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Mission Statement

Holy Trinity School is committed to providing a strong, Catholic academic foundation for all of its students, preparing them to be life-long learners and moral Catholic individuals.

Belief Statement

All students learn best when they are engaged.

Each student is a valued individual with unique physical, social, emotional and intellectual needs and should be provided with a variety of instructional approaches to support their learning.

Students need to apply their learning in meaningful contexts so that they will become confident, self-directed, life-long learners who are able to make right decisions.

Students learn to make appropriate decisions given a supportive and Catholic learning environment.

Non-Discrimination Statement

Holy Trinity School maintains clear, high expectations for academic performance, for conduct based on Gospel values, and for attendance for all students regardless of gender, race, color ethnicity, religious affiliation, English proficiency or disability. The school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation. The school is open to students of families who sincerely seek the religious nature of our program. While preference is given to parish members, others are welcome as space allows. New admissions are subject to the approval of the principal who will exercise discretion so as to assure enrollment for good and proper reasons, consistent with the school's philosophy and mission. Holy Trinity school will not enroll a student for whom financial obligations to this or other schools of the diocese remain unpaid.

Absences Regulations

1. Students will arrive between 8:45 and 9:00 AM.
2. Students arriving after 9:05 AM will be marked tardy.
3. Students leaving before 3:00 PM will be marked ½ day absent.
4. Students arriving after 10:00 AM will be marked ½ day absent.
5. The time between 12:00 and 12:50 PM will not be counted absent from school.

Absence Regulations (Cont.)

6. Students with 3 or more tardy marks during a grading period will not be eligible for perfect attendance.
7. Students who arrive late or must leave early because of busing will not be marked tardy or absent.
8. Students who are not present in the school will be marked absent, regardless of the reason. Parents must call the office before 9:30 AM on the first day of the absence. If you do not call, the school staff will be calling you. This is mandated by state law. Parents must send a written note in on the day that a student returns to school after an absence.
9. Students may make up work for excused absences (illness, appointments, and others approved by the principal). This must be done in a timely manner, as agreed upon by the classroom teacher and the parents.
10. Students arriving late because of an appointment must have a written excuse from the doctor/dentist office. If possible, the parent should notify the school in advance that the child will be coming in.
11. Students leaving school early for any reason other than busing must be signed out in the school office.
12. Both the home room teachers and the school office will keep accurate attendance records for each student.
13. The principal is the final authority on decisions involving the attendance policy.

Care of Books

Books are to be carried home in some type of book bag. Each student is assigned his/her own book for each subject. Students are required to cover each book. Students are responsible for payment of damaged or lost books.

Classroom Maintenance

Teachers and their students are expected to see that chalkboards are cleaned and the floors are swept daily. The custodian will take care of the baskets and sweeping the hall. In general, students and teachers are asked to make every effort to keep the school looking its best. The classrooms should be kept neat and the hall cleared of any unnecessary articles.

Admission – Child Custody

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to a student.

Behavior

(Diocesan Policy 5144.0)

1. Behavior is the manner in which one acts. In choosing to misbehave, the student takes upon himself/herself the consequences of that behavior.
2. Teachers shall uphold the code of conduct established for the school and follow all procedures and penalties regarding school rules.
3. Teachers will establish a classroom environment in which continuing instruction regarding acceptable behavior will be taught to students.
4. Corporal punishment in any form is not an acceptable form of punishment for student misbehavior.
5. Physical response to "obtain possession of weapons or dangerous objects for the purpose of self defense or for the protection of others or property" is permissible. (Ohio Law 3319.41).

Code of Conduct

All students are expected to:

1. Do what they are told the first time.
2. Show respect to others, including other students, faculty and staff members, and visitors to the school.
3. Respect property belonging to other students, faculty members, and the school.
4. Keep their hands and feet to themselves.
5. Not ever chew gum in the school or on the playground and eat candy only when it is a class treat.
6. Speak in soft tones and walk when in the school halls and classrooms.
7. Have parent permission before leaving school property during school hours.
8. Be in full uniform, worn neatly.

Bullying

Bullying shall not be tolerated at Holy Trinity School at any time or at any school activity on or off school grounds. Consequences for students who bully others will be determined by the principal after investigation of the events.

Behavior Off Campus

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is a violation of law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the Principal.

Crisis Plan

· Emergency School Dismissal Procedures

If an evacuation to another location is necessary, the student body and teachers should walk North along the sidewalk to Underwood's Hardware/Anthony's Pizza. An adult should be in the lead.

While walking to Underwood's Hardware/Anthony's Pizza, students should remain with the teacher whose class they were attending prior to the emergency dismissal.

When the entire school has arrived at Underwood's Hardware/Anthony's Pizza, students should then find their homeroom teacher and remain with that teacher until the students are released to their parents. Parents should go to the Front door when they arrive at Underwood's/Anthony's. Runners from the classes will find all of the children from that family and bring them to the front door. STUDENTS WILL BE DISMISSED BY FAMILY. Parents should sign out their children on Emergency Dismissal sign out sheets. NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.

Communications

Monthly calendars and regular letters are sent home from the office to the families with the youngest child in their Thursday Mailbag. The Thursday mailbag is to be returned to the school office weekly.

Directory Information Notice-Personally Identifiable Release Notice-Publishing Student Information

· Publishing Student Information

A school, school employee, school organization or the Diocese may publish student information in various formats including web sites under the following conditions: if proper notice is given and the parents of the student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, school name and parent names.

The form entitled "Personally Identifiable Information form is given to parents each school year for signature.

Dispensing Medications

When medication is prescribed for a student, parents are encouraged to discuss with the physician the possibility of a medication schedule outside of school hours. We recognize, however, that there are situations where this is not in the best interests of the child. Any student using a prescribed medication must have on file a medical authorization form, properly completed, and signed by the parent and physician. These forms are available in the school office. All prescription medication must be in its original container and have an affixed pharmacy label with the student's name. All prescription medications are kept and administered in the school office by the nurse, aide, secretary or principal. The school will administer nonprescription over the counter medication (e.g. cough drops, Tylenol, antacids, etc.) if parents provide a signed, written request that includes specific dosage.

Drugs and Substance Abuse Policy

1. Holy Trinity School recognizes the many pressures facing our students in today's society. One of the pressures is related to the widespread use of banned substances within the society. Banned substances are drugs, alcohol, tobacco, and all illegal substances and paraphernalia.
2. Our goal at Holy Trinity School is to help each child develop a positive self image, to encourage them to become self-disciplined, to make each child aware of the harmfulness of these substances and to urge prevention of their use. Holy Trinity School provides a substance abuse study strand for kindergarten through eighth grade in its Health Course of Study. Holy Trinity School will participate in all available drug education programs, such as DARE from the Perry County Sheriff's office and BABES from the Perry County Drug and Alcohol Abuse Council.
3. Banned substances are not to be used, possessed or sold on the property of Holy Trinity School. This also applies to all school-related events or activities held off the school property.
4. Any student who is using, selling or has in his/her possession any illegal substances or paraphernalia will immediately be suspended from school until the situation can be investigated, a conference with the principal can be held with him/her and his/her parents, and a counseling plan can be begun. The police will be notified.
5. A second offense would require immediate suspension with the possibility of expulsion and/or transfer out of the school. The police will be notified.
6. Students in possession of tobacco products will be required to attend a parent-principal-student conference, at which a consequence will be determined.

Dress Code

Uniforms must be worn every regular school day. Students who do not conform to this regulation will receive one warning. Continued non-compliance will result in a principal/student conference, loss of recess, and/or the issuance of a Life Skills Report. Students are to wear:

Girls:

Grades K-6: White dress/golf style shirt, long/short sleeved, with collar only
Solid navy blue pants or short, jumper or
solid navy or plaid skort or skirt

Grades 7-8: Navy and khaki pant or short, khaki or plaid skort or skirt
White or navy/golf style shirt, short or long sleeved.

Skirts, jumpers and shorts may be no higher than two inches above the top of knee

Boys:

Grades K-6: White or light blue dress shirt/golf style shirt with collar, short or long sleeved
Solid navy blue pants or short

Grades 7-8: White navy, or light blue dress/golf style shirt with collar, short or long sleeved
Navy and khaki pant or short

Shorts may be no higher than two inches above the top or two inches below the bottom of the knee

All Students:

- All students may wear shorts or Capri's during August/September and May/June.
- All students are to wear plain black, blue or black belts with their uniform pants.
- Uniform blouses are plain, solid white with collars, but no lace or ruffles. Slacks and knit shirts (with collars) are to be plain, with no pattern, stripes, plaids, or trims.
- Boys and girls may wear turtlenecks with uniforms or slacks, as long as they are uniform colors and plain.
- Sweaters must be plain – navy blue or white, cardigan, crew, and V-neck. Not other jackets, sweatshirts, sweaters are allowed.
- Socks must be worn and must be solid dark green, navy/or white crew socks with cuff
- Large hair ornaments, necklaces, beads, earrings or bracelets, which cause distraction in classes, are not permitted.
- 7th and 8th grade girls may wear LIGHT make-up.
- Clean athletic shoes or leather shoes
- Uniforms can be purchased from School Closet in Lancaster.
- Boots are not to be worn in the classroom.
- No aerosol cans are permitted in the building during school time. This would include hairspray and deodorant. However, other forms of deodorant are encouraged.
- All students—natural hair coloring only
- Jewelry—Girls—small post style earrings, wristwatch, religious medals, small necklaces.
Jewelry—Boys –wristwatch, religious medals only. No earrings or other piercings.

Non-Uniform Day Dress Code

On days when students are permitted to be out of uniform, the following rules apply:

- All pants or shorts, including jeans and sports clothing, must fit well and be in good condition. Low rise pants or shorts are not permitted. Pajama style pants are not permitted unless worn on a specially designated day.

- Skirts or shorts worn on non uniform days may be no shorter than two inches above the knee.
- Tight, stretchy clothing is not permitted on non uniform days.
- All shirts and blouses worn on non uniform days must have sleeves. Necklines must be appropriate for wearing in a school setting.
- Appropriate clothing for field trips will be determined by the principal and teacher prior to each trip.
- When a day is designated as a "Dress up Day", shorts and Capri pants are not permitted.
- Jewelry worn by our ladies or gentlemen on non uniform days must be appropriate to the school setting and the activities that are planned.
- Shoes and socks must be worn at all times unless a special day has been designated by the principal.

****THE PRINCIPAL IS THE FINAL AUTHORITY ON APPROPRIATENESS OF CLOTHING, ETC. ****

Emergency Care

Every student in the school must have an emergency and medical release card on file in the school office. They are sent home the first day of school and should be returned the next day. Copies are then given to the homeroom teacher.

If any student is involved in an accident during school hours or on school property, a report of accident form is filled out by the adult in charge as soon as whatever medical treatment is needed has been administered. This form should be filled out while the accident is still fresh in your mind and should be given to the principal who will place it in the student's cumulative record.

Should the accident involve serious injury, the adult in charge should not hesitate to call the Emergency Squad. Every phone posts the 911-phone number. As soon as 911 has been called, the parents of the injured child should be called.

Feeder Schools

Holy Trinity elementary is a feeder elementary school for Fisher Catholic (Lancaster), Newark Catholic (Newark), and Bishop Rosecrans (Zanesville) High Schools.

Field Trips

Field trips should be planned for educational purposes only, as a supplement to the curricular class work. The principal should approve the destination and date before definite plans are made. Holy Trinity abides by Diocesan Policy concerning transporting students by private vehicle.

Fingerprinting of Staff and Volunteers and Protecting God's Children Sexual Abuse Awareness Workshop

Any adult responsible for the care, custody or control of students in any school or school sponsored activity must submit to a criminal background check, including fingerprinting and attending a "Protecting God's Children" session as prescribed by the Diocese of Columbus, prior to their involvement.

Fire and Tornado Drills

Fire drills are required every month of the school year. Children must be silent and walk when evacuating the building. Directions are posted in every room.

Tornado drills are required every month March to June. Students proceed to the assigned places on the ground floor in silence and sit on the floor, facing the wall, with their heads covered. Directions are posted in every room.

Harassment

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
 - a. offensive sexual flirtations, advances, proposition;
 - b. continued or repeated verbal abuse of a sexual or gender-based nature;
 - c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
 - d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - f. graffiti of a sexual nature;
 - g. fondling oneself sexually or talking about one's sexual activity in front of others;
 - h. spreading rumors about or categorizing others as to sexual activity.

Sex harassment is not limited to conduct that is sexual in nature – it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect. Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

5. Any person who believes he/she is subject to harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that his/her child has been harassed) must contact one of the appropriate persons as listed above.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and

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circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

7. Holy Trinity School will periodically train administrators, teachers, staff and volunteers and use age-appropriate classroom information for students to ensure that they understand which types of behavior constitute harassment and how they should respond in the event of experiencing such behavior. Records will be kept of training dates and names of those in attendance.

Homework

At Holy Trinity School we assign homework at all grade levels. Teachers assign homework that requires students to practice the materials and skills learned in class. All homework is expected to be completed and returned in a timely manner. Students who are absent have one day for each day they are absent to return homework they miss. If possible, homework can be picked up or sent home with a family member on the day a child is absent. Completed homework assignments should be neat and should reflect only the child's work.

Homework is assigned to help a student learn skills and material that are needed to meet grade level standards. Many factors may affect the time it takes a child to complete homework. At Holy Trinity School we expect all students to complete homework assignments as an important part of their learning experience in their progress towards meeting grade level standards.

Life Skills

Life skills are the habits of mind and work that are important to successful higher-level work. A Life Skills report will be sent home anytime a teacher determines that some area covered on the report needs improvement to support academic success. The Life Skills report is designed to be a tool to communicate to parents the skill area of concern. Major topic areas in the report are Thinking and Reasoning, Self-Regulation, Life Work, and Working with Others. When a student is using developmentally appropriate skills no report will be sent. When a report is received, parents are to read the report and discuss it with their child. A conference or phone call to the teacher is appropriate. The report should be signed and one copy returned to the teacher.

Lunch Procedures

Hot lunch is served daily. This is a government-subsidized program. Free and reduced-priced lunches are available to families who qualify. Applications are always available upon request. Charging for lunch is allowed on emergency basis. The cost for the lunch will be

announced when school begins. Menus will be sent home before the beginning of each month. Children may purchase chocolate or white 2% milk or orange juice daily. The cost will be announced at the beginning of each school year.

Parish Sports

Athletics should be an educational experience, aimed at providing a healthful, enjoyable atmosphere conducive to the growth and development of every participant. The Athletic Association sponsors the sports program and raises funds to provide uniforms and equipment for our athletes. If there are any questions or concerns about athletics, please contact the coach, followed by the athletic director and the principal.

Students who are not meeting the academic standards in Math, Science, Health, Language Arts, Religion and Social Studies may become ineligible to participate in athletics. Once deemed ineligible, the school will contact the parent for a conference so an individual contract may be written to establish goals to be achieved for academic performance and success. A parent and the student will attend the conference.

Phone Use

The school phone is to be used for ordinary business pertaining to school. Students are not permitted use of the telephone without permission from the principal or secretary. Only the phone in the secretary's office may be used by students. There will be a charge of 25¢ for each call.

Playground Rules

1. At the 12.25 bell, grades K to 3 will exit the building for recess through the doors downstairs. Grades 4 to 8 will enter the school through the rear side door and walk to the lunchroom.
2. NO eating or gum chewing is allowed on the playground.
3. Students may play on the court, the grassy area around the swings and the parking lot. Students are not to play or gather on or under the steps on either side. No student should play under the roof leading to the front door. They may sit on the benches.
4. If a ball should leave the playground, students must notify the supervisor in charge before retrieving it.
5. NO contact sports or rough play or the student or students will have a five (5) minute penalty.
6. No jumping off or twisting the chains on the swings
7. The supervisor will make the decision concerning:
 - Inside or outside play
 - Wearing jackets, coats, sweaters
 - Playing on the grass
 - Time on the equipment
8. Students must stop playing in the parking lot if a car comes in
9. When the bell rings, students must stop playing and line up in the designated areas.

Prayer

It is important to remember that the atmosphere of the school and the classroom should be conducive to prayer. The content of prayer should be varied to avoid mechanical recitation. Basic formal prayers such as Our Father, Hail Mary, grace before and after meals. Morning Offering and the Act of Contrition should be included in the daily prayer schedule as appropriate to the

occasion.

It is the responsibility of the classroom teacher to guide the children in planning and participating in the daily prayer program by:

1. Helping the students choose the prayers and readings.
2. Encouraging students to express prayers in their own words at appropriate times.
3. Suggesting intentions for which to pray.

Recess

Weather permitting; all students are given a lunch recess. A teacher (from 12:00 PM to 12:25 PM) will supervise grades 4 to 8 and a teacher (from 12:25PM to 12:50 PM) will supervise grades K to 3. While on duty, those in charge need to move around and be aware of what children are doing.

Report Cards

Report cards are issued quarterly. Parent conferences are scheduled twice during the year and are optional at any other time as requested by parents and/or teachers. Interim reports are sent between report cards if a student is not meeting standards in any area. The principal will review all progress reports before being sent to the parents.

Teachers are to notify the parents if any academic or other problem arises between formal scheduled conferences. Parents must also be notified in writing by the end of the third quarter if retention is being considered. This is done after consultation with the principal.

Restroom Procedures

The privilege of going to the restroom should not be denied to any child under ordinary circumstances. Teachers should discuss good hygiene and restroom practices with students on a regular basis. Teachers should establish classroom procedures for use of the restroom that restrict the number of children leaving for the restroom to one at a time unless the classroom teacher takes and supervises the whole class group.

Schedule of the School Day

The school day begins in the school cafeteria at 9:00 AM each morning. Lunch and recess is observed from 12:00 PM to 12:50 PM. Classes are dismissed at 3:25 PM.

School Violence

Students have a right to attend school in a safe environment free of harassment, intimidation, or any threat to personal safety. No student will use, possess, handle, transmit or conceal any object which is or can be considered a weapon or instrument of violence. Any objects reasonably determined to be a threat to the safety or security of any person is prohibited on school premises, and at school-related functions. Consequences for students who violate this policy will be determined by the principal after investigation of the events.

Disciplinary Actions: If a student is found to be violation of this policy any or all of the disciplinary actions listed below may be imposed by the administrator depending on the severity of the offense as well as the previous disciplinary record of the student:

1. Detention
2. Approved school/community service

3. In-school suspension
4. Referral to Juvenile Court and/or other appropriate law enforcement agency
5. Suspension from school
6. Expulsion from school following suspension
7. Diversion Programs

School Visitors

In an effort to provide a safe environment for all students and staff, all visitors to Holy Trinity School will follow this procedure:

1. All visitors must sign in at the front entrance of the building and then proceed to the office.
2. No visitor (including parents) may go straight to the classroom areas during the school day. All visitors to classrooms must be accompanied by a school staff member.
3. Those wishing to observe a classroom must have an advance appointment with the teacher and principal. It is up to the principal's discretion to deny access to the student and staff.
4. Any student being signed out prior to dismissal time will be brought to the office by school personnel.

Suspension/Expulsion of Students

Holy Trinity School will not condone serious or repeated misconduct on the part of its students. Conduct that disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or repeatedly violates regulations or policies of the diocese or school will be subject to suspension or expulsion. Suspension of 3-10 days may result from a major violation of school rules. Participation in extra-curricular activities during days of suspension is not permitted. If a student is suspended, the principal will notify the custodial parent. A student may be sent home the same day provided that the student's parent or guardian has been notified. If it is deemed appropriate that a student's continued attendance at Holy Trinity School would not be in the best interest of the student and/or school community, he/she will be suspended and subsequently expelled from the school. This would occur after a major violation of school and/or Diocesan policy. If the parents consider the expulsion unjust, they may petition the superintendent to review the decision. Students on suspension are not permitted on school property including after school hours.

Technology/Acceptable Use Policy

Holy Trinity School is pleased to offer its students access to the school's computer network and the Internet. To gain access to the school's technology resources and the Internet, all students and their parents will receive a copy of the Technology/Acceptable Use Policy each year. Once the sign off sheet is signed by both the parent and student and returned to the school, access will be granted.

Access to the Internet will enable students to explore libraries, databases, and other resources throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using technology resources. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity. Holy Trinity School follows Diocesan Policy #6142.1 listed on pages 14-17.

Tuition Refund Policy

Instructional fees are not refundable. Tuition refunds for early withdraw will be prorated on a monthly basis. The total tuition to be charged for early withdraw will be calculated by taking the total tuition bill, dividing it by 10 months, and then multiplying that by the number of months that the family was in attendance (The family will be charged a full month for any number of days in a month attended). Refund will be made for any overpayment calculated at that time.

Access to Student Records

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years age or older.

Those who are permitted to view an individual student's records are:

1. school personnel;
2. parent(s)/guardians(s) of a minor student;
3. the student who is 18 years of age or older;
4. non-custodial parent of an individual minor student unless denied access by a court order;
5. officials of other schools to which the student transfers

Parent(s)/guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

Wellness Policy

Holy Trinity School is committed to providing a school environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating and physical activity. Good health fosters student attendance and education.

Volunteers

Holy Trinity School is the special place that is because of number of volunteers who assist in the school. All parents are encouraged to give as much time as possible to volunteer work for the school/parish. Some programs parents can volunteer for are Advisory Board, Home and School Association, and Athletic Association, Lunch Program, office and classrooms.