



2016-2017

STUDENT- PARENT HANDBOOK

Holy Trinity Catholic High School
6608 W. Adams Avenue
Temple, Texas 76502
254-771-0787
254-771-2285 fax
<http://www.holytrinitychs.org>

Building the Christian Leaders of Tomorrow

Dear Parents/Guardians and Students,

Welcome to Holy Trinity Catholic High School. In choosing Holy Trinity, you have demonstrated a commitment to the values and philosophy of a Catholic education.

Our faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together, let us pray that God, who has begun this good work in us, may carry it through to completion.

God Bless!

Blake Evans

Principal

Holy Trinity Catholic High School
6608 W. Adams Avenue
Temple, Texas 76502
254-771-0787
254-771-2285 fax
<http://www.holytrinitychs.org>

Right to Amend

Holy Trinity Catholic High School reserves the right to amend the contents of this handbook at any time. Parents will be notified of any such amendments by mail or email and a revised handbook will be posted on the web site for viewing.

TABLE OF CONTENTS

	Page
Mission & Philosophy & History	4
The Profile of a Holy Trinity Student	6
Accreditation	7
Admission Policy	7
Spiritual Formation	9
Academic Policy and Grades	10
Graduation Requirements	15
Attendance Policy	16
Extracurricular Policy	19
Student Code of Conduct	21
Student Dress Code	24
Tuition Policy	28
Disciplinary Policy	30
Health and Safety Policy	33
Student Services	36
General Campus Guidelines	38
Emergency Procedures	41
Technology Policy	43
Technology and Internet Safety Acceptable Use Policy	44
Signature Forms	46

The school accepts a student's registration as his or her intention to abide by the rules and regulations of Holy Trinity Catholic High School. All students and parents or guardians are expected to read and understand the contents of this handbook, then sign and return the accountability form contained in the book. This then becomes the formal agreement of both the student and parents to uphold standards of good conduct, to live by Christian values, and to support the school by adhering to the policies and regulations stated in this handbook.



The Mission and Philosophy of Holy Trinity Catholic High School

**Founded in Faith. Sustained in Spirit.
*Building the Christian Leaders of Tomorrow.***

Mission Statement

Holy Trinity Catholic High School seeks to form the Christian Leaders of Tomorrow; we strive to develop the intellect, educate the heart, and form the character of each student by giving witness to Gospel values.

Philosophy

Holy Trinity Catholic High School is a private coeducational Catholic college-preparatory secondary school committed to the fulfillment of the educational ministry of the Church. We share with the parents, as well as the entire faith community, the obligation to provide each individual with the opportunity to share in the Catholic heritage through a gospel-based education of the highest academic quality. Each student is seen as a gift from God and the future of our Christian community. As stewards of these gifts, we feel it is our obligation to provide sound spiritual formation, as well as moral, academic and physical education of the highest quality. We have supported these priorities with a full-time campus ministry program, strong moral guidance, a challenging academic curriculum, and a growing extracurricular and physical education program.

History of the School

1997 to 2001: Holy Trinity was established as an independent school by a group of committed parents in 1997 with a core group of twelve freshmen, and made possible only through the generosity and facilities of St. Luke's Catholic Church in Temple. The school was housed in the Religious Education Building on the St. Luke's Catholic Church campus. Adding bus transportation in January 2001 allowed students from south and west Bell County to access our school. During its first four years, Holy Trinity added many athletic and extra-curricular programs to the school, including the first drama production, first newspaper, and first yearbook in 200. The first class graduated from Holy Trinity in 2001.

2001 to 2010: In August 2001, the school moved to the Vandiver school building, a historic school building owned by the Temple Independent School District. In 2004, the school was allowed use of the adjacent modular building, now known as the Assisi Annex. In 2005, Holy Trinity secured a donation of a portable science building from the Cameron Independent School District and through the generosity of the EBCO company was able to move the building,

creating the EBCO Science Center. In 2007, the school added another modular building, now known as the Aquinas Math Building. During the past several years, Holy Trinity has increased its academic offerings to include many advanced placement and dual credit classes. In recent years, the school has had significant success in extra-curricular activities, including five state championships in academics, two state championships in boys golf, and girls state championship in 2009 and 2010.

2010 to the present: On November 30, 2010, the students, faculty, staff, parents and volunteers moved the school into its new and permanent home at 6608 W. Adams Avenue. The move to the 31-acre campus marked a significant turn for the school. Though the building is different, the wonderful work begun in humbler homes continues. Holy Trinity continues to offer an enriching spiritual life, a challenging academic curriculum, and a complete extra-curricular program. These three components make Holy Trinity a school that seeks to educate the whole person. During the summer of 2012 construction began on the Tornado Safe Shelter. It was completed in October 2012 and we began to use it as a cafeteria and auditorium. Prior to this building, lunch was eaten in the gym, and all school events were held in the gym as well. During the winter of 2012, the softball and baseball fields were completed. Construction was completed summer of 2014 on the new stone entrance sign and renovation of the science classroom. During the summer of 2015, the science lab was renovated. During the summer of 2016 the Celtic fitness center was added.

School Colors: Navy and Gold

School Mascot: Celtics

School Song: The Everlasting Blue and Gold (*written by the Class of 2001*)

In the halls of Holy Trin'ty,
There you'll find the blue and gold.
Memories will last eternally,
As the stories oft are told.

In the spirit of the Celtics,
Loyalty and love prevail.
In the halls of Holy Trin'ty
Tomorrow's leaders we behold.
They will seize the victory,
The everlasting blue and gold.

THE PROFILE OF A HOLY TRINITY STUDENT

Faith

I treat others with respect.
I am considerate of the feelings of others.
I am honest.
I respect authority.
I stand up for what is right.
I stand up for my beliefs.
I pray.

Compassion

I am kind. I care.
I am open to others.
I listen.
I don't take advantage of others.
I speak respectfully of others and to others.
I forgive others.
I am grateful.
I am tolerant of differences.
I do not participate in gossip.
I respect myself.

Service

I share.
I am a good neighbor.
I volunteer my time and talents to help others.
I work to better my family, school, community, the world, and myself.
I protect the environment.

Leadership

I follow those who emulate Christ.
I take responsibility for my actions.
I actively take part in school functions and community needs.
I take a stand on issues.
I am willing to risk for what I believe.
I act without fear of failure or criticism.
I encourage others to be responsible and people of integrity.
I lead by example.
I am a Christian leader of tomorrow.

Excellence

I come to school on time prepared to work and study.
I put forth my best effort.
I follow directions, participate, and cooperate in class.
I am accountable.
I am self-disciplined.
I think.
I develop an ongoing appreciation for learning.

"I promise to embody this Code of Conduct in order to be a Christian Leader of Tomorrow."

ACCREDITATION

Holy Trinity Catholic High School is a private, non-parochial, Catholic school affiliated with the Diocese of Austin, supported by the Bishop and the diocesan Office of Catholic Schools, and accredited by the Texas Catholic Conference Education Department (TCCED) under authority of the Texas Education Agency (TEA). It has also met the requirements established by the AdvancED Accreditation Commission and is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS).

ADMISSIONS POLICY

"The Catholic School has as its aim the critical communication of human culture and the total formation of the individual; it works toward this goal guided by its Christian vision of reality through our cultural heritage acquires its special place in the total vocational life of the individual. The Catholic School aims at forming in the Christian those particular virtues which will enable her to live a new life in Christ and help her to play faithfully her part in building up the kingdom of God." Vatican II Document on Catholic Schools, #36

Any student wishing to attend the school should follow the application procedure. Students who have successfully completed the eighth grade are accepted on the basis of previous academic, attendance, and conduct records.

Holy Trinity 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 at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and tuition grants, and athletic and other school administered programs.

Depending on openings at the sophomore, junior and senior levels, students are accepted on the basis of past academic and disciplinary record, provided it can be integrated with the Holy Trinity program and provided students can fulfill school and state requirements for graduation.

Holy Trinity Catholic High School does not accept married students for enrollment, nor does it allow students who marry to remain enrolled at Holy Trinity.

Transfer Admissions Policy

Holy Trinity Catholic High School welcomes transfer students from other Catholic, private, public, or home schools. In general, Holy Trinity encourages transfer students to enroll at the beginning of the academic year or at the beginning of the second semester. Holy Trinity will consider transfer applicants at other times for certain situations including, but not limited to, job or military transfers. Students who have been referred to alternative school, suspended from their current school, or those who are under school or criminal investigation for disciplinary or academic reasons will not be considered for mid-semester or second semester transfer. Such students may be considered for admission for the next full academic year after the suspension and/or probationary periods are fulfilled.

Exchange Student Policy/ International student

Holy Trinity Catholic High School recognizes the advantages of enrolling students from other countries, including the cultural enrichment and increased understanding that it provides for our students. In order to maximize the experience for all of the students and the faculty, the application papers, including, but not limited to, transcript, immunizations, admission forms, letters of reference, writing sample, and English proficiency test must be complete and the application approved by July 1 or the student will be denied admission. Based on the given information, HTCHS will issue an I-20. The student must then follow the procedures of their government and the USA. Upon acceptance, all tuition and fees must be paid in full prior to the first day of school. Careful analysis of graduation requirements may limit the possibility of exchange students receiving a diploma from Holy Trinity. Teachers may make reasonable accommodations for language barriers as students adjust, but a high standard of academic performance should be expected for all students.

Reevaluation Policy/ Readmission Policy

Admission and enrollment in Holy Trinity does not guarantee future enrollment. Students are evaluated on a yearly basis to determine if they continue to meet the academic requirements, adhere to stated Code of Conduct, and exhibit the qualities stated in the Profile of a Holy Trinity Student.

Withdrawal Policy

- A student who withdraws in the first semester and prior to the first day of classes, is entitled for 100 percent refund of tuition paid in July and/or August. Registration is non-refundable.
- If a student withdraws after the beginning of the semester, day 1 of school, is entitled to a 100 percent refund of the second semester tuition only. The remainder of the semester tuition is due before records are transferred to another school and/or released. Fees are non-refundable.
- If the student withdraws prior to the beginning of the second semester, and has notified the Principal in writing during the first semester, is entitled to a refund of second semester tuition only.
- If a student withdraws in the second semester after classes have begun in January, the remainder of the semester tuition is due before records are transferred to another school.
- Holy Trinity High School students who wish to transfer from the school must provide the Principal with a Letter of Withdrawal and an exit interview signed by a parent or guardian.

SPIRITUAL FORMATION

Campus Ministry Program

Community Service is integral to Christian formation. In John's Gospel we read, "Greater love has no one than this that one lay down his life for his friends." (Jn. 15:13) For most of us, we will not be asked to physically die in order to save another. What then is to be made of this passage? To give of ourselves in service is to lay down our lives for others. This we can and must do in order to fulfill our mission in life. In the Catechism of the Catholic Church we read that "The human person needs to live in society. Society is not for him an extraneous addition, but a requirement of his nature." (CCC 1879) To live in society we are not passive beings, but should rather be active participants.

This is the principle behind Holy Trinity's community service requirements. Through their service to their parishes and surrounding community, students learn to be active participants in society. Half of the student's hours must be completed in their home parishes or church outreach. The parish is their first faith community. This requirement is given in order to help the students establish a place in their church. The other half of the hours may be completed at any outside organization. Like the prophet Isaiah, we are called to share Christ's love with others: "How beautiful on the mountains are the feet of those who bring good news, who proclaim peace, who bring good tidings, who proclaim salvation, who say to Zion, 'Your God reigns!'" (Is 52:7). In sharing ourselves it is really Christ we share.

The following are the community service requirements for each grade level. Please remember to use the official school form to document your hours. Theology teachers will have more details.

9th grade - 20 Hours (10 of these hours should be completed with your parish or church.)

10th grade - 30 Hours (15 of these hours should be completed with your parish or church.)

11th grade - 30 Hours (15 of these hours should be completed with your parish or church.)

12th grade - 30 Hours (These hours will be satisfied by the students' off campus ministries during the school year.)

School Mass and Prayer Service

Mass and prayer are integral parts of Holy Trinity's effort to form the Christian Leaders of Tomorrow. Student attendance at school Mass and prayer services is mandatory. This requirement extends to all students at Holy Trinity—regardless of faith.

School Retreats

Retreats are another vital part of the Campus Ministry program. Retreats are designed to allow students the opportunity to have a day of rest/prayer/reflection as well as time to connect with their peers. **Attendance at all retreats, whether designated class retreats or school-wide retreats, is mandatory for all students and required for graduation.** The applicable dress code for each retreat will be published before the retreat. Students are responsible for knowing the dress code before attending the retreat, regardless of absence from school. Violation of the retreat dress code will be subject to the same actions as uniform infractions and the appropriate disciplinary action at the discretion of the Principal.

Theology Class

All students, regardless of their faith, are required to take theology.

ACADEMIC POLICIES

Holy Trinity Catholic High School is a college-preparatory institution. Courses offered should reflect this designation both in the level of classroom instruction and in the expectations of student commitment in time devoted to study outside the classroom. The degree of difficulty of the courses should be commensurate with accepted standards for college-preparatory institutions.

Textbooks

Students are responsible for purchasing their own textbooks. Information on required and optional texts will be provided by the school.

Semester Grades

Each semester of a course is worth .5 credits for graduation. The semester grade is calculated as follows: 40 percent each quarter plus 20 percent semester examination.

A permanent report card grade is given at the end of each semester. Each course grade for the semester is a final grade and goes on the student's permanent transcript.

Semester honor rolls include Bishop's, Principal's, and Academic. See below for descriptions.

Homework

Homework is an important part of the Holy Trinity program, integral to the student's ability to understand and internalize academic material. Homework assignments are not given over major vacation periods such as Thanksgiving, Christmas, or Spring Break to allow students to spend quality time with their families. Exceptions may be made for Advanced Placement (AP) courses.

Student responsibility for classwork and homework is part of the educational process. Teachers are not required to accept late work from their students. Late work does not include work missed due to an excused absence. Grading policies and guidelines for late work, if accepted, are at the discretion of the teacher. These policies are stated in the class syllabus.

Grading Scale

The following scale is used by Holy Trinity Catholic High School. AP and dual credit courses are weighted with an additional 10 points each that will result in a weighted numerical grade point average. Pre-AP courses are weighted with an additional 5 points each semester that will result in a weighted numerical grade point average. The weight is applied to the semester average and does not appear on the transcript. The actual course grade appears by the course name on the transcript.

Grade Conversion Scale

Letter Grade	Numeric GPA	4.0 GPA Scale	AP and Pre-AP Weighted Equivalent
A	90 - 100	4.0	5.0
B	80 - 89	3.0	4.0
C	75 - 79	2.0	3.0
D	70 - 74	1.0	2.0
F	0 - 69	0.0	0.0

“ I ” = Incomplete (Incompletes become an F if work is not completed within two weeks)

Honor Roll

Students may earn academic distinction by exhibiting above-average performance. Official report card grades at the end of each nine-week quarter are used to determine placement on the appropriate honor roll.

Bishop’s Semester Honor Roll-students who have all A’s and at least a 95 or higher in each class.

Principal’s Honor Roll- students who have all A’s on their report card.

Academic Honor Roll - students who have all A’s and B’s on their report card.

Academic Awards Criteria: End of year

Because Holy Trinity emphasizes academic excellence—“strive to develop the intellect...of each student,”

1) We would recognize the top 10 percent, rounding up, for each course:

15 or fewer students: one award

16 to 25 students: two awards

26 to 35 students: three awards

36 to 45 students: four awards

2) When there are multiple sections of a single class with at least 10 students in each section, the top student in each section would receive a course award. Then, the remaining top awards as defined in #1 would be awarded without respect to section

3) Awards are given, as in the past, based on grade point average AND other criteria such as participation, genuine interest in the course, contribution to the academic environment of the class.

Having multiple awards in each course is a good way to encourage other great students to strive for academic excellence

Progress Reports

Grade averages in all classes will be reported every 4.5 weeks in the form of Progress Reports. The purpose of these reports is to show a student’s progress in each of his or her classes. Grades listed on Progress Reports are not official like those issued on the Report Cards at the end of each quarter.

Report Cards

Report Cards are issued in nine-week intervals during the school year called **quarters**. The beginning and end of each quarter is marked on the official school calendar.

Semester Final Examinations

Semester exams are given for all classes, including electives. The examinations are to be given on the days established on the school calendar. Semester exam grades will count for 20 percent of the semester average.

Final examinations are kept for 6 weeks. Any queries or challenges to official grades must be made within three weeks of the final report being processed. All discussions concerning grades begin with the classroom teachers. In the case of a dispute, the decision of the Principal is final.

Semester Exam Exemptions

Semester exams will be given in every class. There are only exemptions for spring semester exams.

Students have the opportunity to be exempt from spring semester exams only. Exemptions are determined for each course and are based on a combination of the 4th quarter grade average and number of semester absences. Students must also have passed the 3rd and 4th quarter. Absences will be counted when determining exemptions. Absences due to extra-curricular activities or college visits (no more than two) are not counted as absences for determining exemptions. Third and subsequent college visit days are counted as absences. Exemption guidelines are as follows:

Course Grade	Allowed absences per class (semester)
90-100	3
85-89	2
80-84	1

Number of exemptions allowed per grade:

- 9th- 1 exemption
- 10th- 2 exemptions
- 11th- 3 exemptions
- 12th- 4 exemptions

Failure of a Course

If a student fails the first semester of a two-semester course, the second semester grade may be averaged with the first. In this circumstance, if the student has an overall yearly average of 70, he/she will receive credit for both semesters. To receive credit for a one-semester course, or for the second semester of a two-semester course, the student must attain a 70 average for the semester.

Students who fail to earn credit for a course necessary for graduation must seek remediation at Holy Trinity to earn the credit. Students will follow a remediation plan developed by their teacher, the school counselor, and principal. This could possibly include on-line courses and/or summer school at the expense of the student. Successful completion of that plan will result in the student earning the credit.

Honor Graduates & Class Rank

The Valedictory Award is presented to the graduate who has achieved the highest cumulative weighted grade point average in courses taken at Holy Trinity. To be eligible, a student must be a full-time student and have attended Holy Trinity Catholic High School for the four consecutive semesters immediately prior to graduation. The Valedictorian must participate in graduation exercises. Failure to comply with graduation ceremony requirements may result in loss of honor designation. Grade point averages prior to academic awards are the basis for determining both the Valedictorian and the Salutatorian. In the event of a tie, the weighted GPA scale will be used to determine the Valedictorian. The Salutatorian is the senior with the second highest cumulative grade point average. Selection of the Salutatorian is based upon the same criteria used for determining the Valedictorian.

The official class ranking is not determined until the completion of the students' calendar senior year.

Graduates, who are current members of National Honor Society and in good standing, will wear the NHS Honor stole as part of their commencement attire.

Class Rank

Holy Trinity Catholic High School does not officially rank its students. In circumstances for which a specific rank will positively enhance a student's possibilities for admission to a college, receiving a special award or scholarship, etc., the school will provide a specific rank for students in the top quarter of the class—for instance the "Top Ten Percent Rule" for public universities in Texas which offers automatic admission to students who fall in this category if the student has taken the academic course work required by the university.

Transcript of Academic Record

An official transcript of academic record will be issued upon the written request from a student and his/her parent or guardian, using a standard form provided by the school or a letter clearly indicating the name and address, and to whom the transcript is to be released. Requests for transcripts should be made to the Guidance Department. No transcripts will be issued for a student unless all financial obligations to the school have been fulfilled.

Transcripts to a receiving educational institution will be indicated "Official" and bear the seal of Holy Trinity Catholic High School **only** when it is mailed directly from Holy Trinity Catholic High School to the receiving institution. Otherwise, it will be stamped as "Unofficial." In most cases, transcripts will be provided within two school weeks of the request. Exceptions may be made for the mailing of graduate transcripts at the conclusion of the school year when a maximum of thirty days may be allowed, assuming all financial obligations have been fulfilled.

Academic Dishonesty

Academic dishonesty is not allowed under any circumstances. Examples of academic dishonesty include but are not limited to: plagiarism, unauthorized sharing of homework, class assignments, projects or test information with another student, writing or copying quiz/test answers on any part of the school uniform or body, writing or copying quiz/test answers on testing materials and/or utensils including liquid paper bottles or pens, calculators, or any other objects, "cheat" sheets, or any other unauthorized paper, books or notebooks within the vicinity of the student(s), any form of text messaging or the unauthorized use of electronic devices, any inappropriate use of technology, and/or any violation of the Acceptable Use Policy included in this handbook. Students suspected of academic dishonesty of any type will be reported to the Principal.

Work found to be dishonestly created will not receive credit for any portion of the work and will result in a grade of zero. Appropriate disciplinary action may also be incurred as detailed in the handbook under the Student Code of Conduct.

Academic Probation/Suspension

The policy of academic probation at Holy Trinity Catholic High School is a positive means of identifying and assisting students who are performing below the minimum scholastic standards. Probation procedures are designed to (1) protect the student from prolonged unsatisfactory performance, thereby increasing his or her opportunity to succeed and (2) assist the student in reevaluating his or her educational goals.

Students who fail two or more courses during one semester are placed on scholastic probation for a period of two quarters. They will be required to meet regularly with the Principal to form, monitor, and evaluate a plan for academic success. At the end of the probationary period, students are removed from probation if they are not failing more than one course. If, after the second quarter of probation, students continue to fail two or more courses, they may be asked to reconsider their educational goals and withdraw from Holy Trinity.

Holy Trinity Catholic High School reserves the right to dismiss or suspend any student whose academic progress is deemed unsatisfactory, or whose conduct is deemed detrimental under the contents of the handbook at the discretion of the Principal.

Individual Learner Needs

Holy Trinity Catholic High School does not provide special education services or facilities. The Counselor processes information received from school records, parents, teachers, and professional evaluation specialists and advises the Principal concerning academic needs of the students. Minor adjustments may be made in the education program to attempt to accommodate whatever special needs the student may have. The nature and extent of such accommodations is within the sole discretion of the Principal. Should the Principal determine that minor adjustments have not produced satisfactory results and that it is in the best interest of both the school and the student that the student should be placed in a more appropriate learning environment, the Principal may ask the parent/guardian to withdraw the student or the student will be removed from school and not allowed to re-enroll.

In accordance with diocesan policy, students seeking special arrangements must provide an Individual Education Plan (IEP) or a Section 504 Individual Accommodation Plan. Holy Trinity students may be evaluated by local school district personnel. Anyone who is in need of evaluation should contact Holy Trinity's counselor.

GRADUATION REQUIREMENTS

Holy Trinity’s graduation requirements are established by the TCCED. As a college preparatory school, Holy Trinity follows the “Recommended Program,” which has the following requirements:

RELIGION	4 Credits (One credit for every year at the Catholic school)
ENGLISH	4 Credits (To include English I, II, III, IV)
MATH	4 Credits (To include Algebra I, II, and Geometry, 4 credits must be earned in high school)
SCIENCE	4 Credits
SOCIAL STUDIES	3.5 Credits
ECONOMICS	.5 Credit
HEALTH	.5 Credit
FOREIGN LANGUAGE	2 Credits (In the same Language)
PHYSICAL EDUCATION	1 Credits
TECHNOLOGY	1 Credit
FINE ARTS	1 Credit (Speech may not substitute)
SPEECH	.5 Credit (Communication Application)
ELECTIVE CREDITS	4 Credits

TOTAL 30 CREDITS***

Credits Not Earned From Holy Trinity

Credits earned from another school or through home schooling prior to enrollment at Holy Trinity will be accepted provided that the credits fulfill graduation requirements and were the result of successful completion of the course. At the discretion of the Principal and school counselor, a student may fulfill graduation requirements through the use of correspondence courses or credit by exam, provided the student fulfills the expectations of the TCCED for such courses—“Credit by examination (credit for an academic subject in which the student has had no prior instruction) can be given if the student scores 90% on a criterion-referenced test for the applicable course” (*TCCED Accreditation Manual IV-24*). Please note that permission to earn such credits will be reserved for students in need of credits to graduate in the typical four-year time period.

Prior approval by the Principal is required for all concurrent enrollments, including courses taken during the summer that qualify to count for course credit. Summer school grades received at a school other than Holy Trinity may not be reflected in Holy Trinity’s GPA, unless approved by the Principal in advance of taking the course.

Off campus PE credit

Any credit received off-campus must be approved by the principal, and must be appropriately documented.

ATTENDANCE POLICY

Our classroom instruction is designed to ensure that each student has the opportunity to achieve maximum success and to realize his or her optimum academic potential. Holy Trinity students are being prepared for life outside Holy Trinity; therefore, it is imperative that good habits be formed regarding attendance.

Students are expected to be present and punctual for all classes, exams, school Masses and assemblies throughout the year. Parents are asked to cooperate with the school by scheduling doctors’ and other appointments outside of school time.

Building the Christian Leaders of Tomorrow

Absences

In accordance with the Texas Catholic Conference Education Department and Diocesan Board policies, the following shall apply: A student will be subject to failure in a class if he has more than eighteen (18) absences from that class in a year. Attendance at Mass is part of religion class.

Holy Trinity students who accumulate more than 9 absences in any course in a semester must develop an action plan in consultation with the Principal, the school counselor, and the teacher to make up for the missed instruction. Students who fail to complete the action plan will not receive credit for the class.

Any unanticipated absence is to be reported to the Administrative Office before 9 a.m. by a phone call from the student's parent or guardian. The same procedure is necessary for each consecutive absence. Parents should notify the office at least 24 hours in advance for any expected absence. The office must receive a written excuse on the day the student returns to school.

To be counted as "present" for a full day in attendance, a student must be in attendance at least 4 hours of the instructional day, not counting lunch time. To be counted as "present" for a half-day in attendance, a student must be in attendance at least 2 hours of the instructional day, not counting lunch time. Participation in extra curricular requires attendance for the entire day, see exceptions under Mandatory Attendance for Participation.

Absent students shall be responsible for making up class assignments. The work must be completed by a deadline arranged by the teacher. Students absent the day before a test are not automatically excused from taking the test.

Examples of Excused Absences:

Illness (absences exceeding three days may require a physician statement)
Medical/Dental appointments
Driver's license test
Serious family emergency i.e. funeral.
College visit with documentation

Examples of Unexcused Absences:

Oversleeping/alarm failure
Leaving school during the regular school day without approval of a school official
Personal grooming appointments (hair, nails, tanning, etc)
Employment/job interview
Shopping/errands
Driver's Education (classroom or behind the wheel)
Family vacations
Needed at home/babysitting
Car trouble
Missing the bus/ride
Needing sleep or rest
Personal convenience

Leaving Campus

Students who become ill during the day and feel they must leave campus are expected to request an excuse slip from their teacher and report to the office where Administration will attempt to contact the student's parent or guardian. Upon return to school, students are to bring a note from their parent or guardian.

Students who are aware in advance that they must leave school early must bring a note from a parent or guardian to the Administrative Office before school begins that day.

Students leaving school due to a doctor's appointment will be required to present a doctor's verification upon return to school. The verification should show the doctor's name, phone number and time of appointment. This verification must be presented to the office before reporting back to classes. A receipt of payment will not be accepted as form of verification.

Students needing to leave campus unexpectedly must be checked out by a parent or guardian before dismissal. Parents should call the school ahead of time to make arrangements with the office. Students who drive themselves may checkout if the Principal speaks to the students' parent or guardian and receives verbal approval.

A student who leaves the campus without permission will be considered absent without excuse. The school will notify the student's parents and may take disciplinary action. This policy extends to breaks, lunch period, and after-school extracurricular activities.

Open Period

All open periods must be approved by the principal. The counselor must verify that an Open Period will not affect graduation plans. No open periods are allowed during the middle of the school day; they will be assigned a student aide. All students are encouraged to take a full schedule in order to take maximum advantage of their educational opportunities.

Seniors may have the option of an open period at the beginning or the end of the day. Students are required to arrive at school and attend prayer services on days that they have an open period. Students who are taking dual credit courses at UMHB and TC must return to Holy Trinity as soon as class is over. Students must be dressed in HT uniform when arriving at HT. (Proof of enrollment and the scheduled times of the classes are required prior to the beginning of the school year.)

Sophomores, Juniors, or Seniors who do not participate in an athletic sport or are in athletics can leave campus early. Students who choose not to leave campus early, will be assigned to a study hall under special circumstances. The study hall during 9th period needs to be approved by the Principal.

Student understands that he/she cannot be in the halls, parking lot, library, or on the grounds of any other unsupervised area; but he/she may remain on campus in the area designated by a school administrator. Violation of this opportunity will result in the loss of the open period.

Extended Illness - Extenuating Circumstances

Students requiring long-term hospitalization or those unable to attend classes because of medical reasons may be allowed to enroll in approved educational programs in order to be eligible to earn credit. The program must be accepted and approved by both the student's Guidance Counselor and the Principal. All arrangements made must have the approval and/are at the sole discretion of the Principal.

Exceptions

The following are not considered absence from a class:

- School approved, school-sponsored extracurricular activities (ex: public performances, competitions, field trips, etc.).
- Required screenings (ex. in-school eye screening, hearing test, etc).
- On-campus school pictures or on-campus club meetings (approved by Principal).
- Approved college visitation days (2 per semester only; senior privilege only).
- Absence required by state or local authorities.
- Family emergency or unforeseen or unavoidable circumstance requiring immediate attention.
- Temporary absence resulting from any cause deemed acceptable to the teacher or Principal.

Tardy - Tardies

Students must be punctual in reporting to school and to each class or assigned activity. Students are considered tardy if they are not seated in their assigned seat when the bell rings. Students missing more than 15 minutes of their scheduled class or assigned activity are marked absent for that period.

Students arriving late for school between 8:15 a.m. and 8:30 a.m., go directly to class. The teacher will mark them tardy in the electronic gradebook.

Students that arrive later than 8:30 a.m. must report to the front office with a note from the parent/guardian.

They will receive a note from the front office that grants them permission to attend class. Tardies are cumulative per quarter. An accumulation of three tardies (not necessarily in a single class) will result in a Saturday detention at the cost of \$50 (see below). An accumulation of three tardy detentions will result in an on-campus suspension, and a \$140 fee per day.

Tardiness is a violation of school discipline, and continued disregard of this regulation may warrant further disciplinary action.

Saturday Detention Policy

Students may be referred to Saturday detention either for disciplinary, academic, or attendance reasons or the accrual of demerits. Due to the need for adult supervision, parents of any student requiring Saturday detention will be charged a fee of \$50.00. Students will know in advance and must come in school uniform. Students are expected to come with appropriate school work; teachers may assign make-up tests for the student to complete. The fee must be paid before the student is allowed to participate in extracurricular athletic and academic activities.

Field Trips

Field trips are a privilege, not a right. Students with a documented disciplinary history may be excluded from a field trip at the discretion of the teacher and Principal. Only students who act in accordance with the contents of the Profile of the Holy Trinity Student will be permitted to go on field trips. Students will be expected to adhere to the dress code requirements as determined by the teacher or sponsor of the field trip. Non-compliance to prescribed dress code will be grounds for student's removal from the field trip roster and other arrangements for the student will need to be made. A field trip permission form will be sent to parents prior to all field trips. Students will not be allowed to go on field trips without a signed field trip permission form from a parent/guardian on file in the school office. Verbal permission for participation in a field trip will not be accepted.

EXTRACURRICULAR POLICY

Holy Trinity recognizes the importance of extra-curricular activities in the formation of the Christian Leaders of Tomorrow. To that end, Holy Trinity encourages every student to participate in these activities.

Extra-curricular activities include all after-school athletics, cheerleading, academic, and fine arts (choir, theatre) competitions or productions. Any activities, other than detentions or mandatory tutoring/study sessions that require attendance after official school hours can be classified as an extracurricular activity.

Eligibility

Initial eligibility for participation is determined by the coaches, teachers, and sponsors involved. Students who hope to participate in activities governed by the Texas Association for Private and Parochial Schools must meet TAPPS requirements for eligibility. Such requirements can be found on the TAPPS webpage (www.tapps.net) or by asking the coach or teacher overseeing the activity.

Academic Requirements for Participation

In order for a student to maintain eligibility for extra-curricular activities, he or she will be required to maintain a 70 or above in ALL of their classes during a nine-week quarterly grading period. Class averages will be based on their grades at the end of the nine-week quarterly grading period when report cards are issued.

No Pass - No Play

Students that do not have a 70 average in all of their classes at the end of a quarter will not be allowed to participate in extra-curricular activities (as defined above) until eligibility is reinstated. A student regains his or her eligibility in three weeks if the student is passing the classes they were failing at the time of eligibility check.

- At the discretion of the Principal in consultation with the athletic director, an ineligible student may continue to practice with his or her team or group in order to maintain involvement.
- An ineligible student will not be allowed to participate in any home or away extra-curricular competitions.

Mandatory Attendance for Participation

In order to participate in an athletic event/extracurricular, students must be in attendance at school for the entire day (or the last day preceding the event if it is scheduled on a non-school day). Being in attendance is defined as being present and appropriately participating in all assigned classes and study halls. A doctor's/dentist appointment, funeral, family emergency, or other emergency situations would be exempt from this provision if approved by the Athletic Director or Principal. These incidents should be presented as soon as they occur.

Athletic Travel Policy

To promote efficiency, safety, and team unity, to relieve parents and students of the burden of providing transportation to off-campus contests, and to provide the coaching staff the opportunity to mentor, coach, and have discussions with individual players as well as with the team as a whole, the Holy Trinity Athletic Department provides transportation for its student athletes when they compete in most contests held off campus. Students are required to utilize the transportation provided by the school to and from these off-campus contests, except in the following circumstances:

(a) If a contest is held in or near a city or town where the student athlete resides (e.g., Close to where students reside) and time is of the essence for the student due to homework, other school-related commitments, or in the case of an emergency the parent or guardian or other adult specifically identified by the parent or guardian may take the student home as long as a parent or guardian has submitted a request to do so to the Athletic Director (not the coach) at least one (1) day prior to the contest and the Athletic Director has notified the Coach who has notified the student that the request is approved; or

(b) If a student athlete becomes ill or is injured and needs immediate transportation, a parent may transport the student athlete with the permission of the Coach.

A student athlete is not permitted to transport him or herself to or from an off-campus athletic contest when the school is providing transportation. Please visit the school website under athletic forms to fill out the appropriate paperwork.

Permission Forms

An official HTCHS permission form must be properly completed and submitted for each extracurricular activity or field trip in which a student is representing HTCHS. Telephone calls will NOT be accepted in lieu of the proper permission form.

Letter Jackets

To encourage involvement in extra-curricular activities and to track the performance of individual students, Holy Trinity has instituted letter policies that enable students to earn a letter jacket for participation and success in athletics, academic competitions, fine art competitions and similar activities. Specific guidelines for lettering in each area are determined by the faculty adviser of each activity in question in conjunction with school administrators. These guidelines are available upon request from the appropriate adviser.

Extra-curricular Awards

Students who excel in extra-curricular activities are recognized at the awards banquets at the end of the year. The criteria for these awards is determined by the sponsors of each activity. The recipients of these awards is at the sole discretion of the sponsors, coaches, and teachers involved.

Insurance

It is the sole responsibility of the student's parent or guardian to provide proof of adequate accident insurance. Accident insurance is mandatory for student participation in athletics. HTCHS is not responsible for any type of compensation for injuries caused by accidents incurred while on school premises or while participating in school-sponsored activities. All accidents must be reported to the Principal immediately.

STUDENT CODE OF CONDUCT

Holy Trinity students are expected to emulate the qualities and ideals contained in the Profile of a Holy Trinity Student. Students are expected to display pride for their school, respect for others, and practice rules of Christian courtesy at all times, whether in or out of school. A student is a representative of the school both on and off campus. Students will maintain their privilege of attending Holy Trinity Catholic High School by living their lives in accordance with Gospel values and behaving responsibly towards the school and each other. As Holy Trinity students, they accept the privilege and the responsibility of preaching the Gospel of Christ with their life and in their actions.

General Decorum

1. Students are to report to all scheduled classes and activities on time, to arrive with necessary books, notebooks, and materials, and to be seated and settled before the second bell rings.
2. Students not seated in their assigned classroom when the bell rings are considered tardy. If a student misses at least half of a scheduled class or assigned activity, the student is marked absent.
3. All students must be quiet and attentive whenever announcements are being made over the PA system. Students in the hall, etc. are expected to stop and listen to the announcements.
4. Safety, courtesy, and consideration for others require that there be no running or shouting in halls/stairways at any time.
5. Respect and pride in the school dictate that the buildings and campus be kept orderly and free of litter.
6. Students are expected to conduct themselves in a cooperative and mature manner at all times.
7. Smoking is NOT permitted on school grounds.
8. Eating or drinking in the building is not permitted outside the lunchroom. Gum chewing is not allowed on campus.
9. In the event that a teacher is detained and not present at the beginning of a class period, students are expected to say the prayer and sit quietly while one member of the class reports to the Principal's Office for instructions. Students should call the front office. Choosing to disregard this rule could result in detention or suspension.
10. Students are to obtain permission from the Principal to post or display any sign or information in the school.
11. Proper manners dictate that personal grooming (combing hair, etc.) is limited to the restroom areas.
12. Students are to obey all instructions relating to emergency evacuation and practice fire drills.

13. Students are to obey all traffic signs, markings, speed limits on and around the physical campus.
14. Students may not leave the campus without permission. Students must obtain permission to go to their cars in the parking lot and must be accompanied by a staff member or student.
15. Students are expected to obey all posted and verbal instructions by teachers and/or administration at all times.
16. Deliveries of presents of any kind will not be accepted by the school.

Below are examples of not following general decorum, this is not a comprehensive list. There are other offenses as determined by the Principal.

When a disciplinary infraction is added into RenWeb, it will show a demerit value. See the table below for a general list. This is not comprehensive.

Demerit value	
1	Dress Code violation
	Grooming violation
	Tardy
	Bus behavior violations.
	Chewing gum on the premises.
	Eating in the school building other than the lunchroom, unless approved.
	Running or shouting in hallway.
	Writing/drawing on hands, arms, legs, etc.
	Horseplay
2	Public displays of affection
	Littering the campus or buildings
	Disruptive behavior in class, during prayer service, Mass, or other school assemblies.
	Cell-phone violation (in addition to phone confiscation).
	Electronic device violation (in addition to confiscation of offending device).
	Violation of school safety rules.
	Unbecoming or inappropriate behavior at school sponsored functions, including athletic events
	Profanity
3	Being dismissed from class by a teacher for disciplinary infractions.
	Any violation of general decorum as stated in the Student Code of Conduct.
	Parking violations.
	Damaging locker room/school property plus fine for repairs.
	Disrespectful behavior toward teachers, staff members, classmates.
	Lying or making false testimony, false accusations.
	Cheating

Once a student reaches a value of 3 or more in demerits, may result in Saturday detention, disciplinary probation or suspension. See page 28 *disciplinary* for further details.

Bus Guidelines

- No food or drink of any kind, except water, is allowed on the bus.
- Students will be assigned seats by the driver for the school year.
- Students must remain in their assigned seats facing forward while the bus is moving.
- Students may talk quietly among themselves. No shouting, singing, or other disruptive noise is allowed.
- Cell phones may be used but must be kept on “silent/vibrate” to keep from distracting the driver.
- Personal music devices may be used on the bus **with headphones**.
- Students may work on homework; however, the driver is not responsible for homework left or lost on the bus.
- Students are expected to keep up with their own belongings. The driver is not responsible for anything left on the bus.
- Students may sleep only if they remain in an upright position. Safety dictates that the head of the student must be visible at all times. Students may not lie down.
- Students will be released to their parent or other authorized person at the designated stop.
- Students are expected to comply with the same code of conduct that applies to the school campus.
- Students who abuse their bus privileges may lose them.
- Disciplinary action will be incurred for violation of bus rules or inappropriate behavior while riding the bus.

Cafeteria and Lunch Guidelines

Students are expected to be courteous and behave in an orderly manner during lunch. The cafeteria is not available for storage of food items before or after lunch. Students are expected to store their lunch items in their lockers. The cafeteria serves dual purposes which makes it extremely important that students leave the area free of litter and food after lunch. Health regulations will be observed in the cafeteria; any food left in the cafeteria will be disposed of immediately. Students are expected to observe the following guidelines.

- Personal grooming in the cafeteria is not allowed at any time. This applies to free periods, study periods, or class periods that use the cafeteria as well as lunch periods.
- Loud or disruptive behavior is not allowed.
- Sitting on the tables is not allowed.
- Standing on cafeteria chairs is not allowed.
- Food items may not be delivered to campus for individuals and/or groups unless permission has been obtained in advance by the Principal, unless by parent or guardian.
- Deposit trash in containers.
- Students must be supervised at all times in the cafeteria.
- Place drink cans in proper designated containers.
- Wipe down tables and wipe up spills from floor; mops are available if needed.
- Clean microwaves after use.

Each student is expected to clean his or her own place in the cafeteria.

STUDENT DRESS CODE

The purpose of a school uniform, and stated regulations, regarding dress and appearance, is not to stifle individual freedom, but rather to identify one as a student of Holy Trinity. The student's appearance reflects on the school as well as themselves and family. Students are to wear the uniform with pride and dignity. **STUDENTS ARE TO WEAR THE APPORAITE UNIFORM TO AND FROM SCHOOL.** Students should arrive at school appropriately dressed and ready to begin classes. Choosing to disregard this rule could result in detention or suspension.

UNIFORMS

Students are responsible for purchasing their own school uniforms. Uniform purchasing information is available from the school office and website.

Students are to be familiar with the school's dress code. Ignorance is not an excuse for non-compliance. Exceptions to the published dress code may be made at the discretion of the Principal. These would include exceptions for medical reasons. Parents should contact the Principal if there is a situation that requires special accommodations for a student.

Students not in compliance with the school's dress code will have three options to correct the infractions:

After contacting their parent/guardian

1. They can leave school by their own means of transportation, return home to correct the infraction, and return to school.
2. They can have a parent/guardian bring the article or articles they need to correct the infraction. Students must remain in the office until the infraction is corrected.
3. Students may spend the day in a designated area until the final bell rings; at which time, they will be released from school. Students may not be allowed to attend classes while in non-compliance of the dress code.

Students missing class due to dress code infractions will receive an absence. Teachers may give a zero for any work missed, including tests or quizzes due to uniform violations. Students will also receive a disciplinary report for uniform and/or grooming infractions. Students who have received three disciplinary reports will be required to attend a scheduled Saturday detention with a \$50 fine. If the situation persists, parents will be called in by the Principal to discuss further disciplinary action, including possible in school suspension or expulsion.

Girls' Official Dress Uniform

- Holy Trinity's Parker plaid kilt skirt worn at the waist with the hemline falling to the middle of the knee. Shorts are to be worn under the skirt.
- A Parker monogrammed oxford white blouse with a button-down collar, long or short sleeves. (Mandatory on Mass days)
- Parker white and navy monogrammed polo. (optional substitution on non-Mass days)
- Knee socks in solid navy. No designs.
- Black or navy Cinderella type shoes in good repair
- *Optional:* A Parker navy school blazer, Parker pullover knit sweater, or Parker pullover sweater vest with the emblem/name on the upper left side.

The official school dress uniform is to be worn on Mass days. The official school dress uniform is to be worn whenever the student represents the school off-campus unless otherwise specified by the adviser of the event.

In cold weather, girls may wear the following:

- A beige or white undershirt under the white oxford.
- Navy pantyhose or tights. (No leggings, no sweat pants, no designs, and no pajama pants may ever be worn).

Girls' Grooming Code

- Nails should not be excessively long. Polish, if worn, should be properly maintained and manicured. Girls wearing chipped nail polish will be required to remove it before being allowed to attend class. In addition, the student will receive a disciplinary report. After the third offense, the student will lose the privilege for the remainder of the academic year.
- Only lightly applied, natural-looking make-up will be permitted.
- Hair should be clean, neatly brushed and away from the face. Hair should not hang over the eyes or fall in the face. Hair pulled back away from the face should be smooth and neat.
- Simple ribbons and barrettes may be worn. Narrow hair bands may be worn to hold hair back but are not to be worn on the forehead. No bandana hair bands.
- Moderation in hair color and style is expected. Hair styles which involve unnatural or faddish colors or cuts are prohibited. Feathers, beads, or other embellishments are not allowed.
- No visible body piercing or tattoos will be permitted.
- Students may wear one Holy Trinity Catholic High School band in addition to the allowed bracelet or watch.
- No earrings are to be worn in the cartilage of the ear. No earrings that drop below the earlobe are permitted. Gauges or other pieces of jewelry designed to damage the body are not allowed.
- Rings are to be limited to one on each hand. Only HTCHS pins may be worn
- Proper white or beige undergarments must be worn under the school shirts.
- Jewelry may consist of a single watch or bracelet on each wrist, a single necklace and a single pair of stud-type earrings, one earring in each earlobe.
- Any bracelets, necklaces or earrings worn must be in good taste and not in conflict with the school's Christian mission.

Boys' Official Dress Uniform

- Parker Khaki set of long pants (flat front and pleated)
- A black or brown belt.
- Parker monogrammed white oxford shirt with a button down collar, long or short sleeves. (Mandatory on Mass days)
- Parker white monogrammed polo. (optional substitution on non-Mass days)
- Navy, black or tan crew-type socks only.
- Black or brown loafer-type shoes in good repair - no athletic-type shoes allowed. No two tone shoes; must be solid color.
- Parker tie (collar must remain buttoned when wearing tie).
- *Optional:* A Parker navy school blazer, Parker pullover knit sweater, or Parker pullover sweater vest with the emblem/name on the upper left side.

The official school dress uniform is to be worn on Mass days. The official school dress uniform is to be worn whenever the student represents the school off-campus unless otherwise specified by the adviser of the event.

In cold weather, boys may wear the following:

- A white undershirt under the oxford shirt.

Boys' Grooming Code

- No facial hair is permitted. Boys must be clean-shaven when arriving at school.
- Sideburns may not extend past the middle of the ear.
- Hair may not extend beyond the collar of the shirt, below the eyebrows or past the top of the ear. Hair should be neatly trimmed around the ear, not tucked behind the ear. No ponytails will be permitted.
- Hair must be neatly combed.
- No visible body piercing, including earrings or gauges will be permitted.
- One bracelet or watch on each wrist is allowed. Students may wear one Holy Trinity Catholic High School band in addition to the allowed bracelet or watch.
- Any bracelets or necklaces worn must be in good taste and not in conflict with the school's Christian mission.
- No visible tattoos will be permitted.
- Moderation in hair color and style is expected. Hair styles which involve unnatural or faddish colors or cuts are prohibited. Feathers, beads, or other embellishments are not allowed.

Sweatshirts

Navy Holy Trinity sweatshirts, or booster club navy pullover may be worn. Teachers may restrict the wearing of sweatshirts in their classes. No hoodies may ever be worn in the school building during the school day.

Dress up Days

Dress up attire is reserved for special occasions (i.e. Awards Assemblies). The purpose of this attire is to demonstrate respect; therefore the modesty rule will be strictly enforced.

Specifically, on a dress up day, young men must wear a shirt and tie or be in uniform. Young ladies may wear slacks, dresses or skirts that come to the knee and modesty must be adhered to in regards to the top. Absolutely no cleavage exposed. Young ladies may be in uniform. Neither jeans nor shorts may not be worn.

Spirit Days and Other Special-Dress Days

Students are expected to dress modestly and neatly even when out of uniform.

On **spirit day**, students may wear **jeans** in good repair, a **Holy Trinity T-shirt**, team issued jackets and closed toe shoes such as boots under pant legs, Sperry, Toms, or sneakers. No Uggs, mules, flip flops. No capris or rolled up pants. No shorts.

Students who violate the “spirit” of spirit day will lose the privilege of the spirit day and be required to wear the school’s standard uniform.

On **dress down day**, students may wear **jeans or khaki pants** in good repair. A shirt (not tank top) that is school appropriate, and boots under pant legs, Sperry, Toms, or sneakers. No Uggs, mules, flip flops. No shorts.

- Students may not tie or knot the T-shirts up, and must ensure that their T-shirts cover their midriff.
- Unless the spirit day is predetermined as a specific casual day (e.g. Twinkie day or College visit day), T-shirts should be official Holy Trinity shirts with the school name printed visibly.
- Shirts must be ironed. No wrinkled shirts.
- Jeans should be dark in color, in good condition, no holes, patches, writing, and worn spots or faded in color. Jeans should have no frayed edges, either at the bottom hem or on any part of the jean.
- Baggy pants or jeans, low-cut, “skinny”, or skin-tight pants or jeans will not be allowed.
- No graphics are allowed on shirts unless they are specific to the published guidelines for the particular dress-down day.
- Any dress worn other than the uniform skirt should be no shorter than the middle of the knee. Dependent upon guidelines above.
- The Principal reserves the right to determine acceptable dress. Inappropriately dressed students must make arrangements for a change of clothes before being allowed to attend class. The same dress code infraction policy applies to inappropriate casual day dress (see Dress Code section).
- Students who choose to wear part or all of the school uniform on school days must wear the uniform in the appropriate, prescribed manner described in the uniform policy: properly buttoned, tie tied correctly, shirt tucked in, etc.

Dress for field trips will be determined by the sponsor of the field trip in conjunction with the Principal and will depend on the time, place, and purpose of the field trip.

Educational functions (competitions, luncheons, museums) require that the Holy Trinity Official Dress Uniform be worn unless otherwise specified.

NOTE: Students are reminded that they are to keep the spirit as well as the letter of the law regarding dress regulations. Final determination of appropriateness will be made by the Principal or designated representative.

Tuition Policy

Tuition is the main source of revenue for the school. Therefore, the timely payment of tuition is critical to the school's financial well-being. The following policies have been adopted to ensure the financial stability of the school.

- Holy Trinity offers parents several payment plans from which to choose. Tuition may be paid on an annual basis, on a semi-annual basis or in multiple payments. Parents choose which type of payment schedule that would best fit their needs. Terms, conditions, and amounts of tuition and fees as well as specified due dates are detailed in full in the Registration Contract. The contract must be signed and paid in full by the parents/guardians before a student will be admitted to Holy Trinity Catholic High School.
- Families may select to pay tuition in one payment due July 1, in two payments (by semester) due July 1 and December 1, or in 11 payments (July through May). *Families selecting to pay by month MUST register and make payment using FACTS Tuition Management.*
- Holy Trinity offers a discount on tuition for annual and semi-annual payment OR Holy Trinity offers a discount on tuition only for families with two or more students attending Holy Trinity.
- A late fee is charged for any payment made after the stated due date.
- A student may not be allowed to begin the semester unless registration, tuition and fees are current.
- A student is not allowed to take examinations unless all financial obligations are met.
- Registration for the following year is not accepted or processed until tuition and fees are paid up to date for the current year.
- Financial aid applications are accepted but will not be reviewed until a family has completed all of the application process. For early consideration, parents are encouraged to apply as soon as possible after January 1.
- A student may be denied entry on the first day of school if satisfactory financial arrangements have not been made.
- ***Holy Trinity only accepts checks, cash, and money orders for enrollment fees and tuition payments.***
- Miscellaneous fees and expenses are due when billed.
- For the multiple payment plan, a late fee of \$25 per month, which is assessed to overdue accounts (payments received after the 10th of the month), and a \$50 fee for all payments declined by your financial institution, will be collected by Holy Trinity.
- Fees for books, transportation, supplies, lost or damaged athletic equipment or uniforms, extracurricular activities, field trips, social events, and activities other than classroom instruction when required or approved by parents will be billed on occasion in addition to the above amounts.
- Regardless of the payment plan chosen, any student who withdraws from Holy Trinity during any part of the semester remains liable for the current semester's tuition and all fees (see withdrawal policy above).
- Holy Trinity reserves the right to withhold credit for courses, transcripts, report cards, and diplomas **until the account is fully paid.**
- Your student will comply with the Holy Trinity Student Handbook and other rules and policies from time to time adopted. Holy Trinity reserves the right to dismiss or suspend any student whose academic progress is deemed unsatisfactory, or whose conduct is deemed detrimental under the handbook, or whose tuition/fees account is in arrears, at the discretion of the Principal. In such cases as listed above, the (parent/guardian) **remain(s) liable for the current semester's tuition.**
- Holy Trinity requires students in all grades to have on file before attending the first day of classes specific records (immunizations, physical, and health forms) for which forms will be sent (to the parents/guardian) by the school after acceptance for admission.

- The parent will inform Holy Trinity in writing if choosing to withdraw their student. The parent understands that no records will be sent to the new school until any balance remaining on the student account, student books, equipment, etc. has been paid, returned and cleared by the faculty and staff.
- Questions concerning tuition and fees may be directed to the Finance Office.

Financial Aid

Families seeking financial aid must complete a FACTS financial aid application. Financial Aid is awarded by the Financial Aid Committee, and recipients are notified after the application is completed and verified. Students who have received awards must remain in good standing in academics (no failures), attendance, and discipline (no suspensions) throughout their program of study or risk possible loss of financial aid. These items will be examined at the end of each semester.

Registration Fee

The Registration Fee for currently enrolled students at Holy Trinity Catholic High School reserves the student a place in a given class for the following year provided the student meets academic, disciplinary, and financial requirements established by Holy Trinity Catholic High School and as stated in the handbook. The fee is non-refundable and is not prorated. Registration for the following year is not accepted or processed unless the tuition and fees are paid for the current year.

Payment of a registration fee DOES NOT constitute a guarantee of enrollment. If, upon reevaluation, a student is not invited to return to Holy Trinity, any prepaid registration fee will be refunded.

DISCIPLINARY POLICY

Since learning cannot be accomplished without order, cooperation, and attention, failure to adhere to the rules and regulations of the school will result in disciplinary action. Listed below are the steps, which will be taken depending upon the seriousness of the infraction.

Disciplinary Reports

Any faculty or staff member may write a behavior/disciplinary report. Reports are issued for not following the student code of conduct in school and on the bus. Reports are submitted to the Principal for further disciplinary action, which may include a conference with the student's parent or guardian. Repeated reports may result in Saturday detention, disciplinary probation or suspension.

Saturday Detention Procedures

- The Principal or any teacher will email detention notices to students with the time and place of detention.
- Any student receiving a Saturday detention notice must serve the detention on the designated Saturday and pay a \$50 fine.
- Students unable to fulfill their detention obligation due to an unforeseen emergency **must** bring a note from his or her parent to the Principal upon returning to school. Detention will then be reassigned for the next scheduled detention. A note from the parent explaining the reason for non-attendance is required to reschedule a detention.
- Extracurricular practices or competitions are not acceptable excuses for missing a scheduled detention.
- Added penalties are at the sole discretion of the Principal and should be performed as assigned by the Principal or risk possible suspension.

Suspension, Probation, Expulsion

Sometimes conditions warrant that a student serves a suspension, either an in-school suspension or an off-campus suspension. In school suspension requires that the student be on campus under adult supervision for the entire scheduled time period. In-school and Off-campus suspension result in the student being prohibited from class attendance as well as extra-curricular activities. In-campus and off-campus suspensions range from one to three day periods, depending on the severity and frequency of the offense.

Due to the need for faculty supervision, parents of any student requiring In School suspension will be charged a fee of \$140.00 in advance. While serving their in school suspension, student will work on school work. Classwork, homework, minor assignments, quizzes, will all receive zeroes "0%" for the day. Tests will be given credit. Cell phones must be turned off and checked in before the session begins. Phones will be returned at the end of the day.

Off-campus suspensions are a far more serious matter. Off-campus suspension requires that students not attend school or participate in any school-sponsored activities until they have served the mandatory period of suspension. Students will receive "0%" for those class assignments missed; students are recorded absent and are not entitled to make up tests or quizzes taken during the time missed. Projects or papers due on the date of suspension may be submitted upon arrival back in class but will be graded according to the classroom teacher's normal policy for late submission. Teachers are not required to accept late projects or papers due to suspension. Upon receiving an off-campus suspension, a letter of suspension is placed in the student's permanent file and

becomes part of his or her official disciplinary record. Continued offenses may result in expulsion.

The following offenses are considered serious and are grounds for suspension, probation, or expulsion:

- Serious disrespect or rudeness to teacher, staff member, or another student either verbally, in print, or through the use of the computer or Internet; disrespect of anyone at anytime.
- Writing threatening notes, either in print or electronically.
- Insolence, willful disobedience, refusing to follow instructions.
- Deliberate injury to another member of the school community.
- Possessing, using, or threatening use of any type of instrument that would inflict bodily injury
- Abusing, vandalizing, defacing or destroying school equipment or property. Students will also be required to pay for repair or replacement of damaged property.
- Theft or attempting to take without consent school or personal property-anything of value. Along with suspension, students will be required to pay for the cost of repairing or replacing the property.
- Leaving school grounds without permission.
- Leaving class without permission, not reporting to class or scheduled event without permission from the Principal.
- Harassment or bullying, including cyber-bullying.
- Truancy from school for any part of the day, this includes the Campus Ministry Program
- Cheating, plagiarizing, or other acts of lack of integrity while in school or in the course of school-related activities such as testing etc.
- Possession of tobacco products in school, on school property, or at school functions.
- Gambling.
- Trespassing on school property.
- Breaking and entering school property.
- Forgery.
- Refusal of a student, upon request, to provide reasonable information to the Principal or an administrator.
- Use of school computers for illegal or morally inappropriate purposes.
- Serious violation of rules when attending overnight field trips or while representing Holy Trinity.
- Serious violation of the school's Technology Acceptable Use Policy. Such as harassment via social media or email and sexting, or forwarding a sext.
- Possession or use of obscene or vulgar language, gestures, literature, or pictures; obscenity in speech or behavior.
- Initiating a fire alarm, a false warning of a fire, or an impending bomb or other catastrophe without adequate cause.
- Disruption of class or school-wide activities.
- Any other egregious activity in violation of the principles of Holy Trinity Catholic High School, and/or moral or religious doctrines or teachings of the Roman Catholic Church.
- Sexual harassment or sexual misconduct. **

*** If you are the victim of sexual harassment or sexual misconduct, please contact the school Counselor and/or the school Principal.*

Disciplinary Probation

Placement on disciplinary probation jeopardizes the student's continued enrollment at Holy Trinity. A student is placed on disciplinary probation for two continuous grading periods. If, during this time the student receives a detention, behavior report, or suspension, he or she is subject to immediate dismissal from school. Parents will be notified when a student is placed on probation or suspended. After the second grading period, the student's status is reviewed at which time he or she may either be removed from probation or asked to withdraw from Holy Trinity. Registration and course selection sheets for the following school year may not be accepted from students on probation.

Major Disciplinary Offenses

The following offenses occurring during the school day or at any Holy Trinity sponsored activity on or off campus are considered major offenses and may warrant expulsion. The Principal shall be the sole decision maker as to the extent of discipline imposed on the student.

These offenses include, but are not limited to, behavior or activities involving:

- Possession, consumption, exhibiting effects of, transference or sale of alcohol.
- Possession, consumption, unauthorized use of, exhibiting effects of, transference, sale of any type of drug or unauthorized medications.
- Possession, use, transference, sale of weapons or items used as weapons.
- Verbal or physical altercations, actions causing harm to anyone, or inciting violence or exhibiting threats of violence.

It is expected that Holy Trinity students will remove themselves from any activity or wrongdoing that is not in accordance with the mission, philosophy and disciplinary guidelines of the school. Students have the responsibility of reporting the questionable activity or wrongdoing to the school administration.

In the case of other major offenses, the Principal shall be the sole decision-maker as to the extent of discipline to be imposed on the student, including but not limited to expulsion.

Criminal Charges and Other Allegations

Any student accused of a serious wrong, civilly or criminally charged, may be removed from school until the student's guilt or innocence is determined.

Holy Trinity Catholic High School may provide educational materials for student use during the period of determination. The determination of discipline to be imposed on any student of Holy Trinity Catholic High School accused of a serious wrong or charged civilly or criminally will be at the sole discretion of the Principal and will not be dependent on, or necessarily coincide with, the outcome of any formal legal action instituted against the student. Instead, the disciplinary rules as set forth herein shall guide the Principal as to the imposition of any discipline, up to and including expulsion.

Additionally, even though a student is not charged civilly or criminally, if the school learns of a serious wrong or breach of behavior that falls within the scope of disciplinary rules of Holy Trinity Catholic High School or the teachings of the Catholic Church, the

school reserves the right to impose whatever discipline it deems necessary, at the sole discretion of the Principal.

Off-campus conduct

Students should recognize that they are representatives of Holy Trinity Catholic High School. Any conduct that brings disrepute upon the school—whether the conduct occurs on or off campus, during or outside of school hours—may result in disciplinary action.

Resolution of Problems (Grievance)

Concerns are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff - or faculty -related grievance, an attempt must be made to settle the matter at the point of contact where the problem occurred.

If the concern is not resolved, the parent should contact the Principal. A conference will be scheduled which will include all parties. Every attempt will be made at mediation, understanding and resolution.

We hope we can resolve any concern informally in a cooperative, Christian atmosphere. In this spirit, we may model peacemaking for each other and for our children.

HEALTH AND SAFETY POLICY

HTCHS Health Forms must be completed and submitted before the student is allowed to attend classes. All incoming students, including transfer students, are required to have a physical examination prior to the first day of school. Students coming from a foreign country are required to have a physical examination and a TB test after entry into the United States.

All students must have an up to date health record on file. Student immunization shots must be up to date. Foreign students must meet the same immunization requirements as American students. Without the proper shots, students may NOT attend school.

Students participating in Athletics are required to have a physical examination before the first day of practice/class.

Accidents/illnesses must be reported to the Principal immediately along with details of the kind of assistance needed (injury, clean-up, etc.). Office personnel will send appropriate help.

Guidelines for excluding students from school for medical reasons are as follows:

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100° or above	Fever free for 24 hours
Vomiting, diarrhea, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Wound, skin and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious

Earache	Symptom free
Pediculosis	Lice and nit free

Medication Guidelines

As Holy Trinity Catholic High School does not have an on-site school nurse, there is no one qualified to monitor an ill student. If a student becomes too ill to attend class, the school has no choice but to notify the parent/guardian immediately. The parent/guardian will need to pick up the student. Medication permission forms must be signed by parent/guardian before any medication will be administered. All medication should be given outside of school hours if possible. Only medications which are required to enable the student to stay in school, may be given at school. Please refer to the school website to print a copy of the **MEDICATION PERMIT FORM.**

1. Only medication which is necessary for the child to remain in school will be given during school hours with medication being administered at home whenever possible.
2. Medications must be in the original, properly labeled containers. Medications sent in baggies or unlabeled containers will not be administered.
3. Written permission of the parent or legal guardian and physician is required for the administration of all medications.
4. Per Diocesan policy, **all medications require a written prescription from a licensed physician, dentist, Nurse Practitioner or Physician's Assistant.** This includes all over-the-counter medication such as Tylenol, Motrin, Advil, etc.
5. All medications must be kept in a locked cabinet in the administrative offices, except for inhalers or Epi-pens which the doctor requires to be with the student at all times. A second inhaler or Epi-pen must be kept in the administrative offices. If a student allows another person to use his/her inhaler or Epi-pen, the privilege of personal possession will be revoked.
6. Holy Trinity Catholic High School does not have an on-site school nurse. Medications will be given by untrained and unlicensed personnel. No Holy Trinity Catholic High School employee shall be required to give medication dosages in excess of FDA recommendations. Only those personnel who have been designated by the Principal of Holy Trinity Catholic High School may administer medication to students. This includes over-the-counter (OTC) medication.
7. **Under no circumstances may students dispense any type of medication to any other student or staff.** Violation of this rule will result in disciplinary action, which may include expulsion.

Acquired Immune Deficiency Syndrome/HIV

Students will not be discriminated against on the basis of Acquired Immune Deficiency Syndrome/HIV. Parents or guardians are required to share such information with the appropriate school personnel for the safety, health, and welfare of other Holy Trinity students and personnel.

Child Abuse Laws

HTCHS will follow the State of Texas Child Abuse Laws and will report to the state any suspected incidences.

Confidentiality

Personnel are obliged to disclose to appropriate administrators information relating to

the life, health, or safety of students.

Drug/Alcohol Testing

The school reserves the right to require drug and/or alcohol testing at any time by testing agencies approved by the school. This includes, but is not limited to, activities during the school day, any extracurricular or other school-sponsored activity on or off campus, or any activity at which the individual is representing the school. Fees for such testing are the sole responsibility of the student and his or her parent/guardian.

Pregnancy

Since a Catholic school is concerned with the Christian moral development of the individual and the school community as a whole, Holy Trinity strives to provide an atmosphere, which fosters the growth of these same principles. Pre-marital sex is not in keeping with Christian values and principles and is not considered acceptable for Catholic high school students. However, if a pregnancy occurs, every possible measure will be taken to encourage counseling, health care, continued education, and direction to help a student make mature decisions in accordance with the directives of the Roman Catholic Church. However, because Holy Trinity is also responsible for the whole student body, continued enrollment of a Holy Trinity student who becomes pregnant is not possible. A student who becomes pregnant will be required to withdraw from Holy Trinity. If the father of the child to be born is a student enrolled in the school, or is another student of a Catholic school, the same provisions will apply.

Residence/Personal Lifestyle

It is understood and agreed upon that if a student permanently absents from living with his/her parent(s) or legal guardian(s) and establishes a lifestyle apart from the family home, the school reserves the right to review its contract for enrollment in light of this change.

The school reserves the right to review any change in residence or personal lifestyle to ascertain whether it is contrary to the principles and policies of Holy Trinity Catholic High School; established Christian principles of morality and decency; the teachings of the Roman Catholic Church as explained in Church documents, the documents and teachings of the National Conference of Catholic Bishops, or the teachings of the local Ordinary. If the student's lifestyle, conduct, or change of residence violates these principles, the school may require that student to withdraw from Holy Trinity or to change his or her residential status or behavior to what is in conformity with the school's principles and policies. If such a student fails to remove the cause for withdrawal, the school reserves the right to review the student's enrollment/continued enrollment in light of this change. The decision as to whether to suspend or expel the student shall remain the sole discretion of the Principal.

Remaining unmarried is a condition of enrollment/continued enrollment at Holy Trinity Catholic High School.

STUDENT SERVICES

Holy Trinity Catholic High School strives to provide adequate services for students and parents to encourage opportunities and success. The following services are provided for the benefit of all students attending Holy Trinity Catholic High School.

Guidance Services

The guidance program of Holy Trinity High School is designed to assist each student in evaluating his/her abilities and interests, to provide them with the information concerning future educational opportunities, to help them to make realistic choices regarding their future, and to assist them in working out effective solutions to personal difficulties.

Course Selection

Course Selection for the next school year begins in February. Students and parents are encouraged to do academic planning together and to consult the Guidance Counselors, and/or faculty to answer questions and offer suggestions when deciding on courses. Any course request (elective, honors, AP, etc.) is simply a request and not a guarantee for placement in a specific course.

If a student wishes to request a change in a course after registration, he/she must complete the appropriate change request form, which requires his/her parent/guardian signature. All change requests are subject to the approval of the Principal. The Guidance Counselor and the Principal coordinate all schedule changes, which must be made within a specified time limit.

Advanced Placement

To better meet the individual needs of advanced students, PAP, and Advanced Placement (AP) courses are offered in several subject areas. Due to the rigorous nature and extra study time associated with these courses, AP classes merit additional points that are applied towards the student's grade point average. Placement in an AP class is dependent on the following:

- the student's request of the AP class along with parental permission.
- faculty and guidance counselor recommendations.
- excellent grades each nine weeks in previous courses in the subject area.
- previous placement in AP classes.
- high standardized test scores.
- available space in AP classes.

The Principal makes the final placement decision in consultation with the guidance counselor, the teacher and the department chairperson.

Dual Credit Courses

Holy Trinity works with institutions of higher learning to provide students with an opportunity to earn college credit, experience college-level work, and fulfill high school graduation requirements. Parents and students should be aware that enrollment at Holy Trinity does not guarantee any student the opportunity to enroll in dual credit classes. Any student interested in dual credit must meet admissions and attendance requirements established by the institution of higher learning. Parents and students also should be aware that students enrolled in courses at an institution of higher learning are taking classes outside of the jurisdiction of Holy Trinity.

Any complaint with respect to attendance, grades, or disciplinary action in dual credit classes must be addressed to the teacher of the class and/or the institution of higher learning.

Students who take dual credit classes at a campus of an institution of higher learning must provide their own transportation to and from the class.

Walden Library

1. Walden Library will be open when the librarian is on campus. The library is accessible all day, but is staffed part time.
2. Teachers may allow students access to the library.
3. Students using the library are expected to use their time working quietly or reading and are to refrain from disturbing others.
4. All materials leaving the library are to be checked out at the circulation desk. Removing materials without authorization is a serious offense, which may result in disciplinary action.
5. The library computers will be used for research only.
6. Check-out procedures
 - Circulating materials are usually checked-out for a 3-week period and are renewable, unless someone else has requested them.
 - To borrow library materials the student must sign the check-out sheet at the circulation desk. A student may ordinarily borrow no more than 4 books at a time.
 - Nooks (electronic readers) may be checked out to students only by the librarian. Forms must be on file giving parental permission and assuming responsibility for loss or damage.
 - Faculty members may check out any number of books for the classroom for as long as needed.
 - Videotapes and DVD's can be checked out to students.
 - Periodicals on the display racks are not to be removed from the library. Faculty members may check-out periodicals.
 - College catalogs may be checked out by students by signing the check-out sheet.

- Vertical files may be checked-out only when the librarian is present.

8. Overdue books

- No overdue fines are charged at this time, but notices will be e-mailed to the students with outstanding books or by way of the student's English teacher.
- Students with overdue books may not checkout any more books until the original materials are returned or renewed. Books can only be renewed by presenting the material to the librarian.
- Students damaging or losing library materials are required to pay for their replacements.
- Overdue materials must be returned or paid for before the end of the 1st semester, and all materials must be returned or paid for before the end of school in May in order to receive final grades.

The Father Charles Davis Memorial Chapel

The Father Charles Davis Memorial Chapel is provided for the spiritual edification of all Holy Trinity students. The chapel offers students a place to find peace and serenity on the campus. Students are encouraged to spend time in quiet reflection and prayer. Our chapel is a place of worship, of Eucharistic celebrations, and other religious activities; therefore, an atmosphere of reverence and quiet should be observed.

GENERAL CAMPUS GUIDELINES

Advertisement/Fund Raisers

Permission for any student-related fund raisers must be obtained from the Principal. Permission for posters and/or advertisements to be displayed on the school premises must be obtained from the Principal.

Cars and Parking

Students parking in the campus parking lot are expected to observe all posted signs and designated markings for parking spaces. The school assumes no responsibility for missing items left in cars or for damage done to cars.

Students must park in the parking area designated by administration. It is illegal to block driveways, intersections, or loading zones as well as to park within ten feet of a fire hydrant. Students are not allowed to go to their vehicles during the school day without express permission from the Principal, or unless accompanied by the Principal or other designated official. Students are not to remain in parked cars once they have arrived at school.

Parking on campus is a privilege, not a right. Parking privileges may be revoked for dangerous, inappropriate or delinquent behavior at the sole discretion of the Principal.

- Writing on vehicles must be consistent with school values and is at the discretion of school administration.
- Students may not ride with or have other students in their vehicles unless the school has written permission from both parents.
- Visitor parking is in the front of the school.
- Students are not allowed to park in the front of the school. This includes the

Building the Christian Leaders of Tomorrow

- parking designated for the Principal, administration, visitors, and handicapped.
- Cars must occupy only one space.
 - Parking behind the school is only for authorized personnel; there is to be no student parking behind the school.
 - Students must show a current, valid driver's license and proof of insurance to park on campus.
 - Noncompliance with these guidelines may result in disciplinary measures or loss of parking privileges.
 - The speed limit may not exceed 10 miles per hour in the parking lot or driveways.
 - Students should obey all speed limit signs in the area and be cautious of school traffic.
 - Students are to keep radios at a low volume and music must be appropriate.
 - Students are not to cruise through the parking lots or driveways

Classroom Visitation

Parents or guardians are welcome to visit the school. Parents and visitors are asked to give teachers and administrators 24 hours' notice. There will be several days scheduled for visits to the labs and to the classrooms. All visitors must enter the building through the front door, check in with the Receptionist, and receive a Visitor badge.

Driver's License (Verification of School Enrollment)

The Texas Department of Public Safety requires that students under the age of 18 who are applying for a driver's license obtain a Verification of Enrollment and Attendance (VOE) form from the School, certifying that the student has been in attendance for at least 90% of the days that school was in session. This form may be obtained from Mrs. Sanders or the office, and may be issued to the student or to his or her parent or legal guardian. School attendance must be verified before the form is issued; therefore, at busy times, one day's advance notice may be required. Absence from school to obtain a driver's license is not considered an excused absence.

Drop off and Pick up

Parents dropping off or picking up students are asked to be aware of all students and cars. After entering the Holy Trinity campus, drivers should turn right at the first opportunity just before the flagpoles. Drivers may turn left ONLY if they are picking or dropping off someone up at the front entrance.

Lost and Found

Check in the administrative offices for lost items. To prevent loss of personal property, students should not leave their valuables unattended anywhere on campus. Items not claimed by the end of each quarter will be donated to charity.

School Name/Logo/Shield/Photographs

The school name, logo, or shield may not be used in any printed or digital manner, or distributed without the express written permission of the President of the Board of Trustees and Principal.

Holy Trinity uses photographs and videos taken at its events in publicity and marketing materials and on the Holy Trinity Catholic High School website. By signing the Photo-Video Release form in this handbook the parent/guardian gives permission to use these materials.

Student Lockers

Each student is assigned a locker at the beginning of the school year. Students are responsible for the contents and orderliness of their lockers. Students should not switch or share lockers at any time. In keeping with the Student Code of Conduct, the Profile of the Holy Trinity student and the Christian atmosphere of the campus, lockers are to remain unlocked. No padlocks will be issued or allowed. Students are expected to behave according to the standards of honesty, trustworthiness and integrity.

Lockers are the property of the school. The Administration or other designated employees have the right to inspect a student's locker at any time without notice.

Security

All visitors and guests must report to the Administrative office and sign in to receive a visitor's pass. Any person appearing on campus before, during, or after school without apparent good reason is to be reported to the main office immediately.

The school day ends at 3:45. After 3:45, students wait for rides on campus. Cars are not to block driveways since this creates congestion and a safety problem. All students should be picked up from the school campus by 5 p.m.

Except for school sponsored activities and events, all students are to be off campus by 5 p.m.; and all cars should be removed from the parking lots. The school cannot guarantee personnel to oversee students left on campus after that time. It is for the safety of the student that we ask all students to be picked up in a timely manner.

Students should be picked up promptly after extra-curricular events. Students will not be left on campus without supervision and may not walk home or to any other event or activity without prior parental approval. Please notify the coach or sponsor if you have made special arrangements for pick-up.

VOLUNTEERING

Each school family is asked to volunteer 20 hours of service to the school throughout the year. Opportunities are abundant, but not limited to the following list:

Answering front office phone
Donating items for teacher appreciation days, Sweet Monday, etc
Substituting (must have high school diploma)
Athletic events: Concessions, gate, banquet, team parent, etc.
Forensics and Fine Arts events
Advancement events: Gala, golf tournament
Family night events: Chili potluck night, Cow Patty Bingo
Chapel maintenance: linens and altar
Decorating school for seasons: Advent, Christmas, Lent, Easter
Facility maintenance: mowing, weed-eating, edging, planting, watering
Chaperon: Homecoming, Prom
Graduation and Baccalaureate reception committee
Academic Honor Roll Awards night committee
Lunch hour volunteer

Accreditation week help

All persons volunteering MUST be EIM compliant (per diocesan EIM Policies). There is a one-time submission of a EIM application (online or paper copy) and a one-time attendance of a 3 hour EIM Basic Workshop (and a Refresher every 3 years thereafter). If you are a victim of sexual abuse and have concerns regarding your attendance at a workshop, please contact Emily Hurlimann at (512) 949-2447 to discuss an alternative workshop arrangement.

EMERGENCY PROCEDURES

Holy Trinity Catholic High School is committed to the safety of students and personnel. The HTCHS Crisis Plan addresses procedures for school community crisis, including lock down, evacuation, fire drills, and tornado drills. Students are expected to obey the directions of faculty members and personnel in the event of crisis or emergency in order to ensure their safety. In the implementation of practice drills, or in the event of a real crisis, students will evacuate the campus on foot to a safe, predetermined destination.

Fire Drills (held monthly)

1. Alarm System noise
2. Students walk silently in an orderly single line.
3. Exit following directions posted in the classroom.
4. Once outside teacher checks the roll.
5. Stay in designated spot in silence until signaled to return to building

Tornado/Disaster Drill (once/semester)

1. Alarm System noise
2. Students walk silently in an orderly single line to safe shelter.
3. Exit, following directions for Tornado/Disaster drills.
4. Students join their teacher who checks the roll.
5. Stay in designated spot in silence until signaled to return to building
6. Return to classroom quietly.

When the severe warning expires, students will report to their normally scheduled classes to complete the school day. In the event a severe weather warning persists after dismissal time, the school reserves the right not to release anyone until such time as the severe weather warning is lifted. Under such conditions, students will be released only by the parent or guardian's personal appearance at school.

Intruder in the Building

1. The Principal or designated administrator will come over the PA and say **Lock Down.**
2. Close and lock all classroom doors.
3. Turn off lights.
4. Remain in the classroom until otherwise notified.
5. Students do not leave the room.
6. Do not open the door for anyone. Police and emergency responders will have a key.

Emergency Closure of School

In the event of severe weather or other conditions, which could affect the safety of students, check the following media outlets:

Webpage (www.holytrinitychs.org) and Email

KCEN-TV Channel 6

KWTX-TV Channel 10

KXXV-TV Channel 25

DO NOT CALL THE SCHOOL

TECHNOLOGY POLICY

Advancements in technology provide tools, which may be utilized by students and faculty to enhance the learning environment and increase opportunities for learning. With the privilege of using technology comes the responsibility to use that technology in a way, which promotes authentic learning within the mission and philosophy of Holy Trinity Catholic High School. Failure to use technology in appropriate ways may warrant major disciplinary action.

Reminders:

1. All Holy Trinity students and their parents must sign the Acceptable Use Policy each year. The signed Acceptable Use Policy (AUP) is considered in effect for the entire school year. The AUP is included at the end of this Handbook.
2. All use of technology, including e-mail communication at school and home, is to be consistent with the mission of Holy Trinity Catholic High School. Communications at school may be for academic purposes only and may not contain material inappropriate for Holy Trinity students.

By signing the AUP, the student and their parents agree that the student, not Holy Trinity Catholic High School, is responsible for their actions while using the Internet. By signing the AUP, the student and parent agree to release, indemnify and hold harmless Holy Trinity Catholic High School, its teachers and staff for illegal and/or improper use of e-mail or the internet and/or for claims arising out of the student at school.

Student Cell Phone and Electronics Use

Cell phones may be used before 8:15 am and AFTER 3:45 pm.

For students who need to make phone calls (for emergencies and must be pre-approved by the Administration) there is a telephone available in the office. Students should not use their personal phones to make personal calls. Parents should call the front office to speak with their child.

Digital devices brought to school have many capabilities, some of which are and some of which are not appropriate for use at all times as educational tools. HTCHS has outlined uses for digital devices that are considered rights and privileges for students as follows:

In the Classroom, students have the right to bring and use their devices with permission from the teacher in the following ways:

- Taking notes
- Using the calendar to keep track of assignments

Students also have the right to use their digital devices in the following ways if the device is used as an educational tool and ONLY if the use of the device is applicable to specific activities conducted in class with permission from the teacher:

- Research: Use the internet to investigate questions/find strategies
- Calculator
- E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, Sony, laptops, tablets, and smart phones: Anytime the class is allowed to read, (i.e., library books, class novels) students may use their e-reading devices.
- Photos: (i.e., taking photos for class projects and class notes on the board)
- Videos: (i.e., video projects, videotaping lectures for study or for a student who is absent)

Students have the right to use their devices without restrictions before school and after school as long as they adhere to appropriate etiquette and code of conduct. Disregard for these policies will result in confiscation of the cell phone and up to and including losing the privilege to have it on campus. Next it is taken up and turned into the front office for the remainder of the semester, and a 3rd time, it will be held up front until your parents come to pick it up.

Technology and Internet Safety Acceptable Use Policy

Holy Trinity Catholic High School (HTCHS) believes in the educational value of electronic devices and services to support the curriculum and student learning. While on campus, students agree to access only the school's servers and the Internet by using the infrastructure and filtering system provided by (HTCHS).

By deploying a filtering system, (HTCHS) will make every effort to protect students and teachers from misuse or abuse as a result of their experience with an information service. This places (HTCHS) in compliance with Children's Internet Protection Act (CIPA). *You and your child's signature will indicate acknowledgement, understanding and agreement to comply with this policy.*

This policy applies to the following:

- **School provided technology resources** such as computers, Chromebook, one to one devices; and
- **Student devices** defined as, any device brought to school by the student with the school's and student family's permission. This includes but is not limited to "smart" phones, tablets, laptops, e-readers and other devices with WiFi capability.

The following policies are guidelines for appropriate use of technology:

1. I understand that this is not an exhaustive list and agree to ask a teacher or designated authority if I have a question about what is a violation of technology acceptable use.
2. I recognize the use of (HTCHS) technology is a privilege, not a right. Inappropriate use such as vandalism or intentional modification of system settings may result in immediate revocation of my technology privileges. I acknowledge that I may be financially responsible for computer or component misuse resulting in physical damage. I further acknowledge that the school is not responsible for technical support or physical damage to **student devices**.
3. I understand that technology use is for education to enhance learning of the designated curriculum. I will not access, store, or display non-educational material or inappropriate material, such as, obscene writings, drawings, or photographs, vulgarity, violence, gambling, etc. I also agree not to post, store or display inappropriate language, or pictures that contain personal, prejudicial threatening, discriminatory, harassing, bullying or false content.
4. I understand that (HTCHS) will use a CIPA Compliant Content Filter to and block harmful materials. I agree (HTCHS) administrators and/or the technology personnel may audit or monitor my system, data, files or network at any time. I realize that after prior notice files stored on the school's storage system may be deleted from the system.
5. I will not gain unauthorized access, including "hacking" or engage in other activities; such as attempting to log into another's account, use other's files without permission, attempt to learn others' passwords, disrupt computer systems by spreading viruses, installing unauthorized programs, threatening the safety of a person or engaging in any illegal activities.
6. I agree to safeguard my login and password information and will not give this information to other students. If I bring a **student device** I agree to secure it with a PIN or password and provide antivirus protection, if available, for my device.

7. I understand that I am required to use the infrastructure or wireless access provided for students by (HTCHS). If my device has a 3G or 4G data plan, I agree not to use it to access the Internet while on the school campus.
8. I understand that I am required to use school email accounts provided by the school. I agree not to use my personal email account while on school the school campus.
9. I understand that all electronic communications sent me through the school provided email system is confidential and that my secure account must not be shared with anyone.
10. I understand that Google Apps for Education is provided by (HTCHS). Any communication or documents created there in is property of (HTCHS) and subject to all school policies.
11. I will respect resources by using the bandwidth on campus only as part of an assigned in-class activity.
12. I will not use instant messaging services such as texting or other forms of direct electronic communications such as electronic mail or chat rooms on campus unless they are part of an activity assigned by my teacher.
13. I will conform to safety and security measures when using electronic communications. I will not provide information about myself or others without permission of my parents, teachers, or the individual's permission. Personal contact information includes but is not limited to photos, addresses, phone numbers, email addresses, etc. I agree not to meet with someone I have met online without my parent's approval.
14. I will promptly disclose to my teacher or other school authority any message, file, display I receive that is inappropriate.
15. I will respect privacy by not re-posting a message sent to me privately without permission of the original sender. I will not post private information about another person.
16. I acknowledge copyright law violations with regard to software and Internet based content such as, but not limited to, downloading of copyrighted music, clip art, games, computer programs, web pages, etc. I will not plagiarize works that I find on the Internet or other resources such as books or files.
17. I acknowledge that cyberbullying is prohibited. I understand that no use of the Internet (in school or off campus) may be used for harassment. "Cyberbullying" is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies, web site postings, blogs or mobile phones. If I believe I have been a target of cyberbullying, I agree to print a copy of the material and immediately report this to my teacher or designated authority.

Approved 06/2015

HTCHS Student/Parent Handbook Agreement 2016-2017

The rules and policies for Holy Trinity Catholic High School outlined in this handbook are a material condition of the contractual agreement between the school and the student and their parents/guardians. Holy Trinity Catholic High School has tried to be as explicit as possible, but during the academic year new and unusual circumstances may arise. The Principal has the authority to use his discretion in making decisions regarding unforeseen circumstances.

Student's Name (Please Print)

Student's Signature

User (Student) Technology Contract

I have read, understand and will abide by the **Technology and Internet Safety Acceptable Use Policy for Holy Trinity Catholic High School**. I understand that any violation of these regulations is unethical and may constitute revocation of my access privileges. Furthermore, additional school disciplinary action may be taken, and/or appropriate legal action initiated.

User's Name (Please Print)

User's Signature

Parent/Guardian Technology Contract

As the parent of this student, I have read the Technology and Internet Safety Acceptable Use Policy for Holy Trinity Catholic High School. I understand that technology access is designed for educational purposes. I understand that (HTCHS) uses a CIPA Compliant Content Filter to block Internet access to harmful materials. However, I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold (HTCHS) responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my student's use of school's technology resources is not in a school setting. I hereby give permission for my student to use the school's technology resources including the Internet. If my student brings a personal device to (HTCHS), I agree that it meets the school's requirements and I hereby give permission for its use at (HTCHS). Furthermore, I understand that (HTCHS) is not responsible for damage or technical support to the student device.

I certify that I have reviewed this Technology contract information with my student.

Photo-Video Release

I hereby give permission I do NOT give permission for my son/daughter to be photographed or videotaped at Holy Trinity Catholic High School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Holy Trinity Catholic High School.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

This page is left intentionally blank.