



PARENT/STUDENT HANDBOOK
2021 – 2022



www.holytrinitycatholic.school

MISSION OF HOLY TRINITY CATHOLIC

The Mission of Holy Trinity Catholic School is to foster an environment of spiritual and intellectual growth by integrating Catholic teachings throughout the educational process. This is accomplished by the promotion of Gospel values, charitable service, and academic excellence in order to prepare our students to be compassionate, creative, and critical thinking citizens

BELIEFS

At Holy Trinity Catholic School we believe:

- In developing an environment of Catholic experiences that fosters spiritual and intellectual growth and preparing students for a faith filled and productive life.
- That the Catholic faith formation and education is the shared responsibility of the school, student, family, parish, and community
- In the development of the whole child spiritually, emotionally, intellectually, socially and physically.
- We initiate and explore innovations in education.
- We recognize that all students have unique learning styles and we provide differentiated instruction to meet the needs of all learners.

ADMINISTRATION

Principals Miss Cathy Damiano - Elementary Schools: Pre-school - 4th Grade

Mrs. Elaine Spencer - Middle School: 5th - 8th Grade

FACULTY

ALTOONA CAMPUS

PreK 3 Mrs. Jennifer Strawmire
PreK 4 Mrs. Danielle Michaud
Kindergarten Mrs. Gina Meintel
First Grade Mrs. Katrina Beckel
Second Grade Mrs. Corey Craw
Mrs. Dorothy Kenner
Third Grade Mrs. Danielle Aikens
Fourth Grade Mrs. Jennifer Bagley
Mrs Edie Wertz

STREAM
Music
Physical Ed.
Art
STAR360

HOLLIDAYSBURG CAMPUS

PreK 3 & 4 Mrs. Melissa Clapper
Kindergarten Mrs. Robin McClure
First Grade Mrs. Angela Gardner
Second Grade Mrs. Melinda Hoover
Third Grade Mrs. Julie Dodson
Fourth Grade Mrs. Vicki McCord

Miss Jess Brunner
Mrs. Nicole Barrick
Mr. Shane Reffner
Mrs. Sarah Jubeck
Mrs. Carole Litzinger
Mr. Heath Miller

MIDDLE SCHOOL CAMPUS
Grades 5 - 8

Miss Beth Damiano
Mrs. Linda Mueller
Mrs. Lorie Eberwein
Mr. Mark Raffetto
Mr. Matt Karabinos
Mr. Doug Reffner
Mrs. Melanie Helsel
Mr. Bill Noye

STREAM
Music
Physical Ed.
Art
STAR360

Miss Jess Brunner
Mr. Bradley Scherden
Mr. Shane Reffner
Mrs. Tabitha Shimer
Mrs. Carole Litzinger

SUPPORT STAFF

Business Manager

Administrative Assistant

Secretary
Secretary

IT

Maintenance Staff

Cafeteria Staff:
Middle School

Altoona
Hollidaysburg

Ms. Janathyn Crossman

Mrs. Anita Zeth – Middle School

Mrs. Becky Potopa – Altoona Site
Mrs. Susan Myers – Hollidaysburg Site

Mrs. Andrea Gonsman

Mr. Tyke Dodson
Mr. Jared Franks

Mrs. Christine Watt
Mrs. Jamie Noel
Mrs. Megan Holes
Mrs.
Mrs. Dena Haun
Mrs. Patricia Trexler

SPECIAL SERVICES

IU 8 Guidance Counselor
IU 8 Reading Specialist
IU 8 Speech Therapist
Nurse (AASD & HASD)

CONTACT INFORMATION:

Middle School Campus	814.942.7835
Hollidaysburg Campus	814.695.6112
Altoona Campus	814.381.7011

Email Addresses:

All email addresses = lastname.firstname@holytrinitycatholic.school
(last name . first name @ holy trinity catholic . school)

HOLY TRINITY CATHOLIC SCHOOL ADMINISTRATION RESERVES THE RIGHT TO AMEND ANY PART OF THIS HANDBOOK ON AN INDIVIDUAL BASIS. PARENTS WILL BE NOTIFIED OF CHANGES.

ACCREDITATION

Holy Trinity Catholic School is an accredited school through the Middle States Association of Colleges and Schools. We successfully completed the accreditation process during the 2018-2019 school year.

ABSENCE, ATTENDANCE AND PUNCTUALITY

- **Parents are required to call the school office between 7:00-9:00am if a student will be absent that day.**
- **Please DO NOT text the homeroom teacher of your son/daughter's absence.**
- **Calls will be made to the home or place of employment if a parent fails to report an absence.**

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits.

- **Students who are absent 10 days during the school year, the parent/guardian will be notified by mail and a doctor's excuse will be required for every missed day after 10.**
- **After three consecutive days a doctor's note must be presented to the teacher.**
- **Students who are absent or late in excess of 20 school days may be retained or required to make up work in summer school.**
 - Participation in 8th grade graduation may be put in jeopardy.
- **In cases of communicable diseases, a physician's note is also required. If your child does contract a communicable disease such as strep or measles please call and report to the office so that we may issue a health alert to all parents.**
 - All such reports remain confidential.
- **We encourage dentist, orthodontist and doctor appointments be made for after school hours.**

- Children leaving the classroom not only interrupt their own educational process but cause a disturbance to the entire class. If this is not possible, parents must notify the school before 8:00am the morning of the appointment.
- **The adult who is picking up a child must report to the OFFICE to sign out the student. When the child returns to school, an adult must report to the OFFICE to sign the student back into school.**
- Children who miss classes for appointments are required and are responsible to make up all assignments from the missed class.
- Students coming from a doctor or dentist appointment must bring a note from either one of the above when returning to school.
- **Any days out of school accumulate as days absent. This includes days taken for family vacations.**
- **Extraordinary circumstances will be handled on an individual basis by the building administrator.**

Excused absences: Pennsylvania School Law states that “excused” absences include the following: illness, family emergencies, prearranged and approved doctor and dentist appointments, school scheduled student educational trips and authorized school activities. During excused absences, class work is made up upon the child’s return to school. This work needs to be made up within two days of the absence unless it is an extended absence. In this case special arrangements will be made with the building administrator and classroom teacher or teachers.

Unexcused absences: All other absences will be considered unexcused unless prior approval has been given by the school principal. Days taken for vacation days are unexcused unless prior approval is given, but these days still accumulate as days absent.

Tardiness: A child who is not in the classroom by first bell for opening classes is considered to be tardy. In order to gain admittance to school, the student and their parent/guardian must first report to the office and must sign the child into school. Parents are not permitted to send their child directly to the classroom.

Accrual of Tardiness: The office will keep track of all tardiness in order to insure that students complete the required number of days towards graduation.

- The principals of Holy Trinity Catholic School have no power to grant permission to a student to be absent from school for a reason which the Commonwealth does not recognize as legitimate. It is the parents who are answerable to the state authorities for an illegal absence.
- Absence caused by travel is considered anticipated absence. Therefore, family vacations during the school year are not considered a legal absence. As stated above, these days will be counted as days absent and will be included in the accumulated days. Parents are advised not to take vacations during school weeks. This leaves gaps in the child's education. Assignments missed due to family travel during unscheduled vacations will be the responsibility of the student. ***Teachers will not prepare materials in advance to accommodate travel plans.*** The length of time of make-up work should be proportional to the amount of time absent. If schoolwork is not completed in a timely manner, the grading for that subject area will be adjusted accordingly.
- Take your Child to Work Day is a non-school sponsored event; therefore, if you choose to have your child participate in that event, your child will be marked absent. They will be required to make up any work or tests given on that day.
- Upon returning to school, for any absence, the student must present a note signed by the parent/guardian explaining the reason for the absence. If the school does not receive a note, the child will be marked as an unexcused absence. These notes are kept on file for one year.

ATHLETICS

Holy Trinity Catholic School operates a variety of athletic teams. All athletic activities are governed by the Diocesan Athletic Guidelines.

Eligibility:

All students/athletes must maintain an average of 70% or higher in all major subjects to participate in athletic programs. This includes the following: Religion, Literature, English, Math, Social Studies and Science.

All practices and games are automatically cancelled if school is cancelled due to inclement weather.

Students who are absent from school may not participate in practice or game on the day of the school absence without the specific permission from the principal. These guidelines also apply to students participating in Bishop Guilfoyle Athletics for seventh and eighth grade.

Students may also find themselves to be ineligible due to discipline problems at the discretion of the building principal.

Early dismissal:

- Students in grades 7 and 8 participating in Bishop Guilfoyle athletics will be dismissed when the travel bus arrives at HTC Middle School.
- Students will not be permitted to change at Holy Trinity.
- If a bus is not provided by BGCHS, students must have a signed permission slip designating who will be transporting them. **This designated person must sign students out in the main office.**
- **All bus policies and expectations for appropriate behavior and actions apply.**
- Any schoolwork missed is the responsibility of the student

AUXILIARY SERVICES

The following personnel are provided to our school through state/federal programs:

1. Intermediate Unit 08 Reading Specialist is made available to the school. He or she will work with any student not reading at the expected grade level or at the discretion of the building principal and/or the teacher.
 2. Intermediate Unit 08 Guidance Counselor provides group guidance as well as individual guidance for students referred by the teacher. Parents and students can also request these services.
 3. Intermediate Unit 08 Speech Therapist works with students who have speech problems or incorrect language patterns.
 4. Title I Reading is provided by Step by Step.
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CASH/CHECKS POLICY

Due to the amount of financial transactions, we process, all monies must be sent to the school in **CHECK FORM ONLY**. Checks should be made out to HTCS and sent to school in an envelope clearly marked with its intention.

CHILD STUDY TEAM

Each Holy Trinity building site has a Child Study Team. The team is composed of professionals from that particular site. They meet monthly or as needed to discuss the many needs of our students. The Child Study Team can make suggestions, based on many resources, on how to help each student be successful.

BELL SCHEDULE

Middle School	Elementary
First bell – 7:30am – Report to Homeroom	First bell – 7:45 A.M – Report to Homeroom
Late Bell – 7:50am	Late Bell - 8:02
Class Begins 7:52am	Class Begins - 8:05
Lunch Periods	Lunch Periods
End of Last Period – 2:10	End of Last Period – 2:25
Bus Bell – 2:15	Bus Bell – 2:28
Dismissal Bell -2:17	Dismissal Bell -2:30

A student is considered to be tardy at 7:50 A.M. (Middles School) and 8:02 A.M.(Elementary) and must report to the school office with their parent/guardian to be admitted.

If for any reason your child's routine of transportation is changed, you must notify the school in writing in advance, or call the school office by 1:00 p.m. that afternoon. **When parents call after 1:00 p.m., we cannot guarantee that the message will get to the student in time.**

Students are directed to go home at dismissal, unless they are staying for a school sponsored activity. **If students are staying at school for an afternoon practice that does not start immediately after school, they will be directed to wait in the After School Care room and appropriate charges will be applied to the family. Students may not leave and come back to After Care.**

If your child's ride is not here at dismissal, your child must report to After School Care immediately and appropriate charges will be applied to the family. He/she will not be permitted to wait in the foyer or outside. This is for the safety of your child.

DISCIPLINARY PROCEDURES & CODE OF CONDUCT

Preschool through 2nd Grade:

Each classroom teacher establishes their individual discipline guidelines and consequences according to the age of the children in their classroom. General rules of respect for each other and school property remain the same across every grade level.

3rd through 8th Grade:

Demerits will be issued but are not limited to the following reasons:

- incomplete homework assignments (one per day/per subject)
 - dress code violations
 - disruptive behavior in the classroom (i.e. excessive talking, etc.)
 - disrespectful/defiant behavior toward adults or classmates
 - vulgar language/obscene gestures
 - unsportsmanlike behavior at any time
 - destruction or inappropriate use of school property
 - fighting of any kind
 - inappropriate or unsafe actions or behaviors
 - any action or inaction deemed harmful or inappropriate by a teacher or staff member
- Cheating
- Any student that accumulates 3 demerits for the same offense within a week OR a total accumulation of 5 demerits in two weeks will be required to serve a detention the following week.

Demerits will be collected and counted at the end of every week.

Detentions will be issued for but are not limited to the following:

- Any serious infraction could result in an automatic detention at the discretion of any faculty member or by the principal
 - Any student that accumulates 3 demerits for the **same offense within** a week **OR a total accumulation of 4 demerits** in two weeks will be required to serve a detention the following week.
 - Students and parents will be informed of the commitment to serve their detention through a letter.
 - Detentions will be scheduled as needed and will run for one hour after school.
 - Students and their parents must make necessary arrangements to be picked up after detention.
 - If a student accumulates a total of 3 detentions in a semester, the student will be suspended for one week from all extra-curricular activities at the discretion of the building administrator.\
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SUSPENSIONS

- A student may be suspended immediately for but is not limited to any of the following reasons:
- serious physical fighting
- obscene language or gestures
- inappropriate use of the internet
- any behavior considered seriously unacceptable by the building administrator
- bullying
- destruction of property
- In addition to the in-school suspension, a student is placed on disciplinary probation for the remainder of the year.
- If a student is suspended more than once, he/she may be asked to leave the school.

PROCEDURES FOR STUDENT SUSPENSIONS:

These procedures apply to infractions of a serious nature, as determined by the building administrator.

- Parents/Guardians of the student will be informed in writing of the suspension as soon as possible.
- Suspensions will be implemented in school and/or out of school at the discretion of the school administrators.
- Following suspension, the appropriate school administrator will conference with parents or guardians.
- Students removed from the school community will not be readmitted before a parent conference has been conducted and all other conditions for re-admittance have been satisfied.
- Suspended students will understand and agree to assume responsibility for future behavior.
- Where appropriate, a student will be referred to the school counselor and an outside counselor if appropriate
- Signed agreement by parents and a written report of the suspension will be filed in the student's record.

EXPULSION

In extreme cases, immediate expulsion may occur at the discretion of the principal.

Weapons:

Possession or handling of any object/instrument potentially dangerous or harmful to persons represents a serious misunderstanding of the concept of a faith community. Such possessions or handling is strictly forbidden. Persons violating this policy will be liable to severe disciplinary procedures, including the possibility of prosecution under the Pennsylvania Criminal Code.

- The incident will be investigated.
 - Parents/Guardians will be notified.
 - In accordance with the Pennsylvania Crime Code, sec. 912, the local police will be notified
 - The student will be immediately suspended into the custody of a parent or guardian.
 - The Diocesan Director of Education will be notified
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- As a result of the investigation, the student is liable to further disciplinary action and/or expulsion.
- Act 26 Section 1304-A (PA) requires all schools to provide future schools with
 - notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.
- Any incident which even remotely is considered a threat, will result in an immediate expulsion for the student.

DRESS CODE:

We take pride in the appearance of our students. The way you dress reflects the conduct and quality of your work. Failure to comply with the dress code does have disciplinary consequences.

See appendix A for complete Uniform Guide.

Dress Code Policy:

- All students must maintain an appropriate level of personal hygiene that is neat, clean, and pleasant.
- Visible tattoos, either permanent or temporary, are forbidden.
- Winter boots: As long as there is snow on the ground students may wear their winter footwear during the school day.

Girls:

- Skirts must be no shorter than 2 inches above the knees
- Respectable hairstyles, no unnatural hair dyes, no excessive make-up, long dangling earrings or excessive jewelry will be permitted.

Boys:

- Length of hair may not extend beyond the top of the shirt collar, no earrings, unnatural hair dye or excessive jewelry

SPIRIT DAYS REMINDERS:

All dress down days are spirit wear days.

Students are expected to dress in conservative clothing and follow all other rules that apply to our daily dress code. Here are a few additional notes to keep in mind:

- All clothing worn on non-uniform days should be free from holes and rips and be modest as in keeping with the values of our Catholic faith
 - **All t-shirts and sweatshirts are to be HTCS apparel.**
 - Skirts/shorts must be no shorter than 2 inches above the knees
 - Shirts/tops should fit properly
 - At no time is it appropriate for students to wear flip-flops or sandals.
 - All hats are to be removed upon entering the building
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DRUGS AND ALCOHOL:

Holy Trinity Catholic takes the position that the use and abuse of alcohol and/or drugs interferes with the spiritual, educational, emotional and social well-being of the individual student.

Holy Trinity Catholic School will work to educate, prevent and intervene in the use and abuse of all drug and alcohol and tobacco substances by the entire student population.

EMERGENCY INFORMATION:

In case of an emergency, each student is required to have on file in the school office an emergency procedure card. This information is kept in the school office during the current school year and is kept confidential.

EMERGENCY CLOSING/DELAYS/EARLY DISMISSAL

HOLY TRINITY CATHOLIC SCHOOL (all 3 HTC sites) ~ FOLLOW the Altoona Area School District

When it is necessary to close school, the announcement will be made by phone through School Messenger and through ParentSquare, along with notification on WTAJ. It is our policy to close school whenever the **Altoona Area School District** is delayed or closed due to severe weather conditions.

In the event that there is an early dismissal due to weather in the Hollidaysburg Area School District, all HT students who ride the HASD busses will be dismissed to ride the bus home with their parent's permission. In the event that the HASD closes and the AASD remains open, all students who use the HASD bussing must provide their own transportation for the day.

FAMILY FOLDERS:

A family folder will be sent home electronically through **ParentSquare** every Thursday. Folders will be used periodically and sent home with the oldest at each campus. It is imperative that you review all information in the folder and in your email. Many times, information is misunderstood and important due dates are missed.

If you can not receive your family folder through ParentSquare – PLEASE call the school office and let us know.

If there is something in the folder that needs to be returned to school, we ask you to try and send it back to school by Monday the following week.

FIELD TRIPS:

The cost of each field trip and transportation is high. For this reason we ask families to contribute toward the cost. The PTO also supports these efforts through fundraising. If you have not made an effort to support HT through regular tuition payments and support of the school fundraisers, participation in these field trips could be suspended.

FINANCES

Financial Obligations:

No student will be permitted to participate in any extracurricular activities if the student's financial account is more than 30 days past due and arrangements have not been made to make the account current. These accounts include but are not limited to Tuition, Fundraising, Lunch and Aftercare. The student will not be able to participate in HTCS/BGCHS sports, field trips, or attend practices. As always, the family is encouraged to contact the school administration to make special arrangements should financial difficulties arise.

FUNDRAISING

Please see and sign the separate Fundraising Handbook. It clearly lists and explains each fundraiser, the importance of fundraising and even gives real family examples of how you can reach your committed goal of your family fundraising profit of \$450.00.

HOMEWORK

Good study habits will be taught and encouraged at all grade levels. Homework, while not required at all times, is an important part of a child's education. Homework reinforces the student's independent study and learning habits. Homework should be completed neatly and on time. Homework will be given at the discretion of the individual teacher.

Diocesan guidelines state the minimum time for homework is:

Primary (K-3)	15 – 30 minutes
Intermediate (4-6)	30 – 45 minutes
Junior High (7-8)	60 – 90 minutes

Honor Roll & Report Cards:

The Honor Roll is a special recognition for achievement in grades 5 – 8. It is based upon the students marking period average. Included in our consideration to identify honor students are their work and study habits, as well as personal and social conduct. An unsatisfactory conduct grade would keep a student from the honor roll. Honor roll students will receive their certificate after a weekly school mass, have their name published in the school newsletter and the local newspaper.

High Honor	93% or above in every subject
Honor	92% average with no grade lower than 88%

Grades are based upon class performance, tests, projects, homework and class work. Numerical and letter grade explanations are printed on the report cards.

Parents are encouraged and expected to watch and be aware of their child's academic progress using PowerSchool in grades 3-8.

PROGRESS REPORTS

Progress reports are issued midway through each marking period for all students in Grades 1-8, who are deficient in a subject area. However, a teacher may issue a progress report at any time during the marking period if the need arises. The progress report will be sent home in the family folder. It must be signed by the parent and returned to school.

REPORT CARDS

Report cards are issued to students four times each academic year. Parents are asked to discuss the grades with their children.

- **Pre-School** will do an assessment four times a year.
- **Grades K - 8** will have a report card envelope that is to be signed and returned after every marking period. It does not have to be returned after the last marking period of the year.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

HEALTH

- **Refer to Health and Safety Plan for COVID Related Procedures.**
 - **STUDENTS MUST BE FREE FROM FEVER and Diarrhea FOR 24 HOURS, WITHOUT MEDICATION, BEFORE RETURNING TO SCHOOL.**
This means from the time we call and they are sent home it must be 24 hours after the symptoms are gone. Please do not send them back the next day.
 1. * Please do not send your child to school if he/she feels ill.*
 - **ILLNESS AND INJURY** – When a student becomes ill or needs attention, he/she should report to the teacher. If it is necessary to go home, the school office will call the parents to inform them. A parent or someone designated by the parent must accompany the student home. The school nurse will be called for emergencies that the school is not equipped to handle.
 - **SCHOOL NURSE** – The school nurse is employed by the Public School District and is not on the premises daily.
 - The school nurse takes all heights and weights and does a preliminary sight and hearing exam. Parents are notified if a more thorough exam is necessary.
 - **PHYSICAL EXAMS** - Students entering Kindergarten and grade six must have a physical examination. Students entering from out of state must also have a physical examination
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LITURGY:

The school community gathers to celebrate liturgy at all three campus locations each week under the direction of the students.

Altoona Campus: Wednesdays @ 9:00am - (HTA Holy Days: Mass is at Noon)
Hollidaysburg Campus: Thursdays @ 8:30 am
Middle School: Fridays @ 8:30 am

We will also gather to recite the rosary in October and May and the Stations of the Cross during Lent. Parents and parishioners are encouraged to join us. Dates and times will be posted in the monthly calendar and on our website.

Holy Trinity Catholic School will also gather at The Cathedral of the Blessed Sacrament during the school year to celebrate mass together. These will be posted in our monthly calendar.

LUNCH PROGRAM:

All Holy Trinity Catholic School Campuses participate in the National School Lunch Program and the [Healthy, Hunger-Free Kids Act of 2010](#).

****Please note - Lunches are free for all students this year, but we still encourage you to fill out an application for free and reduced if eligible for the additional benefits of 30 days free lunches into the 2022-2023 school year.**

Free and reduced meals are available for eligible students. We encourage you to fill out an application. Paper applications are sent home on the first day of school and you can find the application on our website. Applications can be filled out at any time of the year if your financial situation changes. Once approved, you are approved for the school year, and 30 days into the next school year, no matter if your finances improve. You may fill out an application starting July 1 of a new school year.

2021-2022

Student lunch price	FREE
Adult lunch price	\$4.25
Milk (extra)	\$.75

Lunches served at all campuses will be “Offer vs Serve” except for Pre-K.

Pre K lunches are not served by “offer vs. serve” due to the National School lunch program rules. Every component is placed on their tray, even if they don’t want it and WHITE MILK ONLY. Also they cannot purchase chocolate milk.

1st grade through 8th grade will be offered lunch items. All lunches consist of 5 components, a grain and a meat/meat alternative, which is usually the entrée, milk, vegetables and variety of fruit in ½ c portions. Students must take 3 components and one of those components must be ½ cup of fruit or ½ c of vegetables to be charged for lunch. If a student refuses to take one of these items, they will be charged ala carte price of \$1.00 an item. \$3.00 for the entrée.

Sign your students up at www.myschoolaccount. If you have children that go to an **elementary campus and the middle school campus you need to sign up for 2 accounts, one for each campus**. All student **ID's needed for a myschoolaccount are on the lunch account statements**.

Existing **myschoolaccounts** will still be active.

Note: If you previously set up an account for a child at one of the elementary buildings and they are now going to the middle school **you must sign them up on myschoolaccount using the middle school as the location.** (student id will be on the lunch account statement)

Reminder all lunch payments will be towards extras and milk – Lunches are free this year!

Myschoolaccount website will take payments for lunch, extras and ice cream. You can pay through your checking account or a credit card. (A small fee applies). The website allows you to monitor your student's lunches and allows you to set up reminders that your account is getting low.

We do accept payment by check for lunches, extras and ice cream at all campuses. All processing of checks are done at the middle school campus and may not be reflected on your student's lunch account for up to 10 days. When sending a check, please put the student's name and campus on the memo line, payable to the campus you attend "HTC Middle School" or "HTC Hollidaysburg Campus" or "HTC Altoona Campus", place in envelope. On the outside of the envelope write "Lunch Money" your child's name, and the HT Campus they attend. If you have 2 children at the **same** HT Campus you may write **one** check and note how much to give each child.

Note: Due to separate Federal Lunch programs that exist at all three school locations separate checks must be written for each building. One check **cannot** be written for two children at 2 different campus locations. **Two separate checks are required.**

Please remember to include extra money for your children to have those extra entrée's, water and milk. The cafeteria is not responsible for telling your child they are not allowed an extra.

Parents are responsible for keeping track of funds in your student's lunch account.

If the balance amount on your lunch account statement has a parenthesis around it (), you owe that amount. This would be a negative amount and your bill shows a delinquent total.

Delinquent Lunch Policy

When lunch accounts become negative a statement is sent home via email at the end of the week. The email is under our POS system “noreply@myschoolaccountnotifications.com” with a subject line “Negative lunch balance”. Email statements will continue to be sent until payment is received. After 3 emails of a negative balance statement and you have not contacted us about a payment plan, we will ask you to pack your child’s lunch until payment is received to cover your debt and pre-pay for additional lunches and snacks.

Lunch Account Statements

All lunch account statements are sent via email once a month as a courtesy, and are generated under our Point of Sales system. It will come to you as “noreply@myschoolaccountnotifications.com”. Please check all junk and spam folders if you are not receiving lunch account statements. The email address used is the one you provide the school office at registration time. Our point of sales only allows one email address. If you do not get a lunch statement via email (no paper copies are being sent) at the end of the August please contact Chris Watt at Watt.christine@holytrinitycatholic.school if you did not receive a statement, she will verify your email address.

ALA CARTE Elementary Campuses

Water, extra milk and ice cream purchases are billed to the lunch account.

Extra entrées may be pre-ordered in the morning for students in 2nd – 4th grade. Extra entrees are billed to your students lunch account. Extra entrées may be pre-ordered only if your student is buying a school lunch.

After lunch is served, any extra food leftover will be offered as extras for students to buy and charged to their lunch accounts.

Milk- \$.75 Water \$.75 Extra entrée \$1.50 Ice cream \$.75 or \$1.00 charged to the lunch account.

ALA CARTE Middle School Campus

A variety of products are offered for sale. All products are “smart snacks” approved by the National School lunch program guidelines.

Prices vary. Cash and credit sales.

EXTRA ENTRÉE’S Middle School Campus

Extra entrées may be pre-ordered in the morning for students in 5th– 8th grade. Extra entrees are billed to your students lunch account. Extra entrées may be pre-ordered only if your student is buying a school lunch.

Extra entrée’s will be charged to the student’s lunch account at \$1.50. If a student does not have sufficient amount of money they will be denied an extra entrée in the lunch line.

End of Year Lunch Funds

At the end of the year, a statement will go home. Any child who will not be returning to Holy Trinity can request a refund of any monies (over \$1.00) left in their lunch account (any child that is reduced will have their refund returned). Any money left in those accounts returning to Holy Trinity, will be rolled over into the next school year. Any negative amount will also be rolled over. Delinquent accounts will need paid ASAP.

Summer Programs:

During the summer free meals for students may be available via the Summer Food Service Program. Methods to locate sites that serve free meals to children during the summer include the following:

- Call 211
- Call 1.866.3Hungry or 1.877.8Hambre
- Text “MEALPA” to 877877 during the summer months
- Visit the website: www.fns.usda.gov/summerfoodrocks
(note, this replaces the whyhunger.org website)
- Use the site locator for smartphones - Rangeapp.org

Federal Civil Rights Law and U.S. Department of Agriculture

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

This institution is an equal opportunity provider.

Parent/Teacher Organization - PTO

All parents of students who attend HTCS are members of the PTO. Attendance at these meetings is strongly encouraged. The chief function of this organization is fundraising, building school community and sharing information. Parental interest and support of all PTO activities is very important and vital to the strength of our school.

PARENT / TEACHER CONFERENCES

Conferences are scheduled at the end of the first marking period. All parents are expected to be present for these conferences. At times a student may be called in for the conference but is not necessary. During the school year, if any parent or any teacher deems it necessary, they are encouraged to request a conference. All conferences, outside of the yearly conference, must be scheduled in advance with teachers.

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it is easy and confidential to report safety concerns to help prevent violence and tragedies. All our students in grades 5 - 8 are yearly trained on using the APP.

SEARCH AND SEIZURE

A principal or designated teacher may conduct a search of a student and/or personal property on school premises or at school functions off school grounds if he/she has reasonable belief that the student has in his/her possession an item, the possession of which is illegal under the laws of this state or a violation of our school policy. Such a search must be justified at its inception by a reasonable suspicion and the scope of the search must be reasonably related to the circumstances which gave rise to it. The search must be made in the presence of an adult third party.

Searches of personal electronic devices:

- A student’s personal electronic device(s) may be searched if a school official has a reasonable belief that the student has an item on the device which violates the law or rules of the school.

Refusal of students to allow search:

- Any student who willfully refuses to cooperate with an authorized searcher is subject to disciplinary action and notification of parent(s)/legal guardian(s) and/or police if the student has been advised of such consequences.

Searches by police:

- Police officers shall conduct searches of students and the school premises in accordance with established policies and procedures consistent with COMAR 13A.08.01.14D. School officials should cooperate with police but not conduct searches themselves if directed by police officers.

SERVICE HOUR REQUIREMENTS

Through him then let us continually offer up a sacrifice of praise to God, that is, the fruit of lips that acknowledge his name. Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God. Hebrews 13:15-16

Volunteering one's service for the good of others (without compensation) is beneficial to our spiritual growth and the health of our community. Students should use this service to challenge themselves and to grow spiritually. Opportunities to serve can be close to home (ex. babysitting for family/friends, weeding the garden, etc.) and not a chore/job that is already expected of students. Opportunities to serve can be found in/through our school and in the life of each parish. There are also organizations in the community that could use students' help.

List each day and specific type of service along with the total hours worked. You must have a signature by the person who supervised the service performed. Service hour forms will be included in the Back 2 School packets and also available on our school website www.holytrinitycatholic.school or the school office. Students are encouraged to send them into school as soon as they meet the requirement.

SERVICE HOURS REQUIREMENTS

Grade(s)	Hours Yearly
1	2 hours
2-3	4 hours
4-5	10 hours
6-8	15 hours

STUDENT RECORDS

Student records are confidential data and are not released to unauthorized persons. Parents wishing to see their child's records may schedule an appointment for this purpose. Parents must also sign a release form before records will be transferred to another school.

TRAFFIC FLOW

For the safety of your children please follow the traffic flow patterns for each campus location. Very specific directions and maps are included in the Back 2 School Packet but are also available in every school office.

TRANSPORTATION

The school district in which you live will provide bus and/or van transportation.

Parents request transportation in the spring and are notified of their transportation assignment. Requests can be made at other times through the appropriate school district.

Riding a bus or van is a privilege and requires the students to cooperate with the driver. Misbehavior will not be tolerated. Safety and proper social attitude in bus transportation is a prime concern. Students need to familiarize themselves with the obligation and courtesies of school bus transportation.

BUS/VAN GUIDELINES

- While on the bus/van, students should always keep all hands inside the bus
- Loud talking and misbehavior diverts the driver's attention and makes safe driving difficult
- Nothing is to be thrown on the bus or out the window
- Students must always remain in their seats
- Students are expected to be courteous to fellow students and drivers
- The bus driver will report all violations of the rules in writing to the school office. Each time the parent/guardian will be informed. The school will support the disciplinary actions of the school district transportation office.
- No student will be permitted to get on or off at any stop other than their own established stop, unless written consent is obtained from the parent and approved by the school office and the bus company.

VISITORS:

- Parents are always welcome at Holy Trinity Catholic School.
 - All visitors must stop at the school office before going elsewhere in any of our buildings and sign in.
 - No one is permitted to go directly to the classrooms.
 - Everyone is to go directly to each school office to bring forgotten articles or to relay a message.
-

VOLUNTEERS:

Holy Trinity Catholic School follows today's best practices to insure a safe environment for all children in our school. First and foremost, it is important that every volunteer understand that as an adult working with our school children, they are mandated to report any child abuse they may observe. This is a great responsibility, and specific training is required.

Every volunteer must complete all required clearances (online) and training (online) listed on our website..

All volunteers must have completed this process to completion before volunteering in any way for school functions, coaching, and other activities. This includes school field trips and classroom parties.

Clearances:

a. Pennsylvania State Police Clearance (SP_CRC)

To apply online, please go to <https://epatch.state.pa.us/> and click the yellow button labeled "New Record Check." This will take you to several other screens. Follow instructions to complete the requested information. When the process is completed and you receive your SP_CRC Certificate, print two copies of it, keep one copy for your records and submit the other to the school where you will be volunteering.

b. Child Abuse Clearance

To apply online, please go to <https://www.compass.state.pa.us/cwis/public/home>. This will take you to the Pennsylvania Child Welfare portal. If you are a new user, click on the button labeled "Create Individual Account" and follow the instructions. If you have used the Child Welfare Portal before, click on the button labeled "Individual Log-in" and follow the instructions. When the process is completed and you receive your Child Abuse History Clearance, print two copies of it, keep one copy for your records and submit the other to the school where you will be volunteering.

PLEASE NOTE: The PA State Police and Child Abuse Clearance Fees are waived for volunteers, so you are not required to pay for these two clearances.

c. NEW FBI Clearance

FBI required for employees and volunteers ***ONLY*** if a resident less than 10 years in PA

- A. Go to <https://uenroll.identogo.com/>
 - B. Applicant will need to have a code
 - C. Choose the PA Department of Education option to begin your registration. Follow the instructions carefully.
 - D. Fees vary on type of application (code used)
 - E. Each county has designated vendors for fingerprinting. You will be given detailed directions on how to obtain your fingerprints at a nearby Altoona location.
-

When the process is complete, make two copies of your completed form (containing your fingerprints), keep one copy for your records and submit the other to the school where you will be volunteering.

d. PA Dept. of Education Arrest and Conviction Record - Read and sign this form appropriately and turn it in with your paperwork.

2. Trainings ONLINE:

1. Youth Protection Awareness Training. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37531

3. Mandated Reporting Training

This three hour training can be done over a period of time. You can save your work and restart.

You will need to register and create an account and send in certificate when completed:

<http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research- programs/act-31-line-training>

If you are unable to do any of these steps online, please ask for other options. For questions, please contact the Diocese of Altoona-Johnstown, Director of Children and Youth Protection: Cindy O'Connor @ coconnor@dioceseaj.org or (814) 695-5579, Ext.2621.

Wellness Policy

Please refer to our website for our Wellness Policy @ www.holytrinitycatholic.school.

Dress Code

Mascot: The “Guardians”

School Colors: Purple & Gold

Kindergarten – 8th Grade are required uniforms.

Pre-K does not have to wear a uniform.

Elementary Dress Code:

BOYS

Boys Shirts: White Polo/Light Blue Polo

Boys Pants: Gray or Navy Blue

Belts: Black or Brown

Socks: White/Gray/Navy Blue/Black (Solid-Neutral)

Shoes: Plain Brown/Plain Black (Solid Colors only)

Summer Option: August, September and May

White Polo/Light Blue Polo and Gray or Navy Blue Dress Shorts

GIRLS

Girls Shirts: White Polo/Light Blue Polo

Girls Jumpers: “Blue/Gold” (Plaid Name)

Girls Vests: Navy Blue (this is an optional attire, not mandatory)

Skirts/Skort: Solid Gray or Solid Navy Blue

Socks: White/Gray/Navy Blue/Black (Solid-Neutral)

Tights: White/Gray/Navy Blue/Black (Solid-Neutral)

Shoes: Plain Brown/Plain Black/Plain Navy Blue (Solid Colors only)

Summer Option: August, September and May

White Polo/Light Blue Polo and Gray or Navy-Blue Dress Shorts

****Girls can wear Navy Blue Dress Pants as an additional option****

Unisex: Sweaters/Cardigans - Navy Blue

*****LEGGINGS and YOGA PANTS are NOT PERMITTED*****

Middle Dress Code:

BOYS

Boys Shirts: White Oxford/Blue Oxford
Boys Tie: Solid Navy Blue (Mandatory)
Boys Pants: Gray or Navy Blue
Belts: Black or Brown
Socks: White/Gray/Navy Blue/Black (Solid-Neutral)
Shoes: Plain Brown or Plain Black (Solid Colors only)

Summer Option: August, September and May

White Polo/Light Blue Polo and Gray or Navy-Blue Dress Shorts

GIRLS

Girls Shirts: White Blouse and Blue Oxford
Girls Vests or Sweaters: Navy Blue – Buttoned-Style sweater or vest
(vest or sweater is mandatory)
Skirts/Skorts: Solid Gray
Socks: White/Gray/Navy Blue/Black (Solid-Neutral)
Shoes: Plain Brown/Plain Black/Plain Navy Blue (Solid Colors only)

Summer Option: August, September and May

White Polo/Light Blue Polo and Uniform Skirt, Gray/Navy Blue Dress Shorts.

****Middle school girls can wear Navy Blue Dress Pants as an additional option****

Unisex: Sweaters/Cardigans - Navy Blue

****LEGGINGS and YOGA PANTS are NOT PERMITTED****

Uniforms, blouses, pants, ties, etc. can be purchased through:

THE RAVINE - 814-946-5006

610 - 7th Avenue

Altoona, PA 16602

www.ravineusa.com

SCHOOLBELLES 1-800-548-3883

www.schoolbelles.com

School Code: S2696

Parent / Student 2021 – 2022 Handbook
Contract Signature Page

I have read this handbook and I understand and agree with the content.

Family Name: _____

Parent/Guardian Signature: _____

Student Signature: _____ **Grade** _____

Date: _____

****Please return this page to your homeroom teacher by September 9, 2022 ***

This form is applicable to your time here at Holy Trinity Catholic School.
