- Tasteful, casual t-shirts with no graphics, long and short sleeve are allowed, with the exception of undershirts worn alone.
- HT and non HT polo shirts, blouses, or sweaters which are tasteful in color and natural.
- Jeans are allowed on Mondays and non-Mass days. No skinny jeans or tight-fitting jeans.
- Makeup is allowed. It is to be light in application and in good taste. Foundation, light mascara, and natural looking blush may be worn. No eye shadow or eyeliner. Students may wear clear lip gloss, but no lipstick.
- Nail polish is allowed but should be muted, tasteful, and professional. Nails should be clean and moderate in length. For school dances, fingernails may be manicured and painted up to one week before and after the dance.

Men

- Khakis or dress pants are worn on Mass days.
- HT and non HT collared shirts or sweaters which are tasteful in color and natural.
- Tasteful, casual t-shirts with no graphics, long and short sleeve are allowed, with the exception of undershirts worn alone.
- Jeans are allowed on Mondays and non-Mass days. See #5 under General Items for more detail.
- Pants are to be worn at the natural waist, not below. Cargo-type pants are not allowed.
- Simple chains and medals should be tucked under the shirt.
- All young men should be clean-shaven, with sideburns not extending beyond the middle of the ear. Facial hair is not permitted.

Game Day Attire

Athletes may wear their jerseys on game day.

Holy Trinity Spirit Wear Days: Hooded HT sweatshirts (worn over a dress-code shirt) and any other approved HT related sweatshirts/shirts. On days when “Spirit Wear Day” falls on a Mass day, directions will be given for attire on a case-by-case basis.

Free Dress Days

When students are allowed to be out of uniform, all the principles guiding these policies are still in effect and directions will be given that specify what aspects of the uniform may be modified (e.g. for “spirit weeks”). Unless specifically mentioned, such items are not allowed: flip flops, open-toed shoes, graphic shirts/sweatshirts, short shorts, pajamas, tank tops, spaghetti straps,

leggings worn without an appropriate skirt/shorts over them, skinny jeans, etc. Hair, makeup, and jewelry should be modest and tasteful.

High School Dances

In order to foster social development and enjoyment, HT holds high school dances (and, by design, we do not hold middle school dances). This dress code provides the boundaries needed to foster a culture of mutual respect. All guests are also expected to abide by this dress code. Admittance to the dance may be denied if this dress code is not followed. (Something such as a lab coat may be available to cover up for the duration of the event.) HT and its dance chaperones have the final say on the fittingness of a student's attire. General dress code guidelines apply to all dances.

High School Dances: for the Ladies

For all dances, hair, makeup, and jewelry should be modest and tasteful. For semiformal and formal dances, the students should be well-dressed and feminine. Strapless or backless dresses/shirts, and spaghetti straps are not allowed, unless covered by a shrug, shawl, or cardigan at all times. Tank tops must be three fingers in width. Any cuts, including neckline and dress slits must be modest and not revealing. If wearing a skirt/dress, length is mid-knee to below the knee. No short skirts. A note on the dress requirement: feminine non-dress attire, such as a feminine pant suit, may be worn on a case-by-case basis with written approval from the administration.

1. *Homecoming (and Homecoming candidates)*: Casual dress in accordance with theme.
2. *Winter Formal*: Semi-formal dress with dress shoes, no pants. If a strapless/backless dress is worn, a cover-up must be worn at all times.
3. *Prom*: Semi-formal / formal (short or long dress). Same requirements as Winter Formal.

High School Dances: for the Gentlemen

For semiformal and formal dances, the students should be well-dressed and masculine.

1. *Homecoming (and Homecoming candidates)*: Casual dress in accordance with theme. Shirt or football jersey. Pants. No tank tops.
2. *Winter Formal*: Semi-formal attire with dress shoes. Dress pants with collared, button down shirt, tie and dress shirt. Hair must be well groomed. Jackets/suits optional.
3. *Prom*: Semi-formal/ formal. Same requirements as Winter Formal. Tuxedos may be worn if desired.

All HT families have access to our Uniform Exchange Closet to take advantage of free uniforms.

School Lunch Information: Students in grades PreK-12 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. The lunch program is run and maintained by the Howard Lake Waverly Winsted public school system.

Visitors for lunch: We encourage parents, grandparents, or other special adults to join their child for lunch. Please call the school office ahead of time to let us know who is coming. Visitors may occasionally bring an outside lunch for the students they are visiting.

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 2pm. 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, Howard Lake-Waverly-Winsted and the Watertown 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 the 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 come to the classrooms to visit with or 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, normally half-day preschool is cancelled for the day.

Elementary Recess: Elementary students are expected to spend their recess time outside. 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 degrees Fahrenheit or colder.

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- Grades 7-12

Girls

Basketball	Cross Country	Cheerleading
Soccer	Track	Trap Shooting
Softball	Volleyball	Danceline
Gymnastics	Golf	

Danceline (HT only)

Boys

Baseball	Cross Country	Basketball
Football (LP)	Track	Golf
Trap Shooting	Altar Serving	Soccer

All Students 7-12

Band	Jr./Sr. High Knowledge Bowl
Choir	Student Council
National Honor Society (gr. 10-12)	Yearbook
Drama	

Sports and Activities 4-6

Band- grades 5-6	Middle School Choir
School Patrol -grades 5- 6	
Basketball	Football
Running Club	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 2nd class period. The student is responsible for knowing the schedule of the day to ensure attendance by the 2nd class period.

Any student who leaves school to go home because of illness is ineligible to participate in any extra-curricular activity, practice, or performance for that day. Any unexcused absence, even if the student arrives before the 2nd hour, makes a student ineligible for 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. Any of the following reasons can disqualify a student from attending a tournament:

- 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, and 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 captains, 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", DUI, minor consumption, or related offenses whether driving or being in the company of the offender at the time of offense.
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 adhered to with respect for the rights and integrity of students. 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 for performances 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. MSHSL 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.
1. After the confirmation of the first violation, the student shall lose eligibility for the next public appearance in which the student is a participant.
 2. 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:
 - A. 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.
 - B. 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.
 3. 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.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 contents for Chapter 260C)

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. 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. 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 parents* must sign the child out at the office. *Elementary school parents* must sign in their child at the office.

Returning From an Absence: Students will be responsible for contacting their teacher(s) and ensuring that work missed as a result of an absence is completed in a timely manner. Term papers, projects, assignments and tests announced to the student before the absence (and due the day of absence or of return) 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. Timelines for group or collaborative projects should be discussed with the respective teacher.

Foreseen Absence: If a student will be having a foreseen absence, the school office and all teachers should be notified one week prior. 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.

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.

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.

Tardy: A high school student not in the classroom when the bell rings will be considered late for class. A student late for class periods one (1) through seven (7) 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 administration.

Unexcused Absence (9-12): An unexcused absence is a serious matter. It usually results in the loss of credit of anything missed that day and is likely to receive a significant consequence.

Prom: Students must be in at least 10th 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 to October. 100% of pledges go to Holy Trinity School.

Catholic United Financial Catholic Schools Raffle: Families sell raffle tickets January through 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 organized by volunteers. Older students are asked to volunteer their time as servers and hosts for the dinner and auction. Each class may submit an item for the auction. All families and friends of Holy Trinity are invited to attend this event. All profits 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 run 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 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: same as second, but riding privileges are suspended for 5 days.

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:

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 is not necessarily automatic; the decision will be 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 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 service work for the school when appropriate. Participation in extracurricular activities can be restricted due to discipline issues. Repeated offenses will result in a meeting with the administration, parents, and the student to problem-solve and create a plan moving forward. When necessary the administration will involve the Pastor regarding consequences involving suspension or expulsion and possible involvement of law enforcement.

BEHAVIOR/DISCIPLINE Guidelines

As followers of Jesus, our goal is to ensure each student has a successful learning experience informed by our Catholic 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.

The following behaviors are not allowed:

Assault/Battery/Fighting

-intentionally inflicts or attempts to inflict bodily harm upon another

Cheating/Plagiarism

-cheating on assigned work or knowingly allowing his/her work to be used by others to cheat or copy; presenting another's work as one's own

-failure to walk quietly and orderly in the halls and stairwells

-disrespectful or threatening, abusive, obscene, or violent language, behavior, or gesture towards others, including arguing

Disrespect for Authority

-failing to follow the reasonable requests or directions of teachers, staff, administrators

-failure to conduct oneself in an orderly manner in the lunchroom

Swearing

Theft

Vandalism

-having in possession any weapon or toy-like weapon that could be used to harm or intimidate

-failure to follow playground rules and disregard for requests of playground supervisors

Lying

-failure to abide by Dress Code Policy

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

The following are possible consequences of poor behavior (this is not a comprehensive list):

Verbal warning, parental notification, detention, loss of recess, writing of essays, writing of apology letters, loss of credit, in-school suspension, out-school suspension, being sent home, restitution, expulsion, etc.

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.

C. 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.

- 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.
- The 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

Daily Mass: All classes attend Mass every day of the week, Tuesday-Friday usually at 8:10. 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 5-12 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 (Middle and 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 coat rooms 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.

Gender Policy Introduction

August 6, 2021

Feast of the Transfiguration

Dear Holy Trinity School Family,

I am writing to introduce to you an important addition to our school student handbook, which is a policy pertaining to human sexuality, specifically in the area of gender identity. This will be an *interim* policy until the Diocese of New Ulm promulgates its own human sexuality policy that will be adopted by all of its Catholic schools, most likely after a new bishop is appointed. This topic is something that I am greatly concerned about, as it deals with some of our most cherished aspects of our God-given humanity – our gender, our sexuality, and the family.

The Sacred Scriptures reveal to us in the first creation story (Genesis 1) that God created man and woman as “good” and as equals: They are both created in the “image and likeness of God”. God gives them a special commission to “fill the earth” by populating it with more men and women, created in the image and likeness of God. The second creation story (Genesis 2) reminds us that God created the man and the woman as *different* from each other, with different gifts. He also creates the man and woman *for* each other and calls them into a bodily and spiritual union, which is what we have always called “marriage”.

What is very clear from the Sacred Scriptures and from the constant teaching of the Catholic Church is that biological masculinity and femininity are real and beautiful gifts that God gives to humanity. But these gifts – the gift of our being created male or female and the gifts of masculinity and femininity – are under increasing attack today. Today it is popular to claim on the one hand that gender is something “fluid” and changeable – not based in one’s objective biology but rather based upon one’s own subjective judgment, which could change over time. On the other hand, the claim is also made that masculinity and femininity are simply cultural constructs – by-products of the culture with no real basis in the way we are in reality. The implication of this is that God did not intend or design manhood, womanhood, motherhood or fatherhood – that these concepts are simply human-made notions that can change or be changed or simply thrown out.

While these ideas have become the fashion of the day on social media and in popular culture, they have real-life implications. Many adolescents across the United States and the Western Hemisphere, mostly adolescent girls, who are already at a particularly vulnerable age and susceptible to peer influence, are reporting a *trans* or *non-binary* identity, which leads some to despise and want to destroy their femininity and female-ness. Some of these young women will seek medical intervention in order to halt the natural, healthy development of their feminine bodies. Because these treatments are only now being performed on a larger scale to adolescent women, it is not yet known if these treatments are easily reversible, if a woman were to decide that she has made a mistake. Many experts believe that most women, even if they revert to their original female gender, will be infertile because of these treatments. (If you would like to learn more you can read the fascinating study written by Abigail Shrier entitled *Irreversible Damage: The Transgender Craze Seducing our Daughters*. Regnery Publishing, 2020.)

These issues have moved beyond the theoretical and are doing great damage to God’s children. We love the students in our school, and we want to affirm their God-given gender and sexuality and to teach them that the way God has created us—our masculinity or femininity—is a gift to be cherished. Because studies show that this new, dangerous ideology tends to affect adolescent women in much higher numbers than their male classmates, we also want to protect our young women, who are beloved daughters of our heavenly Father.

So it is for this reason that Mr. Biese and I would like to clarify at this time the behaviors that are inconsistent with what the Church believes and teaches about the goodness of our God-given sex and sexuality so as to be able to address any situations that arise now and in the future that could be harmful to our students.

In Christ,

Fr. Matthew Wiering

Gender Policy

Mission

Catholic schools perform an essential ecclesial ministry, the ultimate purpose of which is evangelization and formation leading to salvation.¹ Because of the nature of this ministry and the profound responsibilities associated with it, Catholic schools must faithfully impart the truth of Jesus Christ and his Church in all they teach and do. In addition, a Catholic school is subject to the authority of the Church through the diocesan bishop, and its curriculum must be founded on and consistent with the principles of Catholic doctrine.²

Catholic education focuses on the integral development of the human person: body, mind, and spirit. Specifically, with regard to issues surrounding gender identity, Holy Trinity School will teach students the truth about the human person (anthropology) and human sexuality, as well as counter any ideology or cultural trend that denies this truth. This applies in a special way to *gender ideology*—the belief, along with the social and cultural movement it fosters, that sex is not an objective, biological reality but rather that notions of male and female are determined by individuals’ subjective and changing perceptions of self.³ Essential beliefs and doctrinal principles to be addressed in the school curriculum at age-appropriate levels include the following:

1. Human beings are created as male and female in the image and likeness of God (Gen. 1:27). Human dignity is grounded in this special creation.⁴
2. Sexual difference is willed by God as part of the divine plan. The complementarity that results from sexual differentiation is ordered to the human good and in particular to marriage and family life (*Catechism*, nn. 369, 2333).⁵

¹ Sacred Congregation for Catholic Education, *The Catholic School* (March 19, 1977), nn. 7–9.

² Canon Law Society of America, *Code of Canon Law: Latin-English Edition* (Washington, DC: CLSA, 1999), cann. 803 §§1–2, 804 §1, 806.

³ “Transgenderism and Interventions for Gender Dysphoria,” in *Catholic Health Care Ethics: A Manual for Practitioners*, 3rd ed., ed. Edward J. Furton (Philadelphia: National Catholic Bioethics Center, 2020), 37–1.

⁴ *Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Conference of Catholic Bishops/Libreria Editrice Vaticana, 2000 update), n. 2393. All subsequent citations appear in the text.

3. The human person is a body–soul union, and the body is a constitutive aspect of the human person (*Catechism*, nn. 364, 365).⁶
4. Human biology demonstrates that sex is determined at conception (XX/XY chromosomes) and can be objectively observed even before birth.
5. Humans are called to accept their sexual identity, manifested through the body, as a fixed and unchanging element of self (*Catechism*, n. 2393).⁷
6. Humans must care for and respect their bodies, which is a constituent dimension of their being. The human body may not be treated as a “piece of property” or “manipulate[d] as a thing or an instrument over which one is master and arbiter.”⁸
7. All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God’s love.

In addition to addressing these essential beliefs, Holy Trinity School will be prepared to offer to students, faculty, staff, administrators, volunteers, and parents well-founded and developmentally appropriate educational resources regarding gender ideology, including but not limited to resources that: (1) clarify the terms commonly employed, particularly *gender dysphoria*, *transgender*, and *disorder of sexual development*; (2) accurately present the realities of contemporary, medically accepted interventions for gender dysphoria, including gender-affirming therapy, puberty-blocking and cross-sex hormones, and sex-reassignment surgeries;⁹ and (3) demonstrate how the Catholic Church responds to

⁵ See Francis, *Laudato si'* (May 24, 2015) n. 155.

⁶ See National Catholic Bioethics Center (NCBC), “Brief Statement on Transgenderism,” *National Catholic Bioethics Center Quarterly* 16.4 (Winter 2016): 600–601, doi: 10.5840/ncbq201616457; and John A. Di Camillo, “Gender Transitioning and Catholic Health Care,” *National Catholic Bioethics Quarterly* 17.2 (Summer 2017): 219–220, doi: 10.5840/ncbq201717221.

⁷ See Pontifical Council for Justice and Peace, *Compendium of the Social Doctrine of the Church* (Washington, DC: US Conference of Catholic Bishops, 2004), n. 224; and Congregation for Catholic Education, *Male and Female He Created Them* (February 2, 2019), n. 4.

⁸ Pontifical Council for Pastoral Assistance to Health Care Workers, *New Charter for Health Care Workers* (Philadelphia: NCBC, 2017), n. 47.

⁹ “Transgenderism and Interventions for Gender Dysphoria,” 37.5–37.11.

gender ideology with truth and love based on the writings of Pope Francis, Pope Benedict XVI, and other sources of ecclesial guidance.¹⁰

Policy Elements

1. Admission and Retention

A student diagnosed with gender dysphoria may be admitted to the Holy Trinity School as long as the student, along with his or her parents or guardians, agrees that the student will abide by standards of conduct set by the school:

- a. The student, along with his or her parents or guardians, agrees that while enrolled in the school, he or she will respect Catholic teaching concerning faith and morals, including those teachings that address human sexuality.
- b. A student may be ineligible for continued enrollment if the student's expression of gender, gender identity, or sexuality causes confusion or disruption at the school or if it appears to mislead others, cause scandal, or have the potential for causing scandal.
- c. Respectful, critical discussion of Catholic teaching in the classroom by the student is encouraged as long as its goal is to help the student progress toward greater awareness and understanding. Open hostility toward or defiance of Church teachings indicates that a student is not a proper fit for the school. The student code of conduct shall address this potentiality, and the code shall be signed by parents or guardians each school year.

¹⁰ Francis, *Amoris Laetitia* (March 19, 2016), n. 56; Francis, *Laudato si'*, n. 155; Benedict XVI, Address to the Roman Curia (December 21, 2012); and Congregation for Catholic Education, *Male and Female He Created Them*, n. 19.

Conduct and Expectations

Students shall conduct themselves in accord with their biological sex at all times, both on campus and when representing the school at off-campus events. In this policy, *sex* is defined as “the biological condition of being male or female as based upon physical differences at birth.”¹¹

- a. Any expression of a student’s gender identity that causes disruption or confusion regarding the Church’s teaching on human sexuality is prohibited.
- b. Students shall abide by the dress code that corresponds with their biological sex.
- c. Students shall participate in competitive athletics in accord with their biological sex.
- d. Students shall use bathrooms and locker rooms that correspond with their biological sex. Students who have been clinically diagnosed with gender dysphoria may request the use of a single-person, unisex facility. Such requests for accommodation will be assessed by the appropriate school administrator on an individual basis.
- e. When applicable during school-related functions, students shall have access to and use facilities and accommodations that correspond with their biological sex.
- f. When attending school-sponsored functions as a “couple,” especially dances and prom, students may only bring a member of the opposite sex.

¹¹ Denise Donohue and Dan Guernsey, *Human Sexuality Policies for Catholic Schools* (Manassas, VA: Cardinal Newman Society, 2016), 5. Policy elements in this section are adapted from this document.

2. Names, Pronouns, and Records

- a. Students shall be addressed at all times by their legal names and referred to with pronouns consistent with their biological sex.
 - 1) Addressing students by a preferred name instead of a legal name (even when the name is gender-neutral), or referring to them by a preferred pronoun that is inconsistent with their biological sex, is not acceptable. Doing so would express a falsehood (i.e., the child *is* the wrong sex) and signal that the school accepts gender ideology. Addressing a student by a gender-neutral nickname could be permissible in some circumstances. This is a matter of prudential judgment.
 - 2) Using preferred names and pronouns will cause confusion for other students and could act as a source of scandal. *Scandal* is defined as “an attitude or behavior which leads another to do evil.” It “takes on a particular gravity by reason of the authority of those who cause it or the weakness of those who are scandalized.” Scandal is particularly serious, or grave, when it is “given by those who by nature or office are obliged to teach and educate others (*Catechism*, nn. 2284, 2285).
- b. Student schedules, identification cards, class lists, correspondence (including college recommendation letters), and permanent records shall reflect the student’s legal name and biological sex. School records are historical documents. If a graduate of the school legally changes his or her name and seeks to have records changed, the records will be released in the following format: “*Original name, a.k.a. New Legal Name.*”

3. Counseling and Health Services:

- a. The school shall communicate with parents or guardians about their child's behavior at the school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, and welfare of their child except when advised otherwise by law enforcement or a social service agency.
- b. The school may suggest counseling to address behavioral health issues for students diagnosed with gender dysphoria. Such counseling should be provided by a licensed mental health provider who understands and respects Catholic anthropology, preferably one who is a practicing Catholic. Catholic schools shall not provide or refer students for so-called gender-affirming psychotherapy.
- c. The school shall not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones for students.
- d. While the Catholic Church does not approve of gender-affirming therapies or the use of hormones and surgeries that assist a person in transitioning his or her gender, the Church recognizes that appropriate medical care may be necessary in cases of true genetic or physical anomalies, also known as disorders of sexual development.