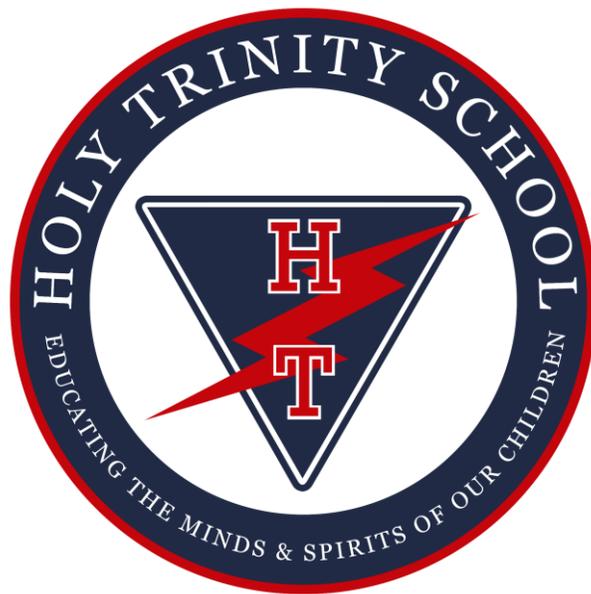


HOLY TRINITY SCHOOL

2025-2026

PARENT/STUDENT HANDBOOK



DISCLAIMERS

The Archdiocese of Los Angeles now has the school handbook online. All information regarding Archdiocesan Policies and Procedures listed in the Table of Contents are at this link. Archdiocese policies are continually upgraded and the most current information will be available.

The principal retains the right to amend the handbook for just cause and prompt notification will be given if changes are made.

Table of Contents

<u>Number</u>	<u>Section No</u>	<u>Subject</u>
Pages 7-18		<ul style="list-style-type: none"> Holy Trinity School Information General Information/Addresses/Phone Numbers Time Schedule Calendar Faculty/Staff Roster Organizational Chart/Map of Parish Facilities School Maps Holy Trinity Parents Association (HTPA) History of Holy Trinity School Mission, Vision, and Values Statements Philosophy and Policy Statements/Mission Assurance of Publication Child Abuse/Neglect/Archdiocese Policy Mandate
Pages 19-31	1.	1.1-1.11 <ul style="list-style-type: none"> Admission Application for Enrollment / Intent to Return Contracts Tuition - Rates – installments/Parish Rates FACTS Information Check/Cash Policy / Dishonored Checks Fees / Fines Payment of Tuition, Fees and Fines Fund-raising Information Fundraising Guidelines Current Fund-raising Options Miscellaneous Fund-raising Handbook Amendment Collection of Any Money Vendor List / S.P. Merchant List
Pages 32-35	2.	2.1-2.7 <ul style="list-style-type: none"> Curriculum Student Learning Expectations Sacramental Preparation / Religion Instruction The Tag Program Math Lab/Accelerated Math Evaluation/Homework Grading Policy/Testing Parent-Teacher Conferences Retention S'TEP (Support Team Education Plan) Disability Discrimination Complaint and Review
Pages 36-39	3.	3.1-3.3 <ul style="list-style-type: none"> Discipline Policy Probation/Detention Middle School Discipline Policy Discipline Board Waiver of Policies Harassment, Bullying and Hazing Policy Student Threats School Searches

Pages 41-43	4.	4.1-4.5	Uniform Policies
Pages 44-47	5.	5.1-5.7	Health Office Attendance / Absence / Tardies Communicable Diseases Health Record Card Immunizations Insurance / Leave School Permit Medical Appointments / Medication in School Health Services Special Health Concerns Parent Volunteers HIV/ Aids Policy Medication Permission Form
Pages 48-49	6.	6.1-6.3	Safety/Disaster Plans Safety / Procedures Disaster / Safety of Building Telephone/Communications Dismissal Emergency Release Form Disaster Plan - Student Pick-up
Pages 50-52	7.	7.1-7.3	Drop Off / Pick Up Plans and Diagram
Pages 53-54	8.	8.1-8.11	Extended Care Programs After School Care Program / Day Care Program
Pages 55-60	9.	9.1	Altar Servers Athletics CJSF Cheerleaders Choir Class Special Programs Field Trips Parties and Invitations Scouting Program Student Council Student Awards
Pages 61-64	10.	10.1-10.4	Miscellaneous Information
Pages 65-67	11.	11.1-11.3	Assistance Program / Communicator Envelope Phone Directory

**THE FOLLOWING INFORMATION CAN BE FOUND ON THE LOS ANGELES ARCHDIOCESE
WEBSITE ONLINE HANDBOOK**

[Pages - ADLA Administrative Handbook Home](#)

1. **ARCHDIOCESAN POLICIES AND PROCEDURES**
 - 1.1 Code of Christian Conduct
 - 1.2 Zero Tolerance Policy
 - 1.3 Safe Environment Training For Children & Youth
 - 1.4 Guideline for Adults Interacting With Minors
 - 1.5 Boundary Guideline for Junior High
 - 1.6 Parent/Student Complaint Review Process
 - 1.6.a School Level
 - 1.6.b Department of Catholic Schools Level
 - 1.7 Parent or Parent - Teacher Organizations
 - 1.7.a Parent or Parent/Teacher Organization
 - 1.7.b Consultative School Council
2. **ADMISSION AND ATTENDANCE**
 - 2.1 School Student Non-Discrimination Policy
 - 2-2 Inclusion Procedures
 - 2.3 Guideline for Admission to Elementary Schools
 - 2.4 Privacy and Access to Records
 - 2.4.a Pupil Records
 - 2.4.b Directory Information
 - 2.4.c Parent Authorizations to Use Child's Personal Information
 - 2.5 Transfer of Records
 - 2.5.a Student Transfers, Withdrawals and Graduation
 - 2.5.b Withholding of Records
 - 2.5.c Cumulative Pupil Record
 - 2.6 Absence
 - 2.6.a Absences with Acceptable Excuse
 - 2.6.b Extended Absences
 - 2.6.d Leaving School Early
 - 2.6.e Tardiness
 - 2.6.f Truancy
 - 2.6 Work Permits
 - 2.7 Student Accident Insurance
3. **ACADEMICS AND CO-CURRICULAR ACTIVITIES**
 - 3.1 Tutoring
 - 3.2 Counseling Policy
4. **DISCIPLINE**
 - 4.1 Maintenance of Effective Discipline
 - 4.2 Disapproved Disciplinary Measures
 - 4.3 Detention
 - 4.4 Suspension
 - 4.5 Expulsion
 - 4.5.a Reasons for Expulsion
 - 4.5.b Procedure for Expulsion
 - 4.5.c Written Record
 - 4.5.d Cases Involving Grave Offenses
 - 4.5.e Time of Expulsion
 - 4.5.f Reporting of Expulsions
 - 4.5.g Right to Make Exceptions
 - 4.5.h Home Study

4.6	Harassment, Bullying and Hazing Policy
4.7	Student Threats
4.8	School Searches
5.	ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS (“ARCHDIOCESAN AUP”)
5.1	Definitions
5.2	Electronic Communications Systems, Devices and Material and Users Covered
5.3	Ownership and Control of Communications
5.4	Guidelines for Email Correspondence and Other Electronic Communications
5.5	Prohibited Practices
5.6	Consequences of Violations of Electronic Communications Policy
6.	HEALTH AND SAFETY
6.1	Emergency Card
6.2	Examinations and Inoculations
6.3	Immunization
6.4	Health Records
6.5	Medical Appointments
6.6	Medications
6.7	Communicable Diseases
6.8	Allergies
6.9	Student Sexual Conduct and Pregnancy
6.10	Closed Campus
6.11	Research Projects and Rights of Parents
6.12	Removal of Students from School During School Hours
6.13	Interview and Removal from School of Students by Police Officers
6.13.a	Interview of a Student During School Hours by Police Officer
6.13.b	Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer
6.14	Guidelines Related to Possession and Use of Alcohol and Controlled Substances
6.14.a	Procedures in the Case of Suspected Possession or Use
	Code of Conduct for Student Workers/Volunteer

HOLY TRINITY SCHOOL

DEDICATED IN 1950

Holy Trinity School

1226 West Santa Cruz Street
San Pedro, California 90732

(310) 833-0703

*Office Hours: 7:30 am to 3:30 pm (Monday through Thursday)

*Friday 7:30 am to 2:30 pm.

Mr. Anthony DiLeva
Principal

Mrs. Kelli Pham
Vice-Principal

Holy Trinity App

Download the Holy Trinity App using the App/Play Store on your phone.

CHAPTER 126J OF THE CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

HOME OF THE CHARGERS

GENERAL INFORMATION

Holy Trinity Parish
209 N. Hanford Street
San Pedro, California 90732

(310) 548-6535

Reverend Kevin Nolan, Pastor

Rev. Mark Warnstedt, Associate Pastor

Deacon Walt Lauderdale

Deacon Gaspar Munoz

Dolores Kollmer, Business Administrator

Maria Cruz, Secretary

Holy Trinity School
1226 West Santa Cruz Street
San Pedro, California 90732
(310) 833-0703

Office Hours - 7:30 am - 3:30pm (M. - Th.)
7:30 am – 2:30 pm (Fri.)

Admissions Office
Mrs. Angela Perez
(310) 833-0703 ext. 204 ext. 216

Athletic Director
Mr. Clem Pasquarella
athleticdirector@holyltrinityschoolsp.com

Scrip Office
Mrs. Marsha Martinez
(310) 833-0703 ext. 204

Bookkeeper
Mrs. Gabriela Jalomo
(310) 833-0703 ext. 215

Health Official
Mrs. Molly Parker
(310) 833-3151 or (310) 833-0703 ext. 206

Archdiocese of Los Angeles (213) 637-7000
Department of Catholic Schools

Holy Trinity School
2025/2026 Time Schedules

Regular Day Schedule

Kindergarten
8:00am - 2:45pm

Grade 1 through 5
7:50am - 3:00pm

Grade 6 through 8
7:50am - 3:10pm

Minimum Day Schedule

Kindergarten
8:00am - 12:25pm

Grade 1 through 5
7:50am - 12:30

Grade 6 through 8
7:50am - 12:30

Friday Schedule

Kindergarten
8:00am - 1:45pm

Grade 1 through 5
7:50am - 2:00pm

Grade 6 through 8
7:50am - 2:00pm

Pre School

Outside Play (Kindergarten Yard)- 10:30- 11:00
Lunch (Kindergarten Yard) - 11:00-11:30
Afternoon Snack & Outside Play (Kindergarten Yard) - 2:00-2:40

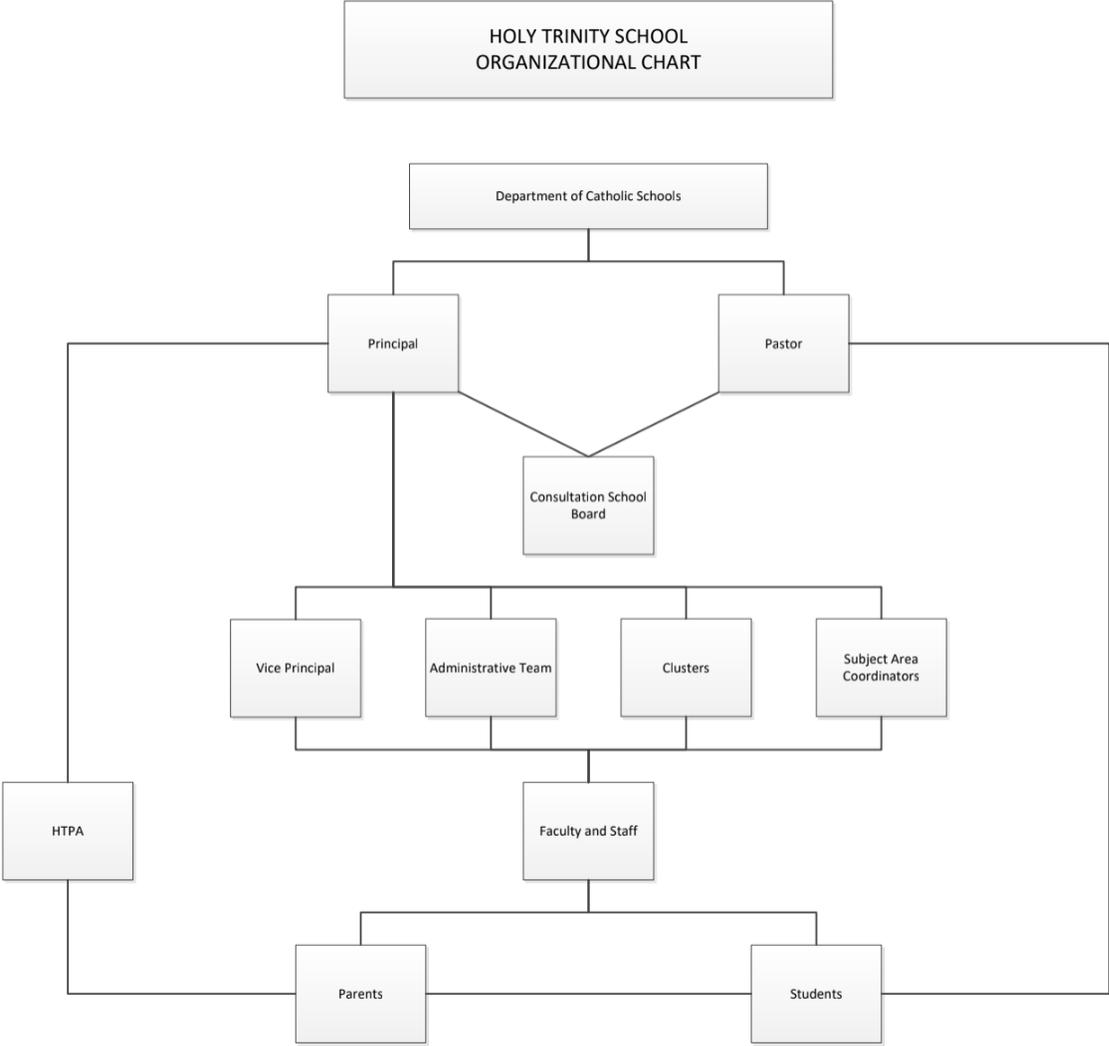
K - 8 Recess

Kindergarten (Kindergarten Yard) - 9:45 – 10:10
Grades 1 - 3 (Main Yard) - 9:45 - 10:05
Grades 4 - 5 (Walker Yard) - 9:45 – 10:05
Middle School (Main Yard) - 10:05-10:20

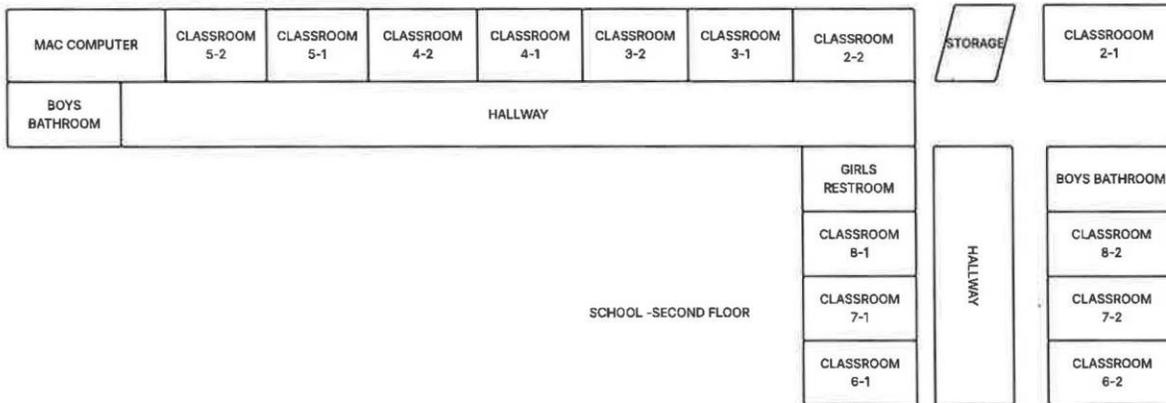
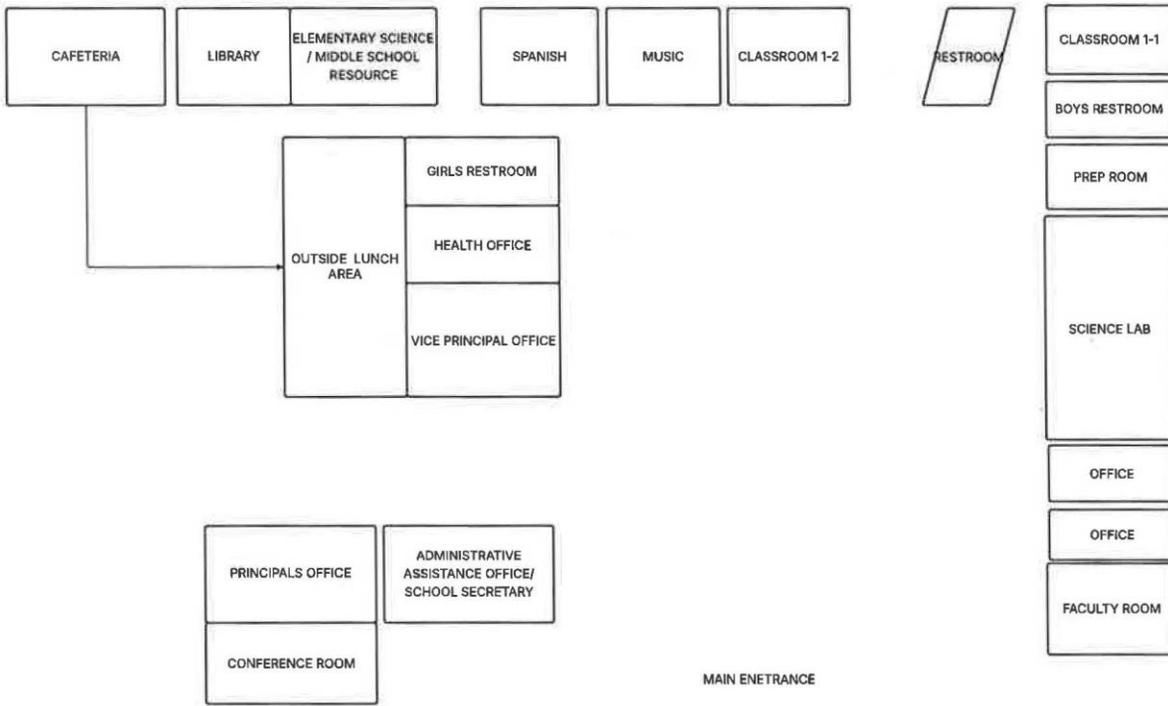
K - 8 Lunch

Kindergarten (Kindergarten Yard) - 11:50 - 12:25
Grades 1 - 3 (Main Yard) - 11:50 - 12:25
Grades 4 - 5 (Walker Yard) - 11:50 - 12:25
Grade 6-7 (Main Yard) - 12:30 - 1:05
Grade 8 (Walker Yard) - 12:30 - 1:05

*Note: EVERY FRIDAY WILL BE A FACULTY/STAFF MEETING
DISMISSAL – 2:00 PM.



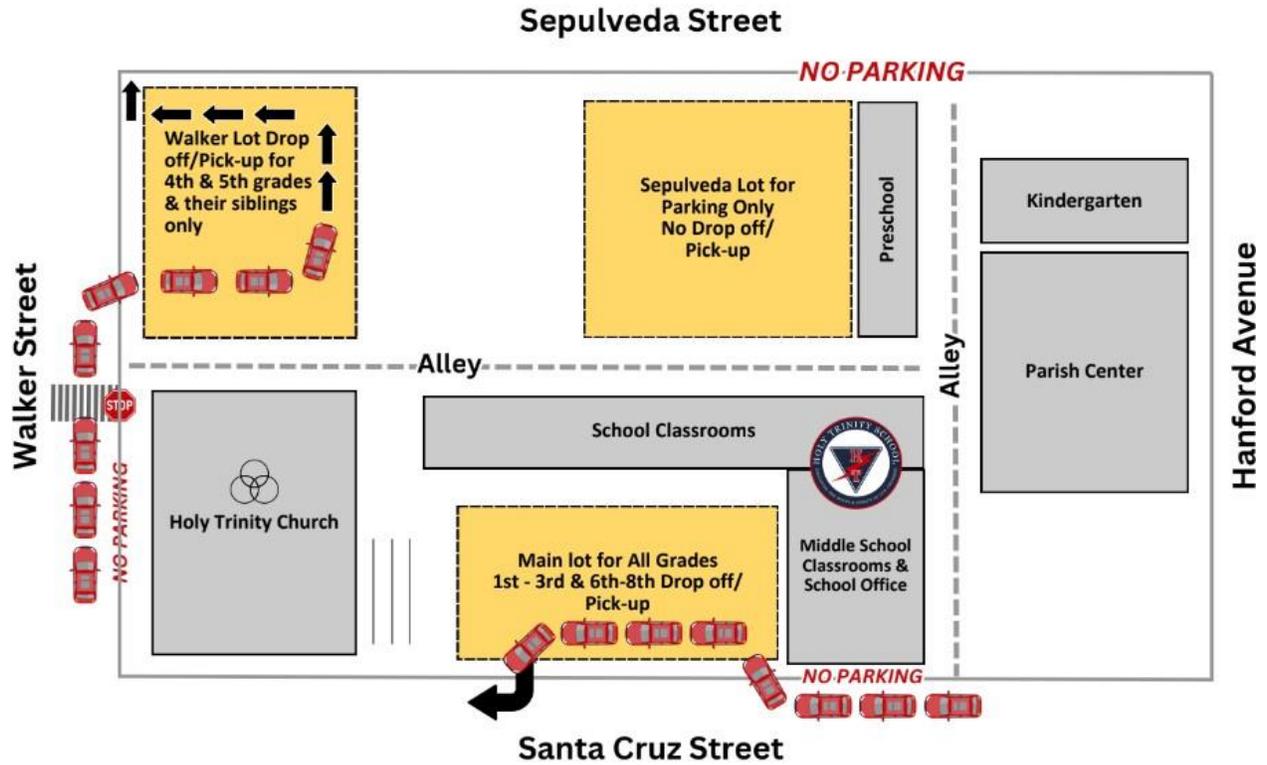
SCHOOL MAP



TRAFFIC PATTERN



HOLY TRINITY SCHOOL TRAFFIC PATTERN POLICY



No parking on Santa Cruz in front of school office or on Walker St in front of the church. **Right turn ONLY** when entering and exiting lots. Please note that traffic flow is in **one direction** as indicated by the arrows

Name	Position	Ext.
Mr. DiLeva	Principal	200
Mrs. Pham	Vice Principal	200
Ms. Kollmer	Administrative Assistant	200
Mrs. Perez	Admissions/Marketing	216
Mrs. Martinez	Scrip Coordinator	204
Mrs. Jalomo	Tuition Bookkeeper	215
Mrs. Parker	Health Coordinator	206
Mrs. Menes	Before/After Care	217
Mrs. Acevedo	Librarian	257
Mr. Pasquarella	Athletic Director	203

TEACHERS	Class	Ext.
Mrs. Conejo	Preschool Office	401
Mrs. Battaglia /Mrs. Taylor	Preschool	402
	Preschool	403
Mrs. Griego	K-1	201
Mrs. Westhead	K-2	202
Miss Sullivan	1-1	211
Mrs. Gomez	1-2	212
Ms. Racaza	2-1	221
Mrs. Juravic	2-2	222
Mrs. Suarez	3-1	231
Mrs. Guest	3-2	232
Mrs. Orlandini/Mrs. Mannino	4-1	241
Mrs. Katnic	4-2	242
Ms. Eberhardt	5-1	251
Ms. Lindeman	5-2	252
Mr. Chavez	6-1	261
Mrs. Fierros	6-2	262
Mrs. Brust	7-1	271
Miss. Collins	7-2	272
Miss. Vitalich	8-1	281
Mrs. Dunkelman	8-2	282
Mrs. Sulentor	Mac Lab (4 th -8 th)	256
Mrs. Wilson	Middle School Resource	244
Mrs. Grossi	Middle School Science	209
Sra. Garcia	Spanish	254
Mrs. DiRocco	Music	253
Mrs. Brusky	Resource (K-5 th)	335
Mr. Camacho	PE	203
Mr. Pasquarella	Athletic Director	203

2025 - 2026
HOLY TRINITY PARENTS ASSOCIATION (HTPA)
2025-26 HTPA Board Contact Information

Name	Position	Email
Mr. DiLeva	Principal	principal@holytrinityschoolsp.com
Jina Martinovich Chairperson	Chairperson - Oversight of all HTPA function, Main contact with School Principal for all HTPA needs	jeewithajay@yahoo.com 310 951-3933
Chelsey Jones Co-Chair/ Fundraising	Main School Fundraisers: Charleston Gift wrap, DoubleGood Popcorn, Cookie Dough, Candy Bar Drive, Eat for HT nights	alvarezchelsey@yahoo.com 310 528-8848
Selena Ardaiz Treasurer	Maintains HTPA bank account and accurate records, Prepares cash boxes for functions, Issues Principal-approved reimbursements for HTPA events from HTPA bank account	selenaardaiz@gmail.com 310 489-6324
Brittney Marquez Secretary	Responsible for taking minutes at each meeting and emailing them to members, HTPA Recruitment Coordinator, Organize member binders/GoogleDrive files, Communicates with parish regarding upcoming HTPA event bulletin postings	brittneymarquez4@gmail.com 310 741-0944
Danielle Tom Sun Hospitality Coordinator	Provides hospitality at HTPA and school functions: Chairs Faculty Welcome Back Breakfast & Lunch, Coordinates Coffee with the Principal, Provides cookies for Principal's Birthday luncheon Hospitality for New Parent Night, Chairs Candy Cane Lane	dtomsun25@gmail.com 310 741-1389
Jennifer Bobadilla Hospitality Coordinator		jenbobadilla83@gmail.com 310 938-3643
Lauren Yi Parent & Family Enrichment Coordinators	Chairs Welcome Back Bash, Responsible for First Day of School Mass Refreshments. Responsible for Red Ribbon Week activities, Responsible for Catholic Schools Week activities, Responsible for Teacher Appreciation Week (with school administration)	guzman.lauren@gmail.com 310 940-0382
Brit Coppa Parent & Family Enrichment Coordinator		britcovenant@gmail.com 909 969-0380
Maya Ragsdale Room Parent Coordinator	Chair Room Parent meeting, Inform teachers of their Room Parent and forward event volunteer sheets, Communicate upcoming event/activity details to Room Parent via GroupME, Manage communication of back-to-school night volunteer sign-ups for grade-level events/activities throughout school year	mayaragsdale06@gmail.com 424 431-8344
Mariyah Russo Room Parent Coordinator		mariyahrusso10@gmail.com 310 971-7682
Codi Sullivan Social Activities Coordinator	Chairs Fall Event - including all plans and day-of participation, Chairs Handbag Bingo - including all plans and day-of participation, Golf Tournament HTPA Representative and day-of participation, Assists in forming Golf Tournament parent committee	csullivan72115@gmail.com 310 753-2188
Krysalynn Emerson Social Activities Coordinator		krysalynn@gmail.com 310 968-9742
Jacqueline Sauvé Volunteer Coordinator	Identify and recruit event volunteers and event decor needs for HTPA and grade-level events, Coordinate Welcome Back Bash, First Day of School, Open House Decor , Communicate event needs with the school office for SchoolSpeak posts, Organize volunteer interest post-Registration Day, Establish volunteer groups to be presented to HTPA and school administration as needed	jaxbarr08@gmail.com 910 495-4295

Holy Trinity History

Holy Trinity was reinstated as a parish in 1946. Under the leadership of Monsignor Gallagher, the parish purchased land for the school in 1950; and the groundbreaking ceremony took place on March 5, 1950. That same year, the Sisters of the Presentation of the Blessed Virgin Mary moved into the newly converted convent on Hanford Street. This community of sisters served Holy Trinity School from its inception in 1950 to 1990. In September of 1990, a lay principal was appointed.

The school opened on October 4, 1950, while the building was still under construction. Sister Mary Thaddea, the principal, greeted Holy Trinity's first students. There were 334 children in grades one through seven, meeting in three completed classrooms and the auditorium. The faculty consisted of five religious and two lay teachers.

On September 17, 1951, the second year began with the building completed and an enrollment of 434. On November 4, 1951, the school was dedicated by Bishop Manning. The grades now ranged from first through eighth. Graduation of the first class took place on June 12, 1952. Since this first commencement over 6,000 students have graduated from Holy Trinity, including many of our present students' parents.

Over the years, Holy Trinity has grown to be an active and thriving school. In 1956 and 1957, two annexes were constructed, adding five classrooms. Kindergarten was added and opened on October 2, 1956. The 1958-1959 school year opened with an outstanding enrollment of 940 children. All classes were double classrooms with fifty or more students. Holy Trinity remains a double classroom school. The school facilities include eighteen classrooms, a library, a Mac Computer Lab, multipurpose room, two science labs, a math lab, and two preschool classrooms.

In March of 1994, the Parish center was opened. Since then, it has been well used for various school events including plays, receptions, awards ceremonies, dinners, fundraising events, assemblies and in-house field trip experiences. In March of 1998, parishioners began meeting to develop a Master Plan for the Phase II building project. Parishioners met for eighteen months. In September of 1999, the Master Plan was approved by the Archdiocese.

A steering committee chose an architect in December 1999. Formal fund-raising began in November, 1999.

In the summer of 2001, the existing school building was renovated. The south wall of the main building was replaced. New windows were installed in the entire building. Classrooms were painted; air conditioning was installed. Electrical wiring was updated and new fixtures were installed in the restrooms. A new phone system and Kindergarten playground were installed at this time. Construction of the new wing began in the fall of 2001 and was completed in August of 2002.

The new wing contains the six Middle School classes, the Science Lab, new restrooms, administrative and business offices.

In the summer of 2002, the school installed lockers for the 7th & 8th grade students. A new flagpole was erected. The library was expanded and new bookcases were installed. New carpeting was installed in the renovated school building. Kindergarten classrooms were carpeted and air conditioned. Brand new I-Mac computers were installed in the Mac Lab. In September of 2002, we welcomed our students back to our new facilities.

In the summer of 2006, a classroom was modified to create a preschool room. A second room was licensed in 2020.

In October of 2006, a preschool was opened welcoming 21 - 3- and 4-year-olds. Today the preschool offers several different days and times for both 3-year-olds and Pre K students.

In the summer of 2011, the Mac Lab was completely remodeled with new furniture and carpeting to showcase new Mac computers which were purchased in 2010.

In the summer of 2012, the building was updated with wireless technology. Eno boards and projectors were installed in all classrooms.

In the Fall of 2017, an Elementary Science Lab was created. It has since been updated to include Makerspace.

In 2024, our preschool expanded to three classrooms and relocated to another school building.

Holy Trinity School Mission

Our children face a future of unlimited potential and unprecedented change. Holy Trinity School prepares them spiritually, intellectually, and emotionally, in a Christ-centered environment, to embrace these challenges with hope and confidence.

Holy Trinity School Vision

Each child at Holy Trinity School is loved as a unique creation of God. We recognize our students' strengths and meet the unique needs of all students, bringing each to his/her full academic potential. Through love and rigorous academics, we create a community of young adults who will be prepared for the world as committed, faithful, active Catholics, who endeavor to live good, socially responsible Christian lives.

Holy Trinity School Values

We are a Catholic Christian school.

We hold ourselves to the highest standards as educators and are committed to providing every student with excellent academic instruction, Catholic teaching, moral development, and problem-solving skills, all with a strong emphasis on social justice, working towards equality for all.

The school community models self-respect and respect for one another and the community at large.

Parents are the most important partners in the education of their children.

No child should be denied a Catholic education due to the parents' inability to pay full cost of tuition

We focus on Catholic identity to prepare the students for life and not just the next educational step. Students are taught to be committed, faithful, active Catholics who endeavor to live as good Catholic Christians:

- o through understanding of basic doctrine
- o through appreciation of Scripture
- o by attending Mass
- o by receiving the Sacraments
- o by serving others through good works
- o by showing reverence and respect to all human life
- o by demonstrating tolerance and acceptance of others
- o by being responsible stewards of the environment

Students are academically prepared with an emphasis in STREAM (Science, Technology, Religion and Reading, Engineering, Arts and Athletics, Math) to develop:

- o competency in basic skills
- o effective communication both in spoken and written work, and through the use of technology
- o the ability to problem solve and think critically
- o the development of good study skills and work ethics
- o eagerness and curiosity of learning

In order to meet the learning needs of all students, aesthetically enriched experiences are provided in:

- o Art
- o Music
- o Drama

We prepare our students for a life-long commitment to improving their community.

PHILOSOPHY-POLICY STATEMENTS

Holy Trinity School willingly accepts the mission of the church “to assist men and women so that they can arrive at the fullness of Christian life” (Canon 794.1). We recognize and value the uniqueness, dignity, and basic goodness of each individual as a child of God. With this in mind, we attempt to impart to our students a sense of the unconditional love of God and a certainty of their own self-worth.

As Catholic educators, we endeavor to educate the whole child by providing a holistic approach to education. This includes an integrated curriculum that encompasses a strong religious and academic program, as well as one that addresses the social, physical, psychological, and aesthetic needs of the students.

In accordance with the teachings of Jesus Christ and the documents of the Catholic Church (i.e., Sharing the Light of Faith, 1979; To Teach as Jesus Did, 1973; and The Catholic School, 1977), we recognize parents as the primary educators of their children. In the organization and implementation of our programs and activities, we support the efforts of parents to impart Christian values and beliefs. We work together to build the self-esteem of the child, foster a respect and reverence for all of life and creation, and nurture a loving image of and close relationship with God. Our aim is to encourage our students to be whole, loving, and active members of our community.

ASSURANCE OF PUBLICATION

This elementary school will publish a Nondiscrimination Policy in the parish bulletin, newsletter, brochure or advertisement, and will send a copy to the Department of Catholic Schools.

Child Abuse or Child Neglect

Definition

Child abuse or neglect is any act or omission that endangers or impairs a child’s physical or emotional health and/or development. This includes:

- Physical abuse and/or corporal punishment
- Emotional abuse and/or deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation

Legal Responsibility to Report Suspected Child Abuse/Neglect Immediately

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone and must follow up with a written or online report within 36 hours of the phone report.

Controversial Issues

The school makes every effort to emphasize that significant issues are studied at the maturity level and understanding level of the learners. The school deals with controversial issues through the lens of the Catholic Church.

Archdiocesan Policy Mandate:

To volunteer/work with children in a school or parish in the Archdiocese of Los Angeles, or attend field trips every adult must:

1. Be fingerprinted. You can find a monthly schedule of locations hosting fingerprinting in the Archdiocese at www.la-archdiocese.org. On the Archdiocese page under Protect/Report, then Fingerprinting, you will see the calendar by month under fingerprinting calendars.
2. Attend a Virtus class. You can register online at www.virtus.org. Click on First Time Registrant on the left-hand column. Then click on View a list of sessions. Then select "LA San Pedro Region (Archdiocese)". It will take you to the classes being offered. Follow directions to register. You must bring the certificate to the school for our files.
3. Read and sign the Guidelines for Adults interacting with Minors form. This is included online with your registration.
4. Have TB tests on file with proof of absence of TB.

Section 1 Admission

Students are admitted in accordance with the admission policy of the Archdiocese of Los Angeles.

Holy Trinity School will give preference to the members of the parish. Neither race, national origin, nor the ability to pay tuition is to prevent a pupil from being accepted in the school. Students will be admitted based on a pre-entrance examination, review of records from previous schools, parish envelope usage, and parent involvement in the parish. The Pastor and Principal will make the final decision on acceptance of any student. When the school cannot accept any applicant, care will be taken to see that those students who are not accepted are enrolled in Parish Religious Education classes.

Application for Enrollment

Parents of students hoping to attend Holy Trinity School must complete an application for enrollment form, present certificates of Baptism and any other sacraments received, present a copy of report cards from previous schools, copy of the parish envelope, birth certificate, and pay the required non-refundable application for enrollment fee. Students entering Kindergarten must be 5 years old by October 1st. Students entering 1st Grade must be 6 years old by October 1st.

Intent to Return

Parents of students currently attending Holy Trinity School in grades Kindergarten through 7th grade must pay the non-refundable General Fee by the required due date. The purpose of this payment in February is to help with planning for fall enrollment. This fee is non-refundable.

A student is registered for the current year when all school related forms have been completed online.

Contracts

As a condition of having a child registered to Holy Trinity School, parents/guardians are required to sign a contract during registration stating that they have read the Parent/Student Handbook and have discussed its contents with their children. Both parents and children are expected to sign the contract and implement school policies. Parents must also complete a fundraising contract during online registration to inform the school which option they will choose to meet the required fundraising fee. A signed Code of Conduct form will also be required. Students will not be allowed to attend classes until the contracts are completed.

Handbook Amendment

The principal retains the right to amend the handbook for just cause.

Tuition

The tuition you pay to Holy Trinity School is an investment in your child's education and one of the best investments you can make in his/her future. For your convenience, the year's tuition is payable in ten installments. Monthly tuition installments are not refundable. Tuition is not tax deductible.

<u>Yearly In-Parish Rates</u>		<u>Yearly Out-of Parish Rates</u>		<u>Yearly Foreign Students</u>
1 Student	\$5,750	1 Student	\$6,610	\$9,200
2 Students.	\$10,050	2 Students	\$11,550	\$18,400
3 Students	\$14,400	3 Students	\$16,500	\$27,600
4 Students	\$18,725	4 Students	\$21,470	\$36,800

In-Parish/Out-of-Parish Tuition Rates

An in-parish tuition rate indicates that parents/guardians are registered with the parish and receive and use weekly Sunday collection envelopes at Sunday Mass or pay [online](#). In order for a family to receive the in-parish tuition rate, they must give a minimum donation of \$10.00 per week or \$40.00 per month to the parish. Your July /August tuition rate will be determined by checking your parish usage for the months of March April, and May. For this period, any family not giving at least \$120.00 to the church, will be given an out-of-parish rate. A family must have established a three month period of giving at \$40.00/month to receive an in-parish rate. Registration with the parish to receive special collection envelopes or miscellaneous correspondence does not meet the requirement to receive and use the weekly collection envelopes at Sunday Mass which constitute the in-parish rate.

Families not properly registered with the parish and/or not using envelopes will receive an out-of-parish tuition rate regardless of prior year's tuition rate payments. Monthly checks of envelope usage will be made for the purpose of determining in-parish rates. If a family receives an out-of-parish rate, it will apply until the next envelope check is completed. It is the parent's responsibility to notify the school office or tuition bookkeeper of any anticipated tuition rate status change. **No retroactive reimbursements** of tuition will be considered when changing from the out-of-parish rate to the in-parish rate.

*We will check monthly with the parish. Each family's billing will show an in-parish rate (unless the family is not a regular member of Holy Trinity Parish). Upon checking for envelope usage, we will bill out-of-parish rate as an incidental each month.

FACTS Information

We have partnered with FACTS Management Company to help us manage our tuition payment program.

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year. If you are experiencing hardship, it is critical that you notify the school bookkeeper **at least a week before your payment is scheduled to come out of your account.**

FACTS manages your tuition payments in the following ways:

1. Payment Dates: You may choose either the 1st or the 15th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards. There is a 2.95% convenience fee when a credit card is used.
2. Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction.
3. Peace of Mind Insurance: FACTS offers this optional benefit for only \$22.50 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
4. Consumer Account: You may check your personal account or make payments online from the convenience of your home or office anytime.

Incidental Billing through FACTS

FACTS Management will also be processing all incidental billing for the school. Incidental billing includes such things as daycare, supply fees, general fees, field trips, athletic fees, graduations fees, Out of Parish tuition assessment fees, etc. On April 30, any uncompleted Assistance Program Hours and any unearned Fundraising will be billed as well as incidentals.

Incidental billing for each month will post to your FACTS account on the 1st of the month and will be due by the 15th of the month. You will receive an email regarding any incidental billing charges and the payment will be automatically withdrawn from your FACTS account. You have the ability to pay these amounts upon notification, but by billing on the 1st and having it due on the 15th of the month, we hope to give you the advantage of planning ahead.

Tuition Installments (Appendix A)

2025-26 Payment Options	Description
Option 1 - Monthly Payments	Tuition will start in August 2025 and end in May 2026. With this plan, your 2026-2027 General Fee of \$450 will be billed as an Incidental Fee and will be included with your February 2026 Tuition payment.
Option 2 - Monthly Payments with Exception	Tuition will start in July 2025 and end in May 2026. With this plan, your 2026-2027 General Fee of \$450 will be billed as an Incidental Fee in February 2025 and no Tuition Payment will go out at this time.
Option 3 - Semester Payments	Tuition Payment will be made Bi-Annually, August 2025 and January 2026. Your 2026-2027 General Fee of \$450 will be billed as an Incidental Fee in February 2026.
Option 4 - Full Payment	A Full Tuition Payment will be made in August 2025. This option will include a 3% discount. Your 2026-2027 General Fee of \$450 will be billed as an Incidental Fee in February 2026.

Art Supply Fee (\$25/child) Aug. 15th
 Opportunity Drawing Tickets (\$25/all Families Aug. 15th(See page 25)
 Earthquake Fee (\$25.00/new student) Aug. 15th
 Kindergarten Supply Fee (\$65/Student) Aug. 15th
 Yearbook Fee (\$50) September 30th
 Chromebook (\$100 /6th Grade)August 15th
 Technology Fee (\$90 for one child/\$130 for two children/
 \$170 for three children/\$205 for four children) Sept. 15th
 General Fee for 2026-2027 (\$450/Student) February 2nd
 8th Grade Graduation Fee (\$175/student) February 2nd
 School accounts close June 1st
 School accounts close 8th grade* May 29th
 *8th grade students will not receive a gown until the family’s account is paid in full.

Delinquent Tuition Accounts

When the inability to pay monthly installments exists, the principal must be contacted with a request for assistance. Any time a family’s account becomes delinquent, an appointment must be made with the principal. If no appointment is made, a letter will be sent home and the student(s) will be removed from class until parents contact the principal.

No gowns, diplomas, or other reporting forms will be available to any family who is not current with their tuition and/or fees. No student will be allowed to participate in an activity, including sports, which requires a fee, if the family’s account is not current.

Failure to pay outstanding balances may impact your child’s attendance at Holy Trinity School at any point in the school year and/or following school year.

Tuition Assistance

The Catholic Education Foundation provides tuition assistance of \$1,000 to students in grades Pre-k through 8th based on financial need. Holy Trinity will not offer tuition assistance to any family that qualifies for CEF but doesn’t apply.

Holy Trinity School offers tuition assistance to families who qualify. Any family who cannot pay the full cost of

tuition and meets the financial guidelines may request an application from the principal.

Check/Cash Policy

Personal checks, cash, debit, and credit card are accepted for the payment of all school-related fees other than tuition. Examples of these funds are: Scrip purchases, lunch program and attendance at social functions whether they are for students or parents. When paying in cash, it is the parent's responsibility to ask for a receipt. In the event of any discrepancies, parents will need to provide the receipt or canceled checks.

Dishonored Checks

Dishonored personal checks will be subject to the California Civil Code, Section 1719. Holy Trinity School will assess a \$30.00 fee to any/all checks that are returned to the school from a bank for any reason. A second check returned will be charged \$35.00. After the second dishonored check is returned, it will be mandatory that all payments be made in cash or money order to the school office. An NFS check for the school, tuition, H.T.P.A., or Scrip will be added together to constitute two infractions and will necessitate payments be in cash from that point on. Payment of cash will continue through the entire school year.

Dishonored Scrip Checks

Anytime the school receives any two checks returned from the bank that were given to vendors, the school will notify all vendors to not accept further checks.

2025-2026
Holy Trinity School

School Fees

Fees

General Fee (See Appendix A)

1. Will be billed in February with a written agreement of acceptance.

The General Fee is billed for each student and covers: book rentals, STAR Testing, ACRE testing, insurance, one set of Assistance Program time sheets and any other miscellaneous school related forms. **The General Fee is non-refundable.**

The General Fee does not cover items such as yearbooks, class social functions, field trips where an admission or bus charge is required, or graduation ceremonies and their related social activities.

Kindergarten Supply Fee (See Appendix A)

2. Each kindergarten student will be charged for supplies on August 15th. This fee covers all supplies needed for Kindergarten for the year. Scholastic Magazine is included in this fee.

3. **Athletics**

There will be a fee to participate on each athletic team. The fee will be determined by the number of games, number of tournaments, facility fees, and referee fees. This fee will be between \$50 & \$200 depending on the above factors. (Please see Athletic Section) The team roster will be sent to the bookkeeper who will bill families for the participation fee and any additional uniform items that are purchased. These fees are to be paid with the monthly tuition. Depending on playoff championships and facility fees generated at the end of each season, there may be additional costs charged to the parents. No student will be allowed to participate in an activity which requires a fee if the family's account is not current.

Earthquake Fee (See Appendix A)

4. An earthquake kit has been purchased for each student. The kit has a shelf life of five years and contains everything that a student would need for three days. Parents will pay a one-time fee for this kit per child upon entering the school.

5. **8th Grade Graduation Fee** - due February 1st

The graduation fee covers: graduation pictures, year-end awards, gown rental, diploma, one school sponsored field trip, as well as clerical and administrative costs related to high school entrance.

Fees for any other graduation events such as Academic Awards etc., are paid by the parent directly or through parent participation in 8th grade fundraising activities. The 8th grade class will hold fundraisers such as a pancake breakfast and Monte Carlo Night. All 8th grade parents will be expected to participate, either through donations or ticket purchases.

6. **Field Trips**

Will be billed on the month the trip will be taken.

7. Assistance Program Fee

The fee is \$20 for each hour under 40 hours not recorded and therefore not considered completed. Any of the remaining 40 hours not completed, will be billed no later than May 15, and payment will be due by May 31. Monthly assistance logs are due by published due dates and will not be accepted late.

8. Technology Fee (See Appendix A)

This fee covers parents' access to SchoolSpeak to view student grades and receive messages from the school, and the use of the FACTS program. It also covers computer programs used in the classroom/labs such as Mathletics and Accelerated Reader

Day Care

Before school care:
6:30-7:40 AM M-F

After school care:
3:00-5:30 PM M - TH
2:00-5:30 PM F
12:30-5:30 PM Minimum Days

Drop ins are \$10 per child

Afterschool Care only late fee \$15 per child per day for the first minute and every 15 minutes thereafter is \$20.

Monthly prices are:

Monthly prices are:

1 child - \$85
2 children - \$125
3 or more - \$160.

1 child - \$205
2 children - \$330
3 or more - \$405

Fines

Fines will be billed through FACTS Incidental Billing. Fines are charged for, but not limited to, the replacement value of the following items:

1. Unusual wear, damage or loss of textbooks -(up to replacement cost)
2. Overdue, damaged or lost library books-(up to replacement cost plus a \$10.00 processing fee)
3. Replacement of Communicator Envelope-\$1.00 Payment of Fees and Fines

All charges associated with enrollment, monthly tuition, general fees, graduation fees, fundraising obligation, Assistance Program, or any other miscellaneous fees are non-refundable.

All money brought to school must be in a sealed, well-marked envelope indicating the following:

1. The name, grade/section of the student or family name and phone number
2. For whom or what purpose the money is intended

Re-registration of students for the following school year will not be allowed when accounts are not paid in full on the due date.

Delinquent Accounts

Holy Trinity School turns delinquent accounts over to collection.

*Assistance Hours Program

Each family must complete 40 hours of recorded service to the school or parish in addition to monthly tuition installments and fundraising during the time period from May 1, 2025 through April 30, 2026. Monthly time sheets are provided by the school each month in the Communicator. All hours must be submitted on these

sheets. Any of the remaining 40 hours not completed, will be billed no later than May 15, 2026 and payment will be due by May 29, 2026. **Timesheets not submitted on the due date will not be accepted.** We have zero tolerance for this policy. Check SchoolSpeak monthly to make sure your Assistance TimeSheet has been posted.

Fundraising Information

Each family is required to participate in fundraising which earns \$475/one student, \$525/two students, \$575/three students, \$625/four or more students for the school during the year above and beyond their tuition, General Fee, miscellaneous fees, and Assistance Program Hours. A fixed fee for each family was determined by careful evaluation of the school's budget. Each family is required to complete a contract at Registration.

Parents will have their choice of participating in one of the three options (some examples are listed below, but may not necessarily be the exact opportunities offered every year). When you sign your contract, it will be final for the year.

Option No. 1

\$475/\$525/\$575/\$625 in recorded fundraising purchases which may be earned through the use of Scrip, See's candies, Popcorn, the Gift Wrap, Cookie Dough, Candy Bars (or any combination of these) between May 1, and April 30. See below for detailed information. On October 31, one-half of the fundraising obligation must be completed. Any amount up to one-half not completed will be billed on November 15, with payment due on November 28.

Option No. 2

A one-time payment of 95% due September 15, which is a discount of 5%.

Option No. 3

Fundraising amount will be divided into 10 monthly payments and added to the monthly tuition.

Gift Wrap: Is administered during the first month of school--For every dollar earned, a % is credited toward your fundraising dollars. **(Different items earn different %.**
This is noted on the Gift Wrap flyer.)

Cookie Dough: Is administered during October. For every dollar earned, a % is credited toward your fundraising dollars. **(Different items earn different %.**
This is noted on the Cookie Dough flyer.)

Candy Drive: Is administered during January. For every dollar earned, a % is credited toward your fundraising dollars
(This is noted on the Candy Drive flyer.)

See's Candy and Popcorn: Is administered in the spring and lasts two weeks. For every dollar earned, a % is credited toward your fundraising dollars.
(Different items earn different %.)

Scrip: There are three types of Scrip:

1. First is the purchase of "Gift Cards" to the local grocery stores, some department stores, and restaurants, which we call Vendors. Scrip is purchased by the school in bulk at a discounted rate and sold, by the school, to H.T. families at *face value*. This program is a way for parents to receive fundraising credit in a way which costs them nothing, as they must purchase groceries and other articles. The Scrip program is continuous throughout the year.

You can also purchase scrip "Gift Cards" by downloading the Raise Right App or go online to www.raiseright.com. The enrollment code for Holy Trinity School is 569C22171L176.

2. We also have "Ralphs Community Rewards Program" as an alternative to paper-

based scrip. This programs allows the participating merchant to contribute a percentage of your grocery loyalty card. To enroll in the Ralphs Community Rewards Program, step-by-step website registration instructions can be found at www.ralphs.com. As a parent you are free to sign up for this program for you and any of your friends and family.

The Ralphs Reward participants are required to renew their participation in this program every year in September in order to receive fundraising credit. Please let the Scrip Coordinator know who is listed under your “Ralphs Community Rewards Program” so she can credit the families accordingly. In order for families to receive credit, families must print out their own quarterly reports.

3. We also have a large list of local San Pedro businesses that participate in the Scrip Program. All you have to do is write your check payable to Holy Trinity Scrip. A list of all our Vendors is on pages 28-30.

**Example for #1: A \$100 purchase of Vons @ 4% has a Scrip value of \$ 4.00
If you next purchase \$100.00 of Island's @ 8%, you earn another \$8.00**

A purchase of \$50.00 of Macy's @ 10% earns another \$5.00	5.00
Sell \$200.00 of Wrapping Paper (if 50%) earns	<u>100.00</u>
For a grand total of \$117.00	\$117.00

You keep buying Scrip or participate in the approved fundraising drives until your family's account indicates that your fundraising amount has been completed.

Please make sure the volunteers recording your purchases accurately mark down which stores you are using as this impacts the credit you receive.

Make sure the volunteers mark down the parent's last and first name.

Also, tell your friends and family that they may purchase Scrip for your family, but make sure they tell the volunteers who they are purchasing Scrip for.

If you wish to exchange one vendor for another, we will do so only if the percentage is the same, and only at the Scrip window. If you purchase a debit card and wish to exchange it, you will have to exchange it in the Scrip office only.

This last item is very important -- count your Scrip before you leave--make sure you have the correct denominations.

If you purchase any of the fundraising items with cash, you do so at your own risk, so make sure you ask for a receipt. At the end of April when you are notified of your final balance and any fees due, if there are any discrepancies between your records and the school's, we will require your canceled checks or cash receipts.

If for any reason families are unable to earn their fundraising amount for which they contract, they will be billed the balance.

Late payments on any of the options will be assessed a \$20.00 fee.

Checks returned from the bank for any reason from your account, or anyone purchasing for you, will be assessed a \$25.00 fee.

No tax benefit of any kind in association with the Scrip program is allowed by the Internal Revenue Service.

Decisions made on the contract are final. No balances are carried over to the next school year or transferred to/from another family's account.

The mailing of Scrip to department stores to make charge card payments is done so at your own risk. Parents who order Scrip through the Communicator with the intent of having their child transport it

home, do so at their own risk.

The school will not replace Scrip due to theft or loss for any reason.

If you have any questions regarding the Scrip Program, please call Marsha Martinez at ext. 204.

***Golf Tournament Opportunity Drawing (See Appendix A)**

All family will be billed \$25.00 on FACTS in August for Opportunity tickets for the Golf Tournament. You will receive these tickets before the Golf Tournament. You may either sell them to recoup your money or turn them in with your name on the tickets to be entered into the drawing.

Miscellaneous Fundraising

Other fund-raisers may be planned which are totally voluntary. Families may participate if they care to. These miscellaneous fund-raisers will be publicized in the Communicator.

Scrip List 2025-2026

STORE NAME	% to SCHOOL	Amount Available to purchase	STORE NAME	% to SCHOOL	Amount Available to purchase
Albertsons/Vons	4%	\$25/\$100 Debit Card	McDonalds	1%	\$10 Debit Card
Acapulco	8%	\$25 Debit Card	Office Max	5%	\$25 Debit Card
Amazon	1.70%	\$25/\$100	Olive Garden	8%	\$25 Debit Card
AMC Theaters	8%	\$25 Debit Card	Pacific Diner	5%	\$25 Gift Certificate
American Girl	9%	\$25 Debit Card	Panera Bread	8%	\$10 Debit Card
Arco	1.50%	\$50 Debit Card	Panda Express	8%	\$25 Debit Card
Barnes & Noble	8%	\$10 Debit Card	Petco	9%	\$10 Gift Certificate
Bath & Body	12%	\$10 Debit Card	P.F. Chang	6%	\$25 Debit Card
Best Buy	4%	\$25 Debit Card	Pottery Barn/William Sono1	8%	\$25 Debit Card
Big 5	8%	\$25 Debit Card	Regal Cinema	8%	\$25 Debit Card
Calif. Pizza Kitchen	8%	\$25 Debit Card	Rite Aid	4%	\$25 Debit Card
Carls Jr.	5%	\$10 Debit Card	Ross Dress for Less	8%	\$25 Debit Card
Cheesecake Factory	5%	\$25 Debit Card	Sam's Club/Walmart	2.50%	\$25/\$100 Debit Card
Chevron	1%	\$50 Debit Card	Shell	1.50%	\$50 Debit Card
Chipotle	9%	\$10 Debit Card	Smart & Final	3%	\$25/\$50/\$100 Debit Card
Chili's/Macaroni Grill	11%	\$25 Debit Card	Sprouts	5%	\$25/\$50/\$100 Debit Card
Claire's	9%	\$10 Debit Card	Starbucks	4.50%	\$10/\$25 Debit Card
Coffee Bean	9%	\$25 Debit Card	Stuff Pizza	7%	\$25 Gift Certificate
Cold Stone Creamery	11%	\$10 Debit Card	Subway	4.50%	\$10 Debit Card
CVS	6%	\$25 Debit Card	Taco Bell	5%	\$10 Debit Card
Del Taco	7%	\$10 Debit Card	Target	2.50%	\$25/\$100/ Debit Card
Denny's	7%	\$10 Debit Card	Taxco	5.00%	\$25 Debit Card
El Pollo Loco	7%	\$10 Debit Card	T.J. Maxx	7%	\$25 Debit Card
Game Stop	3%	\$25 Debit Card			
Gap/Old Navy	14%	\$25 Debit Card			
Home Depot	4%	\$25/\$100 Debit Card			
I-Hop	8%	\$25 Debit Card			
Islands	8%	\$25 Debit Card			
iTunes	5%	\$15/\$25 Debit Card			
Jack in the Box	4%	\$10 Debit Card			
Jamba Juice	6%	\$25 Debit Card			
Kohl's	7%	\$25 Debit Card			
Macys	10%	\$25/\$100 Debit Card	Rev. 7/17/2025		

NO FUND-RAISING ACTIVITIES MAY BE ADMINISTERED WITHOUT PRIOR APPROVAL OF THE PRINCIPAL. ALL MONIES RAISED IN THE NAME OF THE SCHOOL BECOME THE PROPERTY OF THE SCHOOL.

Collection of Any Money

Any check collected should be made payable to Holy Trinity School with a MEMO stating what fundraiser it goes to, never to an individual. The principal must approve the collection of any money for any reason.

Pre Order Scrip List 2025-2026

STORE PRE-ORDER LIST	AMOUNT AVAILA	0/o to School	STORE PRE-ORDER LIST	AMOUNT AVAILAB	0/o
American Eagle	\$25	10%	J-Crew	\$25	13%
Applebee's	\$25	8%	L.L. Bean	\$25/\$100	16%
Arby's	\$10	8%	Lowes Hardware	\$25/\$100/\$500	4%
Bass Pro Shop	\$25/\$100	9%	Mens Warehouse	\$25	8%
Best Western Hotels	\$25/\$100	12%	Michaels	\$25	4%
Buca di Beppo	\$25	8%	Mimi's Cafe	\$25	8%
Budget Car Rental	\$50	8%	Mortons	\$25	9%
Buffalo Wild Wings	\$25	8%	Nordstroms	\$25/\$100	4%
Build a Bear	\$25	8%	Outback Steakhouse	\$25/\$50	8%
Burlington Coat Factory	\$25	8%	Papa John Pizza	\$10	8%
Chart House	25/\$100	9%	Petsmart	\$25	5%
Chuck E. Cheese	\$10	8%	Pizza Hut	\$10	8%
Crate & Barrel	25/\$100	8%	Ruth Chris Steak House	\$50	10%
Dave & Busters	\$25	13%	Sally Beauty Shop	\$25	12%
Dicks Sporting Goods	\$25	8%	See's Candies 1# Cert.	\$25.00	9%
Disney	\$25/\$100	2%	Sephora	\$25	5%
Dominos Pizza	\$10	8%	Shutterfly	\$25	9%
Dunkin Donuts	\$10	3%	Visa	\$25,\$50,\$100	1.25%
Express	\$25	10%	Wendys	\$10	4%
Exxon/Mobil	\$50	1%	Yard House Restaurants	\$25	8%
Footlocker/Champs	\$25	8%			
Hilton	\$500/\$1000	2%			
Honey Baked Hams	\$25	12%			
GNC	\$25	8%			

ANY SCRIP ORDERED FROM THIS PAGE NEEDS TO BE PAID IN FULL BEFORE THE ORDER CAN BE PLACED.

PLEASE INDICATE IF YOU WANT THE ORDER SENT HOME WITH YOUR STUDENT	
OR IF YOU WANT ME TO CALL YOU FOR PICK UP AT THE SCRIP WINDOW.	

Revised on 7/17/2025



HOLY TRINITY SCRIP ORDER DATE: __ _

Parent Last Name: _____ Parent First Name: _____

Student Name: _____ Class Room: __ Teacher: ____ _ Phone#: _____

—

Store Name	Denomination	Qty	Total
Grand Total Make checks payable to Holy Trinity Scrip			\$

___ I will wait for my scrip (if scrip is not available)

___ My second choice is _____

___ Scrip needed before _____

Section 2 Curriculum

Student Learning Expectations

A graduate of Holy Trinity School is:

An individual whose self-worth has been reinforced by

- teachers working in partnership with parents.
- the school community modeling self-respect and respect for one another.

A committed, faithful, active Catholic who endeavors to live as a good Catholic Christian:

- through understanding of basic doctrine
- through appreciation of Scripture
- by attending Mass
- by receiving sacraments
- by serving others through good works
- by showing reverence and respect to all human life
- by demonstrating tolerance and acceptance of others
- by being a steward of the environment

An academically prepared individual who:

- Demonstrates competency in basic skill areas
- Communicates effectively in spoken and written work, and through the use of technology
- Demonstrates ability to problem solve and think critically
- Demonstrates good study skills and work ethics
- Demonstrates eagerness and curiosity of learning

An aesthetically enriched person who has experiences in:

- Art
- Music
- Drama

Curriculum

Beginning in kindergarten and continuing through grade eight, Holy Trinity School's curriculum is standards-based. Common Core State Standards, along with pertinent California State Standards, are implemented in English/Language Arts and Math.

Common Core State Standards are available at website www.cde.ca.gov/re/cc/

The Next Generation Science Standards are available at www.nextgenscience.org.

Core subject are:

Religion/Family Life, Social Studies, Language Arts, (Reading, English, Handwriting, and Spelling)
Mathematics, Science/Health/Safety.
Middle School will not have a spelling grade.

Sacramental Preparation

Sacramental Preparation classes and retreats are mandatory for all parents who have students in the 1st year preparation (1st grade or are new to Holy Trinity School and their children have not received the sacrament of First Holy Communion) and in the 2nd year of sacramental preparation.

Religion Instruction

Holy Trinity is a Catholic school. All classes receive instruction in religion. The weekly minutes follow the Archdiocesan guidelines. In addition to actual instruction in the Catholic faith, students will attend weekly parish masses, monthly school masses, participate in class masses, prayer services and activities. We make a conscious effort to live our faith daily and ask that you assist in your child's religious instruction at home and by your attendance at Sunday Mass.

The Talented and Gifted Program (TAG)

The Middle School has a one-hour weekly program called TAG. The purpose of TAG is to expose the students to experiences beyond what is covered in the regular curriculum. The Academic Decathlon Team, and the permanent editorial staff of the newspaper meet during TAG. Those students not involved in these activities are divided into smaller groups and participate in a four or eight-week rotation of "mini-classes" taught by teachers. Examples of classes offered are: drama, art, engineering projects, and chess.

Accelerated Math/Middle School

The students who demonstrate ability to work at a higher level and faster pace in math, as determined by their previous year's math grades, their STAR Testing scores and teacher recommendation will be in accelerated math classes. Seventh graders who qualify will take 8th grade math, eighth graders who qualify will take Algebra.

Differentiated Instructions

To work towards best meeting the needs of all students, Holy Trinity School differentiates instruction, most especially in reading and math. Assessment is a critical component of Differentiated Instruction. We will use the results of the STAR Assessments, and we will pre-assess students before the learning, to better plan and teach what students need to know, understand, and do.

Middle School Service Requirement

In keeping with Holy Trinity School values "providing every student with excellent academic instruction, Catholic teaching, moral development, and problem solving skills, all with a strong emphasis on social justice, working towards equality for all," all middle school students are required to fulfill a service hour obligation. Service hour requirements vary by grade and must be submitted via service hour form available at the start of the school year. Authorized hours are at the discretion of the principal. Hours are tracked by the religion coordinator.

6th grade- 4 hours

7th grade- 6 hours

8th grade- 8 hours

Evaluation

1. Homework

Homework allows a student to practice skills learned in the classroom. It is assigned to reinforce material already taught and to foster habits of independent study. Homework also is assigned to foster higher level thinking skills. Students are asked to gather information, analyze, synthesize, create, and edit. Parents can greatly help their child by seeing that they do assignments in a place conducive to promoting good study habits. Each teacher will explain his or her homework policy at the Back to School Night held at the beginning of the school year.

Time allotments for homework for the average student are as follows:

Grades K and 1st	Not to exceed 30 minutes
Grades 2 and 3	Not to exceed 45 minutes
Grades 4 through 6	Not to exceed 90 minutes
Grades 7 and 8	Not to exceed 2 hours

2. Grading Policy

The primary purpose of evaluation is to determine the extent to which a student has achieved success in mastering standards for each subject.

Holy Trinity School uses an online grading program (SchoolSpeak) which allows parents to monitor their student's grades at all times. Parents receive a password that allows access to their child's grades. The password will be e-mailed.

Teachers use a variety of assessments to determine a student's mastery of material learned: written assessments such as tests, essays, and quizzes, and projects and class participation. Parents are notified of students' progress through a variety of methods: packets home, graded papers, tests that require parent signature, and online grades at SchoolSpeak.

Grades 1 through 8 receive report cards at the end of each trimester. All grades receive a Progress Report once during each trimester. Progress Reports and Report Cards will be available to parents on SchoolSpeak. Parents are required to sign-off, indicating they have viewed the student's report. If a student is receiving a D or F grade, a hard copy will be sent home which requires a parent signature to be returned to school.

Kindergarten receives a Progress Report at the end of the 1st and 3rd trimester Progress Report. One copy is sent home each quarter. Parents are to sign the envelope, indicating they have seen the card and return the signed envelope to school.

An average of the Report Card grades become part of the student's permanent record and is placed on the cumulative record card.

3. Testing

The Archdiocesan Superintendent of Elementary Schools is responsible for conducting a comprehensive testing program in all elementary schools of the Archdiocese to insure a constant evaluation of pupil progress. The STAR Assessment will be administered in grades K-8; three times per year. Grades 5 and 8 are given the ACRE religious assessment test. All test results are used by the teacher and the school to evaluate needs and plan objectives to meet those needs.

4. Parent-Teacher Conferences

a. Parents will sign up at the Back to School Night for a conference conducted at the end of the first quarter. This conference session is mandatory for every student's parent. Additional conferences are not mandatory, but may be scheduled upon request of teacher or parent any time a conference is desired. To request a conference with your child's teacher, please send a note to the teacher or phone the office. A conference time will be set up at a mutually convenient time.

b. Holy Trinity School maintains business hours from 7:30 am to 3:30 pm, Monday through Friday (7:30-2:30 on Fridays). It is asked that the principal/faculty/staff's privacy after working hours be respected and that contact with principal/ faculty/staff members be made through voice mail. Parents are not to contact teachers on their phones. Faculty/staff and/or Administration will make every effort to respond within one business day.

5. Retention

The decision to promote a pupil to the next grade or to retain them in the present grade will be based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional and social factors.

In the event that retention is under consideration, the following guidelines will apply:

- a) The teacher is responsible for consistent evaluation, documented communication to families and implementing various strategies to address students demonstrating difficulties with content and/or behavioral concerns. The teacher should notify the parents of what is being observed in the classroom and notify the parent of the need for additional help outside of the regular school setting. The teacher will make every effort to provide assistance and/or accommodation in the classroom.
- b) The teacher should make the principal aware of any student that is consistently demonstrating difficulties with content and/or behavioral concerns. With the approval of the principal, the teacher should inform the parents regularly during the 2nd and 3rd trimester of the pupil's progress and a possibility of retention.
- c) Retention is more successful in primary grades than in intermediate or junior high grades; therefore, the primary grade teacher should diligently monitor the student who is demonstrating difficulties with content and/or behavioral concerns to allow ample time for strategies to be implemented, monitored and adjusted as needed before the student reaches those grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.
- d) In the case of a pupil with a severe learning problem it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and recommendation to transfer might be necessary.

An 8th grade student must have a minimum of 65% average for the entire year on the report card to receive a diploma.

Student Placement

Much thought goes into placing students into the sections. Teachers work together to ensure classes are as even as possible, taking many factors into consideration. For this reason, requests are not accepted.

STEP (Support Team Education Plan)

The purpose of a Step Meeting is to identify learning difficulties and seek ways to compensate for these difficulties. The team works for a positive outcome of healthy psychological, social, and moral growth for the student. It furnishes an opportunity for the students, parents, teachers, the resource specialist, and the administration to seek understanding of the child and his/her problems and together find a means to a solution.

How to Request a Minor Adjustment Pursuant to Section 504 of the Rehabilitation Act of 1973

If you feel that your disabled child needs a minor adjustment to enable him/her to participate in the general education curriculum of the school, please talk to your child's teacher and/or the Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

DISABILITY DISCRIMINATION COMPLAINT AND REVIEW PROCESS FOR STUDENTS AND THEIR PARENTS OR GUARDIANS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits Discrimination on the basis of disability. The purpose of this Complaint and Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the school arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint and Review Process is to be free from restraint, coercion, discrimination or retaliation in any form. You should use the Complaint and Review Process when issues arise at the school relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the school staff.

Section 3 Discipline

Discipline Policy

Discipline is necessary to provide a classroom environment that is conducive to learning. Students will be treated fairly and with respect. It is expected that they treat persons in authority with due respect and learn to be responsible for their actions.

In most instances when rules are broken discipline will be handled by the individual teachers. Each teacher has a discipline plan, which is on file in the principal's office and is distributed to parents at the Back to School Night. The Middle School, as a unit, has one plan. See page 35.

Although these plans differ from teacher to teacher, generally the student is warned of the first offense; the student will receive a consequence for each offense after the first.

When a student has done something which a teacher considers very serious, the student will be sent to the principal's office. Generally, a first visit to the principal will result in a Behavioral Referral, with a consequence. The principal keeps a file on all referrals. Every time a student is sent to the principal, the discipline files from previous problems will be checked. If a warning has previously been issued, a suspension will result, if warranted.

All disciplinary actions taken in the principal's office are documented and parents receive a copy of the Behavioral Referral.

This school maintains a hands to oneself policy. Pushing, shoving and/or fighting will not be tolerated. All parties involved will be suspended for each incidence of fighting and physical contact which results in injury to others.

When a student has continued problems in the classroom or on the yard, they will be referred to the Discipline Board. The board will meet with parents and the student to find avenues that will help the student to improve in an area of weakness. Recommendations will be made. If the recommendations of the team are not met, or if no improvement occurs, the student may be asked to withdraw from the school.

Probation

If a student is placed on probation due to disciplinary problems, that student will lose any privileges, such as extracurricular activities, field trips, special functions, and could affect the opportunity to receive awards and scholarships.

Detention

Detention will be given for, but not limited to, the following:

1. Disrupting the learning environment. For example, inappropriate noises or actions, or excessive talking.
2. Disrespect of teachers, other students, or school property. For example, refusing to follow directions, responding to the teacher with a disrespectful remark, manner or tone of voice, behavior which is considered harassing to other students, or inappropriate language.
3. Excessive tardies
4. Chewing gum on school campus
5. Repeatedly having to be reminded of correct uniform

Detention is to be served on the assigned day unless the student has a previous medical appointment and the parent notifies the teacher. If this is the case, the detention will be served the next day. The length of the detention is 15 minutes in grades 1-3 and 30 minutes in grades 4-8. A missed detention will result in a 2nd detention.

Gangs: Membership/Involvement

Membership in, active involvement in, or affiliation with a gang or group is grounds for expulsion.

Cheating

Cheating will result in a grade of zero on the assignment and a detention will be issued.

Discipline Board

The Discipline Board at Holy Trinity School serves to seek ways to help students who frequently disrupt the learning process or are having ongoing problems complying with the regulations of the school.

Appearance before the team for a discipline concern is a very serious matter and occurs when a student has repeatedly failed to respond to correction or has committed a serious violation.

Appearance before the team leads to a written and signed agreement between all present as to the nature of the problem and the course of action taken. It will specify behaviors expected of the student with possible consequences. The appearance could result in suspension, probation or a request that a student be withdrawn.

The Discipline Board is composed of the Principal and the Vice Principal as permanent members. The student's teacher will also be a member of the team.

Waiver of Policies

The principal is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulations.

Middle School Discipline Policy

The faculty of Holy Trinity Middle School believes that discipline is necessary to provide an environment that is conducive to student learning. With this in mind, we have created a point system.

All students start with zero points. Students will have points added to their total for behavioral infractions. When a student accumulates 75 points in a school year, the student is subject to removal from our school.

All Middle School teachers will follow the same discipline plan, keeping one total for each student. **The total points earned each trimester will be subtracted from 100, which will become the student's behavior grade.** Only one behavior grade will be given for each student on his or her report card.

Any time a student receives a C- or lower in behavior, the student will be placed on behavioral probation. While on probation, the student may not participate in extracurricular activities or special class activities, such as field trips, outings, etc.

At the beginning of the trimester, the student starts with 100 points for a behavior grade; however, the points accumulated will continue to accrue throughout the year. A running tally for each student will be kept for the year, but only those points earned that trimester will be deducted for the quarter's behavior grade.

For example, if a student accumulated 5 points, the behavior grade will be 95, A. If a student accumulated 15 points, the behavior grade will be 85, B-.

Every time a student receives a detention, 5 points will be added to the student's total.

Behavioral Referral to Principal or Vice Principal

A referral will occur for repeated detentions for any of the above reasons or for any action that is more serious than that which would warrant a detention. A referral to the principal or vice principal will result in 10 points being added to the student's total.

Suspension

A suspension will result in 15 points being added to the student's total. A student is suspended for fighting, pushing, shoving, using hands or feet in anger with the intent to hurt someone, or for a repeated violation of any of the reasons for a referral.

Comment Code on Report Card

Points will be accrued to the students total for the following

Any time a student receives # 7 - 16 as a comment on their Progress Report or Report Cards, 2 points will be added. If code appears more than once, student will receive 2 points for each time code is used.

Harassment, Bullying And Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form.

Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved.

For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks

- Using someone else's user name to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties.

Confidentiality will be maintained as much as possible.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

Section 4 Uniform Policies

We are a Catholic School; we expect all clothing will reflect this.

The principal will have the final decision regarding any uniform regulations or violations.

*As it is our school policy that students wear uniforms, we insist that the requirements are obeyed by all students. Full uniform is required the first day of school and every day until the last day of school. If parents are conscientious about observing their children in the morning, then we can expect the students will consider their appearance a matter of importance also. All students are expected to have a complete dress uniform and mass uniform as listed below. Uniforms are to be clean, neat, and in good condition. Students will be given uniform violation notices if out of uniform. Three violations will result in a detention.

ALL uniforms must be purchased at Norman's Uniform Store or obtained through the Uniform Exchange Closet.

1. Mass Uniform

Boys Tops and Bottoms

Short sleeve Oxford shirt with school embroidered logo on left arm.

Boys striped tie

Boys red V-neck sweater with embroidered logo

Navy twill flat front pants (regular uniform pants) with black or navy belt (belts for grades 2-8)

Girls Tops and Bottoms

Grades K-3

Short sleeve Peter Pan collared shirt with navy cross neck tie

Plaid jumper

Girls red cardigan sweater with embroidered logo

Grades 4-8

Short sleeve Oxford shirt with school embroidered logo on left arm (Grades 4-8)

Navy necktie

Plaid skirt

Girls red cardigan sweater with embroidered logo

1. Boys-Daily Uniform

Tops

White, gray or red pullover shirt with sport collar with H.T. Logo.

Can be short-sleeved or long-sleeved

Shirt must be tucked in.

Only plain white undershirt may be worn under shirt

Shirts must be purchased at Normans for uniformity of color and must have the H.T. Logo.

Bottoms

Long Pants

Navy blue or twill pants worn at the waist, sized to fit. No baggy pants. Boxers must be worn at the waist and not visible through the shirt.

Short*

Navy blue dress uniform walking shorts worn at the waist, sized to fit.

Belt (Grades 2-8) (1st grade optional)

Solid navy blue or black belt

Sock

Solid white crew socks, no color. No anklets. Socks must cover the ankle bone.

Shoe

Predominantly black or NAVY blue. Shoes may have white stitching, white symbol, white

soles. **No other color is allowed.** No white toe caps and no high top or mid-top shoes, no platforms or rain boots will be allowed. (Shoes must be tied in the conventional manner)

Uniform shorts may only be worn from August through Thanksgiving holiday and again from St. Patrick's Day through June.

2. Girls- Daily Uniform

Tops

White, gray or red pullover with sport collar with H.T. Logo.

This can be short or long-sleeved. Shirt must be tucked in.

Shirts must be purchased at Normans for uniformity of color and must have the H.T. Logo.

Bottoms

Jumper/Skirt

Red plaid jumper (for K through 4) hemmed no more than 3 inches from the top of the knee measured. Navy modesty shorts must be worn under the jumper.

Red plaid skirt, (for grades 4 through 8) hemmed no more than 3 inches from the top of the knee measured. Navy modesty shorts must be worn under the skirt.

Skort

Blue, drop-yolk skort, worn as purchased and not shortened. For grades 3-5 only.

Shorts/Slacks

Navy blue uniform walking shorts or slacks. Shorts must be worn as purchased and not shortened. Must be purchased at Normans.

Belt (Grades 2-8) (1st grade optional)

Solid navy blue or white belt

Shoe

Predominantly black or NAVY blue tie shoe. (**No Mary Jane or Slip-ons**) Shoes may have white stitching, white symbol, white soles. **No other color is allowed.** No white toe caps, no high tops or mid-tops, no platforms, or rain boots will be allowed. (Shoes must be tied in the conventional manner.) Kindergarten are allowed velcro and elastic laces.

Sock

Solid white crew, or knee socks (no lace/logos/decorations/color). Socks must cover the ankle bone. Footed white tights or knee high socks must be worn with the skirt or skort during the winter months.

Administration will have the final decision regarding any uniform regulations or violations.

Uniform shorts may only be worn from August through Thanksgiving holiday and again from St. Patrick's Day through June.

1. Physical Education Uniform

Grades Kindergarten through 3rd are not required to have a uniform.

Grades 4 and 5 are to wear the Holy Trinity logo P.E. shirt with uniform walking shorts or uniform pants.

Grades 6, 7, & 8 are to wear PE shirts and PE bottoms (PE shorts or sweatpants). ALL PE uniforms are sold through Normans. Charger Gear is not acceptable PE attire.

2. Uniform Accessories

The following items are accessories to the required school uniform and they are purchased and worn as a parent option. If the items are worn, the following regulations will apply:

The following are the only over garments that may be worn in the classroom:

Sweaters - only a red or navy cardigan or a navy V-neck pullover sweater

Navy blue quarter zip sweatshirt

Sweatshirts - must be navy blue crew necked - with H.T. logo in the front. Red zip up hoodie sweatshirt with logo. Navy blue pullover sweatshirt with logo. A navy blue & gray-snap sweatshirt jacket with school logo, may also be purchased and worn in the classroom.

Nylon Track Jacket, blue with white and red line

Hooded sweatshirts will be allowed. Hoods may NOT be worn inside.

Turtlenecks - for the cooler weather to wear under the uniform shirt or blouse - in plain solid white - no decorations/logos.

Jackets may be worn to school, but not in the classrooms. No professional or college sport team logos or bands may be on jackets. Normans sells a navy blue zip-up hooded nylon jacket with the HT Logo and hood (hood not allowed to be worn indoors).

The administration will have the final decision regarding any uniform regulations or violations.

1. Free Dress/School Functions Dress

This is also the acceptable dress for attending formal school events such as the Sports Awards Ceremonies, Academic Awards, plays, concerts, etc. Occasionally, students are given free dress. Students must be modestly dressed and will be sent home if judged otherwise. The following regulations will apply on these days:

Boys

Clean, neat pants or shorts and shirt (no bicycle shorts)

No T-shirts with bands, band names, skeletons or devils

No sandals, slides, slippers or boots

No tank tops (all shirts must have sleeves & necklines)

Pants or shorts must be the proper size fit. No baggy pants or shorts. The pants must fit at the waist and the waistband must be worn at the waist.

No board shorts or swim trunks

Hooded sweatshirts are allowed. Hoods NOT allowed inside.

Girls

Clean neat dress, skirt, pants or shorts and top (no bicycle shorts or snug fitting clothing)

No tight-fitting or "skinny" pants or jeans; no leggings without shirt or skirt coverage

No tank tops (all shirts must have sleeves & necklines)

No sandals, slides, slippers or boots

Shorts worn to school must be long enough to reach to the end of the fingers when arms are held straight at your sides or minimum inseam of 6 inches.

Shirts must be long enough to cover the midriff at all times.

Hooded sweatshirts are allowed. Hoods NOT allowed inside.

The principal will have the final decision regarding any uniform regulations or violations.

2. Miscellaneous Regulations

It is a good idea to have all articles worn or brought to school marked with the student's name.

Students are to arrive at school in full and correct uniforms daily. Uniform articles must be sized to fit-- no loose fit, baggy clothing, or tight fit. Students are to follow the dress code at all times.

A note is required from the parent if, for any reason, the student is not in the required uniform. The note will be valid for one day only.

Students who are in violation of the school's uniform requirements will be given a Uniform Violation Form. Three uniform violations will result in a detention.

Masks are not to be worn at school unless there is a medical reason which will require a meeting with the principal and a doctor's note. If it is deemed that a child must wear a mask they must wear the mask properly over the nose and mouth at all times except when eating or drinking.

Makeup, including but not limited to, lip gloss, tinted moisturizer, mascara, body spray/perfume/spray deodorant, artificial nails, pimple patches and fingernail polish may not be worn or brought to school. Hair spray, large hair brushes and other cosmetic type articles may not be brought to school.

Girls' hair must be cut and styled in a manner which does not cover the face or eyes. The only hair decorations permitted are a simple red, white or blue, or combination of those colors, hair ribbon or hair clasp. **No distracting hairstyles and no hair coloring. Hair must be natural color. No bleach or highlights.**

Boys' hair must be cut and styled so the length in the back is shorter than the top of the shirt collar. Hair must be clean cut around the ears. The front should be cut above the eyebrows. **No distracting hairstyles and no hair coloring. Hair must be natural color. No bleach, highlights, faux hawk etc.**

Students are not to have their hair styled with symbols or words, Jheri curls or longer trailing hair in the back, shaved (entire head or on sides, cropped, or stepped). Extremes are to be avoided.

Jewelry for all students is limited to 1 ring, 1 necklace, 1 bracelet and 1 watch. Girls may wear 1 small pair of earrings on their ear lobes, (no hoop type). Boys may never wear earrings.

No professional or college sports team logos on items such as jackets, tee shirts, etc., are to be worn to school, except on identified days as deemed by administration.

Hats or head covering are never to be worn to school (except for Hats On Day).

We are a Catholic school. We expect students to come dressed in clothes that reflect our Catholic philosophy. Anyone not dressed appropriately will be sent home to change or will be given something from the uniform exchange to wear..

Administration will have the final decision regarding any uniform regulations or violations, including hairstyles.

1. Uniform Supplier Information

The following company supplies Holy Trinity School uniforms, and participates in the Scrip program. Please be aware that this company provides publicity flyers at several schools and parents should observe the regulations established for Holy Trinity.

School Uniform

Norman's
371 W. 6th Street
San Pedro, CA 90731
(310) 832-8342

Business Hours: Sunday (closed)
Monday through Saturday
9:30 am to 5:30 pm
normansuniforms.com

2. Uniform Exchange

Holy Trinity parent volunteers operate a uniform exchange. Uniforms are returned to the school and are available to those in need. Uniform Exchange will be available at Family Day in August and a request form is put in the Communicator periodically. There is no cost for these items.

The Uniform Exchange Closet is Open Tuesday's from 7:30 AM to 8:30 AM for drop off and pick up of uniforms.

3. Spirit Day

Every Friday is Spirit Day. On Spirit Day, students may wear any shirt that has a H.T. Logo. Shirt can be from choir, altar serving, sports, P.E., or any other school activity. The rest of the uniform must be worn correctly on Spirit Day.

Section 5 Health/Safety of Students

To provide the safest environment for our students, we maintain a closed campus. All visitors/volunteers are required to sign in at the office to receive a visitor's badge. All visitors must enter through the front door after 7:50 am.

Health Office

The Health Office phone number is 310-833-0703 ext. 206 and office hours are from 7:30 am to 3:00 pm, Monday through Thursday. (Fri. 7:30 am -12:30 pm)

Please note that all health-related forms, notes, etc., go directly to the Health Coordinator's Office and are considered confidential.

Attendance

Absences

A file is maintained on each student to record dates and causes of absence. If the student will be absent from school for any reason, parents must:

Call the Health Office at 310-833-0703 ext. 206 between 7:45 am and 10:00 on the day of the absence and provide a signed note to the teacher upon the student's return to school. Students need not report to the Health Office unless they were absent with a communicable disease.

OR You can use the Holy Trinity App to report your children's absence. App can be downloaded using your phone App/Play Store. Students who return to school without an excuse note will be marked as unexcused absence.

If the student arrives up to 30 minutes late, he or she is marked tardy. If a student arrives 30 or more minutes late, they are marked absent for half a day. If a student leaves 30 or more minutes before the end of the day, they are marked half a day absent. If a student is not physically in the classroom, he is absent. **Excessive absences are 5 or more in a year and can impact financial assistance, extracurricular participation and awards.**

No student who is absent from school on a game day for any reason other than a verified medical appointment or family emergency will be allowed to participate in a sport that day. If a student is absent on a Friday, this will apply to weekend events.

Tardies

The following rules apply to tardy students:

Students tardy at any time during the day must report to the Health Office for a tardy slip which must be signed by parents and returned to the Health Office the following day.

Tardiness is a disruption to learning. When a student arrives late, he or she has missed vital learning. A late student is also a disruption to the rest of the class especially in Middle School when students change rooms. Therefore, every time a student is tardy three times, he/she will receive detention. In middle school, a detention results in 5 points or a loss of points in the behavior grade.

Truancy

A student is considered truant if they are absent without a valid excuse for three full days in one school year, tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school will report truant students to the local public school district's attendance office or superintendent.

If a student previously reported as truant is absent again for one or more days without a valid excuse or tardy on one or more occasions without a valid excuse, the school will report the student as truant again. A student reported as truant three or more times is classified as a habitual truant and may face dismissal.

To address attendance concerns, the school will schedule a meeting with the parent/guardian and student during school hours to discuss the issue and develop an improvement plan.

Communicable Diseases

Communicable diseases must be reported to the Health Office. Parents will be advised by the Health

Coordinator when a communicable disease has been experienced in their child's classroom. Students who have been absent due to a communicable disease must have a permit issued by the Health Department, a physician, or a nurse before he/she is readmitted to school. Holy Trinity School follows all ADLA, LA County Department of Health and State of California mandates.

Health Record Card

Every student shall have a card on file in the Health Office. It is mandatory that the following information be noted on the cards:

Dates of poliomyelitis, measles, diphtheria, tetanus, pertussis, hepatitis B immunizations, 7th grade T-dap vaccine and varicella. Students will not be registered without an immunization record. Health Cards are obtained from and returned completed to the Health Office.

Health centers or personal physicians will provide parents with record-keeping booklets upon request.

Immunizations

The State of California, Archdiocese of Los Angeles, and Holy Trinity School policies require that all students entering this school for the first time must have immunizations before they are completely registered in the school. Children are admitted conditionally until all requirements are met.

A number of immunizations are required by law to protect the students, faculty and staff. These immunizations are listed below. Policies dictate that records be maintained in the Health Coordinator's Office on each individual. These records must show the type of immunization given, the date and physician's or designee's signature. If your child does not have an Immunization Record, please contact your physician or clinic.

Immunizations required by law are:

IPV/OPV (Polio)	4 doses at any age, but... 3 doses meet requirement for ages 4-6 years if at least one was given on or after the 4th birthday;* 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.*
Diphtheria, Tetanus Pertussis	Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses any age, but... 4 doses meet requirements for ages 4-6 years if at least one was on or after 4th birthday Age 7 years and older: Tdap, Td, or DTP, DTaP or any combination of these 4 doses at any age, but... 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one or more (Tdap) dose is required.
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses** both on or after 1st birthday* 7th grade: 2 doses** both on or after 1st birthday* Grades 1-6 and 8-12: 1 dose must be on or after 1st birthday*
Hepatitis B	Kindergarten: 3 doses at any age
Varicella	1 dose**** for children under 13 years: 2 doses for ages 13-17 years Effective July 1, 2019, 7th graders must have two immunizations
Tdap Booster (Tetanus, reduced diphtheria, and pertussis)	7th-12th grade: 1 dose***** on or after 7th birthday
Out of State entrants (grades 1-12)	1 dose for children under 13 years; 2 doses are needed if immunized on or after 13th birthday.****

Tdap Shot for 7th through 12th Graders

California middle and high school students must be vaccinated against pertussis (whooping cough). All students entering 7th through 12th grades will be required to show proof of a "Tdap" booster shot before starting school. This requirement applies to all public and private schools.

* Receipt of the dose up to (and including 4 days before the birthday will satisfy the school entry immunization requirement.

** Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

*** Two doses of the 2-dose hepatitis B vaccine formulation along with provider documentation that the 2-dose hepatitis B vaccine formulation was used for both doses and both doses were received at age 11-15 years will also fulfill this requirement.

**** Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement

***** Tdap, DTaP or DTP given on or after 7th birthday will meet the requirement. Td does not meet requirement.

As of 2-17-00 the Food and Drug Administration approved an alternative new formulation and regimen of Hepatitis B immunization which allows for a 2-dose series in some circumstances. If the new 2-dose formulation of the Hepatitis B vaccine is used, the immunization record must clearly note the "Both doses were 2-dose formulations" and include the "provider's signature".

If your child has not received all of the immunizations listed above, please make an appointment at once with your personal physician, clinic, or the County Health Department's Immunization Clinic. Take any records you now have with you. There are no grace periods for immunizations. Please make sure you bring your records of immunizations to the Health Coordinator's office.

Each Kindergarten and newly registered 1st grade student will be given a health form which requires a physical examination and physician's signature.

Correspondence from physicians must be presented to and kept on file in the Health Office.

Student Accident Insurance (Myers-Stevens)

The school carries accident insurance for each student. Claim forms will be kept in the school office. This insurance assists in the medical expenses incurred due to accidental bodily injury sustained by a student while attending school, while traveling to/from school, or while participating in a school-sponsored and supervised activity.

The Student Accident Insurance Program forms will be sent home in the Communicator Envelope for parents who wish to purchase additional coverage. Any parents who wish to purchase the optional coverages may do so by completing the application form, enclose the appropriate premium and mail directly to:

Myers-Stevens & Toohey & Co., Inc.
26101 Marguerite Parkway
Mission Viejo, Ca. 92692-3203
1 (949)- 348-0656
FAX: 1 (949) 348-2630

Leave School Permit

Each student who leaves the campus during school hours must:

Provide a note to the teacher from the parent/guardian which will be signed and forwarded to the Health Office.

Students will be released from the classroom and proceed directly to the Health Office once the parent/guardian is present.

Students will be picked up by the parent/guardian at the Health Office only. Parents must sign the Leave School form.

A valid California ID or Driver's License must be presented to check the student out.

Medical Appointments

A note from the parent/guardian must be given to the teacher, the morning of the appointment. The same Permit Slip procedure as previously presented will be followed. A valid California ID or Driver's License must be presented to check the student out.

Medication in School

The school shall not furnish medication. Students requiring medication during the school day must have current updated information on file with the correct school documentation on file. This includes cough drops, throat lozenges, and over the counter medications. Documentation signed by a pediatrician is required.

Health Services

Students in grade 4 through 8 will receive a Scoliosis test. Consent forms will be sent to parents. Dates and times of testing will be reported in the Communicator.

Students will be weighed, measured, and given an eye test at the beginning of each school year. Problems in any of these areas will be made known to parents by the Health Coordinator.

Special Health Concerns

Students who have severe allergies should have an epi-pen in the Health Office. All allergies should be noted on the Emergency card. There is a nut-free area designated on the yard for students with nut allergies. Diabetic students must have care instructions on file in the Health Office.

Parent Volunteers

Volunteers who work directly with students must have the following:

1. Be fingerprinted by the LA Archdiocese (<https://lacatholics.org/fingerprinting/>)
2. Take the Virtus Protecting God's Children for Adults Class (<https://lacatholics.org/education-and-training/>)
3. Must have your TB test up to date.

Section 6 Safety/Disaster Plans

Safety

Holy Trinity staff members will follow the procedures listed below:

Procedures in the event of a missing child

1. Send someone to notify administrator
2. Make a brief yet thorough check of the school grounds.
3. Call parents and anyone whose name appears on the emergency pick up card to check if they picked up the child.
4. If the first two steps fail in locating the child, IMMEDIATELY call the police, making available to them a picture of the child, age, height, and weight--descriptions that can be found in the Cum file.
5. Always fill out an accident reporting form/personal incident form and send it to the appropriate office or department.

Procedures in the event of a child collapsing during school time

1. Do not move the student
2. Check for breathing. If the injuries or condition of the student appears to be remotely serious, 911 is immediately called.
3. Send someone to notify the administrator.
4. A "First Aid Certified" staff member or teacher immediately attends to the student, administering first aid as needed.
5. Call the parents.
6. Always fill out an accident reporting form/personal incident form and send it to the appropriate office or department.

Procedure in the event that a student brings a weapon, especially a gun, to school.

1. Notify the administrator immediately.
2. A student may be suspended or expelled for acts including possession of harmful weapons or materials which can be used as weapons.

Disaster

Safety of School Buildings

Students are housed in buildings which meet Archdiocesan building specifications and are considered to meet safety standards. Staff members have emergency plans that will be followed in an emergency.

Parent/Guardian Provided Classroom Materials (See Appendix A)

An Earthquake Kit has been purchased for each student. The kit has a shelf life of 5 years and contains everything that a student would need for 3 days. Parents will pay a one-time fee of \$25 per child upon entering the school.

Crisis Plan

All staff members are familiar with the school's plan for a disaster. Monthly fire drills are held, and periodic drills are held for earthquakes and sheltering-in-place. All students and staff members participate in these drills.

Telephone/Communications

The school has the ability to notify you of an emergency through SchoolSpeak. Parents will be notified as soon as possible of any emergency situation. If telephones are operational following a serious earthquake, their use will be restricted to reporting medical, fire, or other emergencies. Please do not call the school. Information for parents will be released by local radio and television stations and through SCHOOLSPEAK and through the HT App. Emergency information will also be sent to parents on SchoolSpeak. Parents will be advised through this media, of local school conditions, dismissal times, and various disaster procedures.

Dismissal

In the event of a major earthquake or other disaster, school will not be dismissed and students will remain under supervision of school authorities until it is determined by the Administration that dismissal is warranted.

Picking Up Your Child When Dismissal is Determined

No student will be released to anyone other than his or her parent/guardian except those:

Adults noted on the Emergency Release Form who will be asked to provide identification, their signature, their destination, phone number and address.

If the administration feels that students can best be kept safe, by relocating to a safer location, the students will be moved. If possible, this information will go out to parents through SchoolSpeak or be posted on the front door or school fence.

Students are assigned to certain school personnel and the personnel should not be asked to locate students not assigned to their care.

Please minimize the possibility of a traffic jam and facilitate the smooth release of students by walking to school if possible. If driving, the traffic flow plan previously presented must be followed.

Disaster Plan - Student Pick-Up

All students, K through 8, will assemble in the main yard unless alleyways are impassable. If alley access is hazardous, Kindergarten will assemble in the K yard.

Parents should go to the entrance gates on Santa Cruz Street and tell a staff member the student's name which they are picking up. Students will only be released to persons authorized on the Emergency Release Form. **DO NOT ENTER THE SCHOOL YARDS.**

Whenever there is a local emergency situation, this school will follow the Archdiocese of Los Angeles directives regarding classes for the day, regarding school schedules.

Traffic should flow in the direction indicated on the diagram on page 12. It is the same as the drop-off/pick-up.

Section 7 Drop off/Pick up

*Increased traffic during drop-off and pick-up puts the safety of our children at risk. Please read these instructions carefully and follow the rules – even when you are late or in a hurry. You are required to sign a Traffic Drop-Off/Pick-Up Procedures Agreement in the handbook. These instructions are posted on the Holy Trinity website (<http://school.holytrinitysp.org/> Quick Links/Forms & Documents) so that you can share it with family members or friends that may be picking up your child(ren). **Thank you for remembering that the safety of our children is all of our responsibility.**

Traffic Drop-Off/Pick-Up General Procedure

We use the Main Yard on Santa Cruz Street and the lot on Walker Street for drop-off and pick-up. **The Sepulveda Lot is only used for parking.** If you park in the Sepulveda Lot, you must walk to the Main School Yard (on Santa Cruz) to drop off or pick up your children. The diagram on the following page illustrates where you can drive through and park before and after school hours.

All students must be picked up in the Main Yard or Walker Street Lot (4th and 5th only) unless they are walkers with written permission. Parents may park and walk into the Main Yard through the walking gates or the ramp near the gathering area of the church to pick up their child(ren). If parents pick up their students at the church gathering area, parents must come to the top of the stairs or lunch benches. Students will not be allowed to leave their line area until their parent is at the top of the stairs and visible to the teacher on duty. All foot traffic must leave the yard through the walking gates or the ramp near the gathering area, **NEVER THROUGH TRAFFIC GATES.**

Morning Drop-Off : 7:35am – 7:50am (1st -8th grade) K is 7:45 am to 8:00 am

The school does not provide supervision before 7:35am or after 3:30pm. Any student on the yard before 7:35am or after 3:30pm will be checked into the Before/ After School program and parents will be charged a drop-in fee.

Students may be dropped off beginning at 7:35am. Drivers must enter both lots by way of a right turn. Pull up as far as possible toward the exit gate – there is only one line of cars. Students are to exit the car on the passenger side and the driver leaves the yard making a right turn onto the street. Please do not exit making a left hand turn.

NO FOOT TRAFFIC DURING SCHOOL HOURS signs are posted at the Santa Cruz yard entrance. Please do not walk your children through the entrance or exit traffic gates to the yard during drop-off.

Kindergarten students must be walked into the Kindergarten yard by parents. Cars are to park and walk children into the gate.

Grades 1-3 and 6-8 must be dropped off in the Main Yard or walked onto the school grounds.

GRADES 4 AND 5 ONLY (and their siblings) may be dropped off in the Walker Street Lot. Enter the lot by taking a right turn only. Do not make left turns into the lot from Walker Street. There is no parking on Walker Street during drop-off. Line up along the curb until it is your turn to enter the lot and pull forward as space becomes available. This allows cars to pass on your left on Walker Street.

The gate to the main yard closes at 7:50am. If you are in line for drop-off, you must park at a curb before letting your child(ren) out of your car. Do not allow children to exit from your car if you are double parked on Santa Cruz.

Afternoon Pick-up: 3:00 – 3:30 p.m. (2:45 for K) Gates lock at 3:30pm

Parents must wait outside until 3:00 p.m. or on the church landing. Any car waiting in the street to enter the yard is subject to a traffic ticket. Cars are not allowed to stop in the street without moving. **DO NOT ARRIVE**

BEFORE 3 PM, AS THE YARD IS CLOSED.

All cars must enter the Main Yard to pick up students by entering through the first gate on Santa Cruz by making a right hand turn only. Please stay inside the cones for students' safety. Pull as far to the top of the yard as traffic will allow. Students will only be permitted to get into the cars at the top of the yard. After the car is loaded, the car will be permitted to pass waiting cars on the left. Please do not yell or honk for students. Parents are asked to comply with the instructions given by faculty members who will be assisting with the loading process. Cars will exit the main yard by making a right hand turn only onto Santa Cruz Street. Please do not make a left-hand turn. Do not block the driveways of residents or the alley when in line. 'NO FOOT TRAFFIC DURING SCHOOL HOURS' signs are posted at the yard entrance. Please do not walk your children through the large main gates to the yard during pick-up. Instead, use the pedestrian gates to walk on to the yard.

DO NOT DOUBLE PARK, BLOCK DRIVEWAYS,, PARK IN A CROSSWALK, OR PARK IN A RED ZONE. Do not ask your children to walk to your car at a designated spot. If you are parking on the street or in the Sepulveda Lot, you must walk to the main yard to pick up your children.

Kindergarten students are picked up at the kindergarten yard at 2:45 pm. Students going to Daycare will be walked to the program by school staff. Any student not picked up by 3:00 will be taken to Daycare. Kindergarten day care will take place in the preschool building.

Grades 1-3 teachers walk their students to the main yard and all students must be picked up there. Please do not take your child out of line before the class stops at their designated spot on the main yard.

Grades 4 and 5 (and siblings/carpools) are picked up in the Walker Street Lot. Enter the lot by taking a right turn only. Do not make left turns into the lot from Walker Street. There is no parking in front of the church on Walker Street during pick-up. Line up along the curb until it is your turn to enter the lot and pull forward as space becomes available. This allows cars to pass on your left on Walker Street. Exit the lot via a right turn onto Walker Street.

- Do not make left turns onto Walker when exiting the lot.
- Do not double park, park across the street from the Sepulveda lot, park in a crosswalk, or park in a red zone. You will be ticketed/towed should we have traffic patrol on any given day.
- Do not ask your children to walk to your car at a designated spot.

Grades 6-8 are picked up on the Main Yard beginning at 3:10 p.m. Please do not arrive before 3:10 p.m. for Middle School students, as cars will not be allowed to wait in the yard. If you are picking up a younger child and a Middle School student, pick up the younger child first, exit the yard, and circle the block to re-enter the main yard, or younger siblings may stay on the main yard with their teacher until Middle School dismisses. Teachers are in the main yard until 3:30 p.m. (2:30 p.m. on Friday).

Walking Students

A signed form by both parents/guardians must be on file indicating students have permission to walk home.

Rainy Day Procedures

For rainy days, drop-off procedures do not change. Children will enter the building and walk directly to their classrooms instead of lining up on the main yard.

All students must be picked up in the main yard when it rains. You must follow the standard pick-up procedures for driving through the main yard to pick up your child(ren). Please drive slowly and carefully.

Commercial Transportation Service

Any student using a commercial transportation service must have current and appropriate paperwork on file with the school.

**MINOR PICK UP PERMISSION FORM AND RELEASE
FOR PARISHES AND SCHOOLS**

_____ (name of parish or school) (“Location”)
will not release a minor to a commercial transportation service that is not identified in this permission form.

I, _____ (name of parent/legal guardian), give my permission for _____ (name of minor) to be picked up from the Location or the Location’s sponsored event by the people or transportation service named below. I warrant that the transportation company identified below has a policy that allows the drivers to transport unaccompanied minors.

Name: _____

Address: _____

Telephone: _____

I agree to call the Location each and every time my child(ren) will be picked up by the above named transportation services and provide the Location with the name of the transportation service, the name of the driver and the license plate of the vehicle, if available. I will instruct the driver to provide a valid picture ID to the person in charge before my child(ren) will be released to the driver and further instruct the driver to sign my child(ren) out before they will be released.

I, on behalf of myself, my child(ren), spouse, heirs and family members, hereby release, discharge, indemnify and hold harmless Location, its administration, staff, employees, officers, volunteers, agents, and representatives from any and all claims, causes of action, liability or damages arising out of, or relating to the transportation of my child(ren) in accordance with this permission form.

Parent/Guardian Name (Printed): _____

Signature: _____ Date: _____

NOTE: This form is a supplement to any other pick up and release permissions the location may require.



Section 8 Day Care Program

Admission Policy

Students currently enrolled in Grades Preschool through Eighth in Holy Trinity School are eligible to participate in the School's Extended Day Care Program. Kindergarten students will be in the Preschool building and Grades First through Eighth will meet in the Commons located in the main school building.

*Days and Hours of Operation

Extended Day Care is offered when school is in session.

6:30 am - 7:40 am and 3:00 pm – 5:30 pm
2:00 pm - 5:30 pm Fridays
12:30 pm - 5:30 pm Minimum Days

Program Schedule

Before school care:

Drop ins are \$10 per child

Monthly prices are:

1 child - \$85
2 children - \$125
3 or more - \$160

After school care:

Drop ins are \$15 per child per day. Late fee \$15 for the first minute and every 15 minutes thereafter is \$20.

Monthly prices are:

1 child - \$205
2 children - \$330
3 or more - \$405

Before school program:

6:30 am-7:40 am

During the before school program hours, children are able to work on homework, play games, do art projects or just relax before class begins.

After school program

3:00 pm - 3:30 pm: sign in/social time/snack time
3:30 pm - 4:30 pm: homework
4:30 pm - 5:10 pm: outside play/art time
5:10 pm - 5:30 pm: clean-up/closing time

Schedule changes on Fridays due to early dismissal*:

2:00 pm – 2:30 pm: sign in/social time
2:30 pm – 3:30 snack time and homework
3:30pm – 5:30pm: Friday fun day

*Schedule subject to change

Insurance

Archdiocesan Elementary School accident insurance covers pupils during the times of the Extended Day Care Program.

Sign In/Sign Out Procedures

All students must be signed in/out by a parent/guardian or authorized adult (18 years of age or older) indicated on the child's Extended Day Care Student Release Authorization. A full signature, first and last name, as well as time of arrival/release is required. Children may only be dropped off/picked up by adults authorized to do so. Phone calls/messages to release children are not permitted. In an **EMERGENCY** situation, a parent may give temporary permission for a child to be picked up by someone other than the person on the release form, but this permission must be presented **IN WRITING** to Extended Day Care personnel.

For Before School Care, parents must accompany students to the Extended Day Care room and sign the child in. It is the child's responsibility to sign in at the After School Extended Day Care. Extended Day Care personnel will take attendance of all registered students. Children participating in other after school activities (copies of parental permissions for sports, tutoring, etc. should be on file in the Day Care office) must first report to and sign in at Extended Day Care, with a notation made as to their whereabouts. The child must return to Extended Day Care immediately following the completion of that activity.

Emergency Procedures

It is imperative that a form with emergency information that is complete and current be kept on file for every child enrolled in the Extended Day Care Program. The minimum number of emergency contacts listed, other than parent/guardian, is TWO. Staff must have accurate phone numbers for reaching those to be contacted, and these caretakers should have been informed that their names have been included and should agree to provide assistance if necessary. Parents are expected to inform Extended Day Care Program personnel of any changes in home/work address, telephone or emergency numbers.

Expectations

Extended Day Care is a privilege, not a right. Since the Extended Day Care Program is an extension of the regular school day, the same expectations for cooperation by students and parents are assumed. Families who consistently violate the policies and procedures of the Extended Day Care Program will be dismissed from the program by the Principal.

Parent responsibilities include:

- Completion of all Extended Day Care Program forms--Student Release Authorization. Medical Release, Family Agreement, etc.
- Support for program policies and procedures.
- Cooperation with Sign In/Sign Out procedures.
- Collaboration with the Principal and Extended Day Care personnel.
- Meeting all financial obligations in a timely manner.

Student responsibilities include:

- Respect for all staff, students and property.
- Use of appropriate language and voice level.
- Participation in all Extended day Care program activities.
- Keeping the Daycare room clean and neat.
- Consideration of others-sharing, taking turns, etc.
- Following Extended Day Care Program rules
- Asking permission of staff for restroom use.
- Remaining inside the Extended Day Care areas and staying with the group.

Section 9 Student Activities

No student will be allowed to participate in an activity which requires a fee if the family's account is not current.

Altar Servers

This program is open to boys and girls in Grades 4 through 8.

Athletics

The sports program at Holy Trinity School exists in order to further develop a student's physical skills, as well as, to contribute to the development of mental and social skills. Good sportsmanship is a high priority in our program. The ultimate goal is to produce well-rounded young men and women through the team process of working together to perform to the best of their ability.

The B programs, for students in 5th and 6th grades, are developmental and all students will play, although not necessarily equally. The varsity sports program for students in 7th & 8th grades is competitive. The coaches will play the game to win. Substitutions will be made when possible.

All students will be charged a fee for each sport they play. The fee will be determined by the number of games, number of tournaments, facility and referee fees. This fee will be between \$50.00 and \$150.00, depending on the above factors. This covers referee fees and equipment. Cost of uniforms is not included in this fee.

Baseball: When our school enters a team in a park league the school will pay the park fee. School will then bill the parent. Some sports could cost more than \$150.00, as the park charges a fee and the school charges a uniform fee.

In order to participate in any Holy Trinity sport, a student must maintain an academic grade point average of C or better. Grades will be monitored at each progress report and report card. Any student whose grades do not meet the criteria will be placed on probation at each monitoring period.

Only the solid subjects of Religion, English, Spelling, Math, Science, Social Studies (History, Civics), and Reading will be counted in this average. (This is so that an A in P.E., or Music does not negate an F in any solid subject.) However, a grade of C or better must be maintained in both behavior and work habits, regardless of grade average.

This is the grade scale used to calculate eligibility or probation (as well as Honor Roll):

A	=	11	C	=	5
A-	=	10	C-	=	4
B+	=	9	D+	=	3
B	=	8	D	=	2
B-	=	7	D-	=	1
C+	=	6	F	=	0

A grade average lower than C or a grade lower than C in behavior or work habits will result in probation. If a student is sent before the Discipline Board for behavioral reasons it will also result in probation.

A student who is on probation may attend practices and games, but will not be allowed to dress in uniform or to participate. The student will be given three weeks to bring the grade average back up to C. If this is not done in three weeks, the student will be suspended from the team. Removal or probation for disciplinary reasons will be at the discretion of the Discipline Board.

Confirmation of improvement must be provided to the AD by the principal in writing.

Implementation: Principal will be provided with names of team members by the Athletic Director as soon as a team is chosen. Principal will provide the Athletic Director with the names of students who are on probation as soon as progress reports/reports cards go home.

No student who is absent from school on a game day for any reason other than a verified medical appointment will be allowed to participate in a sport that day. If a student is absent on a Friday, this will apply to weekend events.

C Teams - 3rd & 4th Grades

Football
Swim (K-8)

B Teams - 5th & 6th Grades

Football; Girls Volleyball, Boys & Girls Basketball
Track - 4th - 8th
Swim

Varsity - 7th & 8th Grades

Football, Girls Volleyball, Boys Volleyball, Boys & Girls Basketball, Baseball, Softball, Boys & Girls Soccer, Swim, Archery.

CJSF

The CJSF motto is: Scholarship Through Service.

Holy Trinity school is a member, Chapter 126J, of the California Junior Scholarship Federation. This association, established by the State of California, gives recognition for high academic achievement and for service. Membership is limited to the 7th & 8th grade students, however the last trimester of the 6th grade qualifies the student for the beginning of their 7th grade. Grades earned in Algebra will not earn a higher point value.

A student must earn 12 points in a trimester from these 6 subjects.

Reading, English, Religion, Science, Social Studies & Math

A = 3 points

B = 1 point

No grade lower than C

Cheerleaders

Open to girls in the 7th & 8th grades. Parental permission is required for try-outs. There is a \$200.00 fee to be a cheerleader. Additionally, parents are responsible for 1/2 the purchase price of the uniforms. The parents/students must fundraise the balance. The squad cheers at various 7th & 8th grade sporting events, performs skits at assemblies, and other occasions as deemed necessary by the principal and moderator. Please see the Athletics section of this handbook for detailed information on academic and financial requirements.

Class Special Programs

Such as the K Thanksgiving Feast, 1st Grade Pet Show, 2nd Grade Grandparents Day, 2nd Grade First Holy Communion Retreat, 3rd Grade Passover Feast, etc. are for those children in the class, not siblings in other grades. Siblings will not be allowed out of class to attend.

Field Trips

Field trips are of educational or cultural value and directly related to the curriculum; therefore, it is mandatory that students attend these trips. A student experiencing discipline problems may not be permitted to attend and will remain at school and placed in an academic setting. Two field trips in a school year are the norm. The formal permission slip from the school must be on file at the school signed by the custodial parent before students are permitted to participate in field trips.

While the school depends on parents to pay the cost of field trips, no pupil will be refused because of financial problems.

Nothing is to be brought on a field trip except lunch.

When children travel in a car, on a field trip, any child under the age of six weighing less than 60 pounds must be secured in a federally approved passenger restraint system and ride in the back seat of a vehicle.

Parents are requested to not take students home early on a field trip day. Since field trips are of educational value, students do follow up activities upon arriving back to school. It is disruptive to our learning process when students leave early.

Chaperone

Chaperone must have all volunteer requirements up to date and on file in the main office. If you are not an approved chaperone you may not attend the field trip.

Chaperone Responsibilities:

1. It is the teacher and parent chaperones that set the standards of behavior and etiquette for the students.
2. NO younger siblings are allowed on field trips.
3. Parent Chaperones/teachers are expected to observe the same rules as the students
- no talking (or socializing with the other chaperones) during any of the presentations.
4. There is to be no shopping done on field trips.
5. Chaperones are expected to discipline the students to help them behave respectfully from departure until arrival back at school. Teachers should be notified immediately should problems arise or students fail to cooperate.
6. Chaperones should instruct students to sit on seats facing forward on the bus, maintain quiet voices, and keep hands and feet out of the aisle.
7. Chaperones should accompany those in their group to the water fountain and/or restroom.
(Chaperones should not leave their group unattended without notifying the teacher or another chaperone.)
8. Chaperones are to help supervise the play area.

Invitations to Social Event

Absolutely no invitations are to be passed out at school unless the entire class is to receive one.

Boy Scouts and Girl Scouts

This school supports the following scouting programs:

Daisy Girl Scouts	- Grade K
Brownie Girl Scouts	- Grades 1, 2 and 3
Tiger Scouts	- Grades 1
Cub Scouts	- Grades 2 through 5
Junior Girl Scouts	- Grades 4 and 5
Cadet Girl Scouts	- Grades 6 through 8
Boy Scouts	- Grades 6 through 8 (into high school)

Formation meetings will be held in September. Leader's name, meeting days/times/places, and other miscellaneous information will be available in the Trinity Tribune throughout the year.

Student Council (including TAF)

Students participate in campaign assemblies, primary elections and final elections where the students are able to study and participate in the electoral process.

The purpose of this organization shall be to promote good citizenship, to encourage a high standard of scholarship, to create school spirit, to demonstrate the practical application of democracy and to advance the welfare of the school and its members in every way possible. (Student Council Constitution, Article I, Section 2).

The same academic requirements apply for Student Council as for athletics.

TAF - (Together As Family)

Except for preschool, the entire student body is broken down into various families. Each family has a member from each grade, with the 7th and 8th graders guiding the younger students. Each family gets together approximately 3 times a year to practice their faith, work on projects, to help build school spirit, and to discuss

reaching out to help others. The projects center around doing things for other people, not just in school, but in the community around them as well.

Yearbook

The yearbook is a student-lead project worked on in TAG and after school. The committee meets throughout the school year in the Mac Computer Lab and is open to Middle School students. The editors apply for the positions; go through an interview process; and are chosen by the moderator. The committee members break up into four groups: finance, which sells ads and books; photography, which takes candid pictures and organizes photos; public relations, which advertises the ads and books; and layout, which designs the book using Adobe In Design.

Parents should note that the price of one yearbook per family is included under miscellaneous fees to be taken out of FACTS. Persons who support the yearbook by being patrons pay a fee which is not associated with their child's purchase of a yearbook. Parents are encouraged to purchase an additional yearbook if desired.

Student Awards

Monthly

Awards are given at monthly school assemblies. Parents are invited and encouraged to attend. Dates and times will be noted in TTT. Teachers will also notify parents if their child is receiving an award. The awards are given in the form of certificates.

Student of the Month

This award is given to students for excellence in academics, work habits and behavior.

Virtue of the Month Award

Each month we will be focusing on a specific Virtue. Students who are identified by their teacher as demonstrating those virtues will receive the award.

Virtues by Month- Sept.- Acceptance, Oct.- Responsibility, Nov.- Perseverance, Dec.-Generosity, Jan.-Cooperation, Feb.- Compassion, March- Self-Discipline, Apr.-Respect, May- Friendship

Trimester

Trimester Service Award (6th-8th)

This award is given to students who earn the most service hours in the trimester.

Accelerated Reading (6th-8th)

This award is given to a student in each grade who earns the top AR score for the trimester.

Trimester Principal's Honor Roll

Students in grades 4 through 8 having all As and A- in solid subjects, behavior and work habits have earned Principal's Honor Roll. Students may have nothing lower than a B in Music, PE and Computers.

Trimester Honor Roll

Students earning at least a 3.5 G.P.A. by having at least 4 As and 3Bs (3 As and 3Bs for Middle School) in solid subjects will be on the Honor Roll. Behavior and Work Habits must be at least a B. Nothing lower than a B in Computer, Music and PE.

Solid subjects are Religion, Reading, English, Spelling, Math, Social Studies, and Science. There will not be a Spelling grade in Middle School.

This is the grade scale used to calculate Honor Roll eligibility:

A	= 11	C	= 5
A-	= 10	C-	= 4
B+	= 9	D+	= 3
B	= 8	D	= 2
B-	= 7	D-	= 1
C+	= 6	F	= 0

Yearly: 8th Grade Awards

These awards are given to 8th grade students at Academic Awards. They should be seen as special; therefore, it could be possible that one or more of the awards would not be awarded in a particular year. Students receiving awards must receive a joint recommendation from their teachers as well as the approval of the principal.

General Excellence Awards

These are awarded to those students who have consistently shown outstanding effort toward achieving excellence in their studies and extracurricular activities. These students must demonstrate exceptional effort and quality of participation. It is understood that the recipients of these awards must have achieved more than high academic standing, good citizenship and good conduct. These individuals must display a clear Christian attitude toward their peers and to all others. All grades of A will be awarded a point value of 4.0. Grades earned in Algebra will not earn a higher point value.

Gold Medal

There may be more than one recipient of this award. Their GPA must be no lower than 3.90 and they must have no grade lower than an A in conduct.

Silver Medal

There may be more than one recipient of this award. Their GPA must be between 3.80-3.89 and they must have received no grade lower than an A in conduct.

Bronze Medal

There may be more than one recipient of this award. Their GPA must be between 3.70-3.79 and they must have no grade lower than an A in conduct.

Honors At Entrance

Honors at Entrance are awarded at the discrimination of individual high schools and are based on entrance examinations. These awards are provided by the high school they are attending and given to Holy Trinity to present.

Scholarships

Brooke Sailer Scholarship

This award is given to a student planning to attend a Catholic High School. The award is given to a deserving student who is always willing to try and give their best while leading with their faith and Christlike values.

HT Scholarships

Are awarded to students planning to attend a Catholic high school and who wish to be considered for the award. Parents will receive a notice with pertinent information regarding the intent to apply for the scholarship. The number and amount of these awards are determined by the pastor, principal, and 8th grade teachers. The principal will determine recipients using the criteria which follows:

- a. STAR Testing results
- b. Evaluation of the 8th grade report card
- c. Overall citizenship and attitude

Principal Overall Excellence Scholarship

Is awarded to the top student meeting the above criteria, who achieves at the level of his/her ability and earns nothing less than an A in character habits. This award is determined by the Principal.

Pins

Academic Subject Awards

Are awarded to students who have maintained an average of 3.75 in a core subject area. These students must also meet requirements for the citizenship award.

Note: Core subjects are: Religion, Reading, Language, Math, Social Studies, and Science

Enrichment Subject Awards

Enrichment subjects are: Music, Spanish, Physical Education, and Computers. These are based on persistent performance and are not determined by a student's grade point average.

CJSE

Those students who fulfill the state requirements receive a pin at graduation.

Outstanding Leadership Award

Is awarded to the student who is seen by the principal as having shown a consistent effort to share and improve their leadership qualities, especially those of initiative, consideration, cooperation and responsibility.

Citizenship Award

Is awarded to those students achieving a 3.75 in general conduct (behavior).

Student Government Member

Is awarded to those students who have served the student body for two trimesters as a member of the Student Council.

Yearbook Member

Is awarded to those students who have served on the yearbook for two trimesters in 8th grade.

Religious Service Award

Is awarded to those students in 8th grade who have achieved at least 12 recorded service hours.

Altar Server

Is awarded to 8th graders who are current altar servers at Holy Trinity

Seasonal Athletic Awards

These are awarded at two times, once in the winter months and again at the end of the school year, where students involved in the sports program are recognized. Awards are determined by the Athletic Directors, coaches of the various sports teams, and the principal.

Section 10 Miscellaneous Information

Alleys

The alleys will be closed during school hours.
Parking or driving is never permitted in the alleys during school hours.

Animals on Campus

Animals are not allowed on the school campus without special written permission from the principal. If permission is granted, the animal(s) must be confined or on a leash to ensure student safety.

Assemblies

Students are to approach assemblies quickly and quietly, accompanied by their teacher. Students are to observe the rules of politeness at all assemblies.

Bicycles

Are brought to school at the owner's risk and are to be parked and locked in the Sepulveda Street parking lot.

Campus Maintenance

Is everyone's responsibility. Students are expected to keep the campus clean. Trash receptacles are located in all playground and lunch areas.

Cell Phones and Other Portable Communication Devices

While cell phones may be brought to school, they may not be used at school. If a phone is out of the backpack, phone rings during school or student uses a device at school, the device will be confiscated and parents will be charged a \$20.00 fee to have the device returned. If the device is used a 2nd time, it will be confiscated and not returned. Personal devices and property that are brought to school are subject to search by school officials if there is a reasonable suspicion that a student is violating a law or school rule.

In the Middle School, the teacher will collect the phones each morning, store during the day, and return as school ends. To protect the privacy of our students, cell phones may not be out while students are on campus. Also, to assist in a prompt pick up after school, the phones must be in backpacks and students paying attention. Apple watches or any device allowing text messaging, recording, etc. are not allowed and will be confiscated for a \$20.00 fee.

Change of Telephone Number, Address, Emergency Contacts

As a condition of registration, parents agree to keep all phone numbers, addresses and emergency contacts updated on SchoolSpeak. In an emergency, the school will not accept responsibility for an aggravation of any injury due to incorrect or outdated information.

Collection of Money

No money may be collected for any reason without approval of the principal.

Communicating with the Office

An envelope is sent from each classroom to the office every morning. Anything you wish your child to get to the office can be given to the teacher first thing in the morning.

Deliveries to School

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments will not be delivered to class. Students can come to the school office during recess or lunch to pick up an item parents have delivered for them. Food/drink deliveries by outside companies (GrubHub, Uber Eats, etc.) are not allowed and will not be accepted on behalf of a student. A student who does not have lunch will be given something from the lunch program and parents will be billed accordingly.

Email

Parents can reach teachers/staff via communication form on the Holy Trinity School website or direct email if teachers have indicated on their syllabus that that is their preferred method of communication. Staff will respond within 24 hours or 1 work-day.

Flyer/Notices

Any function that is being planned as a school function (class, sporting, extracurricular, enrichment, or any other type of activity involving the school children as a function of being enrolled in Holy Trinity School) and/or is occurring on the parish premises or any property associated with the parish must have the approval of the principal.

The means of communicating such an event to school parents is via a notice in The Trinity Tribune or through a flyer sent to the classrooms that has been approved and initialed by the principal.

Students or parents wishing to send out or post notices of any kind must have permission from the principal's office. Notices are not to be attached to any painted surfaces or any electrical fixtures. All flyers must be approved by the principal.

Gum Chewing

Gum chewing is never allowed.

Invitations

Absolutely no invitations are to be passed out at school.

Lockers

Lockers are available for the use of students in grades 6-8. The lockers are the property of Holy Trinity School. No locks will be allowed. In order to keep them looking new for future students, students will only be allowed to use magnets on the inside of their locker for decorations; any other locker items will be left to the discretion of the middle school teachers. Nothing is to be taped, glued, or otherwise stuck onto the locker surface. The school has the right to check the lockers at any time.

Library Fines

The policy with regard to late books is \$.25 fine per school day. After the 4th notice, if the fine has not been paid, it will be doubled and every 4th notice thereafter until payment is received. Any student who loses a book is responsible for the full cost of replacement plus a \$10.00 processing fee. If the book is found & returned, the replacement will be refunded. The processing fee is non-refundable.

Limousines

Are not allowed to transport students to or from any school events.

Lunch Program

The cafeteria is open at recess and at lunch. Menu and prices will be published in the Communicator. Lunches are to be pre-ordered on a monthly basis. We will be able to add a lunch order if ordered by 8:30 am on that day. Any family that takes advantage of the emergency system by not paying will no longer be allowed to use it. Students are to eat lunch in the specified areas and are not permitted in the hallways during lunch periods. Food must be eaten and trash disposed before students will be permitted to play.

Students not purchasing hot lunch are expected to bring a lunch from home. In case of an emergency, lunches may be dropped off on the cart outside of the main office doors by the start of lunch time. If a student does not have a lunch, they will receive a lunch from the lunch program and parents will be charged. No soda, coffee, sugary drinks, shakes, or glass bottles will be permitted. No deliveries from outside companies will be accepted on behalf of students.

Messages

Messages are sent to the classrooms through the voicemail system. Parents need to make any travel arrangements with their children before dropping them off in the morning. Teaching will not be disrupted for messages.

Parish Center

Students are never allowed in the Parish Center except when accompanying a teacher.

Roller-skates, Skateboards, Roller Blades

Are never to be brought to school or used on school premises.

School Grounds

Students are never to leave campus for any reason without permission.

Student Photographs

Students are photographed at the beginning of the school year. The date will be published in The Trinity Tribune. A make-up day will be scheduled but every effort should be made to see that students attend school that day. An information flyer will be provided by the photographer and included in The Trinity Tribune.

Telephones

No student will be called to the office telephone except in an emergency. Students may not use the school telephones. Parents need to know what time events end and pick children up then. Students will not be allowed to use phones to call when an event is over.

If the school cancels an event or practice, students will be allowed to call parents.

Parent Activities/Meetings

The Pastor and Principal encourage all parents to participate in the school-sponsored parent association. Parent participation and support of the HTPA is appreciated. Meeting dates, times and locations of the various meetings and social events will be published in the Trinity Tribune. All parents are welcome and encouraged to attend HTPA meetings. By-laws are available in the school office upon request.

On occasion, meetings have been established to provide better communication between school and home to provide for a more enjoyable experience for parents and students during their involvement at our school. Parents are expected to attend the meetings called by the Pastor or Principal and sign in on the sheets provided, if applicable. These meetings will be publicized in the Trinity Tribune. If parents are unable to attend any meeting called by the Pastor or Principal, a note of explanation is expected.

Parent Scheduled Meetings

All meetings are to take place on parish facilities.

Room Parents

Room Parents provide an invaluable service to the school. They assist the teacher, provide activities for students under the direction of their teacher, and plan and carry out the function under the direction of the principal. Part of their responsibility in this role is to help contribute to a positive school environment.

Work Permits

No minor may work without a permit. Under certain conditions work permits are granted to students. Student work permits may be obtained from the Work Experience office in the local area. A copy of the signed work permit must be kept in the student's file.

Before signing a work permit for a student, the principal shall:

- Verify the information entered on the permit by the parent/guardian.
- Examine the student's records and consult the teacher for a record of satisfactory academic achievement to date.

Section 11

Assistance Program/Communicator Envelope

Three important goals of the Assistance Program are:

1. Reinforcement of the school/parish and Christian philosophy of giving one's talents and energy to help the school/parish.
2. Providing services which are not financially covered by tuition and fee.
3. Building and strengthening the home-school-parish community.

Questions should be addressed to Marsha Martinez, at ext. 204.

General Information

1. This program is not a volunteer program. Each family is required to participate.
2. Only hours completed by a student's relatives who are over the age of 16 may be recorded.
3. Hours are not transferred among families and friends
4. Recording of hours begins May 1st and ends April 30th.
5. Hours are not carried over from year to year.
6. Hours uncompleted fewer than 40 will be charged \$20.00 per hour.
7. Families joining the school after September will have their hours adjusted.
8. Only service hours performed for this school or parish, and no other school (whether public, private or Catholic), church or organization, will be accepted toward fulfilling the 40 hours.
9. When volunteering to help at a function that includes dinner, the dinner is not included.
10. Remember that whenever you volunteer for a specific duty (whether working an event or baking/cooking for a social event) you are being counted on to perform that task. If, for any reason you cannot fulfill that duty, it is your responsibility to arrange for a substitute and contact the person in charge of that activity to advise of your substitute.

Recording of Hours

1. Each family will receive time sheets in The Trinity Tribune and they will be available online via SchoolSpeak.
2. Time sheets must be completed, signed and returned monthly whether or not there are hours to report. Sheets not returned by the due date will not be accepted.
NO EXCEPTIONS
3. Include a receipt when donations are submitted for hours.
4. Be specific in detailing hours by indicating the date, time expended, activity completed, and for whom you worked. Obtain signatures of person in charge of the event.
5. Only the time sheets provided by the coordinator are used.
6. You may not give surplus hours to anyone.

Status Reports

1. You may go on SchoolSpeak at any time to view your hours.
2. Fees for uncompleted hours are due upon receipt of billing letter.

Assistance Program Guideline for Reporting Completed Hours on a Timesheet

The following is to be used as a guideline when reporting hours. Should you have any questions regarding any aspect of the Assistance Program, Marsha Martinez is the staff person responsible for this program. Her office extension is 204. All hours must be reported on monthly time sheets provided by Marsha. The donation of your time in unusual areas should be checked with Marsha. Only family members 16 years old and up may submit hours.

<u>Activity</u>	<u>Hours</u>
Parish activities:	
Eucharist Minister, Liturgy, Choir	15 minutes/per Mass
RCIA, RCIY, Pre-Baptismal (leaders)	actual time expended
Early Childhood (teaching & preparation)	actual time expended
Parish mailings	actual time expended

School activities:	
*Donations (receipt with time sheet) \$20.00 spent	1 hour for each
Baking:	
1 cake (2 layers); 1 sheet cake (13 x 9); 2 dozen donuts, 2 dozen cupcakes, 2 dozen cookies	1 hour per
Desserts, salads, hors d'oeuvres (serving 10)	1 hour
Main dishes (serving 10) Beverages, paper goods, supplies, snacks	2 hours 1 hour for \$20.00 spent (receipt needed)
Field trip chaperone	Bus departure/bus arrival
Classroom support	Actual time expended
HTPA Board	Actual time expended
Scrip Sales	Actual time expended
Coaching (practices plus games)	Actual time expended
Scouting programs (preparation and meetings --	Actual time expended

Activities Calendar

All calendar information will now be available on SchoolSpeak.

Trinity Tribune/Communicator Envelope

The major sources of communication between the school/parish/home are School Speak and The Trinity Tribune which is put out on the first of each month by Mr. DiLeva. The Trinity Tribune will be posted on SchoolSpeak and all editions will be kept up for the entire school year. Information you wish to be published in The Trinity Tribune must be emailed to Angela Perez at anperez@holytrinityschoolsp.com by the 15th of the month before it needs to go out. The principal reviews and signs weekly.

Every family will receive a Communicator envelope when there are things the school needs to distribute that cannot be printed (ex. fundraising order forms, picture day forms, etc.). It will also be used intermittently for various school events. Only Kinder students will receive the envelope every Monday. For all other grades, tear-offs, notes to the administration, properly marked fees/fines/Scrip orders, etc., may be transported to/from school/home in a sealed envelope via the child's backpack/folder. The staff is not responsible for theft, loss, or timeliness.

Please also note the following:

- a. When envelopes are sent home, parents are responsible for removing and reading the contents, signing/dating the envelope, and having their child return it to the classroom teacher the following day. Parents are responsible for reading The Trinity Tribune online.
- b. Students who fail to transport the envelope in a responsible manner may lose this privilege and parents will have to make alternate arrangements with Marsha for delivery.
- c. The Communicator Envelopes are the property of the school and are not to be defaced. Defaced envelopes are replaced at parent expense.
- d. The Communicator will not be used for business advertising. Information regarding educational or extracurricular activities will be permitted. Personal ads that the administration feels will benefit the school families will be permitted. The Pastor/Principal/Staff do not give references to, or endorse any individuals or groups other than those specifically recognized as members of the school or parish community.

Thank you for your support and for taking the time to read this handbook. If you have any questions please reach out to the Principal or Vice Principal.