

HOLY TRINITY SCHOOL

Parent- Student Handbook



WESTFIELD CAMPUS

Grades K-8
336 First Street
Westfield, NJ 07090
908-233-0484
908-233-6204 (fax)
officewc@htisnj.com

MOUNTAINSIDE CAMPUS

2yrd old-Pre-K & K
304 Central Avenue
Mountainside, NJ 07092
908-233-1899
908-654-6680 (fax)
office-mc@htisnj.com

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PURPOSE AND USE OF HANDBOOK

This handbook exists to foster the efficient operation of Holy Trinity School. It has been compiled according to Archdiocesan guidelines to inform you of school policy and procedures. Hopefully, it will serve as a ready reference to assist you in knowing more about the school. In appropriate circumstances, the principal may use his or her discretion to take action beyond those specified in the handbook. This handbook is not intended to create any additional rights for students or parents/guardians.

NON-DISCRIMINATION POLICY

Holy Trinity School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Holy Trinity School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. In the spirit of a faith-filled community, we are called upon to maintain mutual respect from all its members. Slander, harmful gossip and innuendo will not be tolerated, since it can destroy the very essence of the viability of Holy Trinity School. Participation in this kind of subversive, harmful activity will result in the termination of any association with the school.

AMENDMENTS TO HANDBOOK

This handbook is subject to change at any time when determined necessary by the school administration. If changes are made, parents/guardians will be notified promptly. Amended policy will be added to the online handbook.

HOLY TRINITY SCHOOL

--AN OVERVIEW--

Catholic Schools were founded as the result of a natural outgrowth of the core mission of the Catholic Church –to preserve the faith and develop a safe environment where students receive a rigorous education in both academics and religious values. Holy Trinity Parish has provided that religious and educational school serving Westfield and local communities since 1916. Holy Trinity Grammar School was established with a total of 130 students in six grades under the direction of the Sisters of Charity, Convent Station, New Jersey. In 1926, the school's building was extended to accommodate students through 12th grade. A new high school building was constructed in 1953. It is this building which now houses Holy Trinity Elementary School educating students in grades K-8. In 1991, Our Lady of Lourdes School in Mountainside, N.J., closed. A configuration of three parishes was established by the Archdiocese and Holy Trinity was renamed as Holy Trinity Interparochial School sponsored by Holy Trinity, St. Helen's of Westfield, and Our Lady of Lourdes of Mountainside. Student population increased at this time and eventually the building housed two sections of each grade from 1-8 and three sections of kindergarten. With growing enrollment, additional space was needed. In 2002, the Mountainside Campus of Holy Trinity School opened in the building formerly occupied by Our Lady of Lourdes School. Today it exists as an early childhood center which offers a variety of pre-K programs beginning at age 2, as well as a full-day kindergarten. Operating under the auspices of the Roman Catholic Archdiocese of Newark, Holy Trinity takes pride in its emphasis on Catholic identity, values, tradition, and academic excellence. As part of the Archdiocesan Strategic Plan for Catholic Schools (Lighting the Way) the name of the school has reverted to Holy Trinity School. RCAN's "Lighting the Way" campaign seeks to bring Catholic education to a wider and diverse population while maintaining its core values. Holy Trinity School will move into the future with the full support of the Archdiocese as it continues its tradition of providing a quality Catholic education to all who seek one.

PHILOSOPHY

“I have come in order that they might have life, life in all its fullness.” (John 10:10)

Recognizing Jesus as the source and the goal of all life, Holy Trinity School is committed to educating students in the light of the message of the Gospel. Its primary responsibility is to lead the students to the realization that Christ alone brings fulfillment. Thus, Holy Trinity brings to each of its children knowledge of Christ and His teachings. Every subject is influenced by faith experiences found only in Catholic education. The students' personal conduct, their relationship with others, their attitudes, their values, and their goals are interwoven with Christian beliefs. At Holy Trinity, the staff is committed to instructional programs that acknowledge the dignity and uniqueness of each individual. We seek to provide a systematic growth of knowledge and skill to prepare wholesome, productive members of society. In a Christian environment, Holy Trinity utilizes both traditional and innovative teaching methods, so that the students receive the best from each. While basics are stressed, there is ample opportunity for the “new” and “untried.” Individual differences are identified and met to enable each child to uphold a positive self-image and to work to his or her potential. The Catholic school provides opportunities for its children to grow spiritually, to acquire scholastic competence, and to develop the skills and discipline to prepare them for higher education. Holy Trinity directs its students to a God-centered life so that they can live the Christian life in a modern society.

MISSION STATEMENT

The Mission of Holy Trinity, a faith based community, is to educate our students to actualize their full, individual potential both spiritually and academically, while adhering to the tenets of the Roman Catholic Church. This will enable them to become responsible members of their families, high schools, churches, and communities, in an ever- changing world.

We believe that:

The Holy Trinity School community provides a model of Catholicity in action and deed, to reflect the love of Jesus.

Individual differences and needs are identified and accommodations are made to enable each child to reach his or her full potential.

- Service to others is an ongoing commitment of our students and staff
- Parents are partners in education
- Children are guided toward responsible behavior
- Education is an ongoing, lifelong process essential to success in an ever-changing world
- Our children are encouraged to be excited, creative, and reflective in their approach to learning

THE SCHOOL ADVISORY BOARD

The School Advisory Board advises the Principal who works collaboratively with the Pastor and the School Advisory Board of Holy Trinity School policy decisions.

The School Advisory Board rests exclusively in the areas of strategic planning, finance, facilities, marketing, and development activities. The School Advisory Board represents the educational institutions of the Archdiocese of Newark under the authority of ACES. The SAB will provide the leadership to foster an environment which promotes Catholic values, long-term strategic planning and financial stability. The role of the SAB complements and supports the school's mission to nurture through its religious and academic curriculum, and extracurricular programs the spiritual, moral, intellectual, physical and social growth of each student.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is an organization comprised of parents, guardians, school faculty, the Pastor, and the Principal. It facilitates communication and cooperation between school and the home in matters of purpose, policy, and procedure. Social events, fund raising activities, and the sports program form an integral part of home and school involvement. The HSA is managed by an executive board of elected officers and holds general membership meetings six times a year.

Responsibilities:

- ❖ To foster frequent and positive parent-teacher-child interaction.
- ❖ To encourage those specific areas of parental support required by the teachers in order to make the classroom instruction more effective.
- ❖ To generate fundraising activities to offset the expenses of the school and to make contributions to school in areas of academics, and extracurricular activities.

I ADMISSION OF STUDENTS

A. ADMISSION CRITERIA

Holy Trinity School gives this order of preference:

- Siblings of currently enrolled students
- Registered parishioners of Holy Trinity or any Archdiocesan parish that currently have siblings in the school.
- Catholic students registered in parishes that currently have no siblings in the school.
- Non-Catholic students

Physical Examinations-Physical examinations, including a complete immunization record, are required for all new students and all students in Pre-K & Kindergarten classes. Physical examinations are recommended in grades 1, 4, and 7. Sports physicals are required for all students in Grades 6, 7 & 8 who wish to participate in school sponsored athletics. The physical exam must take place within 365 days of the first practice session of the chosen sport. The sports physical form is submitted in place of the Holy Trinity School physical form.

Transfer Students - A transfer notification, the most recent report card, submission of the standardized test scores, and a letter of recommendation from the principal or teacher from the previous school are required. The principal will interview all transfer students and families.

Waiting List - If a grade is filled to capacity, a parent may choose to be on a waiting list. This is for one academic year only. Reregistration is required for the succeeding academic year.

B. TECHNICAL REQUIREMENTS

1. Age

- A birth certificate must be submitted for proof of age.
- The 2 year old class requires that the child be 2 years old on or before October 1.
- The pre-kindergarten 3 year old program requires that the child be three years old on or before October 1. Three year old students must be toilet-trained.
- The pre-kindergarten 4 year old program requires that the child be four years old on or before October 1.
- The kindergarten child must be five years old on or before October 1.

2. Catholic Students

Baptismal certificate and verification of reception of any additional sacrament(s) are required.

3. Health Requirements - Immunizations

DPT - a minimum of 4 doses is required, provided at least one dose is administered on or after the 4th birthday OR any 5 doses

Tdap – One dose of Tdap is required for all students entering grade 6.

Polio: A minimum of 3 doses of poliovirus vaccine is required (OPV or IPV). Provided one dose is given on or after the fourth birthday; OR any 4 doses.

Measles vaccine - One dose of a measles containing vaccine (Measles or MMR) is required on or after the first birthday. A second dose is required for pupils entering Kindergarten. Laboratory evidence of immunity (bloodwork) is also acceptable.

Rubella vaccine – One dose must be administered on or after the first birthday.

Mumps vaccine - One dose must be administered on or after the first birthday.

Haemophilus Influenza B (Hib) –

Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten:

Minimum of two (2) doses of Hib-containing vaccine is needed if between the ages of 2-11 months

Minimum of one (1) dose of Hib-containing vaccine is needed after first birthday.

Hepatitis B - Three (3) doses of Hepatitis B or laboratory evidence of immunity are required for all students grades K-8.

Varicella Vaccine (chicken-pox vaccine): - One dose of varicella vaccine on or after the first birthday or laboratory evidence of immunity is required of all students in every grade level (Pre – 8). Children, whose physicians or parents submit a statement of past history of varicella disease will be in compliance.

Meningococcal –One dose of Meningococcal vaccine is required for all students entering grade 6

Mantoux (TB) - Required for students transferring from another country without a documented Mantoux tuberculin skin test administered in the previous six months and students who transfer from specific locations as determined by the N.J. Department of Health and Senior Services.

Pre-School Students only:

The following additional requirements are now mandatory for attendance in New Jersey Pre-School programs:

Pneumococcal conjugate vaccine series (Pneumonia):– A minimum of 1 dose, given after the first birthday, is required for all children attending child care centers, Pre-school or Pre-Kindergarten classes.

Influenza Vaccine (Flu) – One dose of Influenza vaccine is required **annually** for children ages 6 to 59 months who are attending child care centers and pre-school. The dose is to be given between September 1st and December 31st in order to be in compliance.

II ATTENDANCE: IMPORTANCE OF ATTENDANCE

The Archdiocesan Administrative Manual requires that children attend school every day school is in session unless excused for a legitimate reason. However, parents are requested not to send children to school who have physical symptoms such as fever, severe coughing, sore throats, etc. Such symptoms interfere with the learning process and are also unfair to others with whom the student will come in contact.

B. POLICY REGARDING STUDENT ABSENCE

A parent/guardian must call or email the school no later than 8:00 a.m. to report a student’s absence. If no message has been received by 8:00 a.m., the school personnel will make a reasonable effort to reach a parent/guardian to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school s/he must present to the teacher a written excuse from a parent/guardian stating the student’s name together with the dates and reason for the absence. An absence of three consecutive days requires a doctor’s note.

Parents should not ask that their children be released from school except for an emergency or other serious reason. Such a request, when necessary, should be in writing. Leave of absence may be obtained from the principal for a valid reason upon a written request from parents. Parents take responsibility for completion of missed school work. Excused absences are for personal illness, death in family, or other justifiable and legitimate reasons. Vacations while school is in session are discouraged, and doctor and/or dentist appointments should be scheduled for non-school hours. If a student is absent from school because of illness or disciplinary action, s/he will not be permitted to take part in extracurricular or athletic activities that afternoon, evening or weekend if on a Friday.

If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. A student who is truant will be subject to discipline.

C. Freshman for a Day – It is important for the parents of our eighth grade students to be aware of Holy Trinity’s policy regarding “Freshman for a Day” programs. A maximum of two excused absences will be allowed for eighth graders to attend these programs. No excused absences are allowed for students in other grades. Students who attend “Freshman for a Day” are required to bring a note from a parent indicating the reason for the student’s absence. It is the responsibilities of the student to gather his/her work (including homework assignments) prior to the date of absence. All work must be made up on a timely basis.

Take your son/daughter to Work: An excused absence is allowed when a work place offers a program for the children of its employees. A certificate acknowledging participation is required.

D. SCHOOL HOURS

Westfield Campus - Assembly bell rings for grades 1 - 8 at 8:10 a.m. Students are considered late if they are not in the building by 8:15 a.m. If a child is late because of extenuating circumstances such as a doctor’s appointment, a school bus that is off-schedule, inclement weather, etc. the lateness will be considered excused. School is dismissed at 3:05 p.m.

Kindergarten students assemble by the side playground auditorium door. The door is open in the morning at 8:00 a.m. and closed at 8:15 a.m. The kindergarten is dismissed via this side auditorium door after school. Kindergarten attendance is 8:15 a.m.-2:45 p.m.

Mountainside Campus - Students may be dropped off in the morning beginning at 8:50 a.m.

Pre-kindergarten:

9:00 a.m.	11:30 a.m. - a.m. session
12:00 p.m.	2:30 p.m. - p.m. session

E. EARLY DISMISSAL - A written request for an early dismissal signed by the parent/guardian must be submitted to the office through the student’s homeroom teacher. Parents/guardians are personally required to sign the “early dismissal sheet” in the lobby of the main entrance.

F. FACULTY MEETINGS - The school faculty normally meets on a Friday of each month as designated on the monthly calendar. There is a 12:30 p.m. dismissal for Westfield students and a 12:00 p.m. dismissal for Mountainside students on these days. Additional changes and announcements of professional days will be noted on the monthly calendar which is distributed to the students and posted on the school website.

G. TARDINESS - A child coming to school late must report to the office before s/he is admitted to class. Parents should make an effort to have their child/children arrive on time in the morning. Continued, unexcused tardiness, 7 times in a marking period, constitutes a detention.

H. EMERGENCY CLOSING - Holy Trinity School will usually be closed for inclement weather conditions if the Westfield and/or Mountainside public schools are also closed. The principal may override the public school’s decision, if conditions warrant. Unplanned, emergency early dismissals or closings are usually the result of inclement weather, but may also be called in the event of extensive absenteeism due to contagious illness, some failure in the physical plant, or any an extreme situation. Announcements of emergency closing or delayed opening will be made via the School Message and on the school’s website @htisnj.com.

III, SUPERVISION

A. MORNING ASSEMBLY

Mountainside Campus - Parents may drop students off at the designated area in the back of the school starting at 8:45 a.m. Pre-kindergarten a.m. is dismissed at 11:30 a.m. at the back door. Pre-kindergarten p.m. meets at the rear door 12:00 p.m.

Westfield Campus – Kindergarten gather at the school’s playground side auditorium door between 8:00 – 8:15 a.m. **FIRST THROUGH EIGHTH GRADE** students assemble in the upper parking lot/playground. Teacher supervision begins at 8:00 a.m. The bell signaling line formation rings at 8:15 a.m. In the interest of safety **NO** active play will be permitted in the morning.

ALL STUDENTS who are driven to school are to be dropped off on First Street or the alternate drop off on Watterson Street. Bus students are dropped off on First Street in front of the school’s main entrance. In the interest of safety, no active play will be permitted in the morning.

B. INCLEMENT WEATHER - Morning Assembly

Westfield Campus - In the event that weather conditions are not conducive to playground assembly, all students will be permitted access to the school through the gym. The door on Watterson Street will be accessible from 8:00 a.m. to 8:15 a.m.

Mountainside Campus - During inclement weather all students come inside by way of the back door beginning at 8:50 a.m.

C. LUNCH PERIOD

Students stay in school for lunch unless a written request is submitted by the parent/guardian.

At the Mountainside Campus - Kindergarten and full day Pre-K 4 students are to bring all snacks and lunches from home. There is no cafeteria service at this campus.

D. LUNCHROOM REGULATIONS

The following rules have been developed at the Westfield Campus to insure a neat and pleasant place in which to eat lunch:

1. Students are led by a teacher and should walk to the cafeteria in an orderly manner.
2. Students should eat lunch at school in the same manner in which they would eat in their homes or public restaurants.
3. Trays are available for use when purchasing food. When finished eating, milk cartons and paper refuse must be placed in the trash container.
4. All students must remain seated with their respective classes during the lunch period.
5. The eating area must be clean before leaving the table.
6. Recyclables must be placed in designated containers.
7. Glass food and drink containers are prohibited.
8. Students will be allowed to use the designated lavatory in the cafeteria during lunch period in emergency situations.
9. Students are not allowed to return to classrooms during lunch period without teacher permission.
10. Holy Trinity (both campuses) is not a “peanut free” school, but there is a peanut free table in the cafeteria.

Any student may sit at this table as long as he or she does not have a lunch containing nuts or peanut butter.

If your child has a nut/peanut allergy but DOES NOT need a peanut free environment, please notify the nurse of this in writing.

E. PLAYGROUND REGULATIONS

The following rules have been developed to insure a safe environment for lunchtime recreation:

1. Tackle football, soccer, or other types of games of a dangerous nature are not permitted.
2. Students must stay within the sight of the playground supervisor.
3. Children are not to re-enter the building once they are on the playground without permission of the supervisor.
4. Students who misbehave on the playground are subject to disciplinary measures.
5. Children may not leave the playground in the morning, at recess, or at lunch time. When the bell signals the end of the lunch period, students will line up in grade order. The playground supervisor will direct them to the building in an orderly manner.
6. Teachers may come to the playground to pick up their classes or meet them at the school entrance and supervise them in the hallways.
7. Classes that have gym directly after lunch will be met by their teacher on the playground or at the teacher-entrance door.

F. DISMISSAL PROCEDURES

Westfield Campus - Students will be led by the teacher to the appointed location at the end of the school day. Students who do not take a bus are to leave the building through the main entrance. Grade 2 students leave via the front gym doors. Bus students will meet the supervising teacher at that appointed location. In the interest of student safety, running, ball playing, and active play on the grass are prohibited. Parents may take their children to the upper playground ground for active play. They are required to supervise the students. If a student is not picked up within a few minutes of dismissal, s/he should report to the school office and wait in the lobby until the student's ride arrives. If a parent is more than 15 minutes late students are requested to report to the school lobby and will be taken to Aftercare. Students are not to congregate in front of the auditorium doors.

Mountainside Campus - Students are dismissed from the field at the rear of the school at 2:30 p.m. The two year old class is dismissed from the classroom. When the weather is inclement all students will remain inside the school and be dismissed from the rear door.

IV. HOME-SCHOOL COMMUNICATION

A. BACK TO SCHOOL NIGHT

This night is designated in the early fall in order to introduce parents to the teachers and to familiarize them with academic philosophy expectations, and goals.

Representatives of the Home and School Association and the School Board are there to answer inquiries.

Information and volunteer sign up opportunities are also available.

B. APPOINTMENTS WITH SCHOOL PERSONNEL

Parents who wish to confer with the principal, teacher, or any member of the school staff must contact the office to arrange a mutually convenient meeting time. In order that the teaching schedule not be fragmented, parents are requested not to approach staff members during the school day without arranging an appointment beforehand. Staff members who wish to communicate with the parents of a student may do so by phone, letter or email to arrange a mutually convenient appointment. Teachers will not schedule an appointment at times that conflict with teaching or supervisory duties. When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

C. COMMUNICATION WITH PARENTS

Website – the school web site at htisnj.com is the primary source of information about the school. Weekly announcements, emergency announcements/closings, general information, faculty and family contact information and links, and most forms and calendars may be accessed through the school website. Access is limited to school families/faculty by user ID password which is changed annually. A printed school directory is also available and may be downloaded and printed.

When paper mail is required, it will be sent home weekly in a family envelope to be returned the following day. (The Mountainside Campus will continue with Kid Mail as best suits the schedules and needs of their youngest students and parents.)

All notices issued by school-sponsored clubs or organizations must be approved by the principal before they are distributed to the students.

All outside or school-related organizations that wish to issue information to parents or students must have the notices approved by the principal. These notices, if approved, will be distributed with a disclaimer indicating that Holy Trinity School does not endorse the product or the service. Individual parent conferences will be scheduled immediately following the first marking period for grades 1 - 8, in November for kindergarten, and late January for pre-kindergarten students. Parents are encouraged to request conferences at other times during the year when they feel it would be beneficial to them, the child, and/or the teacher. Parent concerns regarding a student should be directed first to the teacher. To seek a solution from another party is counterproductive, since it ultimately goes back to the teacher for clarification and resolution. Please make appointments to see the principal, early childhood director, or faculty through the secretaries or notes/email.

D. PROCEDURE FOR BRINGING MONEY TO SCHOOL

Money that is sent to school should be placed in a sealed envelope and identified with the child's name, grade, the amount enclosed, and its purpose.

E. CUSTODIAL AND NON-CUSTODIAL PARENTS

1. **PARENTAL RIGHTS TO SCHOOL RECORDS** - Holy Trinity School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

2. **COURT ORDERS AFFECTING PARENTS** - If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

3. **PICK-UP FROM SCHOOL** - The school will permit only the custodial parent, or her/his designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during, or at the end of the school day unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

F. ROOM PARENTS/VOLUNTEERS

The room parents at Holy Trinity School serve as liaisons between the school and the parents of their particular classes. They may be called on to assist the teacher in planning holiday classroom parties and arranging for chaperones/drivers for class trips. Room parents are responsible for making all necessary telephone calls or other forms of communication to parents such as requesting volunteers for a specific event. They also arrange for assistance from other parents for particular school occasions.

All school volunteers are required to follow the guidelines established in the Charter for the Protection of Children and Young People. These requirements apply to all coaches, scout leaders, room mothers, class trip drivers, and any other volunteers who are in a position where they would have the opportunity to be alone with a child. We are very grateful to all our volunteers who take the following steps to protect the safety of all our children:

1. Attend an Archdiocesan child abuse awareness seminar, periodic retraining updated every year on line or every 3 years in person.
2. Permit a criminal background check based on name, social security number and date of birth are required every 5 years.
3. Sign an acknowledgement of Archdiocesan policy with respect to minors and certain reporting obligations.

G. Tuition and Fees Policy for Holy Trinity School

Each family is responsible for meeting their financial obligations (tuition, fees, grocery gift card, EDC, etc.) in a timely manner according to the Schedule of Fees published for each school year. When a family fails to meet its financial obligations, payments are considered in arrears. The Administration has directed the school, as necessary, to withhold the August mailing with teacher and class assignments, report cards, diplomas or suspend educational services until all financial obligations have been met. When a family registers, a Tuition and Fee Policy Schedule for the current year will be explained. Included are tuition options and Grocery Gift Card program/buyout. Effective 2017 – 2018 most payments to school are automatic by deduction.

V ACADEMIC POLICIES

A. CURRICULUM/COURSE OFFERINGS

Mountainside Campus - includes a library, gymnasium/auditorium, and provisions for extended care and lunch.

Westfield Campus - facilities include a fully-equipped library, computer technology center, a science laboratory, art and music rooms, a gymnasium/auditorium, cafeteria, and provisions for before and extended care.

The school has a faculty of certified teachers, educating children from pre-school through grade eight. In addition to classroom teachers, the staff includes a full-time resource teacher, a librarian, computer, foreign language, art, music and physical education teachers, as well as full-time aides as enrollment dictates. Students who qualify are also eligible for Union County Educational Commission services.

At HTS the basic subjects are taught employing various educational techniques, audio-visual equipment and technology. Religion as an integral part of the curriculum is taught daily and permeates all aspects of everyday school activities. In addition Spanish, health, art, music, computer, and physical education classes are part of the curriculum. The clergy help students participate in liturgies and experiences which give positive expression to their faith.

All students are expected to demonstrate growth, especially in reading, mathematics, and English, the disciplines for which passing grades are the criteria for promotion. Consideration is given to each student when planning courses and enrichment. Provision is made for varied abilities along with periodic re-evaluations. A literacy reading program based in literature is taught beginning with kindergarten and continuing through grade 6. Literature is incorporated into the 7th and 8th grade reading programs. Reinforcement of skills and enrichment are provided on all grade levels with the use of trade books that reflect curriculum goals. The math program is designed to give differentiated instruction and structure learning appropriate to the development stages of the student. Steps become progressively more sophisticated as the students move to each grade level. Critical thinking, problem solving, and application are stressed along with mastery of basic operations in the math program. English is the third of the major areas of concentration. Grammar, mechanics and various writing techniques are stressed. Many interdisciplinary approaches are used which enhance other academic areas such as science and social studies. The interactive approach is employed in the humanities and sciences.

The Holy Trinity School computer lab is updated annually. All students in the school are given formal computer classes conforming to Archdiocesan requirements as well as additional computer use as individual grade schedules allow. All primary classrooms and elementary classrooms have at least one computer for students. Smart boards are installed in the classrooms and iPads and Chrome Books are available for class use.

All grades, Pre-K and elementary through 8, participate in physical education classes. Holy Trinity students have the benefit of cultural education - art, culminating with an annual exhibit; music, with a presentation of Christmas and spring concerts. Foreign language is introduced as enrichment for Pre-K. This curriculum is continued in Kindergarten through 6th grade. In the instance that a student is not able to continue with the demands of a world language in grades 7-8, alternative academic resources will be provided. STEM activity classes for all students have been incorporated into the curriculum.

The school library supports and enhances the curriculum, addresses recreational reading needs of the students, and assists students in learning to use the library, a necessary and integral part of creating lifelong learners. The library maintains a collection of approximately 9,000 books covering a wide range of reading levels and information. The library also maintains subscriptions to many children's periodicals which circulate. Reference materials are also housed in the library. In addition to print reference materials, Internet access is available for further research. The library is open during school hours from Monday through Thursday. Fines are charged for books that are overdue. There will be a charge for library materials that are lost or damaged.

There is an annual book fair and a Birthday Book program.

The Mountainside campus is afforded library services weekly.

Recognizing the importance of the formative years, the pre-school program offers a series of learning experiences which foster cultural enrichment as well as school and social readiness. Pre-structured activity centers include areas for block play, manipulative toys, literacy, science, a dramatic play and art centers which enable children to learn through play. Beginning in PK4, children have access to computer centers and introductory Spanish activities. Music, small and large muscle development activity, cooking and outdoor play, all lend themselves to the cognitive and physical growth of the young child.

Full day kindergarten is offered at both Westfield and Mountainside campuses. Following the curriculum established by the Newark Archdiocese, individual needs are met while the student develop more advanced readiness skills necessary to combine learning activities and direct instruction.

B. RELIGIOUS EDUCATION - NON-CATHOLIC STUDENT

The non-Catholic student is welcomed at Holy Trinity School. The non-Catholic student is expected to participate in religion classes and respectfully attend liturgical services scheduled for students during the school year.

C. HOMEWORK REQUIREMENTS

Assignments are given to reinforce and ensure independent mastery of subject matter taught in class and to provide enrichment. Parents are expected to supervise and check both written and study assignments. This is of great importance in lower and middle grades where study habits are being formed. The supervision should decrease and more independence be encouraged as the student progresses through the grades. Since homework may be counted as part of the student's grade, excuses will not be accepted, except for illness or other serious circumstance. Homework will be assigned on a regular basis. Parents should provide conditions conducive to carrying out homework assignments. They should help to some degree, but not do the child's assignment, since it is his/her responsibility. If the parent notices that the child is encountering extreme difficulty completing homework within a reasonable time frame, s/he should notify the teacher.

There may be rare occasions when a child forgets text books essential for home assignments. If the school staff is available (before 3:30 p.m.) the student will be allowed to retrieve what s/he needs. Children should be encouraged to write assignments and check that s/he has everything needed before leaving the school. Additionally, homework is posted daily on the homework link of the school's web site.

Text books will be provided for home use, if available, as necessitated by medical or academic concerns. If there is no availability, the parents can be provided with the information necessary to order them from an outside source.

HOMEWORK DURING ABSENCE - If parents wish, they may call the school office and request assignments. Teachers will send books and assignments to the office by 3:00 p.m. each day the student is absent (the homework link on the school's website can be referenced as well). Students are required to make up only the essential concepts of work missed during the days of absence. It is the responsibility of the student to see his/her teachers to obtain assistance. In the case of prolonged absence (more than 2 weeks) home instruction is advised. If there is advance knowledge of that absence, application for this service should be made immediately. Call the school office for information and application procedures.

D. EXTRA HELP

Teachers want all students to succeed in school. Whenever students do not understand what has been taught or are having difficulty with work, arrangements should be made to receive extra help. While a teacher may ask a student to come for occasional tutoring, a student may ask the teacher as well.

Parents should also recognize that some students may need help outside of the school day. Classroom teachers will work with a child's tutor in order to assure a unity of purpose.

E. REPORT CARDS/PROGRESS REPORTS

REPORT CARDS are issued three times per year for grades K – 8. Parents are asked to examine the card carefully, sign the envelope and return it immediately to the classroom teacher. Reports are retained by the parent.

PROGRESS REPORTS – Midway through each marking period, parents will be advised to review their child’s grade. However, the student may receive a failing or unsatisfactory grade on his/her report card if before the end of the marking period, school work is of poor quality. Parents should monitor students work consistently.

Parents of students in grades 4 – 8 have access to Power School, a vehicle for monitoring student grades. Each parent has been given an individual family password.

F. GRADING 4- 8

	CODE	
O Outstanding	A+ (97-100)	C+ (78-82)
S Satisfactory	A (92-96)	C (73-77)
I Improvement Needed	B+(88-91)	D (70-72)
U Unsatisfactory	B (83-87)	U Below 70 Failure

GRADING 1-3

E =	Exceeds	(High Understanding)
S =	Secure	(Understanding Demonstrated)
D =	Developing	(Growth Demonstrated)
B =	Beginning	(Beginning Stages)
N =	Not Yet Performing	(Assistance Required)

GRADING K

D =	Developing Normally
B =	Beginning Stages
N =	Needs Further Development

G. RETENTION

A student will be retained when there is reason to believe s/he will benefit from retention. As soon as the teacher is aware that there is a possibility of retention, a parent conference will be arranged. Every effort will be made to meet the student’s needs utilizing special services where they are required. If the principal, in consultation with the teacher, still deems that retention is necessary, every effort will be made to prepare the student and parents for the following year.

Conditional promotion will be considered for a student who fails a major subject (reading, math, English). Proof of remedial instruction must be submitted prior to the new school year, if promotion is to be realized.

H. RECORDS AND TRANSCRIPTS

VIEWING RECORDS - A parent/guardian has the right to view his/her child’s/children’s academic record, academic standardized test results, health records, and emergency sheet (emergency phone numbers, etc.). These records can be made available upon request, but the materials may not be viewed privately or removed from the school office.

GOVERNMENT RECORDS - Records attached to publicly funded services provided through the local Board of Education such as Child Study Team Reviews, Compensatory Education, Speech, ESL, etc. are the property of the local Board of Education. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Board. The school is not permitted to distribute this information to anyone, not even to a parent/guardian.

TRANSCRIPTS - Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the “sending” school. If a transcript must be given to a student or parent/guardian for any exceptional reason, it will be stamped “UNOFFICIAL” or “ISSUED TO STUDENT/PARENT”.

VI Field Trips

A. PROCEDURE

Educational field trips are encouraged for all school students. We are fortunate to be in an area so rich in opportunities. Information and permission slips provided by the school are sent home prior to the planned trip and must be returned to the school by the designated day. Children who do not return a signed permission slip may not participate. Cultural and educational programs appropriate to the curriculum are the guidelines by which the teacher makes the choice of field trips. Students may be denied this privilege, if there is a disciplinary problem. In addition if parents do not want their child to participate the child must be kept home and considered absent for the day.

B. TRANSPORTATION

On field trips, students may be transported by bus or private car. When parents provide vehicular transportation, they must have adequate insurance coverage. They must fill out a driver’s form provided by the office and return it completed before transporting students. All drivers are required to complete the Protecting God’s Children Program. In addition, all children who are passengers must wear a seat belt or ride in a booster seat according to state regulations. No student under the legal age may ride in the front seat of a car. Parents who transport students on field trips must drive directly to or from the designated venue.

C. Medications/Medical Need: When a student attends a school sponsored event (field trips, athletic competition, etc.) at which medication or specific medical attention may be required, the parent/guardian **must** attend the event. If the parent/legal guardian cannot attend, there is a risk that the pupil may suffer significant injury from lack of medication/medical attention and, the pupil will be excused from the event. Teachers and other school personnel are not appropriately licensed to administer medications or medical attention beyond basic first aid.

New Jersey law permits **specialty trained** teachers to administer certain medications in the event of a *life-threatening* emergency. N.J.S.A.18A:40-12.6 permits delegation for the emergency administration of Epinephrine (for life-threatening allergic reactions) and N.J.S.A. 18A:40-12.12-12.14 permits the delegation of Glucagon (for Diabetes).

This training is voluntary and the teacher must demonstrate to the trainer an adequate level of competence in administering these medications before being assigned as a delegate to a student.

New Jersey law (N.J.S.A 18A:40-12.3) permits the **self-administration** of medication by a student for asthma or other potentially life-threatening allergic reaction or illness. The student’s physician and parent/guardian must complete and sign the proper paperwork stating that the student has been trained in self-administration of their inhaler, epinephrine or glucagon. These are the **ONLY** medications, permitted by New Jersey law, which can be self-administered.

VII HEALTH AND SAFETY

All regulations and requirements in accordance with the State of New Jersey Health Department must be observed. Health Records will be kept up-to-date by the school nurse. Please cooperate with the school nurse when necessary information is requested. If pertinent information is not presented within a reasonable time, the student may not attend class until such data is procured. All health records are confidential.

Information pertaining to physical examinations and various health testing is submitted to the parents/guardians by the school nurse. Parental consent is required for health screenings. Referral slips will be sent to the parents/guardians containing any recommendations made by the school nurse.

In case of hospitalization or contagious illness, please notify the principal and school nurse immediately. If a student has any particular health problem or allergy, be sure to notify the principal and the school nurse so that this may be recorded on the student's health record.

A. HEALTH SERVICES - GRADES K-8

VISION AND HEARING - Students are screened for evidence of visual or hearing impairment according to state guidelines. Referrals for further evaluation by a doctor will be sent to the parents.

Vision Screening is done in grades K, 2, 4, 6 & 8. Hearing Screening is done in grades K, 1, 2, 3, & 7.

HEIGHT AND WEIGHT - Each student's height and weight are measured and recorded annually in Grades K – 8.

SCOLIOSIS - Students ten years of age and older are screened bi-annually, and parents are notified if further testing is needed.

PHYSICAL EXAMINATION - In accordance with the New Jersey School Health Act, physical examinations are required for all new students and recommended for those in first, fourth, and seventh grades. Pre-School/ Pre-K students should have a physical exam for submitted annually.

B. POLICY ON ADMINISTRATION OF MEDICATION

Holy Trinity School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

1. The parent/guardian must complete a written request for the Authorization to Administer prescribed medication at school.
2. Written orders are to be provided to the school from the private physician detailing the diagnosis or type or illness involved, the name of the drug, dosage, time or administering and length of treatment (weeks, months or school year) and the possible side effects. If the medication is to be given on a "p.r.n". or as needed basis, the order must clearly describe the conditions under which the medication is to be used.
3. Over the counter medication (non-prescription medications), will not be given in school without a doctor's order. Routine administration of over the counter medications is discouraged unless medically necessary.
4. The medication to be administered should be brought to the school in the original container clearly labeled by the pharmacy with the student's name and directions for administering.
5. The school nurse or parents are the only persons permitted to administer medication in the school.
6. On school trips, medication except epinephrine can only be administered by a parent/guardian. School staff cannot assume this responsibility even if authorized to do so by the parents.
7. The school nurse shall maintain the records or documentation for administering medication to students.
8. Students will be permitted to self-administer medication only for life-threatening illnesses or conditions such as asthma or allergies. The parent/ guardian should schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available at the school.

C. ILLNESS OR INJURY

The following procedure will be followed should a child develop a sudden illness while in school:

1. The student's temperature is taken.
2. The student's color and appearance are evaluated.
3. Notification is given to parents/guardians that the student is ill and should go home. When a student is picked up at school, either for illness, early dismissal, or emergency, the person coming for the student must report to the main school office and sign his/her name and the time of the child's leaving school.
4. If unable to reach parent/guardian, persons listed on the emergency card will be notified.
5. The student is not permitted to walk or take a car service home alone.
6. In the event of an extreme emergency or injury, if a parent/guardian is not available, the designated emergency contact will be called to accompany the student during transport.

The following procedure will be followed should a child sustain an injury in school or on school property:

1. If illness or injury is considered minor, first aid will be given, and the student will be provided with a place to stay until s/he is able to return to the classroom.
2. If it is judged necessary to have a student sent home, the parent will be notified to come to the school. When a student is picked up at school, either for illness, early dismissal, or emergency, the person coming for the student must report to the main school office and sign his/her name and the time of the child's leaving school.

Communicable Disease - The following procedure should be followed should a child contract a communicable disease:

1. Notify the principal and school nurse immediately.
2. Present to the nurse a certificate from the doctor stating that the student is able to return to school.

Conjunctivitis (Pink Eye) - Child must be on medication for 24 hours and present a note from the physician stating that the child is not contagious and may return to school. Discharge from the eyes must not be present.

Impetigo, Ringworm, Scabies - The child must be on medication for 24 hours and present a note from the physician stating the child is not contagious and may return to school.

Lice - If you find or are informed by the nurse that your child has head lice, it is required that you not send him/her to school until the completion of the first treatment, and after all nits are removed. The school nurse must check your child before re-entry.

Strep Throat - Child must be fever free and on medication for 24 hours and present a note from the physician stating that the child is not contagious and may return to school.

Cold - Child must be fever free without the use of fever reducing medication for 24 hours.

Vomiting or Diarrhea – **Please keep** the child home until 24 hours after the last episode. The child should be able to eat a meal without vomiting. If a student experiencing vomiting or diarrhea is sent home from school, the child is to be kept home the following day. Allow 24 hours for recovery.

Fever – Student should be fever-free for 24 hours – without the use of fever reducing medication.

Accidents - If an injury occurs over the weekend, seek medical help at the time. **DO NOT** wait until Monday for the nurse to evaluate the injury. The office is not equipped to diagnose or prescribe treatment that should be done by a medical doctor.

Excused Physical Activity If a child needs to be excused from a single gym class, a duplicate note is required. If a child needs to be excused for a period of time, a doctor's note is required stating: the reason for the restriction and the length of the restriction. If a student is not allowed to participate actively in gym class, s/he will not be allowed to actively participate at recess until cleared by physician.

Crutches/Assistive Devices: If a student needs crutches or other assistive devices during school hours, a note from the physician directed to the school nurse indicating the injury is requested. Proper use of the crutches on stairs should be given by the doctor.

STUDENTS WILL BE SENT HOME FROM SCHOOL IF THESE REGULATIONS ARE NOT FOLLOWED.

D. STUDENT ACCIDENT INSURANCE

The Archdiocese of Newark has purchased an accident insurance policy which is designed to help protect parents in Archdiocesan schools (grades pre-K through 12) against financial loss caused by covered accidents.

In the event that a student is injured due to a covered accident when participating in a supervised activity, the Archdiocesan policy will help pay expenses for required medical treatment which are in excess of benefits payable under any other insurance covering the student. Please contact the school office to file a claim.

A brochure briefly outlining the benefits and terms of the coverage is sent to parents.

E. SUSPECTED CHILD ABUSE OR NEGLECT

New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Child Protection and Permanency (Formerly DYFS) Services.

The Archdiocese takes very seriously any and all credible complaints of sexual misconduct by members of the clergy, religious, or lay staff of the Archdiocese. We encourage anyone with knowledge of an act of sexual misconduct to inform others and provide support to victims of sexual abuse.

For your information, a copy of the *Reporting Obligations of Archdiocesan Employees* is located on the bulletin board in the office. This document, and the procedures that the Archdiocese employs to investigate allegations of sexual misconduct, are also available on the Archdiocese of Newark website - www.rcan.org. We welcome your becoming familiar with these obligations and procedures. Individuals who wish to report an allegation of misconduct may do so by calling the Office of the Chancellor of the Archdiocese of Newark at 973-497-4009.

Newark has implemented the following requirements for all parish staff, school staff, and all volunteers who are in a position where they would have the opportunity to be alone with a child.

1. Attendance at an Archdiocesan child abuse awareness seminar, periodic retraining updated every year on line or every 3 years in person.
2. Permit a criminal background check based on name, social security number and date of birth required every 5 years
3. Signing an acknowledgement of Archdiocesan policy with respect to minors and certain reporting obligations.

F. ASBESTOS MANAGEMENT PLAN

The School's Asbestos Management Plan is on file in the school office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request. An inspection for asbestos-containing material is conducted yearly.

G. EMERGENCY CARDS AND FAMILY CONTACT SHEETS

An emergency card is issued each year to every student. This card contains the student's name, address, phone number, persons to be contacted in an emergency and the name of the family physician. It is important that parents complete and return these cards as soon as possible. Parents are requested to notify the school office whenever there is a change in the emergency information.

The Family Contact Sheet contains parents/guardian's home, work and cell phone numbers. The Family Contact Sheet is used by school personnel to contact families during the school day.

H. CRISIS PLAN

SECURITY/SAFETY DRILLS

School law demands that security/safety drills be conducted on a regular basis. Holy Trinity has an Archdiocesan approved plan which is on file with local emergency authorities. It includes procedures to be followed by the school population in the event of fire, intruder, tornado, bomb scare, hazmat or other evacuation emergency situation. A copy of safety and evacuation procedures is posted in each classroom and reviewed periodically.

VIII. DISCIPLINE

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at Holy Trinity School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate disciplinary action is within the discretion of the principal and/or the teacher. Consequences for uncooperative, disruptive, or unsafe behavior may take any of the following forms: conduct referrals or warnings, denial of privileges, detention, in-school suspension, out-of-school suspension, or expulsion. If a teacher finds it necessary to remove a student from the classroom because of disruptive behavior, the student must report immediately to the office. S/he will be reinstated to class after a conference with the principal/administrator and the teacher concerned. Parents will be informed of a child's chronic misbehavior. Actions, including behavior outside the school (including email, social media, or cellular phone activities and other such cyber-related misbehavior) which violates the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated and will be subject to disciplinary action. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a principal/parent/student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion, or may be denied readmittance to the school. If a student's behavior is generally disruptive, and uncooperative, it may be necessary to ask parents to choose another school for their child.

A. CENTRAL DETENTION

Central detention is served at the school on a date and time assigned by the administrator of the school. A detention is issued at least one day preceding the assigned detention date. Parents are expected to make arrangements for picking the child up at the end of the prescribed time. Saturday detention is issued after a student accumulates five regular detentions, or for one very serious infraction of the school rules. A teacher may detain a student within the school day for an infraction of classroom conduct or procedure. These classroom procedures are to be in general compliance with school regulations.

Some examples of school offenses are:

1. Disregard of school rules and policies
2. Use of profane language
3. Fighting, threatening, name calling or any other action which causes injury to another individual
4. Consistent failure to complete home or class assignments
5. Violation of uniform or grooming code
6. Abuse of school property
7. Continual disobedience to school rules related to the uniform code, uncovered books, chewing gum or other infractions
8. Misbehavior in class, hallways, cafeteria or playground, or during a emergency drills
9. Failure to obey a teacher's instruction
10. Loitering or disruptive behavior in the hallway, lavatory, stairwell, etc.
11. Failure to attend a teacher's detention
12. Accumulation of seven (7) unexcused late slips in a marking period
13. Direct disobedience or disrespect to any person involved in the educational process
14. Cheating
15. Use of tobacco, alcohol, or any other harmful, unauthorized drug
16. Possession of weapons, harmful or intimidating objects
17. Selling unauthorized items
18. Sexual harassment and/or immoral behavior
19. Disobeying school use policies for use of cellular phones, computers or other personal technology devices

20. Possession and/or sharing of sexually explicit materials
21. Forging a parent's signature
22. Cutting classes
23. Truancy
24. Bullying

B. SUSPENSION

A suspension is issued by the principal for the following infractions:
Any serious infraction of the disciplinary code as determined by the principal.

C. PROBATION

A student will be placed on disciplinary probation if s/he exhibits a pattern of non-conformity to the conduct code.
Automatic probation will commence:

1. After three Saturday detentions
2. Following a school suspension
3. Following any severe infraction of the disciplinary code

D. EXPULSION

Expulsion will be enforced by the principal only when all other means of discipline, including suspension, have been used and proven ineffectual. However, if in the sole determination of the school, a student's conduct or activity reflects such grave discredit to the school, or otherwise presents a definite impediment to the welfare and progress of the school community, the student may be expelled without the school having taken prior disciplinary measures. The written terms of probation, suspension, and expulsion will be given by the principal in conference with the student and parent/guardian. Violation of these terms will result in the dismissal of the student from Holy Trinity School.

E.BULLYING POLICY

Based on the guidelines established in the *Charter for the Protection of Children and Young People*, the Archdiocese of Newark.

Appendix #1 Bulling Policy

NOTHING IN THIS POLICY SHALL BE INTERPRETED TO PROHIBIT OR ABRIDGE IN ANY WAY ANY STATEMENTS OR EXPRESSIONS OF OUR CATHOLIC FAITH OR THE EXERCISE OF OUR BELIEFS AS CATHOLICS OR INTERFERE IN ANY WAY WITH THE TENETS OF OUR CATHOLIC RELIGION.

Flowing from the Christian vision expressed at Holy Trinity School, we are called to establish relationships which are grounded in love, compassion, reconciliation and justice. In witnessing Christian values, we reject ideas, beliefs, and behaviors which marginalize or victimize people. We stand up for the right as we declare a safe school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

As per September 1, 2011; P.L. 2010, CHAPTER 122, "Anti-Bulling Bill of Rights Act" Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds in accordance with law. The online activities and technologies often used by student engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras cell phone cameras and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, sexual orientation, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property or at any school-sponsored function, or disrupts the feeling of safety at school.

At Holy Trinity School bullying is viewed as a breach of the school behavior code. Any reports of bullying will be investigated and appropriate action will be taken. The response to bullying will provide:

- Guidance and other support to the victim
- Interviews conducted with sensitivity and due regard to the rights of all students concerned.
- Notification to parents or guardians of both parties for consultation according to the severity of the offense.

Factors that determine consequences:

- Age, developmental and maturity levels of the involved students
- Surrounding circumstances
- Nature and severity of the behaviors
- Incidences of past or continuing patterns of behavior

Implementation of consequences:

- Admonishment
- Temporary removal from the classroom
- Deprivation of privileges
- Classroom or administrative detention
- In-school suspension
- Out of school suspension
- Expulsion

Incidents of bullying behaviors should be reported to the teacher in charge. A teacher will take a calm, unemotional, problem-solving approach when reported by pupils, staff or parents/guardians. The teacher or principal will interview all parties involved and investigate to get accurate details before disciplinary action is taken.

In the current use of technology, parents are encouraged to have an active involvement with their child's cyberspace. This is an area that needs both supervision and restrictions from home. The perceived anonymity can draw out the negative aspects of the personality and create permanent psychological damage to the victim. Pictures and comments published on the internet are public and may be humiliating.

Annual programs, presentations, and class lessons on the subject will be implemented in school as a refresher of Christian values and expected behavior. This is necessary to update all avenues of communication.

IX UNIFORM REGULATIONS

PLEASE SEE THAT ALL CHILDREN ARE IN COMPLETE UNIFORM THE FIRST DAY OF SCHOOL

A. BOYS' DRESS CODE

Grades 1-4

- Navy blue twill trousers
- Navy socks
- White dress shirts (short or long sleeve)
- Navy pullover sweater vest
- School tie

Kindergarten

- Same as Grades 1-4, except that a long sleeve polo & cardigan is worn in place of the white dress shirt/vest

Grades 5 - 8

- Khaki trousers
- Navy, khaki, white or black socks (above the ankle)
- White dress shirt (short or long sleeve)
- Pullover or V-style cardigan (optional)
- School tie
- Boys' trousers require a belt

B. GIRLS' DRESS CODE

Grades K-4

- Tunic jumper - blackwatch plaid
- Navy blue knee socks
- White oxford blouse (short or long sleeve)
- Cardigan sweater (optional)

Grades 5 - 8

- Plaid kilt or skirt
- Navy blue knee socks, navy or black tights
- White oxford blouse (short or long sleeve)
- Navy blue sweater vest

Nail polish and make-up are not permitted. Sensible shoes should be worn by all students (no sneakers). Ludicrous fads in jewelry and hair styles (boys and girls) are not acceptable. Boys' hair should be neatly trimmed and off the collar. Boys are not allowed to wear pierced earrings. No visible body piercings or tattoos are allowed for students.

C. SPRING/FALL DRESS CODE

All students may wear uniform Bermuda shorts and knit shirts from September to October 15 and May 1 to the end of the school year. Bermuda shorts require a belt. For girls, a navy skort is offered in addition to navy shorts.

D. GYM UNIFORMS

Uniform gym sweat suits are required and worn over the uniform tee shirts and gym shorts as the "uniform of the day" on designated gym days. The uniform tee shirts and gym shorts may be worn alone on gym days during the summer uniform schedule. Sneakers along with above the ankle white sports socks are required.

Nonconformance to the uniform policy is considered an act of disobedience and, as such, is punishable by a lunch or school detention.

X. MISCELLANEOUS INFORMATION

A. BICYCLES

It is recommended that students below the fourth grade level not ride bicycles to school. The school assumes no responsibility for them. However, provisions have been made to safeguard bicycles by requiring them to be properly parked and locked in the bicycle rack in the walkway adjacent to the gym/auditorium. State law requires all students to wear helmets. Bicycles may never be ridden on school grounds. Skateboards, scooters, and roller blades are not permitted.

B. BRIDGE the GAP:

The “Bridge the Gap” fund attempts to help families in need lessen a tuition burden. Holy Trinity School has reached out to parishioners and those who value Catholic education. The scholarship fund assist, and enable, some families to maintain their enrollment. Families benefitting from your generosity will, remain confidential.

C. BUS TRANSPORTATION

Depending on the number of eligible children most local Boards of Education either transport or reimburse parents. The criterion for determining eligibility is that the child must live outside a two miles radius from the school. Students who come to school on the bus should return home on the bus unless they have a note from the parents stating otherwise. Riding the bus is a privilege. Improper conduct will result in that privilege being denied. Only regularly scheduled bus students are to ride the school bus. Bus students are to go immediately to the designated area as soon as they are dismissed from school in the afternoon.

D. CAFETERIA

Westfield Campus – Although students may bring their own lunches, a variety of lunch items, both hot and cold, are also available. Milk, juice and snacks may also be purchased. A menu which lists daily items and prices is distributed monthly and also posted on the school web site. I.O.U.s will be issued in emergency situations and only for lunch. Holy Trinity is **not** a peanut free school.

Mountainside Campus - No cafeteria services are available, students must bring their own lunches.

E. CARE OF SCHOOL PROPERTY AND BOOKS

In order to provide adequate care of textbooks, pupils of every grade must have all books covered and carry books to and from school in a book bag or other type of protective covering. Due to fire regulations, backpacks on wheels are discouraged. School property that is lost, damaged, or destroyed from student neglect will be repaired or replaced at cost to the parents.

F. CATHOLIC SCHOOLS WEEK

Mid-winter each year, throughout the United States, Catholic Schools Week is the occasion of special celebrations in recognition of the unique contributions of Catholic schools to our church and country. At Holy Trinity School, various events are planned to commemorate and focus additional attention on the school. Registrations for new students are accepted at this time, and school visits by parents and friends are encouraged. Specific details for each campus are distributed prior to Catholic Schools Week.

G. CHANGE IN RESIDENCE AND/OR PHONE NUMBER

When changes in residence, telephone number, or emergency contacts occur, please promptly notify the office.

H. CLASS PARTIES

The teachers may call upon room mothers to assist in seasonal parties that have been planned by the teacher. There is also individual birthday celebration policies set by some teachers. Parents should verify the teacher’s policy in this regard.

I. DONATIONS

Any family, student, or class that wishes to provide educational items for school use is encouraged to do so. There are many useful items that would benefit the school and the students. Examples of past donations include: money for purchase of wish- list items, computers and related equipment, library book selections, personal time, primary grade play equipment, and furniture.

J. EXTENDED DAY CARE

Before and after school care is provided five days a week at the Westfield Campus from 7:15 a.m. to 8:15 a.m. and from 3:00 p.m. to 6:00 p.m. Arrangements may also be made for half days. Supervision of homework, arts and crafts, and outdoor activities are part of the program.

K. LITURGICAL CELEBRATION:

Holy Trinity fosters a strong sense of Catholic Identity through Tradition and Ritual. Students at Holy Trinity attend Mass celebrated monthly by the clergy from Holy Trinity, St. Helen, and Our Lady of Lourdes. Communal Reconciliation is offered to the students during Advent and Lent as well. The Living Rosary is a traditional October activity in which 7th Grade students lead the reenactment of the Mysteries of the Rosary with meditations. May Crowning a paraliturgy honoring the Blessed Virgin Mary is held in May after all second grade students have received First Eucharist. Eighth grade students are chosen to crown Mary and the second grade, in their First Eucharist attire, act as an honor guard. Additional school-wide seasonal paraliturgies are celebrated throughout the year including All Saints Day, Thanksgiving, Christmas, and End of Year.

L. LOCKERS

Lockers are the property of Holy Trinity School and are provided as a convenience to the students. The school is not responsible for lost or stolen articles. Students may provide their own locks. A duplicate key or copy of the combination must be given to the office, and will be kept in the student's file. Lockers can be opened for inspection if believed to house any material illegal and/or detrimental to the health and safety of a student or the student body.

M. LOST AND FOUND

Articles found in and around the school should be turned into the school office where the owners may claim their property after proper identification. Parents should inscribe some form of identification on their children's belongings. Lost and Found articles not claimed within a reasonable time will be discarded or donated to charity.

N. PARKING AND NO-PARKING AREAS

Parking in the area of the Westfield school facility is at a premium. Designated spaces in the teachers' parking lot are reserved for members of the staff only. Parents are not permitted use this lot as a drop off or pick up area.

The children should comply with the procedure established by the school administration when walking to the playground. Parents may also drop children off on First Street adjacent to the walkway leading to the morning assembly areas (1-8). At dismissal, parents may meet students in front of the school and walk them to their car. Kindergarten drop- off and pick-up procedures will be explained to the parents. Parents are encouraged to cooperate with the student drop off and pick up regulations at each campus, as each child's safety is at stake.

O. PRESS RELEASE POLICY:

Holy Trinity School is proud of our students' successes and embraces the idea of sharing them within our school, church and local communities. This sharing is a way of spreading the good news of Holy Trinity School we will assume we have your permission to include your child(ren)'s name, grade and the school web site, press releases, Facebook announcements, and video productions (Drama, Christmas and Spring events), as appropriate. As always the protection of our children is tantamount, so personal information such your street address will never be shared. There is an opt-out for any or all the media press releases – call the school office.

P. SACRAMENTAL PREPARATION

The celebration of the sacraments takes place in a student's parish. The immediate preparation of catechesis should be parish based and not school based; it should involve both Catholic school and public school children in a coordinated and unified fashion. The preparation programs for First Penance and First Eucharist recognizes the place of the parents as primary catechists of their children. The programs should assist the parents in fulfilling their responsibilities. Questions concerning each parish's program should be directed to the Religious Education Coordinator. Some general information is listed below:

Holy Trinity, Westfield (908/233-7455)

First Eucharist and Reconciliation - second grade

Confirmation - ninth grade students are invited to enter a two year preparation.

Our Lady of Lourdes, Mountainside (908/233-1777)

First Eucharist and Reconciliation - second grade

Confirmation - eighth grade

St. Helen, Westfield (908/233-8757)

First Eucharist - second grade

Reconciliation - an ongoing process beginning with second grade

Confirmation - tenth grade

Q. SCHOLARSHIPS

Scholarships endowed by private organizations and friends of Holy Trinity School are awarded to qualifying students upon graduation. Scholarship Fund for Inner City Children (SFIC) assists families having children in grades K-12 attending a Catholic school within the Archdiocese of Newark with partial scholarships awards.

R. SPECIAL SERVICES

Services are available through the Union County Educational Service Commission for Compensatory Education, Speech, English as a Second Language, Home Instruction, and Child Study Evaluations.

S. TELEPHONE USE

Telephone use by students is limited to cases of necessity, with staff permission. In the event a student receives a call, messages will be given to the student by the office. If a parent gives a student a cell phone for emergency use, it must be used only for that reason. Students may not use cell phones during the school day. A cell phone may be brought to school if there is a parent's permission slip on file in the school office. Upon arrival at school, the phone is to be turned off and placed in a collection container in the student's homeroom. The phone may be retrieved at dismissal. If a phone is found on a student's person or in their backpack, it will be confiscated. If a student does not conform to these rules the privilege will be suspended.

T. TESTING PROGRAM

The Archdiocese of Newark has adopted a comprehensive testing program administered yearly to students in Grade 2 through grade 8. Additionally, the eighth grade students planning to attend Catholic high school take the COOP-HSPT test in November as one of the criteria for acceptance. The ACRE test of religious knowledge and attitudes is required by the Archdiocese of Newark under the auspices of the NCEA. It is administered to all students in grades 5 and 8 of each academic year.

U. TRANSFER PROCEDURE

Parent/guardians of students transferring to another school must notify the principal in advance of the date of transfer. The following information should be given at that time:

- Name and grade of the student transferring
- Birth date of student
- Reason for transfer
- New home address (if applicable)
- Name, address (including zip code) of new school the child will attend

- Last date on which the child will attend Holy Trinity School
- The parents/guardians must come to the school and complete the appropriate form. Transfer cards and health records will be given to the parent/guardian the last day of attendance.
- All other records will be sent to the new school after the authorization form has been signed.
- All tuition must be paid up, and all books and library fines are due before the transfer is completed. All agreed to obligations at the time of registration must be paid in full.

V. VISITORS

Holy Trinity welcomes visitors who have legitimate business at the school. All visitors are required to enter through the front door, sign in upon entering, and sign out upon leaving. The school office staff will issue sticker passes which must be worn by visiting adults.

No parent may go directly to a classroom during school hours. Forgotten lunch, books, etc. are to be brought to the office and the child will be notified. It is important that classes not be disturbed.

XI EXTRACURRICULAR ACTIVITIES

Students are expected to behave properly when participating in or attending any extracurricular activity. Attention should also be given to the proper use of the school facilities. Students attending sports events at Holy Trinity School as well as away games should be there to watch the games. Running through the lobby, hallways, cafeteria, back stage area, or other parts of the school is not allowed. Parents or other responsible adults affiliated with the event must be assigned to supervise children at all times. All volunteer coaches, leaders, or moderators must comply with the requirements established by the Archdiocese of Newark regarding the practice of proper moral conduct. All programs for children must be administered by at least two adults. Personnel under the age of 21 must work under the direction of an adult (age 21 or older) supervisor. The principal or her designee must be made aware of all programs and activities for minors that are sponsored by the school. A list of these programs must be submitted to the office and include activities, purpose, sponsors or coordinators of the programs, meeting times, and locations. All new programs for minors must be approved in writing by the pastor and/or principal.

A. SCOUTING

GIRL SCOUTS - Holy Trinity has active Girl Scout troops at the Daisy (Kindergarten), Brownie (Grades 1-3), Junior (Grades 4-6), and Cadet (Grades 7-8) levels. Scouts explore the arts, the outdoors, the sciences, health and culture through activities sponsored by their troops, the Westfield Girl Scout Community, and the Washington Rock Girl Scout Council. The girls also may work toward religious recognition by participation in programs developed by the Archdiocese. The Girl Scouts carry out service projects for their school, community, and church.

BOY SCOUTS - Holy Trinity offers a range of Boy Scouting starting with Tiger Cubs (first grade and Cub Scouts (second through fifth grade). The Tiger Cubs and Cub Scout Pack 73 enjoy an active program of learning scouting skills, family camping, and pack activities, including Pinewood Derby and Father/Son bake competitions. Holy Trinity Church has sponsored Troop 73 since 1936. The Boy Scout Troop is very active in camping, hiking, and canoeing with 1-2 troop camping activities per month, including a high adventure camp in the summer. These programs exemplify the ideals of scouting, including service to church, school, and community.

B. SPORTS PROGRAMS

Sports play an important part in the development of a well-rounded individual. The program is very diversified. If a child is going to participate, s/he must maintain acceptable academic standards and appropriate conduct. The children may participate in the following sports:

- | | |
|--------------------------|----------------------------|
| 1. Cross Country | 6. Basketball Clinic |
| 2. Spring Track | 7. Golf Clinic |
| 3. Girls Basketball | 8. Girls Volleyball |
| 4. Boys Basketball | 9. Winter Co-Ed Volleyball |
| 5. Intramural Basketball | |

Details of responsibilities and requirements for participation are explained in the Home and School Association Booklet which is distributed yearly to each family.

Sports Physicals – Sports physicals are required for students in grades 6, 7 & 8 who participate in school sponsored interscholastic or intramural athletic teams or squads. This is in accordance with New Jersey Dept. of Education health codes. The examination shall be done within 365 days prior to the first practice session. The examination shall include a review of the health history questionnaire (Part A) completed and signed by the parent/guardian, and presented to the physician at the physical examination appointment. The medical exam (Part B) shall indicate whether a student is allowed or disallowed to participate with or without restrictions. The form must be signed by the examining physician, advanced practice nurse or physician assistant. Please see the HTS website for forms and more information. Sports forms may also be obtained from the nurse's office.

C. Forensics - Forensics is an extracurricular activity open to students in grades 6 through 8. It enables students to deliver effective speeches, readings and humorous, dramatic or dialogic interpretation before an audience. Students research, select and prepare presentations in categories such as declamation and oral interpretation. Holy Trinity participates in two competitions a year. Parent involvement is welcome.

D. INSTRUMENTAL MUSIC – Contracted through a music service, the student is offered the opportunity to play instrument of his/her choosing at a rate specified by this “outside” company. Children are scheduled for lessons on a rotating basis. In May, the students perform during a cultural evening.

E. SERVICE CLUB – The Service Club consists of seventh and eighth grade students and a faculty moderator. During lunch time, the service includes assisting the faculty, staff and school offices. Community service projects may include writing seasonal letters and cards to members of the services and the homebound, donations to the Holy Trinity Food Pantry and visits and donations to local elder care facilities and homeless shelters.

Other club activities are offered to the student body and vary from year to year according to student interest and availability of moderators. Chess, drama, robotics, science and golf are examples of current offerings. Details regarding registration are posted on the HTS website.

F. ENRICHMENT ACTIVITIES AT MOUNTAINSIDE CAMPUS

Wonder Workshop – Prek3 and Prek4 students are offered four six week sessions throughout the year. The students explore one story in depth through a literature based art activity, related music activities and dramatics and games.

Lunch Bunch – Prek3 and Prek4 students may extend the day with an exciting lunch program with social interaction, outdoor play, songs and stories. This program is offered twice weekly for the morning and afternoon students.

Foreign Language Workshops for Pre-K 3 & 4 students are offered each semester on Friday afternoons. Children are introduced to conversational French and Spanish through games, literature, and music activities.

Holy Trinity School
Westfield, NJ

Acknowledgement and Receipt of Parent/Student Handbook
2018-2019

I have read the Handbook and I acknowledge receipt of the Parent/Student Handbook containing the policies, rules and regulations for Holy Trinity School for the 2018-2019 school year. I Understand and agree that the Handbook is binding on the students and parents during the current academic year.

I understand and agree that the Administration of the school will have the authority set forth in the Handbook.

I understand that the policies, rules, and regulations contained in the Handbook are established for the welfare and benefit of the students. I understand my responsibility to support the school in the policies it has established and to see that my child adheres to the rule and regulations set forth in the Handbook.

ADDENDUM – PLEASE READ CAREFULLY AND INITIAL

Holy Trinity School reserves the right to suspend educational services if financial obligations to the school are not met. This includes, but is not limited to tuition, re-registration, Home School Association obligations, Before School/After School Care.

Please initial here: _____
Name of child(ren) and grade

_____	_____
_____	_____
_____	_____

I acknowledge receipt of the Parent/Student Handbook

Signature of Parent/Guardian

Date _____

