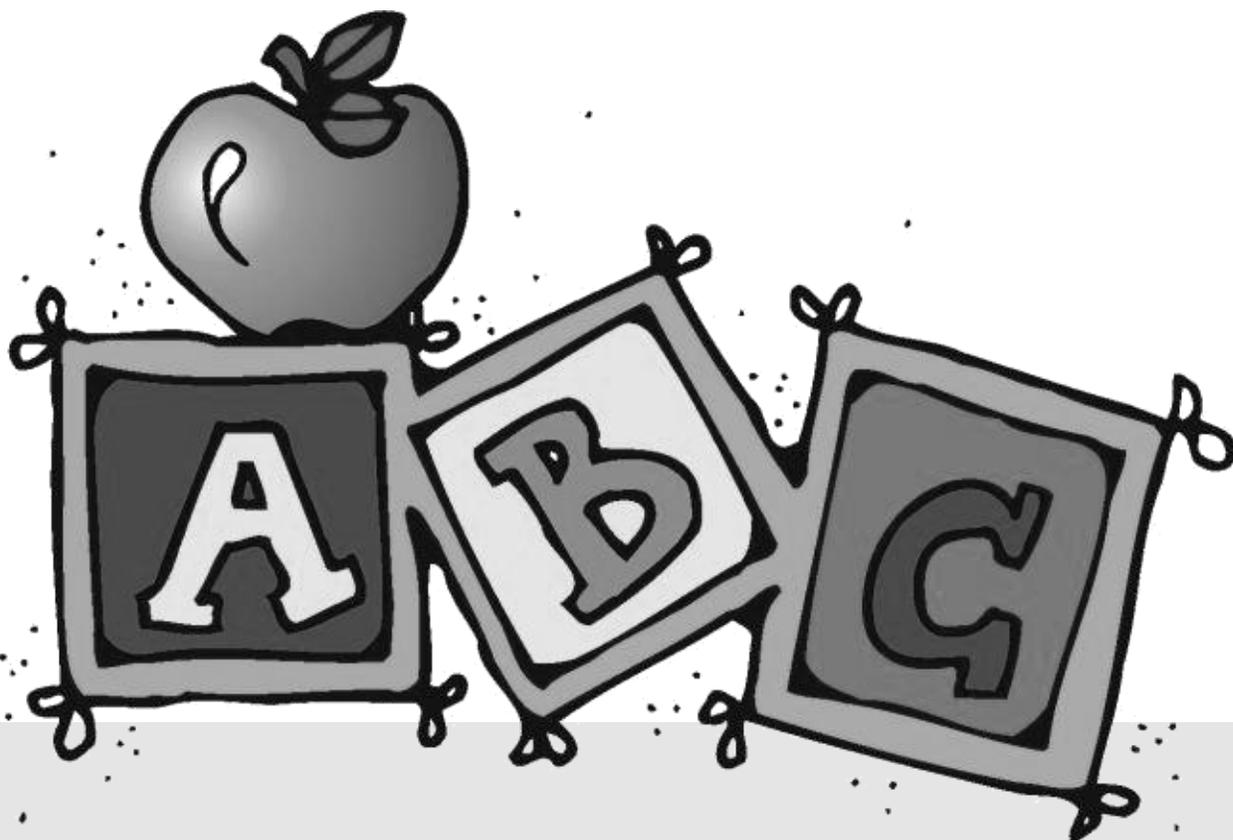


# **HOLY TRINITY PRESCHOOL**

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2016 – 2017 School Handbook



# Preschool Handbook

2016 – 2017 SCHOOL YEAR

# **Holy Trinity Preschool Handbook**

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# Introduction

## **I. FOREWARD**

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Holy Trinity Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students 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 Preschool 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 Preschool'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**

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**PASTOR:** Reverend Owen W. Korte

**ADMINISTRATOR:** Terry Kathol

**SCHOOL BOARD:** Kurt Dendinger, Carrie Hochstein, Erin Lammers, Wendy Wortmann, April Heimes, Louis Steffen.

**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; Pre-School 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**

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Holy Trinity Preschool, 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 Preschool 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 meet and exceed 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 Preschool 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 as well as global and multi-cultural awareness. Many 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.

**A. Vision Statement**

Holy Trinity Preschool 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. Help children become aware that God has made each and every one of them very special.
2. To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of a group.
3. To help children learn to interact appropriately with children and adults.
4. To help children behave appropriately in the classroom setting.
5. To help children experience pride and self-confidence, develop independence and self-control skills. Such as the ability to solve problems, ask questions, and use words to describe their ideas, observations and feelings.
6. To help children increase their large and small muscle skills and feel confident about what their bodies can do.
7. To provide a curriculum that is developmentally appropriate and challenging for preschool students.

**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.

## **Religious Education**

Holy Trinity Preschool 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**

Holy Trinity Preschool is a faith-based preschool. This is an important time in the development of each student's faith. Students will be introduced to the teachings of the Catholic Church; previous knowledge will be expanded on to develop greater depth.

## II. MULTI-CULTURAL EDUCATION

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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 regular lesson.

Teachers are given instruction in multicultural education and various means of integrating this instruction into core curriculum disciplines. The teachers are taught to recognize opportunities to present multicultural education in all classes.

# General Directives

## I. ADMISSION

---

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

When deciding which preschool program to place a child, consideration must be given to the age of the child and when they will be attending Kindergarten. If questioning the appropriate preschool program please contact the preschool teacher.

The Catholic schools observe Nebraska law applicable to private schools regarding the age of admission to Kindergarten and First Grade.

All students attending preschool must be potty trained by the beginning of the session in the fall.

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

## II. PARENTAL KNOWLEDGE OF SCHOOL PROGRAMS AND ACTIVITIES

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1. 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 sycamore website.
2. Parents are encouraged and expected to be involved in the educational process of their child. This may include such things as reading to your child, providing opportunities to identify and use colors, identifying shapes, using counting experiences, learning to listen attentively, and practicing good health habits.
3. 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:
  - a. Contact the classroom teacher if it is a classroom matter, or the principal for school matters.
  - b. 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.
  - c. 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.
  - a. 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.
  - b. If serious dissatisfaction results in continued agitation on the part of parents, the school's governance body will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for enrollment of the child or children.

5. Holy Trinity Preschool is licensed under the Nebraska Department of Health and Human Services. Regulations relating to this department and preschools can be accessed from their website. Preschool licensing staff can be contacted through the Department of Health and Human Services as well. Complaints related to preschool regulations under the guidance of the Department of Health and Human Services may contact that department to file a complaint.
6. Contact Information For Child Care Licensing
  - a. The following information may be of help in gathering information about Child Care Licensing and includes a mailing address, phone numbers and websites.
  - b. For questions regarding Child Care Licensing: 800-600-1289(toll free); Child Care Licensing; Department of Health and Human Services; PO Box 94986; Lincoln, NE 68509-4986; [dhhs.ne.gov/publichealth/Pages/crl\\_childcare-childcareindex.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_childcare-childcareindex.aspx)
  - c. Review or request a copy of Child Care Licensing Regulations: [dhhs.ne.gov/Pages/reg-t391-2.aspx](http://dhhs.ne.gov/Pages/reg-t391-2.aspx); Phone: 800-600-1289. Request copies of Compliance Reviews, the results of Licensing visits to the provider: 800-600-1289. Review Negative Actions: [dhhs.ne.gov/publichealth/Pages/crl\\_monthlydisciplinereports.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_monthlydisciplinereports.aspx). Make a complaint: [dhhs.ne.gov/publichealth/Pages/crl\\_childcare\\_complaints.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx); Phone 800-600-1289. Review or request a roster of Licensed Child Care Providers: [dhhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf](http://dhhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf); Phone 800-600-1289.
  - d. Additional Resources
  - e. These resources may be of additional interest to you. Child Abuse/Neglect Hotline: 800-652-1999; Child and Adult Care Food Program: 800-731-2266; [www.education.ne.gov/NS/cacfp/index.html](http://www.education.ne.gov/NS/cacfp/index.html); Child Care Subsidy (ACCESS Nebraska): [accessnebraska.gov](http://accessnebraska.gov); Nebraska Department of Health and Human Services: [dhhs.ne.gov](http://dhhs.ne.gov); Nebraska Immunization: [dhhs.ne.gov/publichealth/Pages/immunization\\_index.aspx](http://dhhs.ne.gov/publichealth/Pages/immunization_index.aspx); State of Nebraska: [nebraska.gov](http://nebraska.gov); Child Care Licensing: [dhhs.ne.gov/publichealth/Pages/crl\\_childcare-childcareindex.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_childcare-childcareindex.aspx); National Network for Childcare: [nccc.org](http://nccc.org); National Children's Coalition: [teenzeen.org](http://teenzeen.org)
7. Licensed Child Care
  - a. You have chosen to use a licensed Child Care provider for the care of your child or children. According to Nebraska State law (Neb. Rev. Statute 71-1909), the licensing and regulation of Child Care programs exist to protect children and to assist parents in making informed decisions about the enrollment and care of their children in Child Care programs. These licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS). Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed. The types of Licensed Child Care in Nebraska are: Family Child Care Home I; Family Child Care Home II; Preschool; Child Care Center; School-Age Only Center.
8. Roles and Responsibilities of Child Care Licensing
  - a. The roles and responsibilities of DHHS Child Care Licensing staff are to ensure that programs are providing proper care for and treatment of the children they serve, and that the care and treatment are consistent with the child's physical well-being, safety, and protection. Licensed Child Care programs are encouraged to involve you. We urge you to let your Child Care provider's staff know of any concerns. Licensed Child Care Providers should: Comply with child care regulation for their license type at all times. Obtain and maintain accurate records for children they have in care, such as enrollment forms, parent information, and immunization records. Keep accurate and up-to-date records for their license and staff members. Report changes to Child Care Licensing and complete required paperwork to reflect changes. Allow access to their licensed facility when children are in care at all times to parents, Child Care licensing representatives and the Fire Marshal. Develop policies and procedures for their programs. Communicate with families their needs and concerns for the children in care.
9. Expectation of Child Care Consumers.
  - a. As a consumer of Licensed Child Care you should: Read thoroughly all the information you provider gives you. Complete you Child's Records Forms and return to you provider before your child begins care. Review and update these records as needed. Supply your provider with your child's immunization records and keep them updated as needed. Talk to your Child Care provider regularly to address needs and concerns for your children in care and as

## HOLY TRINITY PRESCHOOL

a parent. Be informed of the child care regulations. Make sure you know what your licensed child care provider is regulated to do or not do.

### III. SNACKS

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The preschool teacher will develop a snack calendar. Parents are asked to supply snacks for the class on their designated day. Consideration is given to student's birthdays. When providing snacks please provide healthy snacks which can be easily distributed to the students. Milk will be provided by the school during snack time.

### IV. ASTHMA POLICY

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Holy Trinity Preschool, an licensed system under the Nebraska Department of Health and Human Services 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

### V. ILLNESS and ADMINISTRATION OF MEDICINE

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Parents will be notified if their child becomes ill during the school day. Students may not return to school until 24 hours after a fever has ended, and 24 hours after vomiting has ended.

Parents will be notified of any communicable diseases contracted by any students enrolled in the preschool.

Medications of any type are not administered at Holy Trinity Preschool. If a student needs medications parents are encouraged to schedule the administration of these prior to their child's school time.

### VI. Drop Off/Pick Up - SCHOOL VISITORS

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Prior to the beginning of the school year, parents must designate individuals allowed to drop off or pick up their child. An area to provide this information is in the registration packet. Holy Trinity Preschool cannot dismiss a student to an individual that is not on the pick-up list without the direct permission from the parent. A person picking up a student that is not familiar to the preschool staff may have to show identification to verify they are on the allowed pickup list.

Any student transported by bus for any reason must sign a permission form for these services.

## **HOLY TRINITY PRESCHOOL**

Parents are welcome to visit the preschool during regular school hours. All parents and other visitors must report to the preschool teacher. No one is permitted to be in the school building or on the school grounds unless contacting the preschool teacher.

In accord with Nebraska state law, no person listed as a registered sex offender may visit the school with the exception of picking up their child.

### **VII. COMMUNICATION**

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Holy Trinity School keeps parents/guardians informed of their student's progress by means of telephone, email, or mail. Parent/Teacher Conferences are held for all preschool parents after the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parents will receive a developmental assessment based on a child's individual growth and development, at Parent/Teacher Conferences.

Our parent bulletins keep parents/guardians abreast of the schedule of activities and events. The teacher may also send home notes at times during the school year to keep parents informed of upcoming events or activities.

School information can also be found on the school's sycamore website.

### **VIII. TELEPHONE USE**

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During school hours, the telephone is used for business and emergencies. **Non-Emergency phone contact between** parents and teachers should be before 8:00 A.M. or after 3:35 P.M. The preschool telephone number is 254-9333.

### **IX. FUND RAISING**

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No fundraising will be undertaken by the Preschool students.

### **X. SCHOOL PICTURES**

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Presently, individual student pictures and class pictures are taken each fall.

### **XI. SMOKE FREE BUILDING**

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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 Preschool is a smoke free facility.

### **XII. CHILD ABUSE REPORTING REQUIREMENTS**

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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.

### **XIII. CHILD CUSTODY**

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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.

#### **XIV. VOLUNTEERS**

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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. This will be arranged by the school administration.

## **Attendance**

### **I. SCHOOL DAY AND HOURS OF OPERATION**

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During the regular school year, the school building is open for students from 7:50 A.M. until 3:45 P.M. each day. No one is permitted to remain in school unless requested by a classroom teacher. Under no circumstances are students permitted to remain outside and play on school property without adult supervision.

The Preschool program is from 8:00-11:00 Monday, Wednesday, and Friday mornings. Parents may drop their child off between 7:50-8:00.

The Junior Kindergarten program is from 12:30-3:30 Monday through Friday afternoons. Parents may drop their child off between 12:20-12:30.

We ask that parents do not drop children off early as a teacher may not be on duty for supervision.

Holy Trinity Preschool follows the Holy Trinity Elementary five-day school calendar.

### **II. INSTRUCTIONAL HOURS**

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The hours of instruction, at the preschool, is dependent on the program enrolled in. The preschool hours are from 8:00 A.M. – 11:00 A.M.; the Junior Kindergarten hours are from 12:30 P.M. – 3:30 P.M. In the morning we ask that students be at the preschool by 8:00 but not before 7:50. For the afternoon session we ask that students be at the school by 12:25 but not before 12:15. When dropping students off, or picking students up parents must escort their child to and from the preschool building. Only Parents, immediate family members, or individual designated on the registration form are allowed to pick up students. Parents should pick up students promptly to allow the preschool teachers time to prepare for other classes.

### **III. ABSENCES AND TARDINESS**

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Students are expected to attend school regularly and to be on time for school and scheduled activities. If a student is absent, parents should contact the preschool building at 402-254-9333.

**IV. CLOSING OF SCHOOL**

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Information regarding school closings will be announced through the Yankton radio stations (WNAX & KK93), TV station KTIV Channel 4, and the local cable TV station in Hartington. Information regarding school closings and late starts will also be available on the school's sycamore website. If Holy Trinity Elementary is closed, Holy Trinity Preschool will also be closed. If Holy Trinity Elementary has a late start there will not be a morning preschool session. If Holy Trinity Elementary lets out early and students are not already in session the afternoon preschool class will be cancelled.

## **Student Conduct**

**I. STUDENT BEHAVIOR**

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"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 Preschool is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violent, 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, 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 playground equipment, the grounds and the buildings. Such respect can keep the grounds and properties safe for all.

Student discipline is controlled by the preschool teacher. 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.

**II. CONDUCT AND HARASSMENT**

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Conduct and harassment cases will be dealt with on an individual basis. If a situation arises that is of concern to either the parent or the teacher, a conference will be called with parents, teacher, and principal present.

**III. BULLYING**

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In the context of this Handbook, bullying is defined as causing physical, mental, or verbal harm to another. Threatened violence is defined as threatening to cause physical harm to another. Each incident will be handled according to individual circumstances, but an offense may result in dismissal from school and referral to a counselor. The duration of the dismissal will be determined by the student's behavioral response and the recommendation of the counselor and the administrator. A student may be expelled for committing a violent act. Dismissal from school or expulsion will be used only after the principal has investigated the incident. Only the pastor can expel a student from school.

Holy Trinity Preschool 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.

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**IV. DRESS CODE**

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Unlike Holy Trinity Elementary, Holy Trinity Preschool does not have a formal dress code. Students should come to school with their hair neatly groomed. Clothing should be in good condition with no holes. Shirts and other clothing cannot promote unwanted behaviors, such as the use or promotion of alcohol. Shorts may be worn during the 1<sup>st</sup> and 4<sup>th</sup> quarters only.

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**V. SUPERVISION AND EXPULSION**

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Students may be suspended or expelled from school for the following reasons:

1. Behavior of the student that presents a moral danger to other students.
2. Behavior that is incorrigible, i.e. the student has been corrected many times, but refuses to change his/her behavior.
3. Frequent absences.

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**VI. HOME BIRTHDAY PARTIES**

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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 fine.

## Academic Directives

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**I. ACADEMIC POLICIES, GRADING, AND HOMEWORK**

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Holy Trinity Preschool does not use a formal report card for students. Student progress is monitored by the preschool teacher. The teacher will contact parents if any concerns about the child develop. If a parent has questions or concerns about the progress of their child they should contact the preschool teacher. Work done during class by the student will be sent home on a regular basis.

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**II. EVALUATION OF STUDENTS**

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Conferences are held for all parents after the 1<sup>st</sup> and 3<sup>rd</sup> quarters. 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.

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**III. COUNSELING SERVICES**

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Holy Trinity Preschool 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.

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**IV. TITLE I/ SPECIAL EDUCATION**

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Our students who require Title I or Special Education will have services provided to them by the Public School. These services will take place in the preschool building.

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**V. STUDENT RECORDS**

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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.

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**VI. FIELD TRIP PROCEDURES**

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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. See Attachment A for a sample of the Archdiocesan Field Trip Permission form. If bussing is provided a permission form must be signed by the parent to allow for the transportation.

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**VII. STUDENTS WITH SPECIAL NEEDS**

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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.

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**VIII. BOARD OF EDUCATION**

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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 Preschool.

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**IX. PROMOTION**

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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 with if retention is being considered.

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**X. WELLNESS POLICY**

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**1. Purpose and Goals**

- a. The Holy Trinity Preschool 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:
  - i. 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.
  - ii. Developing goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness.
  - iii. 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.
- a. 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***

- a. 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.
- b. 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
  - i. The school system will provide a clean, safe, enjoyable meal environment for students.
  - ii. The school system will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
  - iii. The school system will have drinking fountains or other accommodations available so that students can get water at meals and throughout the day.
  - iv. The school system will continue to have 100% student participation in the school meal program.
- b. Mealtimes
  - i. The school system will continue to ensure an adequate time for students to eat meals and socialize with friends.
  - ii. 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
  - i. Recommend parents to consider bringing snacks that contain less sugar, less salt, less fat.
  - ii. Suggest fruit and vegetables
  - iii. 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.

**XI. HEAD LICE POLICY**

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- 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.

## **XII. FIRE AND DISASTER/SEVERE WEATHER DRILLS**

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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.

If an evacuation has to take place, parents will be notified by the school by text message through sycamore and phone call. The students will be brought to Holy Trinity Elementary by bus for parents to pick up.

# **Financial Directives**

## **I. PRESCHOOL CARE**

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Below is a chart establishing the financial responsibilities of the parent/guardians of those attending Holy Trinity Preschool.

### Annual Preschool Care Fees

**Jr. Kindergarten Program** - 5 day Afternoon Program - \$1,332

**Preschool Program** - 3 day Morning Program - \$792

The first payment of the financial responsibility of the parents is due and payable at the parish office on or before August 1, 2016. All other payments are due on the first of the month through April 1, 2017.

## **II. REGISTRATION FEE**

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A **\$125 registration fee is due at the time of registration.** This fee is nonrefundable unless capacity is reached and a student is unable to attend Holy Trinity Preschool as a result of this.



# HANDBOOK CONSENT FORM

## 2016-2017 School Year

The Catholic Department of Education has instructed all Catholic schools to include this form in the handbook. After reading the handbook, parents/guardians are to sign in the space provided below, placing the date of the signing in the proper space. This form must be signed and returned by the date indicated below.

We as parents/guardians have read the information in this handbook concerning Holy Trinity School policies. We (I) agree to have our student(s) under the jurisdiction of these rules.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form by August 17, 2016**