

ADMINISTRATION

The Pastor is the chief administrator of the school.

The specific direction of the school is delegated to the Principal.

The specific direction of the classroom is delegated to the Teacher.

If a question regarding procedures should arise, consult:

1. The person concerned, e.g. Teacher.
2. The Principal, if further assistance is deemed necessary.
3. The Pastor, if further assistance is deemed necessary beyond that first by the Teacher and second by the Principal.

Parents are asked to follow the above procedure with any problems or concerns.

PHILOSOPHY AND GOALS

Holy Trinity strives to educate each child entrusted to its care in an environment, which has Jesus and His teachings as its center. In order to provide a quality Catholic education, we strive to teach the child as a whole person - morally, spiritually, physically, socially, aesthetically, emotionally, as well as scholastically. A strong religious and instructional program is, therefore, in place.

As a Catholic school, instruction in religious truths and values is an integral part of our school program. Religion is not one more subject alongside the rest, but instead it is perceived and functions as the underlying reality in which the students' experiences of learning and living achieve their coherence and their deepest meaning. Opportunity is provided to worship as a school community to strengthen our life of faith. The Catholic school is the unique setting within which this ideal can be realized in the lives of Catholic children and young people. In order to carry out this philosophy, our goal is to deepen each student's awareness of his/her Christianity, while establishing a child-centered program in order to stimulate a growth in the intellectual, social and religious development of each child as well as through the personal example of the faculty and staff. Taking into consideration the needs and abilities of each individual, we continually strive to develop the whole child and to adjust our educational approaches and methods accordingly. We desire to give each child a sense of accomplishment in his/her everyday work and to develop his/her awareness of his/her world and his/her place in the world.

When a student leaves Holy Trinity upon his/her graduation from the eighth grade, it is our hope that he/she will have developed, to some degree, his/her own vision of a better world, and the ability to translate and share with others this vision in accordance with the teachings of Christ and His Church. Also, each student will have the ability to develop and maintain one's own uniqueness and realize one's own human potential, and to be prepared for life in today's Church and society through Christian formation and quality academic instruction.

MISSION STATEMENT

Our Mission Statement is to know, love and share Christ with each other, our students, our parents and our community through our values based Catholic education.

RIGHTS AND RESPONSIBILITIES

The following is a guideline stating the rights and outlining the responsibilities of the teachers, parents and students of Holy Trinity School. In order to create an enriching environment to promote academic, personal and moral growth, understanding these rights and responsibilities is essential.

TEACHER

RIGHTS	RESPONSIBILITIES
1. To be an educator of Christian Doctrine.	To be an example of Christian behavior in word and deed.
2. To teach in an undisturbed atmosphere conducive to all teaching and learning.	To prepare lessons; to teach all children equally; to treat all children fairly, setting boundaries, explaining these based on students' level of understanding; enforce them consistently.
3. To have the attention of all students.	To create challenging and stimulating lessons. To make the classroom an attractive and appealing place to learn.
4. To evaluate the students' work through tests, quizzes and assessment of assignments	To check completely every assignment and reteach when necessary. To explain expectations to students.
5. To enforce school rules.	To be knowledgeable of the school rules. To teach and explain school rules to students.
6. To be shown respect from students and parents.	To show respect for all students and parents in all their dealings with them.
7. To the support and cooperation of the parents.	To set up lines of communication; inform parents of both behavioral and educational concerns on a frequent basis.
8. To personal privacy at home/lunch/recess	To be available at appropriate times.

PARENTS

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

RIGHTS	RESPONSIBILITIES
1. To have their children educated in a safe, caring, healthful, Christian environment.	To cooperate with and be supportive of school policy and philosophy. To send students to school prepared (with supplies, homework done, uniform on, and nourished) and on time. Keeping the school informed of changes of phone numbers and address.
2. To be informed of student's progress and/or need for remediation.	To have an interest and be involved in students social and academic activities; to check regularly with teachers and support the recommendations that are given.
3. To receive the respect of teachers and members of the staff.	To respect teachers and members of the staff reflected in listening, speaking and behavior.
4. To expect reasonable consideration of child's individual needs by teachers and staff within the limits of the school's capabilities.	To inform teacher/faculty of students individual needs.
5. To know expectations of teacher for their child.	To provide guidance and support at home
6. To have the child educated in an atmosphere consistently governed by respect and discipline.	To provide positive reinforcement of school rules; to set a good example by modeling self-control; to give constructive feedback to the teachers.
7. To expect the education of their child in an appropriate manner.	To pay tuition on time according to the Tuition Policy.
8. To fulfill their religious commitments.	To participate with their children at Mass on Sundays and Holy Days of Obligation.

STUDENTS

RIGHTS	RESPONSIBILITIES
1. To be educated.	To come on time, prepared to learn and in proper uniforms.
2. To learn in a healthy, stimulating environment.	To assist in keeping school property clean and orderly.
3. To a physically safe environment in and out of the school building and on district provided buses.	To follow all safety rules stated in the handbook.
4. To be treated with respect by teachers and one another in a fair and consistent manner.	To show respect for themselves, teachers, and other students.
5. To have and express their opinions constructively.	To participate in class, to be able to ask questions, to complete all assignments.
6. To a Christian education.	To act as a Christian; to participate in all religious activities and services; to follow the laws of God and the Church.
7. To socialize with schoolmates during recess, and at appropriate times.	To act in a manner appropriate to their level of maturity; to promote a spirit of acceptance toward all students; to follow the rules of good conduct, respect for others and the necessity for school rules.

All parties, parents, students, and teachers, have the duty to treat each person according to the golden rule; "Do unto others as you would have them do unto you." In all our dealings with others, we should treat them fairly and uniformly in a consistent way in conformity with our philosophy.

PARENT / HOME COOPERATION WITH THE SCHOOL

Since Holy Trinity School strives to be a faith community, parental cooperation and support for the school program is essential. While the school is excellent in many areas, no persons within the school are perfect and problems will occur. Parents or family members who experience any problem with their children's education or with school policy are asked to *respectfully* approach school authorities who will take time to further investigate problems or clarify school policies. In this way positive solutions will be reached.

Parents are asked to use the following procedures to express their concern over a school matter:

- If the problem involves routine procedures such as homework, classwork, classroom behavior, or student problems, the parent should first contact the teacher.
- If the problem is of a more serious nature, the parent should inform the principal of the situation in writing or via telephone. Due to job responsibilities, the principal may not be immediately available to see parents. Parents may need to wait to see a member of the Administration or make an appointment for a meeting at a time convenient for all parties.

All staff members at Holy Trinity School promise:

- Prompt attention to problems.
- Privacy in discussing matters.
- Professional courtesy and respect when problems are presented.
- Sincere effort to resolve problems so that Christian community is maintained at all times.

Using these procedures, parents are expected to demonstrate appropriate conduct at all times in dealing with school administration, staff and other members of the school community. Thus, the following misconduct by parents or family members is unacceptable:

- Assaulting or harassing any staff member, parent or student.
- Threatening or physically intimidating any staff member, parent, or student.
- Verbally abusing any staff member, parent, or student.
- Failure to follow safety procedures involving morning drop off and afternoon pick up.
- Engaging in any behavior such as, but not limited, to the above.

Such misconduct by parents or family members may lead to a written warning and /or the following actions by the school:

- Not permitting the child (ren) to re-register for the following school year.
- Asking that persons exhibiting poor behavior have another person represent them on school matters for the remainder of the school year.
- In extreme cases, and with the approval of the district superintendent, asking families to immediately withdraw their children from the school.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No School can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and the standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitude of their children.

Parents are asked to take active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- Explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.

STATEMENT OF NON-DISCRIMINATION- ADMISSION POLICES

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teachings of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and missions, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of education policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes or the Archdiocese or religious communities with the Archdiocese.

The process for admission to Holy Trinity School is that a parent must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

Holy Trinity School gives preference in admission, first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish, fourth, to non-Catholic students.

CHILD ABUSE LAWS

Under NYS law, school officials are **legally obliged to** report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

CHILD CUSTODY

If parents are divorced or separated, the school presumes that both parents have access to the child/children unless legal documentation to the contrary is on file in the school office.

Non-custodial Parent

Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a non- custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made.

CONFIDENTIALITY

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information.

Under Section 423 of the Child Protective Service Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of the sacred should prevail

ADMISSIONS

Registration dates for students entering Holy Trinity School are usually held during February. The dates are announced in the Parish and School Bulletins.

In general, Holy Trinity School does accept students from other schools. All students must meet **preliminary requirements** as listed in registration packet and have been approved by the Principal.

Students transferring from another school will be re-evaluated at the end of two months. If the student does not meet academic and/or behavioral standards, parents will be asked to remove the student from the school.

GRADES K - 8:

Preliminary Requirements:

1. Set-up interview with parent.
2. Parents must present the following records:
 - a. Baptismal Certificate if Catholic; Birth Certificate if non-Catholic
 - b. ITBS scores or standardized test scores used in present school
 - c. Copy of last report card (Grades K-8)
 - b. Immunization Record
3. The Principal from the school from which the student is transferring will be asked

to write a letter of recommendation or telephone call with a recommendation.

4. The student will be given a test to determine whether or not he/she can handle the work at Holy Trinity School.
5. Students transferring from another school will be required to be interviewed by the Principal.
6. If a waiting list is present for any grade, parishioners will be considered first.

KINDERGARTEN:

Children entering Kindergarten must be five years of age by December 1st of the current year.

SCHEDULE

DAILY CLASS SCHEDULE:

Kindergarten

8:00	Students are admitted to building
8:10	Bell rings to go to classroom. Proceed to class.
8:15	Class begins. (After 8:15 a.m. - students are late and must sign in at the office.)
12:00	Lunch
12:30	Recess
2:45	Announcements and Prayers
2:50	Dismissal

Grades 1-4

8:00	Students are admitted to building. (No student should arrive before 8:00 a.m.)
8:10	Bell rings to go to classrooms. Proceed to class.
8:20	Classes begin. (After 8:15 a.m. - students are late and must sign in at the office.)
12:00	Lunch
12:30	Recess.
1:00	Classes resume.
2:45	Announcements and Prayers
2:50	Dismissal

Grades 5-8

8:00	Students admitted to building. (No student should arrive before 8:00 a.m.)
8:10	Bell rings to go to classrooms
8:15	Classes begin. (After 8:15 a.m. - students are late and must sign in at the office.)
12:00	Recess
12:30	Lunch
12:55	Classes resume
2:45	Announcements and Prayers
2:50	Dismissal

- Students **CAN NOT** be left unattended on School grounds prior to 8:00 a.m.. If a child is not picked up at 2:50 p.m. they will be supervised by the After School Program. Charges will be incurred if not picked up by 3:00 p.m.
- All non bus students should be dropped off at gym door at 8am. No early arrivals.

ABSENCE

Assignments will not be given prior to illegal vacations. Missed work during illegal absences will be the responsibility of the student.

TRUANCY: A student sent to school by his/her parents and expected to be in school is considered truant if he/she absents himself/herself for some unlawful reason.

EXCUSED ABSENCE: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather; all other absences are unexcused

UNEXCUSED ABSENCE: An unexcused absence occurs when a pupil is absent from school with the knowledge and consent, stated or implied, of his parent for other than legal reasons, such as "visiting", "away", "vacation", "shopping", "needed at home", "caring for baby", "work", "no shoes", "overslept", "car trouble", etc.

When the child returns to school, a completed absence form must be given to the teacher. A form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

LATENESS: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed. Repeated lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year.

All students are considered late if they arrive after 8:15 A.M. They must have a note from their parent and they must sign in at the office. If students are going to be late and are signed up for hot lunch, parents must call the Parish office (845-452-1863) by 9:00 a.m. to be included in the hot lunch count.

Absence notes are required. If no note is sent in, then the student will be charged with an illegal absence.*

If students are absent on the day of any school activities (day or evening), they may not attend or participate. *Due to computerized attendance, please send in a note for proper documentation of tardiness or absence. Otherwise it will be an illegal absence.

Doctor or dental appointments should be scheduled for after school or on Saturdays. **Family vacations are not to be planned for these days when school is in session. The school**

provides families with a tentative annual calendar to insure that does not happen. (Monthly calendars are sent home at the beginning of each month with all updates.) If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent **MUST** come to the school for the child. The school must be informed ahead about such occurrences.

***NEW YORK STATE ATTENDANCE REGULATIONS**

“When a student is absent, the school must obtain an affidavit (commonly called an "excuse") from the parent or guardian and signed by him stating: (1) the student's full name, (2) the days and dates absent from school, and (3) the reason for the absence. This excuse is a legal document, which must be kept on file for one year and can be admitted in court as documentary evidence. **Failure to present a note following an absence will result in the absence being recorded as truancy.**” All absence notes are to remain on file in the nurse's office for one year.

- *All parents must call the school after three days' absence**
- *Children should be free from fever 24 hours before returning to school.**
- *Children should be on an antibiotic 24 hours before returning to school.**
- *Children and staff must be absent for 7 days if they have fever over 100.1 and flu like symptoms.**

SIGN-IN/SIGN-OUT:

No student may enter late or leave the building without the parent signing him/her in or out. A special book is at the front door. **(Do not go to classroom to pick up children.)** Check in with school secretary and your child will be called to the office.

Release of Student during the day: In the event of a student illness, the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary or nurse will contact the name listed on the child's emergency contact slip.

Emergency Cards are completed in September and MUST be updated as necessary – all medications MUST be listed on the back of the Emergency Card.

SECURITY

To assure the security of the building and the safety of each child, Holy Trinity School strongly enforces its policy of requiring all visitors, even parents, to report to the office. No one is to go beyond the main office unless accompanied by school personnel.

DISMISSAL

EARLY DISMISSAL:

Parents are requested to try to make dental and doctor appointments after school hours.

It is very difficult to maintain satisfactory classroom mandates and/or assignments if frequent early dismissals are the norm. If it is absolutely necessary for a pupil to be dismissed early, a written request must be submitted stating the reason for the dismissal. Telephone requests for early dismissal will be honored only in cases of emergency. Parents or guardians must enter the building and sign the child out of school. **NO STUDENT WILL EVER BE ALLOWED TO LEAVE THE BUILDING WITH ANYONE OTHER THAN THE PARENT/GUARDIAN UNLESS WE HAVE AUTHORIZATION IN WRITING.**

CAR LINE:

Before School Care

7:30 a.m. – 8:00 a.m sign in at meeting room

Morning Drop Off-

- The gym doors open at 8:00 AM
- Those families coming into the lot before this time may park against the fence, walk their child/children to the school door, and wait with them.
- Those wishing to “drop off” may wait in their cars (single file) and “drop off” in order.
- At 8:10 AM the door will close.

- ❖ Do not form a second car line.
- ❖ Do not “drop off” and pull your car out of line to go ahead.
- ❖ Please be a little patient. Wait with your children, talk to them about safety. Say a prayer for a good day.

CAR DISMISSAL

For the safety of our children, grades K-8 will dismiss from the gym.

All parents must enter the gym through the door in the lower parking lot at dismissal time. No parent is to take his or her child home at dismissal time until the child has reported to the assigned area and the teacher on duty has been notified.

CAR POOL:

All car pool information should be sent in writing to the main office. Changes must also be sent in writing to your child’s teacher. If a person other than the parent is picking up a child, notification must be sent to the school office in writing. Persons responsible for picking up must be prepared to show identification.

NO CAR PICK UP from handicapped doors. The exit is now designed for our handicapped. Please respect this rule. Students should **NEVER** be taken off the bus line or bus. If emergency arises, Parent or Guardian **MUST** come into school and sign out the child at the office.

BUS DISMISSAL:

For the safety of our children, all students will be dismissed by district from their assigned “bus” classroom from the Faith Formation. This will include Spackenkill, Wappingers, Hyde Park and Highland as well as Arlington Districts.

* **No student can ride home on another bus without a note (same district)**

* **No student can ride home on bus from another district. (even with a note)**

* **In case of extreme or persistent misbehavior, Holy Trinity School will work in consultation with public school district about possible consequences.**

* No car students will be dismissed out the handicapped door (bus children, handicapped only and walkers.

*All transportation notes must be given to the teacher in the morning. No calls after 11:00 a.m.. (Unless case of emergency)

*If a note is written for car line pick up at regular dismissal time, you do not have to sign out your child. Please pick you your child in the gym.

NO PARENT IS ALLOWED TO GO THE CLASSROOM DOOR.

HALF DAY SESSIONS:

Half days are indicated on the calendar. Kindergarten through Eighth Grade Students will be dismissed at Noon. from the Gym. **No early pick-ups.**

EMERGENCY DELAYS/SCHOOL CLOSURES (SNOW DAY, ETC.)

In the event of a snow day, announcements will be made over the following radio stations after 6 a. m.

<u>Radio Station</u>	<u>On the dial</u>	<u>On the Internet</u>
WPDH	101.5 FM /& 106.1	www.wpdh.com
Mix 97	97.3 FM &97.3 FM	www.mix97fm.com
WHUD	100.7	www.whud.com
WRRV	92.7 FM & 96.9	www.wrrv.com
KICKS (WKXP) 92.1 Lite FM	94.3 FM Q92.1	www.cancellations.com * www.921litefm.com

*The school will post delay/closing information on www.cancellations.com as soon as we are notified by the Arlington School District of a delay or closing due to inclement weather.

Holy Trinity School follows the Arlington School District for closing or delay. If Arlington is **delayed 2 hours, we are delayed 2 hours.** Other districts will bus to Holy Trinity according to the delay or closing of their districts. Parents should use their best judgment as to the safety of the roads in their area.

If Arlington closes due to bad weather, Holy Trinity will be closed.

CLOSING DURING SCHOOL HOURS DUE TO WEATHER:

We have an emergency telephone relay in place and will try to reach all families. This will be used for early dismissals due to bad weather and emergency situations. Classroom mothers are responsible for each grade's telephone relay. Parents are requested to keep us notified of phone and cell phone numbers changes. Always listen to the radio in bad weather. ***IF ARLINGTON CANCELS AFTER SCHOOL ACTIVITIES, AFTER SCHOOL CARE AT HOLY TRINITY IS CANCELLED ALSO!!**

Our plan includes for rapid dismissal of all students or the retention of children in the school building for a period of time. If the decision is made to go home, all students from the school districts (Hyde Park, Arlington, Wappingers Falls, Spackenkill, Millbrook and Highland) who regularly ride buses will be transported in the usual manner as quickly as possible. There is a possibility that you may not be home if weather related or national emergency occurs during school hours.

WE ASK THAT YOU INSTRUCT YOUR CHILD TO GO TO THE HOME OF A NEIGHBOR OR RELATIVE NEAR YOUR HOME UNTIL YOU RETURN. PLEASE PRE-ARRANGE THIS PLAN WITH THE ADULT YOU SELECT.

If you normally pick up your child, please park in the lower parking lot and come into the school by way of the front door. We must keep the other parking lots open for any emergency vehicles (if they are needed). Please report to the school office and sign out your children and any other students that you may be taking.

Radio Stations that carry our emergencies or cancellations are listed above.

CRISIS PLAN:

Should a crisis require evacuation from Holy Trinity School building, students will be brought to the Church or to Arthur S. May Elementary and Parents can meet them there. For further information concerning the crisis, parents can refer to the radio stations listed above. Parents/guardians should keep the school informed of any changes in phone numbers and cell phone numbers in case of emergency.

ACADEMICS

Holy Trinity offers a program that includes K through Grade 8 Kindergarten is a full academic program and students need to be five years of age by December 1st.

ACADEMIC EXPECTATIONS:

Holy Trinity School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or test regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

Religion is taught daily in all grades. All students attending Holy Trinity must participate fully in religion classes and activities. We follow the Archdiocesan guidelines for Religious Education.

Math, Reading, Language Arts, Science and Social Studies are taught according to the criteria found in the "Essential Learnings" established by the Archdiocese of New York. These Essentials are based on New York State Frameworks and Standards with the addition of our religious philosophy.

Art, Liturgical Singing, Music, Physical Education, Computer, Library and Spanish are also part of the curriculum offered at Holy Trinity. These programs are once a week. Spanish in grades 7-8 is taught three times a week.

RELIGION:

Parents should be reminded of the need to bring their children with them to mass every Sunday. Although we realize that there will be times when you might be traveling away from the area or

visiting out of town family, we do expect our school families to worship with us at Holy Trinity at least 75% of the time.

Sacramental Program (*under direction of our Faith Formation Office*)

The sacramental programs include preparation for the Sacraments of Reconciliation and the Eucharist and the Sacrament of Confirmation. Parent involvement is an important part of this preparation; therefore, several meetings of parents are held in conjunction with the parents of public school children enrolled in our religious education program. The Director of Religious Education conducts these meetings.

School Liturgies

Special school liturgies are held monthly (prayer services, ashes, May Crowning) and will be attended by all students periodically throughout the school year.

Parents are always welcome to attend.

Safe Environment-HIV/Aides Curriculum

All students will receive appropriate instruction in safe environment and the archdiocesan HIV/AIDS Curriculum during their Religion classes developed and approved by the Catholic Bishop of the State of New York.

Books

All books must be properly covered. Contact paper is NOT to be used to cover any book obtained under N.Y.S Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parent for the cost.

1. **ASSIGNED TEXT BOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. The pupil's name is placed in the space provided in each book.
 - b. The teacher makes record of the number of the book.
 - c. The teacher makes record of the condition of the book.
 - d. In September, each child will put a clean cover on each textbook received.
 - e. In June, all textbooks are collected, extra materials and covers are removed.
 - f. All workbooks are collected in June.
2. **Supplementary Books:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. **Library Books:** Books may be borrowed for one week. Books are charged to the child so that he/she will have experience of signing out a library book abiding by due dates. (If books are returned late, there will be a five cents fine per day per book, payable by the child.) All lost Library books must be paid for so that the school can purchase an additional copy. If the book is located after the new order is placed, the child will be allowed to keep the old book since he/she paid for it.

Buses

Busing is provided within a 15 – mile limit to students from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school a note must be submitted to the principal at the beginning of the school day.

Students and parents should consider riding on the school bus as a privilege and extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

SPECIALS SUBJECTS:

Specials are considered major classes. Grades will be given for conduct and achievement. Homework may/may not be given according to teacher discretion and subject matter.

GYM:

According to New York State Law, all students are to take gym classes. If there is a health problem that necessitates a child not taking gym, a note from a doctor is required. All students must wear their gym uniform to gym class. (See SCHOOL UNIFORMS for additional information.)

SPANISH: - Grade 5 - 8

Students in Grade 8, who pass the New York State Regents, will qualify for Spanish II at Our Lady of Lourdes High School or whatever High School you choose. However, the high school will ultimately determine what classes the students will take. Spanish is to be viewed as a major subject.

ADVANCED MATH:

This course is offered to select 8th graders who meet the following requirements: maintain a three year ITBS standardized testing requirement of 90 percentile, maintain a 90 percent overall grade average and obtain specific recommendations by teachers.

TECHNOLOGY:

Students may not sign on to the Internet without permission from a teacher. No student is allowed to sign on using unapproved or personal account numbers. (Technology use policy)

LIBRARY:

Books that are borrowed from Holy Trinity School's Library must be returned by the due date. (Books that are being used to complete school assignments will have extended return dates.) Students who have not returned a book on the due date will not be allowed to take out a new book until the overdue book is returned. Books will be reviewed for age appropriateness and final judgment is up to the librarian. Books that have not been returned by the second week of June will need to be replaced. (Notice will be sent home advising parents of the missing book, the cost of a new edition, along with a \$5.00 processing fee.) **No June report cards, if any books are outstanding.**

MUSIC:

Christmas Pageant and Spring Concert attendance **is mandatory**. Performance is considered part of the Music Grade. Concert Dress Code: (Christmas Pageant and Spring Concert) Dress code is at the direction of the music teacher.

BOOKS/BACKPACKS:

Textbooks are on loan to the children and must be cared for throughout the school year. All textbooks must be covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. Each child is responsible for keeping his/her books in good condition.

No writing or drawing is permitted on textbooks or covers, and books must be carried to and from school in a book bag. If a book is lost or destroyed, payment must be made before report cards will be given in June. **Backpacks with wheels and/or pull handles are not permitted in the school due to safety issues. No paraphernalia (including key chains) of any kind should be added, hooked, etc. onto backpacks.**

HOMEWORK:

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Grades K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all homework and it is expected that parents or guardians sign the completed homework. (Check with individual teacher requirements)

Parents can help by providing the right environment for concentration, time structures, and above all, encouragement. A time for study should be set aside each night, free from television. If your child reports she/he has no homework:

1. Suggest reading a book, magazine, or newspaper for enjoyment
2. Consider reviewing class notes, spelling, and math processes
3. Work on science, social studies, or other long-term projects that have been assigned, especially in grades 6, 7, and 8

It is difficult to establish a fixed, rigid policy as to the amount and kind of homework children should have each night. There are days when it is very easy for a teacher to assign work to be done at home; on other days, the instruction may not lend itself to homework. If you notice that your child is consistently without homework, has too much homework, or does not understand the assignments, please check with your child's teacher.

Assignments are accepted and given full credit only on the day due unless parents provide a valid reason for the delay. Written assignments are expected to be neat and orderly with correct spelling and punctuation. The formal heading for all assignments is:

NAME	DATE
HOLY TRINITY	GRADE
SUBJECT	

Extracurricular activities should NOT take precedence over schoolwork.

GRADES & GRADING

Report cards are distributed four times a year for Grades K to 8. The report card is a link between the school and the home.

ACADEMIC ACHIEVEMENT

The first part of the Archdiocesan Report card is used to mark the student's achievement in academic subjects.

The achievement mark is based upon the demonstration of mastery of material covered in class:

- class work
- homework
- daily quizzes
- unit tests
- comprehensive examinations
- special project
- signed Test papers – with corrections made

In June grades on the report card is an average of the four previous record card grades. This grade will be recorded on the student's permanent record card.

- Numerical marks are recorded on report cards for Grades 4 – 8; number grades are recorded on report cards for Grades 1 – 3.
- Passing is any mark 70% or above for grades 4-8.

CHARACTER DEVELOPMENT

The conduct/effort mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student 1) follows class and school rules, 2) shows care in the use of personal property, 3) treats teachers with respect, 4) treats other students with respect, 5) exercised self-control 6) listens attentively, and 7) uses technology appropriately.

REPORT CARD DISTRIBUTION:

Report cards are distributed in November, January, April and June. Report cards will be withheld if financial obligations have not been met, any fees still outstanding or if textbooks have not been return or replaced.

Report cards may not be given before the assigned date. In the event a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

HONOR ROLL

The criteria for inclusion in the Honor Roll is listed below:

Grade 5-8	First Honors	90% average or higher no mark less than 85% or B
	Second Honors	85% average or higher no mark less than 80% or B-

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student, who does not receive an A or B in Conduct, will not receive First or Second Honors even though marks might warrant it.

PROMOTION/RETENTION:

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not make satisfactory progress.

SUMMER SCHOOL

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer.

ASSIGNMENTS (ABSENTEES):

Students and Parents are not permitted to interrupt classes during the day to obtain homework for absentees. All requests for homework assignments and books must be made through the office by 11:00 a.m. and can be picked up at the secretary's desk at the end of the day at 2:45 p.m. This request may be by phone or by a note sent with a sibling.

EXAMINATIONS:

Examinations are given at the discretion of individual teachers for the purpose of ascertaining the student's acquisition of skills and subject content as well as for the purpose of report card grades.

Grades 5 - 8. Midterms and final exams

ASSESSMENTS:

In addition to class and school exams your child will also take part in the Archdiocesan testing

program, which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

Standardized Tests

ITBS	Grades 1-8	October 11 th – 18th	
CogAt	Grades 2-4-5 and 7	October 11 th – 18th	

Archdiocesan tests

Religion Test	Grades 3 - 8	June
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2009–10 School Year

Test	Administration Dates	Make-up Dates*	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYS Alternate Assessment (NYSAA)	Monday, October 5 –Friday, February 12	Not Applicable	Monday, March 15 –Thursday, May 6	Thursday, May 6
Grade 5 Social Studies	Monday, November 16 –Tuesday, November 17	Tuesday, Nov. 17 – Thursday, Nov. 19	Scoring may start immediately following administration	Thursday, Dec. 3
NYSESLAT: Speaking	Wednesday, April 14 –Tuesday, May 25	Not Applicable	Speaking is scored as it is administered.	Thursday, June 3
Grades 3–8 English Language Arts	Monday, April 26 – Wednesday, April 28†	Tuesday, April 27 – Wednesday, May 5‡	Friday, April 30 – Thursday, May 13	Thursday, May 13
Grades 3–8 Mathematics§	Wednesday, May 5‡ – Friday, May 7†	Thursday, May 6 – Friday, May 14	Tuesday, May 11 – Thursday, May 20	Thursday, May 20
NYSESLAT: Listening, Reading, Writing	Monday, May 17 – Tuesday, May 25	Tuesday, May 18 – Tuesday, May 25	Wednesday, May 26 – Thursday, June 3	Thursday, June 3
Grade 4 Science Performance Test	Monday, May 24 – Thursday, June 3	Tuesday, May 25 – Thursday, June 3	Scoring may start immediately following administration	Thursday, June 17

Grade 8 Science Performance Test	Monday, May 24 – Thursday, June 3	Tuesday, May 25 – Thursday, June 3	Scoring may start immediately following administration	Thursday, June 17
Grade 4 Science Written	Monday, June 7	Tuesday, June 8 – Wednesday, June 9	Following administration, but no later than Thursday, June 17	Thursday, June 17
Grade 8 Science Written	Monday, June 7	Tuesday, June 8 – Wednesday, June 9	Following administration, but no later than Thursday, June 17	Thursday, June 17
Grade 8 Social Studies	Monday, June 14 – Tuesday, June 15	Tuesday, June 15 – Thursday, June 17	Following administration, but no later than Thursday, June 24	Thursday, June 24

The faculty of Holy Trinity School reviews these test results regularly for the purpose of promotion or retention **in conjunction with classroom performance** and grouping for reading and math.

REMEDIATION:

Any student scoring below the 30th percentile or failing the New York State Tests, with a score of 1 or 2 will be provided with Academic Intervention Services, AIS services are mandated by New York State.

CHILD STUDY:

Holy Trinity School has in place a Catholic School Support Team consisting of the Principal, Teachers (master Teachers, special education teachers, etc.) and appropriate professionals (School based and community based). This team offers support to the school in the identification of students with learning problems. They also assist teachers by making recommendations for interventions and offer support to parents through meetings, and recommendations for interventions, screenings, evaluations, and placement.

CONFERENCES:

Parent Teacher conferences are expected at the time of the first report card. Either the parent or the teacher can make other requests for conferences at any time that is considered urgent. If a parent wishes to speak with a teacher by telephone, he/she is asked to send a note in with the child indicating where and when you can be reached or by leaving a message with the secretary. Teachers are assisting with supervision at morning arrival and dismissal time, parents are asked not to make an appointment to meet with a teacher during this time. **THE PRINCIPAL AND FACULTY ARE NOT TO BE CALLED AT HOME.**

Please make an appointment to see a teacher. It is only through the closely coordinated efforts of the home and school that the goals of education can be achieved.

SPECIFIC CRITERIA FOR RETENTION IN 1st - 8th GRADES:

1. The student has failed to pass the major subjects of each grade level. The following table indicates the specific failures by grade level that might result in retention at the grade level:

LEVEL	ACADEMIC PERFORMANCE
Grade 1	Evidence of developmental immaturity and a failure in Reading
Grade 2	Failure in Reading
Grade 3	Failure in Reading and Mathematics
Grade 4, 5, 6	Failure in Reading and Mathematics, or Failure in Reading and Language Arts or, Failure in two of the following subjects: Religion, Science, Social Studies, and Language Arts
Grade 7, 8	Failures in Reading and Mathematics or Failures in Reading and Language Arts or Failures in Reading or Mathematics or Language Arts and failure in one of the following subjects: Religion, Science, Social Studies.

1. The Student has failed to achieve satisfactory scores on a standardized test in reading, mathematics, and language arts.

The following list indicates the cut off points for satisfactory scores:

Grade 1:	5 months below grade level
Grade 2:	5 months below grade level
Grade 3 and 4:	1 Year below grade level
Grade 5 and 6:	1 Year 3months below grade level
Grade 7 and 8:	1 year 5 months below grade level

2. The student has not demonstrated acceptable effort towards achieving academic success. The following type of behavior might indicate unacceptable effort: failure to complete school work and homework assignments and projects, consistent inattention to classroom instruction, lack of preparedness for school assignments.

Ordinarily the teacher(s) and principal will give serious consideration to retaining an individual student who has not demonstrated acceptable effort according to the three criteria above.

However a significant deficiency in two of the criteria may warrant consideration for retention.

A student should never be retained or denied a diploma for failure to pass any combination of the following subjects: music, art, physical education, foreign language, computer, ect, which cannot be substantiated by standardized tests.

A student should be retained only once in the elementary grade (1-5) and once in the upper grade (6-8).

ELECTRONIC DEVICES

Any electronic device such as cell phones, beepers, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day. If it is necessary for your child to carry an electronic device, the item must be given to Mrs. McGivney in the morning. Mrs. McGivney will return them at the end of the school day. This also applies to after school program.

DRESS CODE- 2009-2010

Your school uniform confirms your attendance at Holy Trinity School and is a symbol of unity within the school community. It minimized distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform (neat and clean), always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

UNIFORM POLICY:

The school uniform is required for all grades K - 8.
School uniforms and gym uniforms with school logo are ordered from L'il Darling Shoppe 1177 Route 9 Wappingers Falls, NY 12590, Tel # (845) 298-7300. Forms are sent home or can be obtained from the office.

KINDERGARTEN UNIFORM

Summer- Summer Gym Uniform- school shorts and tee shirt, white socks, **sneakers-*

*Kindergarten-tied sneakers

Winter Gym Uniform - school sweatpants and sweatshirts, white socks, and sneakers.

GIRL'S UNIFORM – (Winter-October) – Tuesday after Columbus Day weekend

Grades 1-5

Plaid jumper

Blue blouse with peter pan collar (short or long sleeves)

Navy blue knee socks or navy blue or white tights in winter.

Dark blue, black or brown.- tie, buckle or loafer shoes with flat heels.

Navy blue slacks with a belt may be worn.

Navy blue school sweater.

Grades 6-8

Uniform blue plaid skirt-hemmed at the knee cap

Blue blouse (short or long sleeves)(pointed collar)

Navy Blue school sweater.

Navy blues stockings or blue tights only with winter uniform. **NO knee socks or anklets.**

*School issued sweater vest must be worn with the winter uniform by grades 6-7-8.

Navy blue slacks with a belt may be worn from October 14th through May 4th with vests.

Dark blue, black or brown tie, buckle or loafer shoes *with flat heels* – **No**

Sneakers.

BOY'S UNIFORM

Navy blue pants

Blue shirt (Oxford or plain-short or long sleeves)/tie

All boys in Grades 1-8 must wear a belt with the uniform pants.

*School issued sweater vest must be worn with winter uniform.

Uniform tie for Grades 1-5

Tie of choice for Grades 6-8

Navy blue or black socks

Blue, black or brown tie shoes or loafers with flat heel – **No Sneakers.**

SHOES:

NO ATHLETIC SHOES EXCEPT ON GYM DAYS

NO WORK BOOTS OF ANY KIND ARE ALLOWED. During inclement weather boots may be worn but must be changed to shoes once inside school.

Sneakers and shoes must have full backs – No Crocs.

SUMMER UNIFORM:

- ALL STUDENTS the first day of school through Tuesday after Columbus Day.
- May 10th to the end of the school year.

A summer uniform consisting of a yellow golf shirt with collar, embroidered with the school logo and school issued navy blue walking shorts (finger tip length) with a belt.

Plain white tee shirts may be worn under the yellow shirts. Sneakers may be worn with navy blue or white socks. *No slip on sneakers. Socks must be ankle length and visible above the top of the shoe. *If you do not have a summer uniform, the regular school uniform and shoes must be worn. No dress down days will be given at the beginning or end of school due to weather.

We will have dress down days on First Fridays for the Missions.

GYM UNIFORM:

Navy blue T-shirt with Holy Trinity School logo or Walk-a-thon shirt, and school issued navy blue gym (finger tip length) shorts must be worn from the September to October 10th and the navy blue sweatshirt and sweatpants with Holy Trinity School logo must be worn from October 14th through May 4th. NO Platform or crock sneakers. Please have your child wear sneakers with good support. Traditional sneakers with ties or Velcro must be worn. No jewelry of any kind to be worn on gym days.

MAKE-UP AND JEWELRY:

No make up, nail art or polish is acceptable and none is to be worn to school with the uniform or on non-uniform days. Only a religious medal or cross may be worn. No rings, bracelets, or ankle bracelets are permitted. Girls are not to wear dangling earrings for safety reasons. Boys are not permitted to wear earrings. No unbecoming haircuts are permitted. No shaved heads, fad hairstyles or ponytails for boys. No dyed hair for boys or girls. No tattoos, permanent or otherwise. No body piercing.

UNIFORM CLOSET: Available to parents at any time.

NO UNIFORM DRESS CODE:

On non-uniform days, proper clothing must be worn, e.g., slacks, **knee-length walking shorts or capris**, skirts, dresses, blue jeans, blouses, and/or short sleeve sweatshirts. No offensive wording or pictures are permitted on clothing. No spaghetti straps or tank tops (for either girls or boys). No low necks/shirts should be long enough to tuck in. **No flip flop shoes. The final interpretation of what constitutes “proper clothing” shall be left to the discretion of the principal and teachers.**

Mission Donation- Dress Down

Every second Friday will be a dress down day with a \$1.00 donation for the mission. Please send money in an envelope to the homeroom teacher.

DISCIPLINE CODE FOR STUDENT CONDUCT

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child. While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child’s misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child’s growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to and is supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere with the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Students or parents should report perceived acts of corporal punishment to the principal of the school immediately.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of a drug, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. *For acts such as fighting students are often given a detention. Repeated violations of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.*

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school. The Principal may give an in-school suspension if she determines it is appropriate.

In cases in which a child engages in a fight, which causes injury to another child or adult, the police will likely be called and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are notified, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that students' behavior is exemplary both on and off school grounds. Whenever a child is wearing our school uniform he or she represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to, fighting, vandalism, and stealing off school grounds when the child is in the vicinity of the school or wearing the uniform of the school. The principal determines what is within the vicinity of the school. This could result in any number of punishments including the possibility of suspension or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

DRUG AND ALCOHOL POLICES

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Holy Trinity School will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately.
- The principal will verify teacher observation and will notify parents **who must pick up the child immediately.**
- Should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school.
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance or school outing. Parents will be notified and

appropriate action will be **taken which may include suspension or mandatory withdrawal from the school.**

SMOKING

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Holy Trinity School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

LUNCH

Lunch for students for students in grades K-4 is served from 12:00 a.m. - 12:30 p.m. and lunches for grades 5-8 is 12:30 p.m. to 1:00 p.m. **Students who are going to be late and are signed up for hot lunch must call the parish office (845-542-1863) before 9:00 a.m. to be included in the hot lunch count.**

We have a New York-sponsored lunch program and follow its direction, supervision and inspections. Hot lunch is provided daily and is accomplished through the efforts of our cafeteria staff. The payment for student lunches is collected on a weekly basis.

Students are not permitted to leave the school for lunch. If a child's lunch needs to be brought to school, the lunch must be left at the office. The Parent **may not** bring it to the classroom or lunchroom. **No fast food is permitted.** Questions regarding hot lunch should be addressed to the parish office, 452-1863- Linda or Sandy.

Students are expected to use good table manners, speak in normal tones, be courteous and show concern for others. All food is to be consumed in the lunchroom during lunchtime. No food, i.e. ice cream, may be taken outside to eat. **No soda in cans or bottles is permitted. No glass containers are allowed in school.**

Students who forget their lunch in the classroom will not be allowed to go to the classroom to get it. They will then eat their lunch during 1st period after lunch in their classroom.

During inclement weather all students will have recess time in the classrooms. Students are not allowed to run in the classrooms; they are not allowed to visit other rooms; they must be seated, talking quietly or playing quiet games.

Lunch bills are due upon receipt. Please see policy bellow regarding unpaid balance.

EXTRA-CURRICULAR ACTIVITIES

The students are offered several opportunities for extra-curricular activities. These include school trips, assemblies and clubs.

SCHOOL TRIPS:

To continue this learning experience the number of attending parents will be determined by the nature of the trip and the teacher's knowledge of the educational experience.

Well-planned field trips are part of the learning experience at Holy Trinity School. A special form is sent home in advance to inform parents of the trip and to secure permission. Only this

form will be accepted as permission for the trip. **No permission slip. no trip!** The school reserves the right to deny participation to any student who does not have the proper permission slip or who has been unable to cooperate with the school rules (see Discipline Code on prior page).

Siblings are not allowed on class trips.

School Trip Attire: School Gym Shirt – jeans and or shorts

AFTER SCHOOL PROGRAM :

The after school program will meet every day from 3:00 p.m. to 5:30 p.m. There is no after school care if we have an early dismissal due to inclement weather. Holy Trinity School Faculty will supervise on a rotating basis. Payments are due weekly upon receipt of bill. Parents need to complete a registration form accompanied with a registration fee before their child attends this program.

Fee Schedule: Registration fee: \$10.00 per child
Hourly-\$6.00; Half Day-\$30.00 (11:30 am to 5:30 pm)

2 children- one child at full price and the second child is ½ price.

3 children- two children at full price and the third child is ½ price.

After 5:30 P.M. a \$10.00 fee for each quarter hour will be charged.

After school payments should be made weekly to the rectory. A \$5.00 late fee will be added weekly to any late balance. If a family is more then four weeks past due, the child may not use the program until the bill is paid in full. All fees must be paid by the last day of the after school program. If fees are not paid in full, no report card can be given or records sent to any other school until financial situation is taken care of.

BUS TRANSPORTATION:

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides this service. Request for transportation must be in the appropriate school district by April 1st pursuant to New York State Law. If a student is to take a different bus from school a note must be submitted to the secretary at the beginning of the school day. **NO TRANSFERS BETWEEN DISTRICTS.**

BUS DISCIPLINE:

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior Holy Trinity School will work in consultation with the public school district about possible consequences.

IPODS, DS, ETC.:

All forms of radios, music boxes and iPods have been determined to be a potential disruption to the bus and school environment. Therefore, they will not be permitted on buses, on school grounds or in school buildings. In the event one is brought to school, the teacher will see that it is turned in at the main office and the parent must pick up the item.

CAR TRANSPORTATION

Children going home by car must be picked up no later than 3:00 P.M. If your child is regularly going home by car, send a note to this effect at the beginning of the school year. If your child is occasionally going home by car, he/she will need a note on the days that you will pick them up. All student pick-ups will be according to direction listed under “dismissal”. No parent is to pick up his or her child at the front office at regular dismissal time. Early dismissal and sick children are dismissed from the front office.

FIRE& ASBESTOS REGULATIONS

FIRE DRILLS:

Fire drills are held at regular intervals during the year. The State Education Law requires them. Teachers will direct the students, who will be expected to move quickly, quietly and in an orderly fashion to an area of safety.

ASBESTOS STATEMENT:

Holy Trinity School is in compliance with A.H.E.R.A. All of our asbestos is in good condition. The material is inspected twice a year.

HEALTH SERVICES

HEALTH SERVICES:

The Arlington School District provides us with a school nurse five days a week. The nurse records and reports all the vital health information for your child as required by law. The nurse is present between the hours of 8:00-11:00 A.M. and a LPN is present between 11:30-3:00 P.M.

PERSONAL HYGIENE

A good personal hygiene routine should be followed daily: bath/showers daily. Ears, neck and fingernails should be given special attention. When appropriate, children should be introduced to the use of deodorant. Parents will be notified if a child comes to school consistently in an unkept manner. If no improvement is noticed within a reasonable amount of time, an appointment with parents will be made.

ANNUAL HEALTH EXAMINATION:

The New York State Education Law requires that a Health Certificate be furnished for each student upon entrance to school and for each student entering kindergarten, first, third and seventh grades. An examination of any child may be required by the local school authorities at any time to promote the educational interests of the child.

Since your family physician has a more complete understanding of your child, we respectfully urge that you take your child to him/her and have the “Annual Health Examination Record” filled out and returned when the child enters school in the fall.

If you do not wish to have your family physician make this examination or if the record of examination is not received in school by the fifteenth of September, a health appraisal will be made by the school physician.

Screening for scoliosis, vision, hearing, height and weight will be given by the School Nurse

during the course of the year unless a written record of this examination by a family physician is submitted yearly.

MEDICATIONS:

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse's office (including aspirin, cough remedies, cough drops and throat lozenges) and kept there. A written statement from the parent or guardian requesting administration of the medication as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

No Medication may be carried on the bus.

Parents must bring in medication to the school nurse.

In severe cases of chapped lips, chapstick needs to be labeled, brought to school by parent, and dispensed by the nurse.

All medication must be picked up by the parent by the last day of school.

ILLNESS AND INJURY:

1. Any child who is ill is to remain at home until he/she is well. Coming to school causes difficulties for both the ill child, and the parents, who must be summoned to take him or her home. It is also unfair to the other students who may contract the illness.
2. Any student who becomes ill, or is injured in school, must report to the Health Room. Emergency information must be complete in the health office. If a parent is going to be unavailable, please notify the school of alternate numbers
3. If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.
4. Students must notify homeroom teachers if they are going to the Health Office or home.
5. Any child who finds it necessary to visit the Health Office an unusual number of times will be required to see his/her doctor and bring an explanatory note to school.
6. Any student with a flu like illness must abide by the 7 day rule of staying home. The department of Health is notified daily of any students who are sick with flu like systems.

7. Students must be on antibiotics for 24 hours prior to return to school.

In the event of a student illness the parent or an adult designated by the parent must come to school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.

IMMUNIZATIONS

**New York State Immunization Requirements
For School Entrance and Attendance**

New York State (Exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps 1 Rubella, 3 Hib (1 Hib if administered > 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations. 1 Varicella on or after 1 years of age for any child born on or after January, 1, 1998
K-12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps 1 Rubella,
K-12(born on or after 01/01/85)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps 1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93

Required: Varicella Vaccine

Immunizations against varicella (chickenpox) are now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella.

- All children born on or after January 1, 1998 and are entering kindergarten in September 2003.
- Children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

CHILD ABUSE:

New York State Law requires that any person who has reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse is to report same promptly to the

Division of Youth and Family Services by telephone or otherwise. Failure to report suspected child abuse is punishable as a disorderly person's offense. Under the law anyone who makes a report shall have immunity from any civil or criminal liability that he/she may have otherwise incurred.

PUPIL EMERGENCY INFORMATION

Every family must have a **Pupil Emergency Information** sheet on file in the office on the first day of classes. Information must be complete enough to enable us to act responsibly in case of an accident or other emergency. The school must be informed of any change in this emergency information.

HOME SCHOOL ASSOCIATION

All parents are encouraged to be active members of this vital organization. This association has been formed to:

1. Provide a forum, which will foster a greater interaction between members of the school community;
2. Strengthen our school community and ultimately the educational process through unity and communication with spiritual, social and cultural programs;
3. Raise funds for the benefit of the school;
4. Provide opportunities for school parents to get to know each other through various social activities and school projects.
5. Provides directory of students, phone numbers and addresses.

Dates of meetings are posted in the monthly school calendars.

HOME-SCHOOL COMMUNICATION

Monthly school calendars are published at the beginning of every month and sent home with the youngest child in each family. Please make sure you receive your copy of communications every Thursday. This is sent home in Parent Folders. Please sign the sheet on the back cover and return it to school the next day.

DAILY ANOUNCEMENTS:

Informational Announcements are handled through the school Public Address System (P.A.). Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said at the end of the day. The principal must approve all announcements and must approve all flyers to be sent home to parents.

VOLUNTEERS

Parent volunteers are enlisted as room mothers, to aid in the library, assist on the playground, attend field trips, to help in the classroom at a teacher's request, or to be of assistance as needs arise. Others who are interested in helping at school are most welcome! The HSA sends out

volunteer request forms at the beginning of each school year and asks for your help at the first meeting.

Rainy day volunteers are needed for upper wing classrooms coverage (12:00 am to 12:30 pm)

PARTIES AND TREATS

All students may have a “no uniform” day on their birthday. If their birthday falls during July, their “no uniform” day will be celebrated in January, August birthdays will be celebrated in February.

Children may celebrate their birthdays with their classmates. Parents’ of these children may bring a nourishing treat to the office on the day of the celebration; the birthday child will distribute the treat at lunchtime.

Parties are at the discretion of the individual teacher and are planned by the teachers and room mothers for special holiday times.

NO party invitations are to be given out in school. This applies to all grades, K - 8.

NO thank-you notes for parties attended will be given out in school.

Please use the school directory for addresses. Schools are not allowed to give out student’s addresses or phone numbers. Please refer to Home School Association Directory.

SCHOOL FEES

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put in an **envelope with the child’s name and grade and amount**. Since snacks are sold on a daily basis students may choose to bring in small amounts of money (less the \$5.00) for such purchases. If a student does bring money to school the money should be kept on the student’s person and not left in the school bag, coat pocket, lunch box or desk. The school cannot be responsible for lost money.

FINANCIAL POLICIES

TUITION SCHEDULE: Grades K-8

The school expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serve to rupture the contract that we make with parents and this could result in the suspension of a child for delinquent tuition or fees.

Tuition invoices will be mailed home according to the schedule below. Before school opens, the first quarters or 2 monthly payments must be made for a student to be admitted to class. A late fee of \$20.00 per month will be added to accounts that are ten days past due. Accounts must be completely paid by April 1st. In the event of an outstanding balance, the student cannot be readmitted to class, be registered for the next school year nor can records be released.

Schedule of Payments		
<u>Quarterly Plan</u>	<u>Monthly Plan</u>	<u>\$20.00 Late Fee</u>
<u>July 15th</u>	<u>July 15th</u>	<u>July 26th</u>
	<u>August 15th</u>	<u>August 26th</u>
<u>September 15th</u>	<u>September 15th</u>	<u>September 26th</u>
	<u>October 15th</u>	<u>October 26th</u>
<u>November 15th</u>	<u>November 15th</u>	<u>November 26th</u>
	<u>December 15th</u>	<u>December 26th</u>
	<u>January 15th</u>	<u>January 26th</u>
<u>February 16th</u>	<u>February 15th</u>	<u>February 26th</u>

Churchgoers' reduced plan Parents and children who are registered members of Holy Trinity, attend Mass at Holy Trinity, and contribute to the support of the parish.

Basic Plan - Non-Catholic families who are not contributing or worshipping with us at Holy Trinity Parish. This option accommodates those who travel out of the area or who wish to attend Mass at parishes other than Holy Trinity.

Please call the Parish Office at (845) 452-1863, if there are any questions regarding tuition. Monthly billing for the coming year can be arranged by calling the Parish Office by June 1st.

FEES

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the Pastor. Please contact him at the rectory.

Grades	Churchgoers' Reduced Plan	Full Basic Plan
One Child Grade K-8	\$2,750	\$4,900
Two Children Grade K-8	\$4,650	\$7,500
Each Addition Child K-8	\$600	\$800

THE ONE-TIME NON-REFUNDABLE REGISTRATION FEE WILL BE \$200 PER STUDENT.

Important: In order for a family to qualify for the churchgoers' tuition rate, parents must contribute a minimum of \$18.00 in each Sunday envelope. (Plus your Christmas and Easter donations to the parish.) Attendance and contributions of all parishioner families will be reviewed periodically.

Families who have not been attending Mass and who have not contributed \$15.00 each Sunday will no longer be eligible for the churchgoers' rate and will be switched to the full basic plan for the remainder of the school year. Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support you give to Holy Trinity School.

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Other Costs:

- Summer and Winter Uniforms - Li'l Darling
- Gym Uniforms - Li'l Darling
- Eighth Graduation Fees (Graduates only) covers and gowns, flowers, medals, diplomas and case, composite picture)
- Field Trips - individual trips
- Some supplies

Optional:

- Hot Lunch - (questions regarding hot lunch should be addressed to the parish office (452-1863)
- Juice/Milk/Ice cream
- Fund-raising Projects
- Individual and class pictures
- Yearbook

Graduation Ceremonies and report cards- if any fees and/or books are owed, no June report card can be distributed, nor can the child attend graduation ceremonies

WITHDRAWAL/RELEASE OF RECORDS

Please notify the office in advance if you are planning to move. Give us your new address, the name and address of the new school, and the last day your child will be attending Holy Trinity School. Records will be sent to the new school upon (a) receipt of a Release of Records Form from the new school; (b) complete payment of all fees and tuition; and (c) return of all texts and library books to school.

Guidelines for the Education of Non-Catholics

Parents must be made aware of the intentional Catholic witness in our schools. Holy Trinity School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassments Polices

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity.

All demeaning behavior is prohibited

Holy Trinity School provides a safe environment for all. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including

detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and or/ to local authorities. If you believe that your child is being harassed, please notify the principal immediately.

Security

To assure the security of the building and the safety of each child, Holy Trinity School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- **Students should never go home with strangers.**
- **Students should never talk to strangers.**
- **Students should never take things from strangers.**
- **If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.**
- **Young students should be escorted to and from school.**
- **Older children should be encouraged to walk/travel to school in groups whenever possible.**

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at

<http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Special Learning Needs

Students with learning differences are children of God and members of the Church. Holy Trinity School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

Use of School Grounds

Holy Trinity School does not have staff available to supervise students present on the school grounds before 8:00 AM and after 3:00 PM. Students must not arrive on the school grounds prior to 8:00 AM and parents must arrange to pick up at dismissal times.

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

Summary Statement

Once students have met the necessary admission requirements and have been accepted in Holy Trinity School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Holy Trinity School is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Holy Trinity School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Holy Trinity School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Holy Trinity School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Holy Trinity School agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Telecommunications Policy
Student Expectations in Use of the Internet
(please see below for complete policy requiring student's signature)

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software ("shareware") can be downloaded.

- Copyright laws must be respected. Do not make-authorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or "list servers." Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc..) **the student** is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA's), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited **in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement.**
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- ***Transmission of any material in violation of any U.S. or state regulation is prohibited.*** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Student Name: _____ **Grade** _____

Student Signature _____ **Date** _____

APPENDIX

Holy Trinity School

Parent Signature Page

We have received a copy of the school handbook and have read it.

(Parent's signature)

(Parent's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

Signed Form Due September 14, 2009.

Holy Trinity School
20 Springside Avenue
Poughkeepsie, New York 12603

Photo/Video Release Form for 2009-2010 School Year

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter _____

to be photographed or videotaped at Holy Trinity School. I realize that the photo may be published in the newspaper, a magazine, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at Holy Trinity School.

Signed _____

Date _____

Return by September 14, 2009.

Technology Use/Telecommunications Policy
Agreement for 2009-2010 School Year
for Holy Trinity School

adapted from NCEA's From the Chalkboard to the Chat room . . . 1997

User

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense.

Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's name (please print): _____

User Signature: _____ Date: _____

Parent/Guardian

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Signed Form Due September 14, 2009.

Holy Trinity School

Absent Note

STUDENT'S NAME _____

STUDENT'S CLASS _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE _____

Doctor's note is attached. Yes _____ No _____