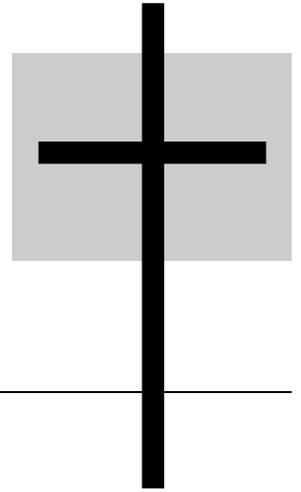


HOLY TRINITY ELEMENTARY

2017 – 2018 School Handbook



**Holy Trinity
Handbook**

2017 – 2018 SCHOOL YEAR

Holy Trinity Elementary Handbook

Holy Trinity Elementary School
502 South Broadway • PO Box 278
Hartington, NE 68739
Phone 402.254.6496 • Fax 402.254.3976

Table of Contents

INTRODUCTION

I.	FOREWARD	1
II.	GOVERNANCE, ADMINISTRATION, FACULTY, AND STAFF	1
III.	MISSION, PHILOSOPHY & VISION	1
	A. VISION STATEMENT	2
	B. SCHOOL GOALS	2
	C. BELIEF STATEMENT	2
	D. ESSENTIAL LEARNING SKILLS	2

RELIGIOUS EDUCATION

I.	RELIGION INSTRUCTION.....	3
II.	MULTI-CULTURAL EDUCATION.....	3

GENERAL DIRECTIVES

I.	ADMISSION	3
II.	PARENTAL KNOWLEDGE OF SCHOOL AND ACTIVITIES	3
III.	SCHOOL LUNCH PROGRAM	4
IV.	CIVIL RIGHTS ASSURANCE	4
V.	ASBESTOS.....	5
VI.	ASTHMA	5
VII.	ADMINISTRATION OF MEDICINE	5
VIII.	SCHOOL VISITORS	6
IX.	COMMUNICATION	6
X.	TELEPHONE USE.....	6
XI.	FUND RAISING.....	6
XII.	SCHOOL PICTURES	6
XIII.	SMOKE FREE BUILDING.....	6
XIV.	CHILD ABUSE REPORTING REQUIREMENTS.....	7
XV.	CHILD CUSTODY	7
XVI.	VOLUNTEERS.....	7

ATTENDANCE

I.	SCHOOL DAY AND HOURS OF OPERATION.....	7
II.	INSTRUCTIONAL HOURS	7
III.	ABSENCES AND TARDINESS	8
IV.	CLOSING OF SCHOOL	8

STUDENT CONDUCT

I.	STUDENT BEHAVIOR (BULLYING).....	9
II.	CONDUCT AND HARASSMENT	9

Table of Contents Continued

III.	DRUG/ALCOHOL/TOBACCO	9
IV.	WEAPONS/PROHIBITED OBJECTS	9
V.	BULLYING	10
VI.	DRESS CODE	10
VII.	BICYCLES.....	12
VIII.	SUPERVISION AND EXPULSION	12
IX.	INTERNET USE POLICY.....	13
X.	HOME BIRTHDAY PARTIES	13

ACADEMIC DIRECTIVES

I.	ACADEMIC POLICIES, GRADING, AND HOMEWORK.....	13
II.	EVALUATION OF STUDENTS.....	14
III.	COUNSELING SERVICES	14
IV.	TITLE I/SPECIAL EDUCATION	14
V.	TEXTBOOK LOAN PROGRAM.....	14
VI.	STUDENT RECORDS	14
VII.	FIELD TRIP PROCEDURES.....	14
VIII.	STUDENT WITH SPECIAL NEEDS.....	14
IX.	BOARD OF EDUCATION	15
X.	PROMOTION	15
XI.	WELLNESS POLICY	15
	1. PURPOSE AND GOALS	15
	2. NUTRITION EDUCATION GOALS.....	15
	3. PHYSICAL ACTIVITY GOALS.....	15
	4. OTHER SCHOOL-BASED ACTIVITIES PROMOTING STUDENT WELLNESS	15
	5. NUTRITION GUIDELINES FOR FOOD SOLD ON SCHOOL CAMPUS.....	16
	6. MONITORING AND POLICY REVIEW	16
XII.	HEAD LICE POLICY	16
XIII.	FIRE AND DISASTER/SEVERE WEATHER DRILLS	16

FINANCIAL DIRECTIVES

I.	TUITION.....	17
II.	REGISTRATION FEE.....	17
III.	SCHOOL LUNCH FEES	17

ARCHDIOCESE OF OMAHA PARENT PERMISSION FORM

FOR FIELD TRIP PARTICIPATION.....	18
INTERNET ACCEPTABLE USE POLICY	19
HANDBOOK CONSENT FORM.....	19
REQUEST FOR ADMINISTERING MEDICINE AT SCHOOL FORM	20

Introduction

I. FOREWARD

Holy Trinity Elementary School admits students of any race, color, religious affiliation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school. We do not discriminate on the basis of race, color, national and ethnic origin, or religious preference in the administration of our educational policies, admission policies, scholarship and loan programs and any other school-administered programs.

This handbook is provided to all students, parents and faculty to give them information, regulations, and policies of Holy Trinity Elementary School and is in no way intended to be a contractual agreement between Holy Trinity and the student and/or parent. In no way does this handbook include all of the policies of this school. Furthermore, the school reserves the right to add, to modify or abolish any of the handbook provisions without notice. Non-enforcement of any of the rules does not serve as a waiver of their future enforcement. Also, this handbook does not create any restrictions on Holy Trinity Elementary School's right to institute any course of disciplinary action, which, at Holy Trinity's sole discretion, it believes is necessary and consistent with Holy Trinity's Catholic educational mission.

II. GOVERNANCE, ADMINISTRATION, FACULTY, AND STAFF

PASTOR: Reverend Owen W. Korte

ADMINISTRATOR: Terry Kathol

SCHOOL BOARD: Erin Lammers, Wendy Wortmann, John Freeman, Ashley Dendinger, Carrie Hochstein, Kurt Dendinger

FACULTY: 6th Grade, Karen Arens; 5th Grade, Nancy Hochstein; 4th Grade, Sara Steffen; 3rd Grade, Susan Nieman; 2nd Grade, Patti Rokusek; 1st Grade, Rhonda Miller; Kindergarten, Jayne Steffen; Preschool, Nancy Wortmann; K-2 Music and Band, Patricia Sedivy; Physical Education, Chad Cattau; 3-6 Music, JoAnne Hamilton.

STAFF MEMBERS: Administrative Assistant, Lisa Klug; Teacher Assistant, Gina Hochstein; Teacher Assistant, Jennifer Kleinschmit; Preschool Aide, Kristi Wintz; Cafeteria Head Cook, Donna Burbach; Plant Manager, Steve Heine; Custodian, Ed Meyer; Parish & School Business Manager, Rosemary Kathol; Cedar County Catholic Schools Development Director, Joani Potts.

III. MISSION, PHILOSOPHY AND VISION

Holy Trinity Elementary School, Hartington, Nebraska, belongs to the Archdiocese of Omaha's Educational System and is an integral part of the life of Holy Trinity Parish. Thus, it shares in the teaching mission of the Catholic Church.

Our mission at Holy Trinity Elementary School is to form a community of faith based on the teaching of Jesus Christ and to cultivate knowledge by promoting a Catholic way of life through Gospel values and a commitment to academic excellence.

Parents are indeed the first and most important teachers of their children and they, together with their Catholic School, can afford the fullest and most unique opportunity to realize the threefold purpose of Christian Education: proclaiming the "Good News" of Jesus Christ, living out that message in community, and informing the message through service.

Holy Trinity Elementary School carries out this mission through a faith-filled curriculum, which emphasizes the education of the whole child - spiritually, intellectually, physically, emotionally, socially and culturally. To this end, faith, religion and values are integrated across the curriculum. A strong academic program including technology is offered, and a well-rounded physical education program is in place. The fine arts of music, speech, band and art, as well as global and multi-cultural awareness, enhance the overall academic program. Many all-school liturgies, activities

and events are offered as ways for our students to experience a caring, supportive and cooperative community with a focus towards service. The curriculums are on file in the classrooms and are accessible to all who are interested.

Students are expected to abide by the rules of the school, apply themselves to their schoolwork, complete their assignments on time, and be contributing citizens of their community and county, to be confident, life-long learners, and to be active, informed members of the Catholic Church.

A. Vision Statement

Holy Trinity Elementary School continuously strives to track its students to be responsible, self-disciplined Christians that are capable in their abilities to succeed as lifelong learners in our society. The school will help the students to continue to grow in their spiritual life as active members of their family, church, and community.

B. School Goals

Classroom Goals

1. Teach the respect we need to have for each one of God's children, young and old alike.
2. Model and promote happiness, love of God and foster the teachings of Jesus Christ.
3. Through our school improvement process, improve our writing skills.
4. In accordance with the Archdiocesan Standards, continue to develop all of our curricular areas to enhance our students' educational process.
5. Students will understand, and follow instructions.
6. Practice self-control and Christian behaviors in all areas of life.
7. Eliminate unwanted behaviors, especially bullying.

C. Belief Statement

1. We believe that Jesus Christ is the Risen Lord.
2. We believe in teaching the students to live the Gospel message.
3. We believe in fostering the development of an educational atmosphere and community, based on the foundation of the Catholic faith.
4. We believe in stewardship, the sharing of time, talent and treasures to provide stability and progress for our Catholic Church and School for future generations.
5. We believe in the importance of service to society through prayer and actions.
6. We believe that all students can maximize their potential through excellence in teaching.
7. We believe students learn effective interpersonal skills through work, study and prayer.
8. We believe in the integration of technology within our school.
9. We believe in an on-going process of curriculum development.
10. We believe in helping students develop faith, respect, and self-confidence.
11. We believe in the student developing sound moral judgment.
12. We believe in providing a safe and modern facility to enhance learning.
13. We believe that parents, as primary educators of their children, have an obligation to give to our Catholic school all their support and cooperation in the school's work for the good of their children.

D. Essential Learning Skills

Upon completion of the sixth (6) grade, students at Holy Trinity Elementary will demonstrate:

1. A commitment to and an understanding of the Gospel and the teachings of the Roman Catholic Church.
2. Skills necessary to be self-directed learners in secondary education and beyond.
3. Concern and respect for others.
4. Skills in-group interaction including cooperation and leadership.
5. Effective communication skills.
6. Skills in problem solving, decision making and critical thinking.
7. Mathematical skills including addition, subtraction, multiplication, division, estimation and the basis of upper-level Math.
8. Skills in Life, Earth, and Physical Science.
9. Technological literacy that includes use of skills in keyboarding, word processing, data base and other skills to assist in the student's success in secondary education.
10. Skills in depicting and appreciating musical and artistic expression.
11. An understanding of civic rights and responsibilities in a democratic society.
12. Knowledge of the geographical and historical culture of the United States and other countries and the influence they have on today's events.

13. Skills necessary to enhance recreational play and leisure skills to include the development of fine-motor skills, understanding of the different levels of performance and cooperation.

Religious Education

Holy Trinity Elementary School provides a strong religious education program for all students. The Catholic philosophy is integrated in academic subjects as well as the fine arts curriculum. Our religious education is a culmination of instruction by our classroom teachers, and the Holy Trinity Priest.

I. RELIGION INSTRUCTION

As a Faith Community, the center of our life at Holy Trinity is the Eucharistic Liturgy. Students and faculty join together during the week to give praise and thanks to God. Students receive religious instructions on a daily basis in the classroom and by attending Mass often. Special liturgies are celebrated at various times throughout the year and First Friday celebrations are shared with Cedar Catholic Jr. – Sr. High School students and faculty. Students receive the Sacrament of Reconciliation regularly during the school year. During Lent, Stations of the Cross are also attended. Devotion to the Blessed Mother, by praying the rosary is part of our Catholic Tradition. Prayer is incorporated throughout the day. Prayers before and after lunch are said in each classroom.

II. MULTI-CULTURAL EDUCATION

The teachers of Holy Trinity integrate multicultural education into other disciplines as the opportunity presents itself. They are constantly looking for areas where multicultural education might be presented to students as part of a lesson in reading, social studies, music, fine arts, and particularly in religion classes which, by their nature, lend themselves readily to the integration of multicultural education.

General Directives

I. ADMISSION

The Catholic elementary schools of the Archdiocese of Omaha admit students of any race, color, religious affiliation, national and ethnic origin to all the rights and privileges of students at the school.

The Catholic schools observe Nebraska law applicable to private schools regarding the age of admission to Kindergarten and First Grade. A child must be five years of age on or before July 31st. Holy Trinity may admit a child who will reach the age of five years on or after August 1st and on or before October 15th of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (a) the child attended Kindergarten in another jurisdiction in the current school year or (b) the family anticipates a relocation to another jurisdiction that would allow admission within the current year (c) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying the work of Kindergarten. To be eligible for early enrollment to Kindergarten at Holy Trinity a parent must request and submit the *Written Request for Consideration of Early Kindergarten Entrance* on or before March 15th.

The Catholic schools observe Nebraska law applicable to private schools regarding records required for admission.

II. PARENTAL KNOWLEDGE OF SCHOOL PROGRAMS AND ACTIVITIES

As the primary educators of their children, parents should always be fully informed regarding the educational program and activities of the school. Holy Trinity sends out monthly newsletters, sends notes from the school in the students “take home” folders, and regularly updates the school website and school hotline. In the event that parents have questions or concerns regarding specific programs or activities, they should discuss their questions and concerns using the following procedure:

1. Contact the classroom teacher if it is a classroom matter, or the principal for school matters.

2. If a satisfactory solution is not reached with the classroom teacher, the principal should be contacted. It may be necessary to arrange a meeting with the parents, teacher and principal all in attendance to settle the issue.
3. If no satisfaction is achieved, the principal and pastor will discuss the problem. A meeting may be set up with them and the parents. The decision of the pastor is final.
4. If there is a concern about Board Policy, steps can be taken to have the item placed on the agenda at the next school board meeting for review and discussion. However, it should be noted that the Board deals only with policies, not implementation of policies, and is advisory only.

If parents are seriously dissatisfied with an aspect of the school's programs or activities which the school's governance body has deemed as integral to or in the best interest of the school's goal, they may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continued agitation on the part of parents, Holy Trinity may exercise the school's prerogative to withdraw permission for enrollment of the child or children.

III. SCHOOL LUNCH PROGRAM

Students may bring their lunch to school or they may use the Hot Lunch Program. All lunches MUST be eaten in the cafeteria unless otherwise designated by the classroom teacher. No one will be allowed to leave the school premises during lunchtime. Taking food out of the lunch room is not allowed. If students bring their lunch, the sandwich, etc., must be wrapped in non-vendor type wrapping. Soda is never allowed.

Just prior to leaving their classrooms for lunch, the students and teachers will pray Grace. As expected, proper student conduct and behavior will be expected. Proper procedures and conduct will be established by the administration and enforced by the classroom teachers during supervision.

Individual lunch identification cards will be issued to each student. These cards will be left in the teacher's possession during the school year or kept in a card holder in the cafeteria. This card will be used to charge the lunch account of the student for the food they take.

Checking your online lunch account once you have registered with Wordware:

Using the Sycamore system:

1. Logon to Sycamore (www.sycamoreeducation.com) and go to the school's homepage.
2. In the box labeled **Featured** on the lower right, click on the tab labeled **Links**.
3. Click on **Cafeteria Accounts**.
4. Enter your user name (which is usually your email address) and the password that you set up for this account.

Using the Wordware website directly:

1. Login to www.wordwareinc.com
2. Click the "Family Login" button on the upper right side of the page.
3. Enter your User name (usually your email) and password that you set up when you created the account.

You will then see a shortened version of your bill. If you would like to see the detailed bill, click "Detailed Bill" found at the bottom of the screen. You will be able to sort your detailed billing by child, by date, or by items purchased. You also may print a hardcopy of your bill from there.

IV. CIVIL RIGHTS ASSURANCE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at [\(202\) 720-2600](tel:202-720-2600) (voice and TTY) or contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:800-877-8339). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the

complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

V. ASBESTOS

The asbestos policy is on file in the office at Holy Trinity. The school has been inspected by a certified asbestos inspector to determine the location, asbestos rating, and hazard potential of any and all asbestos found. Our management plan addresses notification requirements, employee education and training and sets forth plans and procedures to comply with the laws to control the disturbance of asbestos containing material to comply with the laws. We will have an inspector completely re-inspect the school every three (3) years. We have posted warnings and provided notification of any deterioration or change in asbestos conditions and provide notification of asbestos locations for short-term workers at our school. The management plan is available in the school office for inspection by patrons of the school. Parents are notified of any disturbances or changes in the condition of asbestos in the school.

VI. ASTHMA POLICY

Holy Trinity Elementary, an accredited system under the Nebraska Department of Education and AdvancED has, as its preventive plan against a life-threatening asthma attack or systemic allergic reaction, implemented a teacher-training program to encompass the Protocol Plan. **It is important that parents notify the school if their child has asthma.** A self-medication plan will be established for the student's regular control of their asthma. This plan will be developed through the joint effort of the school, parents and the child's doctor. In cases of a life-threatening asthma or systemic allergic reaction the Protocol Plan will be followed.

The Protocol Plan shall include:

1. Calling 911;
2. EpiPen injection;
3. Albuterol is provided through a nebulizer.

It shall be the policy of this school to maintain at least two (2) EpiPens under the control of the faculty and/or supervisors trained in the use of such equipment. The EpiPens shall be stored and used for the following:

1. One maintained for school; and
2. One maintained for field trips.

It shall also be the policy of this school requiring parents/guardians of any student(s) with such a medical condition to provide the school with the following information:

1. Written medical documentation
2. Instructions; and
3. Any medications as directed by a physician

VII. ADMINISTRATION OF MEDICINE

School personnel are not permitted to administer any medication including Aspirin/Tylenol without parent's signing a **"Request for Giving Medicine at School"** form.

These forms are available in the school office, can be found at the back of this handbook or can be downloaded off of the school website. All medicines will be kept in the school office. In order to dispense any medication at school, the following procedures will be followed:

1. Prescription Drugs-If a request is made to dispense a prescription drug, it **must be brought to the school in the original, properly labeled prescription bottle with the name of the child, doctor, drug, dosage, and directions for administering.** Written permission from the parent is required.
2. Over-The Counter Drugs-If a request is made to dispense an over-the counter drug, it **must be brought to the school in the original, properly labeled container.** Written permission is required from the parent together with instructions, dosage, time and date the medication is to be given.
3. The school will not provide Aspirin/Tylenol.

VIII. SCHOOL VISITORS

During school hours all parents and other visitors must report to the School Office/Library. *No one is permitted to go directly to the classrooms or teachers unless it is part of a routine volunteer-related job.*

IX. COMMUNICATION

Holy Trinity School keeps parents/guardians informed of their student's progress by means of communication through sycamore, telephone, email, text or mail. Our teachers send home weekly student packets with the week's assignments and test results. Report Cards are issued at the end of each quarter. Parent/Teacher Conferences are held for all parents after the 1st quarter and by appointment for those parents wishing to see teachers or teachers wishing to see parents, during or at the end of the 3rd quarter. Parents may also access their child's grades through the online Sycamore Education System. This site also contains teacher lesson plans, assignments, and other information parents may find useful.

A school newsletter is printed each month and available on Sycamore. A hard copy will be printed for any parent that requests one.

Parents may and are encouraged to sign up for text messaging through sycamore, to receive a text message related to any school related information. School announcements and updates including cancellations and closings are sent out through our text messaging system.

X. TELEPHONE USE/ELECTRONIC DEVICES

During school hours, the telephone is used for business and emergencies. **Ordinarily, neither students nor teachers will be called from the classroom.** Parents and teachers should arrange to contact each other after 3:35 P.M. or before 8:00 A.M. Students will be allowed to use the phone for emergencies or important matters. The phone at the east door will be available to students after 3:35 P.M.

- Cell phones, neither are allowed on the student's person nor are to be used during the school day from 8:00 a.m. to 3:35 p.m. All such devices in school must be turned off and stored in the student's locker or school bag during the school day.
- Electronic books, iPods, iPads and other types of electronic reading devices are allowed as long as they are used for reading purposes – books or magazines. If they are used for any other purpose they will be treated like any other electronic device.
- If an electronic device is misused it will be confiscated and turned into the school office. A student may pick it up at the end of the day.

XI. FUND RAISING

No fund raising will be undertaken without consent of the pastor. Each year, Holy Trinity students will provide service to the Parish by assisting with the Fall Happening and Fly-In Breakfast. Students also donate their time and talent each year, on a rotating basis to the Jump For Heart, Math-a-thon, and Diabetes Foundation as part of the stewardship and outreach for others. Casual days may occasionally be held to support a charitable cause.

XII. SCHOOL PICTURES

Individual student pictures and class pictures are taken each fall. Parents must approve pictures of their child (children) being used by the school for school purposes. No person who is not a regular full time employee may take pictures or video of students or a classroom without permission from the classroom teacher and administrator.

XIII. SMOKE FREE BUILDING

In accordance with the Nebraska Clean Indoor Air Act 1979-LB 3440, which mandates that no person shall smoke in a public place or at a public meeting, except in designated smoking areas. Holy Trinity Elementary is a smoke free facility.

XIV. CHILD ABUSE REPORTING REQUIREMENTS

In cooperation with Law Enforcement Personnel or other Government Agents requesting access to students, the administrator will grant such access in accord with the expressed wishes of the student’s parents or legal guardian. Exceptions to parental wishes must be made in the case of warrants of arrest and in the case of suspected child abuse as defined by Nebraska statutes. All cases of suspected child abuse must be reported to the proper authorities.

XV. CHILD CUSTODY

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate.

Non-custodial parents have rights to receive the same information from school as custodial parents, unless such rights are restricted by a legally binding instrument or court order. This includes, but is not limited to, the following: 1) Student records; 2) General school notices; and 3) Conferences with teachers.

The non-custodial parent does NOT have rights to pick up the child during the school day or make contact with the child during the school day unless:

- 1) The school receives written permission from the custodial parent specifying the arrangements, time and date; or
- 2) The school has a court order or other legally binding instrument giving permission to the non-custodial parent. In this instance, the school must be given advance notification to afford time for legal verification of these documents.

If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order.

If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document to the contrary. The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

XVI. VOLUNTEERS

Holy Trinity School makes use of volunteers in the classroom. In our small school/town backgrounds and reputation are generally well known. However, Holy Trinity is required by Archdiocesan policy to have ALL individuals who work with our children undergo a screening process, thorough background check and attend a class administered by the Archdioceses pertaining to providing a safe environment for our students.

Attendance

I. SCHOOL DAY AND HOURS OF OPERATION

During the regular school year, the school building is open for students from 7:50 A.M. until 4:00 P.M. each day. Faculty members are in the building from 7:35 A.M. until 4:00 P.M., but not necessarily on duty for supervision at those times. A supervisor will be on duty in the morning from 7:45 A.M. until the students are sent to the classroom. After school, the teachers will escort their classes to the doors for dismissal. At that time, students are expected to go directly home or to a place designated by their parents. No one is permitted to remain in school unless requested by the parents to remain or by a classroom teacher. Under no circumstances are students permitted to remain outside and play on school property without adult supervision. If a child will not be going home via the normal practice a note should be sent to school.

II. INSTRUCTIONAL HOURS

Nebraska State Law requires that accredited schools spend a minimum of 1032 hours in session for grades 1-6. Holy Trinity has implemented the same requirement for Kindergarten. Time shall not be counted in meeting the school year requirement when school is not in session for any reason such as: school being dismissed due to inclement

weather, tournaments or contests, parent/teacher conferences, or funerals. Time scheduled for students to eat lunch shall not be counted in meeting the school year requirements.

Time shall include religious instruction, and all necessary clerical and health requirements.

III. ABSENCES AND TARDINESS

Students are expected to attend school regularly and to be on time for school and scheduled activities. If a student is absent the parent should notify the school office. Upon returning to school they should bring a note stating the date, reason for the absence or tardiness, this note should be signed by the parent or guardian. *Attendance records make up a part of every student's permanent record.*

Absentee Regulations

Tardy - A student arrives after 8:00 but before 8:30.

1/4 Day Absent - A student is absent for 2 or fewer hours during the day.

1/2 Day Absent - A student is absent for 4 or fewer hours during the day.

3/4 Day Absent - A student is absent for 6 or fewer hours during the day.

Full Day Absent - A student is absent for more than 6 hours during the day.

1) Excused Absences

The student is absent from school or from a scheduled class or activity because of:

- a) Personal illness
- b) Death or wedding in immediate family
- c) Danger of travel due to inclement weather
- d) A pre-excused absence (Dental/Doctor appointment, which absolutely cannot be scheduled at any other time. Does not include any type of vacation.)
- e) Religious Observation (Confirmation, etc.)
- f) Needed at home to help with some aspect of family business.
- g) Any emergency situation subject to the approval of the Administrator.

2) Excessive Absences

- a) Upon the 5th absence in one semester, the school will notify the parents.
- b) Excessive absences (more than 7 class sessions per semester) will result in the administrator and the parents of the student meeting to discuss the situation.
- c) Holy Trinity is required by state law to inform the county attorney when any student has missed 20 days of school or the hourly equivalent of.

3) Truancy

- a) Students truant from school will receive zeros for all work missed due to the absence.
- b) Students will also be required to make up two hours for each hour of school missed.

4) School Procedures

- a) Information related to absences, tardiness, and truancy is recorded in the student's permanent record. Parents may, and are encouraged, to consistently check their child's attendance on sycamore.
- b) Any time a child is absent a note must be sent to the school office. If the school does not hear from the parent the school will contact them.
- c) Students must attend all their scheduled classes. Teachers may not dismiss students from their classes to carry on other projects nor to leave school.
- d) Once in school, students may not leave without written permission of parents.
- e) It is the school policy that students will ONLY be released to their parents or those people listed by the parents on the Authorized Pickup. Students going to any activity away from school WILL NOT be released to a friend's parents, even if a note is brought to school.

IV. CLOSING OF SCHOOL

Information regarding school closings will be announced through the Yankton radio stations (WNAX & KK93) and the local cable TV station in Hartington, it will also be posted on Sioux City channel 9 and 4 TV stations. Parents may also find information related to school closings on the sycamore site. Parents may, and are encouraged, to sign up for text messaging through sycamore to have text messages sent related to school closings.

Student Conduct

I. STUDENT BEHAVIOR

"Love the Lord your God with your whole heart, your whole mind, with your whole soul and love your neighbor as yourself" is the guiding principle given to us by Jesus Christ, and is a ruler by which to measure our Christian behavior. One of the missions of Holy Trinity Elementary is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in this school and are required of all staff. Respect and courtesy are expectations for all students at Holy Trinity School, not only during school hours but also on buses, before and after school, and at all school events and activities. Students are expected to respect the rights of others.

Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. No tackle football or "rough housing" is allowed on the playground. A list of playground rules will be posted in each classroom and will be enforced with appropriate consequences. Respect for school property, whether before, during or after school is expected of every student. Property not only includes desks and books, but also, the gym floor, the playground equipment, the grounds and the buildings. Such respect can keep the grounds and properties safe for all.

Student discipline is controlled in each classroom by the classroom teacher, but is the responsibility of the entire staff at Holy Trinity. A teacher may request that the principal see a student. In this situation, the principal may administer some form of discipline. The discipline will be based individually on each situation. If a child is sent to the principal the parents will be notified. The principal may administer a detention if the discipline issue warrants, or if excessive abuses of school policy occur. Some situations may result in a student being suspended and/or expelled.

II. CONDUCT AND HARASSMENT

Conduct and harassment cases will be dealt with on an individual basis. For severe conduct and harassment situations or extremely excessive discipline issues, an in-school suspension may be administered. If the discipline issue still occurs, a conference with the parents will occur, and an out-of-school suspension may be imposed. If other discipline measures have not brought a change in behavior, expulsion by the pastor may occur.

III. DRUG/ALCOHOL/TOBACCO

Holy Trinity Elementary School is committed to educating students about the dangers of substance abuse and recognizes its moral obligation to provide drug, alcohol, and tobacco education for its students. Holy Trinity Elementary School integrates a Drug/Alcohol/Tobacco Educational Program at the primary level and progresses through Grade 6.

A student who is found at school or school functions using drugs/alcohol/tobacco, in possession of, or selling alcohol or drugs or is affected by prior use of a substance will be suspended from classes immediately and detained in the principal's office until the parent/ guardian comes for him/her.

Re-entry into school for students with a drug/alcohol problem rests with the principal and/or pastor. The student may be required to submit to a substance evaluation by a professional. If the results show that the student does have a problem, counseling and treatment must be agreed upon by the principal and the parents of the student before re-entry into the school. Mandatory counseling will be sought and penalties including suspension and/or expulsion will be assessed in proportion to the offense. Students will have the right to appeal. Harassment of any witness could result in expulsion.

IV. WEAPONS/PROHIBITED OBJECTS

Students are forbidden to knowingly and voluntarily bring to school and/or possess, handle, transmit, or use, any instrument in school, on parish grounds, or at parish/school events that is ordinarily or generally considered a weapon. Any object, which could be used to injure another person, may be considered a weapon. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

The following are examples of prohibited objects, which students are forbidden to knowingly and voluntarily bring to school and/or to possess, handle, transmit, for use in school, on parish grounds, or at parish/school events:

- knives of all types or any other dangerous instruments capable of inflicting cutting, stabbing, or tearing wounds;
- guns of all types;
- lead pipes, chains, chuck sticks;
- throwing stars, darts, metal knuckles, and blackjacks;
- unauthorized tools;
- fireworks, explosives or other chemicals;
- controlled substances and/or drug paraphernalia;
- alcohol, tobacco, matches or lighters

As a condition of continued enrollment, students must abide by the terms of this weapons/prohibited objects guideline. Students violating this guideline shall be subject to disciplinary action as noted in the information in the section on bullying.

V. BULLYING

In the context of this Handbook, bullying is defined as causing or threatening to cause physical, mental, or verbal harm to another. Holy Trinity Elementary takes all acts of bullying seriously. The school works hard to promote positive behavior and relationships between all students and acts of bullying are not tolerated. Reported acts of bullying are dealt with prudently, assuring the well-being of the student who reports the act. The principal will deal with excessive or continued acts of bullying by a student.

All reports of bullying will be investigated. This investigation will include interviews with all involved parties. Students found to have been involved in incidents of bullying may be disciplined based on the act of bullying which was identified. This discipline may include, in serious cases, detention or suspension and will be decided in a case by case manner by the principal.

VI. DRESS CODE

Parents are the primary enforcers of the dress code. They should check each day that their child/children are properly attired for school. Uniforms will be worn to school except on designated dress-up or casual days.
Normal School Day

Pants - Boys and Girls

- Color: Navy
- Style: Dress pants, must fit properly and be worn at the waist.
A belt must be worn with any pants having loops for grades 4-6.
- Length: Slacks must be to the ankle.

The following are not allowed: cuffs, rivets, cargo pockets, patch pockets, and pants that are frayed, tattered, torn, or dirty.

Shorts – Boys and Girls

- Dates: Shorts may be worn only during the first quarter and fourth quarter of the school year.
- Color: Navy – purchased from the Dennis Uniform Company
- Style: Dress shorts must fit properly and be worn at the waist.
A belt must be worn with any shorts having loops for grades 4-6.
- Length: Minimum = 2 inches from top of the knee
Maximum = bottom of the knee

The following are not allowed: capris, rivets, cargo pockets, patch pockets, and shorts that are frayed, tattered, torn, or dirty.

Skirts/Skorts/Jumpers – Girls

- Color: Dunbar plaid
- Style: Large box-pleated
- Skirts/Skorts may be purchased from Dennis Uniform only.
- Length: Two inches (2") above the top of the knee
- During the 2nd and 3rd quarters tights must be worn under skirts, skorts, or jumpers. These must be solid blue or black. No part of the leg or ankle can be visible when wearing tights.

HOLY TRINITY SCHOOL

Polo Shirts – Girls and Boys

- Color: Girls – White; Boys – Light Blue
- Style: Long-sleeved or short-sleeved polo shirt or other style shirt with a color, tucked in at all times. All buttons must be intact and buttoned; however, the top button may be left unbuttoned.
- Length: Long enough to be tucked in while sitting, standing, bending, or walking.

Sweatshirt/Pullover – Boys and Girls

Navy Blue Sweaters, preferably a cardigan, or Navy Blue sweatshirts with the Holy Trinity Logo

- Style: Sweatshirts/Pullovers must be worn over tucked-in uniform shirts.

No other coats, jackets, or other forms of outerwear may be worn during the school day.

Undergarments – Boys and Girls

- Color: Plain White and short-sleeved.
- Undergarments should not be visible or show through the uniform shirt.

The following are not allowed: leggings, long-sleeved t-shirts, colored t-shirts, or white t-shirts with printing/writing on them.

Shoes & Socks

- Style: Tennis shoes or appropriate dress shoes. All shoes must have a closed toe.

Shoes should be in good taste and repair.

Shoes must be worn with socks.

The following are not allowed: slippers, crocs, flip-flops, open toed shoes, and the like.

Accessories

- Earrings may be worn by girls and are limited to two (2) per ear.
- Earrings may not be worn by boys at any Holy Trinity function or event.
- All other jewelry should be simple and modest.

The following are not permitted hats, sunglasses, bandanas, sweatbands, and the like.

Grooming

- An appropriate level of personal hygiene that is neat, clean, and pleasant must be maintained at all times.
- Students are to avoid extremes and fads.
- Only naturally-occurring hair colors are permitted.
- Boy's hair—in its natural state prior to styling—must not extend lower than the eyebrow, must not hang over the collar, and must not extend lower than the earlobe. The principal can request that a student get their hair cut.
- Makeup is not permissible at school or any school function.
- Fingernail polish may not be worn.

Dress Down Days

- On occasion, the principal will permit casual or dress-down days.
- Some of these days may be designated to raise funds for a special group or organization. Students wishing to participate in these “Dress Down Day” will pay \$1.00 which will be collected by the teacher and turned into the office.
- Students must adhere to the following criteria:
 - All clothing must be in good repair, with no holes, tears, fringes, or frayed edges. Excessively tight clothing is not permitted.
 - Shorts must extend to at least 2 inches above the top of the knee.
 - Skirts, and skorts must extend to at least 2 inches above the top of the knee.
 - Shorts or tights must be worn under all skirts.
 - Pants and shorts must be worn at the waist.
 - Capri pants, and wind pants are permitted.
 - Tops that are sleeveless or expose cleavage, midriff, or back are not permitted. Necklines must be modest and in good taste.
 - Clothing that is excessively tight – such as yoga pants, tights that are not covered, tight fitting workout clothing, or any other tight fitting clothing is not permitted
 - Clothing with inappropriate sayings, words, or graphics is not permitted.
 - Students must wear “Regular School Day” shoes and socks, as defined above.

DENNIS UNIFORM Company in Omaha is the supplier for new uniforms. Forms are available from the school office and are sent home in the parent packets before the beginning of the school year.

On early dismissal days (i.e. - In-service days, early dismissals before vacations, etc.) students may, if they have them, wear the Holy Trinity T-shirt to school that day. This is the ONLY T-shirt that may be worn and only on these days. Students wearing the T-shirt must wear uniform pants, or shorts if at that time of the year those are permissible. Students not wearing the Holy Trinity T-shirt must wear their regular school uniform.

If the temperature is below 65 degrees, students must wear a jacket or sweater in order to participate in recess. During the winter months, the student should wear gloves of some sort, a coat and a hat in order to play outside. To play in the snow students must also have boots and snow pants.

VII. BICYCLES

A bike rack is provided to give those students who ride their bicycles to school a safe place to park them. This rack is to be used by all students riding their bicycles to school. Bicycles ARE NOT to be parked or laid down just anywhere. If the rack is full, bicycles need to be parked in the same general area of the rack.

VIII. SUPERVISION AND EXPULSION

SUSPENSIONS

- A student may be suspended for serious violation of rules or habitual conduct problems as determined by the administration.
- A suspension will take the form of an In-School Suspension (ISS) or an Out-of-School Suspension (OSS) depending on the nature of the violation and needs of the student.
- Attempts will be made to notify parents/guardians immediately of an impending suspension.

IN-SCHOOL SUSPENSIONS (ISS)

- The length of an ISS may be from one to five (5) days as determined by the administration.
- A student will report to the office 15 minutes before school begins and will remain 15 minutes after school ends. Students must be in school uniform.
- The student will be isolated from the student body during the day.
- Teachers will notify the main office of the day's assignments so that the student may work on them during the day. Teachers may work with the student in their free period if they desire.
- The student will be allowed to receive credit for work completed during an ISS.
- The student may not participate in extracurricular activities on the day(s) an ISS was served but may attend practices/rehearsals that do not occur during the school day.

OUT-OF-SCHOOL SUSPENSIONS (OSS)

- Parents/guardians will be notified in the event of behavior in which an OSS is determined and be required to pick up their child from school immediately. Law enforcement will be contacted if deemed necessary by the administration.
- The length of an OSS will be determined by the administration in conjunction with a parent meeting.
- The student may not be on school property or the property where school events are occurring on the day(s) an OSS is being served.
- Teachers will notify the main office of the day's assignments by the end of each school day. The assignments may be picked up by someone designated to do so, other than the suspended student.
- The student will be allowed to receive credit for work completed during an OSS.
 - Completed assignments must be returned to the office by 4:00 p.m. on the day they are due to receive any credit.
 - When the student returns to school, he/she will have one day to make up all quizzes and tests.
 - Lab work may be required to be made up.
- The student may not participate in or attend any school events, extracurricular activities, practices, or rehearsals on the day(s) an OSS was served.
- A satisfactory report by a licensed healthcare professional, at the family's expense, may be required before the student is readmitted. Likewise, family counseling may be required at the family's expense.

EXPULSION

- Expulsion for disciplinary reasons can take place at any time. However, it will ordinarily be the final step of previous disciplinary actions. The school reserves the right to dismiss a student even for a first offense if the gravity of the offense warrants it.
- A student may be expelled if it becomes evident that the attitude of the parents/guardians is seriously uncooperative or has harmful effects on the student or program of the school.
- The following procedure will be followed:
 - Parents/guardians will be notified and be required to pick up their child from school immediately. Law enforcement will be contacted if deemed necessary by the administration.
 - Students will not be eligible for reapplication for at least six (6) months and may or may not be readmitted.
 - The student will not be allowed to participate in or attend any school events.

IX. INTERNET USE POLICY

Holy Trinity Elementary provides access to the ESU 1 computer network with connections to local, national, and international networks. These networks enable students and staff the opportunity to access information and services that support the teaching learning process. Software to filter and restrict access to inappropriate sights is used by the school; sights may also be blocked because of their lack of educational value. Users do not have a right to privacy when communicating via the Internet or e-mail on school computers or when accessing the school's server. The administration or its designees are authorized to monitor and review all student communications. It is a violation of school policy for students to disclose, use, or disseminate personal information; hack into the school's or any other server or internet site; by pass the school's filtering system to access any internet or world wide web sites that have been deemed inappropriate. Holy Trinity will educate its students on appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms. It will also make aware to its students the impact of cyber bullying and how to respond to such situations. In order for a child to use and have access to the network system, a parent or guardian must sign a Parent Permission Form. This form can be found on page 18 of this handbook.

X. HOME BIRTHDAY PARTIES

If your child is planning a party at home, we ask that you or your child contact those children invited by phone or mail. Invitations **may not** be distributed in the classroom. In the past we have been faced with a number of incidents that have ended with hurt feelings for children who did not get invited to home birthday parties. Thus, we have established the above mentioned policy. Thank you for your cooperation on this issue. Birthday goodies at school during the day are appropriate.

Academic Directives

I. ACADEMIC POLICIES, GRADING, AND HOMEWORK

A specific time and a quiet place for home study is conducive to the development of good study habits. Parents should expect their students to have some homework, proportionate to grade level. A good rule of thumb is 10 minutes times the grade level; thus grade two would have approximately 20 minutes; grade three - 30 minutes, etc. If your child consistently seems to have too much, too little or no homework you may call his/her teacher. Encourage your child to read regularly as part of the homework assignment. Students are expected to complete all assignments on time and maintain passing grades. Help is available for students who fall behind in their schoolwork.

We use a number and/or letter grading system for grades 1 - 6 as follows:

A+ 98 - 100	B+ 93 - 91	C+ 85 - 83	D+ 77 - 75	F 69 or below
A 97 - 96	B 90 - 88	C 82 - 80	D 74 - 72	
A- 95 - 94	B- 87 - 86	C- 79 - 78	D- 71 - 70	

Grading Scale for Kindergarten

A series of checks on various tasks will give the parents the level of progress that the student is working at.

II. EVALUATION OF STUDENTS

The Terra Nova standardized test will be given to students in grades 3 through 6. Tests are given in the fall, a report of these tests will be sent home to the parents. If as a parent any questions arise concerning these tests please contact the school. Teacher made and chapter/unit tests are given throughout the school year. Progress reports are sent home in the student's take-home folders (grades 1 – 6) at the middle of the each quarter. Parents will also be able to access their child's grades through the Sycamore Education system used by the school, grades on this program are updated by the teacher at least once a week.

Report Cards are issued at the end of each quarter. Parent/Teacher Conferences are held for all parents after the 1st quarter and by appointment for those parents wishing to see teachers or teachers wishing to see parents, during or at the end of the 3rd quarter. These conferences are intended to discuss the progress, and academic work of the students. If other concerns develop please contact the classroom teacher or principal.

Parents are encouraged to contact teachers regularly to keep informed of their child/children's progress.

III. COUNSELING SERVICES

Holy Trinity Elementary does not have a school counselor on staff. We have access to the services of the counselor at Cedar Catholic and those provided by our pastor.

IV. TITLE I/ SPECIAL EDUCATION

Title I and Special Education services are available through the Hartington Public School.

V. TEXTBOOK LOAN PROGRAM

Holy Trinity School parents participate in the textbook loan program through Hartington Public Schools. Each spring, parents request the books on the Loan Program and sign the requests each Fall as the books are received. Currently, Math (Grades 1-6), Science (Grades 1-6), Music Series (Grades 1-6), Spelling Books (Grades 1-6), Social Studies (1-6), and Reading (Grades K-6) are available through this program.

VI. STUDENT RECORDS

Holy Trinity voluntarily complies with the provisions of the Buckley Amendment. Individual records of grades, attendance, testing records, birth certificates and health information are kept on file. Student records are confidential and are only accessible to school authorities, parents and student. Any other interested parties are required to have the written permission of the parents to gain access to student records.

VII. FIELD TRIP PROCEDURES

Parents must fill out an Archdiocesan Field Trip Permission Form giving their child permission to take part in a field trip. A permission form will be created specifically for each field trip. Parents may be contacted to drive their cars on these trips. Drivers must furnish proof of liability insurance prior to driving on the trip. See Attachment A for a sample of the Archdiocesan Field Trip Permission Form.

If students are leaving school grounds for an educational experience within the local community a note will be sent home informing parents that their child will be off school grounds.

VIII. STUDENTS WITH SPECIAL NEEDS

Parents of students with visual or hearing conditions that require special classroom seating arrangements should notify the classroom teacher and the school nurse with a written physician's statement.

Parents are reminded that there are some special services through the public school, such as speech therapy. If you feel your child has a special need, please share this information with the classroom teacher. The appropriate papers to request testing will be made available.

IX. BOARD OF EDUCATION

The Board of Education is an advisory board to the administration of the school. The administration may seek the advice and input from the board on policies.

Policy is defined as the settings for the principal, which give direction to Holy Trinity School. Implementation of policies shall be the responsibility of the principal of Holy Trinity Elementary.

X. PROMOTION

The student is promoted each year on the recommendation of the teacher and principal. When evaluating the student's academic progress, the teacher reviews the social, physical, and moral development of the student.

A teacher may recommend retention of a student in a grade level when there is strong evidence that the student would benefit from repeating the grade. Parents will be notified and consulted if retention is being considered.

XI. WELLNESS POLICY

1. Purpose and Goals

- b. The Holy Trinity Elementary School System (herein addressed as the school system) desires to promote healthy students and healthy living by supporting good nutrition, nutrition education, and regular physical activity. The school system strives to promote student healthy and reduce childhood obesity. The school system will achieve the goals of this policy by:
 - Involving parents, students, board members, administrators, teachers, health professionals, and other interested members of the community in the development, monitoring, and review of this policy.
 - Developing goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness.
 - Providing nutrition guidelines for all foods available during the school day.

2. Nutrition Education Goals

- a. All classroom teachers, when appropriate, should discuss nutrition in their curriculum throughout the school year.
- b. Provide easy access to nutrition/wellness materials and websites.
 - Attempt to facilitate health/exercise and nutrition field trips when possible.
- c. School staff is encouraged to model healthy eating behaviors.
- d. The school's food service program should be coordinated with the nutrition instruction if practicable. The school cafeteria provides an opportunity for students to apply the skills that they have learned in the classroom, so there should be coordination between the cafeteria staff and teachers.

3. Physical Activity Goals

- e. Physical education classes and physical activity opportunities will be available for all students daily throughout the school year. Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity. The physical activity and education program should expose students to a wide variety of physical activities, teach physical skills to help maintain health and fitness and individualize the intensity of activities as needed.
- f. All elementary school students will have daily, supervised recess, preferably outdoors, during which moderate to vigorous physical activity will be verbally encouraged and adequate space and equipment will be provided.

4. Other School-based Activities Promoting Student Wellness

- a. Dining Environment
 - The school system will provide a clean, safe, enjoyable meal environment for students.
 - The school system will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
 - The school system will have drinking fountains or other accommodations available so that students can get water at meals and throughout the day.
 - The school system will continue to have 100% student participation in the school meal program.
- b. Mealtimes
 - The school system will continue to ensure an adequate time for students to eat meals and socialize with friends.
 - Lunch should be scheduled as near to the middle of the school day as possible.

5. Nutrition Guidelines for Food Sold On School Campus

- a. The goal of the school system is to provide students with foods that promote student health and reduce childhood obesity. In order to best accomplish this goal, the school system shall offer food programs that, at a minimum, satisfy the nutritional requirements established by local, state and federal statutes and regulations such as the USDA's National School Lunch Program and the Dietary Guidelines for Americans.
 - b. The school system food program shall operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and all applicable laws and regulations of the State of Nebraska.
 - c. The school system encourages the consumption of nutrient dense foods such as whole grains, fresh fruits, vegetables, and low-fat dairy products.
 - d. Foods of "minimal nutritional value" as defined by 7 CFR 210.11(2) should not be served in Holy Trinity Cafeteria, where reimbursable meals are served, sold or eaten. These foods include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn.
 - e. School Parties
 - Recommend parents to consider bringing snacks that contain less sugar, less salt, less fat.
 - Suggest fruit and vegetables
 - Popcorn
 - f. School menus should be prepared with input from students, parents and school system personnel.
 - g. School personnel shall periodically review menus to ensure that they meet USDA guidelines.
 - h. The school system will share information about the nutritional content of meals with parents and students upon request.
6. Monitoring and Policy Review
- a. The principal and the pastor shall be responsible for ensuring compliance with this policy. School food service staff will ensure compliance with nutrition policies within the school food service areas and will report on this matter to the principal and the pastor.

XII. HEAD LICE POLICY

Upon the detection of live lice on a student, Holy Trinity will contact the student's parent or guardian. The student may return to school after treatment with an over the counter or prescription medication for the treatment of lice is used. Information regarding the detection of lice as well as the checking and monitoring of lice by parents will be sent home.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued.

XIII. FIRE AND DISASTER/SEVERE WEATHER DRILLS

According to the State Fire Regulations, fire drills are to be held monthly. Students are asked to walk quietly in single file to designated areas. Disaster/tornado drills are conducted in the spring. Students should be silent during all of the above drills so that any necessary instructions can be given and heard.

Financial Directives

I. TUITION

The total cost for each student (K-6) to be educated at Holy Trinity Elementary is \$4,025. Parish credit for attendance is given to each family for each child in attendance.

Below is a chart establishing the financial responsibilities of the parent/guardians of those attending Holy Trinity Elementary. Based on your own financial circumstances, please select a tuition amount within the range specified that you pledge to pay for each child attending Holy Trinity School.

- 1 child: \$1,860 - \$4,025
- 2 child: \$1,360 - \$4,025
- 3 child: \$ 980 - \$4,025
- 4 child: \$ 980 - \$4,025

The first payment of the financial responsibility of the parents is due and payable at the parish office on or before July 1, 2016. All other payments are due on the dates shown on each family's payment coupon book.

II. REGISTRATION FEE

For each student attending Holy Trinity Elementary School, a registration fee of \$30 per student is assessed. Registration fees are due when your student(s) is registered for the next fall term. All fall registrations are due on or before May 1st of each year. Registrations and fees are to be returned to the school office.

III. SCHOOL LUNCH FEES

Lunch Prices: **Grades 7-12 for \$2.45** and **Grades K-6 for \$2.25**

1 milk & the fruit & vegetable bar are included in the meal price

Extra lunch milk - **\$.35 per carton**

Afternoon milk for Grades K-3 - **\$.35 per carton**

Extra main entrees - **\$1.10 per entrée**

Extra dessert, tea rolls, or potatoes - **\$.40**

Extras taken will be charged to all students, even if they are on free or reduced

Guidelines 2017-2018:

- The Cafeteria accounting system is set up on a prepaid basis and every time your child eats or takes extras, money is subtracted from your positive account balance.
- **FAMILIES MUST HAVE MONEY ON ACCOUNT BEFORE THE FIRST DAY OF SCHOOL. No one eats lunch without money on account.**
- Payments for lunches are due when your family balance is at a positive \$5.00.
- All payments are to be made to **HOLY TRINITY CAFETERIA.**
- All payments dropped off at either school need to be in a sealed envelope **with the family name on the outside of the envelope.**
- Automatic lunch payments are highly recommended. The withdrawal form is enclosed in the fall school packets signed by Fr. Korte. **Anyone needing help setting up payments of this type, can call the Holy Trinity Parish Business Office - 402-254-6559.**
- Monthly statements are NOT mailed out.
- Accounts not kept current will be required to set up the auto payment plan.
- Any carryover money from last year will show on your account. If you have any questions about your billings, please call me. If you call right away, we find the errors easier. I am always available to answer any questions that you have about the charges to your account.
- Any child with a milk allergy will need a note from a family doctor, so a substitute beverage can be provided.
- All lunch accounts may be checked online through the Wordware website.

REQUEST FOR ADMINISTERING MEDICINE AT SCHOOL

School Year _____

GRADE: _____
STUDENT NAME: _____

This form must be filled out by parent/guardian each time there is a need to have medicine administered at school. Additional forms are available at the school office. This medicine is to be furnished by parent/guardian in an original pharmacy container with the student's name, name of medication, dosage, time of day and duration of treatment.

Medication

Dosage/Direction/Amount:

DATE	OCTOBER TIME / INITIAL	NOVEMBER TIME / INITIAL	DECEMBER TIME / INITIAL	JANUARY TIME / INITIAL	FEBRUARY TIME / INITIAL	MARCH TIME / INITIAL	APRIL TIME / INITIAL	MAY TIME / INITIAL
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