

Parent/Student Handbook 2024-2025

Welcome to Holy Trinity Catholic School. This handbook has been prepared to help acquaint you with our school. We hope it proves useful to new families as well as those families who have been with us for several years. This handbook replaces all other handbooks.

MISSION STATEMENT

The mission of Holy Trinity Catholic School is to know, love and serve God in all we do.

PHILOSOPHY STATEMENT

Holy Trinity Catholic School is committed to teaching Catholic faith values in a caring community where pastor, administrator, teachers, and parents work together to ensure that students receive the finest education possible. We emphasize excellent faith based academic programs for the individual needs of children in an ever-changing society.

We believe that building a faith community based on Jesus' command to love one another will provide children with the opportunity to become caring and concerned members of our society. In serving God and learning in this community environment, students will know the importance of following Jesus and contributing to the future of our Church and the greater community in which they live. Holy Trinity Catholic School emphasizes the importance of prayer, worship, and social justice. Catholic education helps young people to grow in service to God, to one another, our Church, and our society at large.

Our goal, as educators, is to guide the students to know, love and serve God, to respect all forms of life and to cherish diversity through the Gospel message of Jesus while nurturing all individual learning styles and challenging students to develop to their fullest potential.

ABSENCES

Regular attendance at school is imperative to your child's success at school. As a safety measure, it is the responsibility of the parent to call or email the school office each day a student is absent from school no later than 9:00AM (784-0696 x 127). If a student arrives after 11AM and remains for the rest of the school day, an absence of a half day will still be recorded and if a student leaves before 12:10PM and does not return to school, a half day will be marked absent. Email or voicemail will record all messages as a convenience to parents before the office opens. Please report all contagious illnesses to the school immediately, because this information must be reported to the Kent County Health Department.

Students are to attend school except when ill or experiencing a death in the family. To protect the health of all, we ask that you keep your child home if they are vomiting, have a fever or a contagious illness.

Students are responsible for making up the work they miss during an absence. It is the responsibility of the parent/guardian or child to obtain the missed assignments.

Parents are encouraged to plan vacations in conjunction with the school calendar. Although students can make up homework and class work that is assigned, the child's overall understanding of material covered may suffer due to missed teacher presentations and classroom interaction. It is impossible for children to make up what was missed during classroom presentations/discussions/ instruction. The school office and the child's teacher must be notified in writing at least one week prior to the extended absence.

ACCIDENT CARE

In case of an accident at school, every effort is made to contact the parent/guardian. In case of failure to contact the parent, the authorized contact person listed in Infinite Campus will be contacted. For this reason, be sure to keep the school office advised of a change in the emergency contact person or information. An Accident Report will be filled out for any accident that requires a doctor's visit or urgent care visit. The report will be filled out and sent to Michigan Catholic Conference when deemed necessary.

ACCREDITATION

Holy Trinity Catholic School is fully accredited by the Michigan Non-public School Accrediting Association (MNSAA) located in Lansing, Michigan. The school has successfully met the MNSAA standards and has been visited by the accrediting teams of professional educators. The accreditation process is repeated every five years. Holy Trinity Catholic School is due for re-accreditation during the 24-25 school year.

ADDRESS CHANGE

Parents should notify the school office of any change of address, phone number or other pertinent information required for school records as soon as the change occurs. **It is very crucial to keep emergency contact numbers current. Please provide your best daytime phone numbers for input into Infinite Campus, our student management system.**

ADMISSIONS

In accordance with Title IX of the Educational Amendments of 1972, Holy Trinity Catholic School does not discriminate on the basis of sex in either its admission policies or its employment practices. The school administrator shall be considered the coordinator for this title.

A new family registering a child in Kindergarten–Grade 8 needs to schedule an appointment with the principal. The Mission Statement/Philosophy, dress code, academic programs, faith formation etc. are discussed with the parent/guardian and registration materials are made available. Any family transferring from another Catholic school that has not taken care of all financial obligations with that school/parish must do so first, before registering at Holy Trinity Catholic School.

To begin school, a child must be five years old on or before the date specified by the State of Michigan Department of Education. Currently, it is September 1st for Kindergarten. A physical

examination, within a year prior to the first day of school with updated immunizations is required as well as birth and baptismal certificates where applicable.

Registration fee must be paid along with all past delinquencies in order to officially register a student. The registration fee is non-refundable. It is the intention of this school that enrollment be open to all members of the community. Students will be admitted according to the Board of Directors Policy.

ATHLETICS PHYSICALS

All students who are planning to participate in any school-sponsored sports team must submit a clean bill of health, signed by a doctor, proving that the student is in good health and able to safely participate in that sport. No student may begin practicing for a sport without a physical form on file with the school office and the medical exam given after April 15th of the previous spring in order to participate in any practice or game.

AFTER/BEFORE SCHOOL CARE/DAYCARE

The school offers before school care starting at 7AM in the preschool classroom and an enrichment/ afterschool program that runs daily from 11AM-6PM. Students from preschool through 6th grade can use this service. Proper paperwork must be on file to participate in this program. Preschool children will eat lunch and have a daily rest time. (After-school care is only operational when school is in session.) No care is provided on scheduled days off, snow days or other emergency closure situations. The program details can be found in the Handbook for Enrichment/Daycare for more information. 7th & 8th grades needing to go to daycare will assist the daycare workers.

APPOINTMENTS/DISMISSALS

For a student to be released for appointments or dismissed during school hours, a phone call, written request, or email from the parent/guardian should be sent to the school office. The student will be released to the parent/guardian or designated person only. Students will come to the school office for all appointments as they will need to be signed out by the authorized release. Please do not go directly to your child's classroom unless your child is in Kindergarten, Preschool or Daycare.

Please notify the school by phone, email, or written note if your child will not ride the bus home. If not notified, your child will ride the bus home as usual. Any student riding the bus to someone's house will need a written note from home to present to the bus driver in order to ride on the bus. Any student riding home with another student- unless it is a daily routine- must have parent permission via a signed note or email provided to the office.

ARRIVAL/DEPARTURE PROCEDURE

Parents/guardians are required to sign their children in and/or out of school when they arrive late or leave early. A log for this purpose is kept in the school office. School begins at 8:15AM. Students may enter the building at 8AM and proceed directly to their classrooms. Any student

not in their classroom at 8:15AM is considered late. Students arriving on late buses, or the band bus are not marked tardy.

We request that parents notify the school of any change in departure plans **prior** to 2:20PM. Calling or emailing the school office at or near dismissal time may not assure that your message will be conveyed to your child on time.

AUXILIARY SERVICES

Auxiliary services are provided by the Kent Intermediate School District and Kenowa Hills School District. They include school psychologist, social worker, teacher consultant, speech services, vision/hearing, homebound services, occupational/physical therapist, and diagnostic testing and assessment.

BACKGROUND CHECKS-ICHAT (Diocese of Grand Rapids Requirements)

All employees and volunteers who have regular contact with children or minors are required to have a criminal background check. Regular contact is interpreted to mean any association, relationship, connection or communication likely to occur as a result of position duties and responsibilities and/or proximity. Regular contact includes even infrequent or intermittent contacts. All employees and volunteers must receive, read, understand and accept the Standards of Ministerial Behavior and then sign a form to indicate support and endorsement of the Diocesan Pledge and Belief with respect to relationships with minors, as well as certification of receipt and approval of the Standards.

BAND

Students in grades 5-8 have an opportunity to participate in Band through West Catholic High School. Students arrange for their own rides to West Catholic and are transported to Holy Trinity by Catholic Secondary bus. The band instructor at West Catholic will communicate with parents throughout the year of the fees, expectations, and concert dates.

BIRTHDAY TREATS

Often students wish to bring a special treat on their birthday. Please work out details for this in advance with the child's homeroom teacher. If treats are brought to the school, they are to be provided for everyone in the class.

BLOOD BORNE PATHOGENS

All of the staff at Holy Trinity Catholic School has been instructed in blood borne pathogen precautions.

BOARD OF DIRECTORS

The Board of Directors is a consultative and advisory group responsible for making policies for the school in conjunction with the pastor, superintendent, and the principal. Monthly meetings are held and are listed on the school calendar. The agenda is prepared one week prior to the meeting. If a person wishes an item to be put on the agenda, they must put it in writing and bring it to the attention of the Board President or school principal. Meetings are open to all. When

attending meetings, parents are requested to follow the regulations established by the Board of Directors for participation. Members of the Board are listed in the school directory.

BOMB THREAT

Holy Trinity Catholic School has documented procedures outlined in our Emergency Operations Plan (EOP). The school will evacuate, and parents will be notified of any emergency situations.

BUILDING USE

The school building is considered parish property and may be used by parish groups with the approval of the proper authorities and if time and space permits.

BUS

Busing is available through Grand Rapids Catholic Secondary Transportation (Sparta Run). Please note that if a school district is closed due to inclement weather, the buses are not allowed to travel in that district and parents will be responsible to make other transportation arrangements on such days if Holy Trinity Catholic School remains open. The cost of the Catholic Secondary bus is determined by the transportation office for the Diocese of Grand Rapids.

CALENDAR

A yearly approved school calendar is sent home the last week of school and again in the beginning of the school year. A monthly calendar of events and activities is sent home in the communication folders prior to the beginning of the month. Both calendars along with the hot lunch calendar are posted on the Holy Trinity Catholic School website www.holytrinityschoolcp.com.

CELLULAR TELEPHONES/ PERSONAL ELECTRONICS

Student use of cell phones, smart phones, smart watches, smart glasses and contacts, ear devices, and other internet-connected personal electronic devices are prohibited in all Catholic schools within the Diocese of Grand Rapids during the school day. Personal devices must be stored upon entry into the school and may only be retrieved at the end of normal school hours. The phone in the school office is always available for use with permission from teacher or office personnel.

CHANGE OF ADDRESS / PHONE / EMERGENCY NUMBER

Every change of address or phone number must be reported to the office immediately. Up-to-date records are essential in handling emergency situations. The school must have an up to date emergency card on file for every student. The card must include a current phone number and alternative phone number of a relative or neighbor for emergencies when the parent cannot be reached.

COMMUNICABLE ILLNESS

Contagious illness should be reported to the school office as soon as it is known. Holy Trinity Catholic School is required to notify the Health Department weekly of all contagious diseases. This includes chicken pox, head lice, impetigo, strep throat, measles, mumps etc.

COURT DOCUMENTS

Parents/legal guardians are required to copy all court papers outlining custody and parental or other rights for any student attending school at Holy Trinity. These documents will be strictly adhered to. Any updates or changes in court papers must also be provided to the school. These papers will be kept in a student file and accessed by school personnel as needed to ascertain information about the child involved. Circumstances such as this might include the need to share academic information or contact with the child at school.

COMPUTER USE (also see Electronic Information Access and Acceptable Use of School Systems Policy)

Holy Trinity Catholic School owns many excellent computers. Students are actively encouraged to use them in the classroom setting. Proper use of the equipment is required of all students. Students must be aware that school policy is to respect all copyright laws; therefore materials not owned by the school may not be used or loaded on our machines. Violations of this policy are considered vandalism and will be handled as outlined under that procedure. ---See CODE OF CONDUCT.

CONCUSSION LAW

Holy Trinity Catholic School adheres to State of Michigan Concussion Laws. All staff are expected to complete initial training and annual updates will be offered. The school plan of action in regard to this matter is available in the school office for review and parents are required to sign off on training.

CONFERENCES

Conferences are held in November and February. In the event a problem does arise before scheduled conferences, normal procedure is to contact the teacher directly by calling the school office or sending a note to the teacher expressing your concerns and requesting a meeting with the teacher if necessary.

DIOCESAN POLICIES

The Diocese of Grand Rapids has published a policy manual by which all diocesan schools are bound. These policies override any local or internal policies which a school may develop. Holy Trinity Catholic School strictly adheres to all diocesan policies in regard to the operations of its school. A copy of the diocesan policy manual is available in the school office for parental review.

DELIVERIES

To provide for a constant learning environment, any items needed by a student during school hours should be brought to the school office and not taken directly to the classroom. School personnel will deliver items to the student.

DIGNITY POLICY/STUDENT AND EMPLOYEE

Holy Trinity Catholic School expects all students, employees, and volunteers to conduct themselves with dignity and respect for one another. As Catholic Christians we are called to follow in action and word Jesus' command to "love one another". Harassing anyone, including sexual or racial harassment, will not be tolerated.

Sexual or racial harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliot-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school, it is against the policy of Holy Trinity Catholic School for any student, employee, or volunteer to harass sexually or racially anyone.

Sexual harassment includes:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any student, employee, or volunteer's association with Holy Trinity Catholic School.
2. Making submission to, or rejection of, such conduct the basis for decisions affecting any student, employee, or volunteer.
3. Creating an intimidation, hostile or offensive classroom environment, through such conduct.

Racial harassment includes:

1. Making negative references to a person's cultural or racial background.
2. Creating a hostile or offensive classroom environment through such conduct.

Other harassment of any nature includes any conduct which may reasonably be offensive to others in an educational organization. Holy Trinity Catholic School does not condone or allow harassment of others, whether engaged in by students, teachers, staff, volunteers, or others having business with Holy Trinity Catholic School.

Any person who is aware of harassment should report it immediately to the principal or pastor or superintendent. If the complaint concerns the principal, please report it to the pastor. If the complaint concerns the pastor, please report it to the Bishop's Office at the Diocese of Grand Rapids. If a student is uncomfortable reporting the harassment to the principal or pastor or superintendent, an adult such as a teacher or parent may assist the reporting. Holy Trinity Catholic School and Board of Directors will ensure that each report is given serious consideration and investigated promptly. Appropriate action will be taken. Retaliation against persons reporting alleged harassment is absolutely forbidden. Expulsion for any type of retaliation is a possible consequence.

DRESS CODE- SEE UNIFORMS

DROP-OFF & PICK-UP

For Morning Drop off, for our preschoolers and kindergarteners we are asking that you park your car in the parking lot off of Cordes and walk your students into the building. 1st through 8th graders are asked to please arrive at our main entrance. Enter the parking lot off of Cordes creating a line to the main entrance. Please enter and exit slowly. For the safety of our students, once your child(ren) exits your vehicle, please have them cross in front of your vehicle (if exiting from the passenger side doors). Please do not pull out of the line to exit unless motioned to do so by a staff member. If you need to walk your child in for any reason, please park your car in the parking lot.

Doors open at 8AM and classes begin at 8:15AM. Please do not drop off your child before 7:50AM as they will not be supervised. Any student not in the classroom at 8:15AM will be marked tardy.

For Dismissal Pick-up, if you are only picking up a kindergartener, please park in the Cordes lot and pick them up at their classroom at 3:10PM. For all other students, please enter from Cordes Rd and form a carline wrapping around the West of the school building towards the Family Center's North Entrance. 5th-8th graders will be loaded 4 cars at a time from the West side of the building. At this point, either exit the 1st Alpine Church RD exit with your 5th-8th grader or move forward to pick up your K-4th grader. **DO NOT ENTER FROM ALPINE CHURCH ROAD.** Students will be delivered to the car 4 vehicles at a time, we are asking that parents remain in their vehicle for pickup. For the safety of our students and staff, once your child(ren) are in your vehicle, please do not pull out of the line to exit unless motioned to do so by a staff member. Please enter and exit slowly.

School ends at 3:10PM and all students K-8th grade need to be picked up in the car line.

DRILLS: FIRE, LOCKDOWN, TORNADO

According to State of Michigan regulations, the school has 5 fire drills, 2 tornado drills, and 3 lock down drills each year. A record is kept of the date, time and number of persons evacuated and may be accessed on our website. Students are trained to respond to the sound of the fire and tornado signals and lock down announcements. Visitors in the building at the time of a drill are to follow the same procedures as the students. For the safety of all concerned, drills are to be conducted in an efficient manner and in silence.

DRUGS/ALCOHOL

Any student having or bringing said substances on school/parish grounds is subject to immediate disciplinary action.

EARLY DISMISSAL

Once the school day has begun, no student may leave without authorization from the office. When an emergency requires an early dismissal, parents are asked to contact the office so arrangements can be made. Parents must report to the office. Office staff will either notify the classroom teacher, or get the student themselves.

Electronic Information Access and Acceptable Use of School Systems for Parents and Students

Students and their parents will be expected to sign Electronic Information Access and Acceptable Use of School Systems for Parents and Students each year to ensure that proper use of school computers is

being maintained.

EMAILING & TEXTING STAFF MEMBERS

Holy Trinity Catholic School recognizes that electronic mail (email) is a valuable communication tool that is widely used across our society. Texting and email is a fast and convenient way for you to send messages, but this is not always the case with educators. It is our practice to respond to parent communication as quickly as possible, but understand that communication during instructional time is impossible due to the focus on teaching and learning. It is our desire to answer all correspondences by the end of the following work day.

Staff member to student email communication should only take place using school assigned websites or through the school appropriate email accounts at the middle school level.

Please do not use email for matters of controversy or real distress. Your child's academic progress, learning expectations or behavioral issues are best addressed through a phone conversation or by scheduling a personal conference with your child's teacher.

Generic Email Response

If a teacher chooses not to use email as a communication tool or feels like the topic is too sensitive for an email reply, the following generic responses could be used:

"Thank you for your email. Holy Trinity Catholic School does not use email to discuss student information. In order to best address your concerns and quickly answer your questions, please feel free to call me at (XXX- XXXX) and I will be happy to discuss this with you further."

"Thank you for your email. I believe this concern is too sensitive for email. I would prefer to speak with you regarding this matter. I will call you on (insert date and time) to discuss this matter further."

EMERGENCY DISMISSAL/INCLEMENT WEATHER/DELAY/TORNADO

Because of unforeseen events such as fog, ice or heavy snowfall, closing or delay of school alerts will be sent via REMIND TEXT to all who provide their valid cell number, and TV 8 and 13. You may also find school closings and sign up for alerts with local tv stations. If there is a delay, a one-hour delay means that school begins at 9:10AM. A two-hour delay means that school will begin at 10:10AM.

STUDENTS WILL NOT BE SENT HOME DURING A TORNADO WARNING. When a warning is issued, students will take cover in their assigned places. Parents may pick up children at any time during a tornado watch (during a WATCH students remain in the classrooms) **BUT THEY MUST BE SIGNED OUT BY THE PARENT/GUARDIAN OR AUTHORIZED RELEASE PERSON FIRST.** If parents wish their children to be released to someone other than themselves, the name of that person **MUST** be in Infinite Campus. Parents may not pick up children other than their own unless authorized in Infinite Campus or by sending a note or phone call to school.

In the case of a warning (during a WARNING, students take cover either in the school basement for 1-8 or church basement for P & K) the staff will be taking shelter for safety as well so the

school doors will be locked, and phones may not be able to be answered. No student shall be dismissed from school until the WARNING is lifted. Please do not come to the school during a warning as it is not safe for you or the student.

School will be closed or delayed whenever a tornado warning is in effect **prior to the start** of school. If a tornado watch is in effect at regular dismissal times, students will be dismissed to their designated bus runs and car line. When a tornado warning is in effect at regular dismissal times, ALL students will be held in school until the warning is lifted. ALL after-school activities will be CANCELED whenever tornado watches or warnings are in effect.

EMERGENCY OPERATIONS PLAN

Holy Trinity Catholic School has an Emergency Operations Plan in place and it is available for parents to read, if interested, in the school office.

EMERGENCY INFORMATION

The school will contact the home immediately in case of illness or accident. Therefore, it is important to have up to date emergency numbers in Infinite Campus. Please make sure all emergency contacts and authorized releases are current and that all home, work, and mobile numbers are current in Infinite Campus.

EVALUATION AND REPORT CARDS

Report cards are given quarterly (4 times) in Grades K-8 and at semester (2 times) for Preschool. Parent/Teacher Conferences are scheduled in November and in February. Parents or teachers may request a special meeting any time during the school year. Students in grades 1-8 may also check online at any time through Infinite Campus to check on missing assignments and graded papers. Parents must sign up to log into Infinite Campus. Passwords are confidential and are not available through the school office. The Diocese of Grand Rapids must be contacted to retrieve this information. The purpose of the report card is to keep parents/guardians informed of the academic progress of their child. Parents/guardians are urged during the nine-week quarter to pay special attention to grades, daily work, and projects in Infinite Campus. Students are encouraged to be responsible and to share their work with their parents/guardians. We encourage the use of Infinite Campus regularly to monitor student's progress. Hard-copy report cards are given quarterly for students in Grades K-8 and are also visible on Infinite Campus.

EXTRA-CURRICULAR ACTIVITIES

Holy Trinity Catholic School annually sponsors many extra-curricular activities, including competitive team sports. All students are expected to adhere to the **Virtuous Code of Conduct** during after school activities.

FIELD TRIPS

The use of a bus for field trips is strongly encouraged. When it is necessary to use drivers, they fill out the Diocesan Proof of Insurance form, meet Diocesan driver requirements, and have seatbelts for every child they transport. The only exception to this rule is that a parent may

transport their own student without this documentation. A permission slip will be sent home for field trips and must be signed by a parent and returned promptly to school for a student to attend the trip. Teachers take a copy of the medical release form on every outing for emergency purposes so please make sure all information is up to date.

GRADUATION TRIP

Eighth grade students earn and save funds for their graduation “trip/activity”. This trip is a privilege and students must earn the right to attend. The eighth-grade teacher, in conjunction with the parents and at the discretion of the administrator, coordinates and plans the event. Fundraising for and the type of “trip/activity” is determined at an initial parent meeting. The trip is scheduled after 8th graders have completed their final day of school and have graduated.

GRIEVANCE PROCEDURE/COMPLAINT

Occasions may arise when differences of opinion occur between parents and school staff. The issue must FIRST be brought to the attention of the teacher. If this contact proves unsatisfactory, the parent or teacher should bring the matter to the principal. The principal may then choose to facilitate a meeting between the parent and the teacher. Working together as a team for the good of the student should be the main concern of all parties. Diocesan grievance procedures will be followed.

HEALTH SERVICES/PHYSICAL EXAMS

Kent County Health Department offers the following services:

- Vision Screening Grades 1, 3, 5, 7
- Hearing Screening Grades 2, 4, 6
- Both Preschool

Preschool and Kindergarten students are issued health forms at the time of registration and orientation. These are to be completed by the family physician or health clinic. These forms must be received by the school office no later than September 15. A certificate of immunization is also required. All immunizations must be current. If the parent/ guardian chooses not to have the child immunized, a signed form from the Health Department must be presented to the school office by September 15.

HOLY DAYS

When Holy Days occur on a school day, Holy Trinity students attend Liturgy as a school community. Mass is scheduled in the morning (usually 9AM). Mass times are listed in the Church bulletin and on the monthly school calendar.

HONOR ROLL

Academic excellence and students trying their best is a goal at Holy Trinity. Therefore, a quarterly academic Honor Roll will be used for students in Grades 4-8. Student grades will be averaged and will qualify them for either the “A” or “B” Honor Roll dependant upon their grade point average.

To achieve an A Honor Roll, a student's grades must average 3.7 or higher. To achieve the B Honor Roll, a student average will be between a 2.7-3.6.

HOT LUNCH PROGRAM

A nutritious hot lunch program is offered daily. Hot lunch menus are sent home monthly and are posted on our webpage. The hot lunch program is made available through West Catholic High School.

MEAL CHARGE POLICY

West Catholic Food Services implemented a Meal Charge Policy effective beginning this 2024-25 school year. The policy is needed due to the high number of student meal accounts that carry a negative balance, even though school breakfast and lunch accounts are to be funded in advance of meal purchases. Please remember that account monitoring is the responsibility of both parents/guardians and students.

Parents/guardians carry the primary responsibility to provide lunch for their student, whether it is brought from home or a meal is purchased with funds available in the meal account. A positive account balance is expected to be maintained in order to purchase food. Payments are accepted online via Infinite Campus.

- Two helpful links: [Dining Services - West Catholic High School](#) (please view the [Food Service Payment instructions](#)) and [Diocese of Grand Rapids](#) (home page for IC Parent Portal login)

Charging into the negative is considered temporary, and a privilege offered to households who might lose track of their account balances. The following practices have been put into place effective July 1, 2024.

- All students are allowed to charge meals, should they forget their lunch money, up to a -\$5 balance. High school students will not be allowed to charge a-la-carte items once they carry a negative balance.
- Courtesy emails and deposit requests will be sent weekly, on Tuesday, to alert parents/guardians when a meal balance falls into the negative. [Updating email information on Infinite Campus](#) is very important. Account balances and history may be viewed in IC Parent Portal. Balance inquiries can be made to Mary Wieber, Food Service Director, at 616.233.5923 or emailed at MaryWieber@grwestcatholic.org.

West Catholic Food Services does not allow food shaming in our buildings. Student's with negative balances will not be asked to perform chores to pay for their meals or be required to wear wristbands or hand stamps. If a student already has a school meal on a tray, it will not be taken away or thrown out; however, the student's account will be charged for the meal. The administration team will reach out to the parent/guardian first to discuss student negative balances issues via telephone, mail or email.

WCFS understands there are unforeseen circumstances from time to time, and will be happy to work with you. If you are experiencing financial hardship, please fill out a Free and Reduced meal application, which can be found at <chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://grwestcatholic.org/wp-content/uploads/2024/07/4-Child-Nutrition-and-Education-Benefits-Application-2024-2025.pdf>

ILLNESS/INJURY

To keep all students as healthy as possible, children returning to school after an illness should be completely free from diarrhea, fever, vomiting, contagious rashes, or any other contagious infection for 24 hours. A child's ability to participate in all school activities including recess is a good measure for judging whether your child is ready to return to school. Children do go outside daily unless there is inclement weather.

In case of illness during the school day, the parent/guardian will be notified so arrangements can be made for the student. Valid phone numbers and authorized release contacts in Infinite Campus are crucial. No student will be sent home without previous notification (email or voicemail if unable to make direct contact) of the parent/guardian. The authorized release must sign the child out in the office log. If an injury requires a physician's attention, the parent/guardian will be contacted. Accident reports will be filled out on all serious injuries and sent to Michigan Catholic Conference.

INFINITE CAMPUS

Infinite Campus (IC) is a web-based student data information system that provides instant and real-time information. The Campus Portal is a secure website that offers an easy way to access important school-related information about attendance, daily schedule, grades, and missing assignments. Parents are given instructions to set up their own password to access their student's accounts.

[Campus Parent \(infinitecampus.org\)](https://infinitecampus.org)

IN-SERVICE AND PROFESSIONAL DEVELOPMENT

To encourage professional growth and development, faculty in-service days will be held and listed on the school calendar. Designated in-service opportunities are planned by both Holy Trinity Catholic School and the Diocese of Grand Rapids.

INTERNET USAGE AT SCHOOL

The internet offers a vast, diverse, and unique resource for all learners. The purpose of the school internet is to further educational research and to promote the exchange of information. The use of the internet is considered a privilege and offered to individuals who wish to enhance their learning experiences. This type of learning gives our students skills needed to stay competitive in their educational studies. Parents and students must sign an Electronic Usage Agreement and comply with its content. Cyber bullying will be handled as any other bullying situation within the school setting.

INTERNET USAGE AT HOME

Parents are encouraged to closely monitor the usage of all social media. Protecting Young Eyes updates will be shared periodically to inform of the latest device and social media news.

LIBRARY

Holy Trinity School employs a librarian who oversees operating the library. Each grade, including preschool, has a weekly library period. Students are expected to return books on time, in good condition and to display proper library behavior. A contract must be signed and returned yearly outlining library expectations. Fines are implemented for overdue books and damaged books.

LOCKERS

All lockers assigned to students (5-8) are the property of the school. Lockers are assigned for student convenience and temporary use. Random or necessary searches have a positive impact on deterring violations of school rules and regulations and provide greater safety and security for students and personnel. When a locker search is conducted, the administrator and staff may seize any illegal or unauthorized items reasonably determined to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances, intoxicants, contraband, poisons, and stolen property. Law enforcement will be notified immediately upon seizure of such items.

LOST AND FOUND

Lost and found articles are kept in a bin inside the school office. This bin can be checked anytime the lobby is open. All clothing or other articles bearing a child's name are returned to him or her. Unmarked articles are kept for a marking period and then given to a charitable organization or put in the uniform room.

MAP TESTING

Holy Trinity assesses students (grades K-8) to chart each student's growth. All assessments are done online. This measure of academic progress aligns with our Diocesan curriculum and helps group students according to various skill levels in math, reading and language usage. Parents will be informed of growth at conference time.

MASS SCHEDULE FOR STUDENTS

Students in Holy Trinity Catholic School attend Mass each Wednesday at 9:00AM. Weeks which include a holy day of obligation or other special event will have a different schedule. Students take an active part in the school liturgies each week by grade level. Parents, grandparents and friends are always welcome to worship with us.

MEDICATION

If any medications are to be taken during school hours, a signed note from the parent/guardian must be on file in the school office. According to State of Michigan law, the school staff is not permitted to dispense medication without permission. This includes ibuprofen and other *common medications* unless written permission along with the medication is given to the office by the parent/guardian. Students must not bring any medication to school without immediately depositing it with the school office for dispensing. Medicine must be accompanied by a Non-Prescription Form filled out and signed by the parent/guardian. Students bringing cough drops must leave them in the office and at the teacher's discretion may come get one from the office staff.

For a member of Holy Trinity School staff to dispense *prescription* medication, the following procedures will be followed:

1. Only prescriptions in pharmacy containers with the student's name and labeled script with dosage and frequency clearly identified will be given.
2. Prescriptions will be kept in a locked drawer in the school office.
3. Prescriptions will be counted, charted, and witnessed by two staff members each time they are administered.

For those with *inhalers*, the school office must have a Prescription Form on file stating the location of the inhaler in the school, i.e., in the student's backpack, desk, teacher's desk, school office, etc. An inhaler for the school office is strongly encouraged. Students in grades 1-8 with *epinephrine pens* (epi pen) must have a pen on file in the office with a Prescription Form filled out. The office keeps the pen on file, so all school staff are aware of its location in case of an emergency. Students in preschool and kindergarten will keep their pen on file in the classroom with a Prescription Form. Students in all grades attending DAYCARE will have access to an epi pen in an emergency. All medication must be supplied in the ORIGINAL container. Both locations will have epi pens on file for use with any students in emergency situations. ALL PRESCRIPTION MEDICATIONS WILL BE KEPT IN A LOCKED LOCATION.

MICHIGAN TAX CODE

Holy Trinity Catholic School follows the Michigan Tax Code, which states that items purchased for resale must add sales tax at the time of sale.

MISSION STATEMENT REVIEW

Every year a representative group of staff and Board of Directors members will discuss and revise the Holy Trinity Mission Statement. This document will be sent home each year and referenced throughout the school year and on our webpage.

MORNING PRAYER

Each school day will begin with prayer. Students in grade K-8 gather for all-school hall prayer on Monday morning where prayer, birthday celebrations, game scores, special recognitions, and other information is shared.

NEGLECT OR ABUSE OF MINORS

Suspected neglect or abuse of minors must be reported to the proper authorities. All state guidelines will be followed. This means an immediate verbal report to the state's Child Protection Agency upon having reason to suspect abuse and follow up written reporting within 72 hours.

NEWSLETTER/COMMUNICATIONS EMAILS

The Wednesday newsletter is an important communication tool between school and home. Included will be the monthly calendar and pertinent information. In our effort to continue to be a Green School, this newsletter is emailed to parents. Every effort is made to send all home/school information through this channel. This eliminates many lost pieces of information in the bottom of book bags! Occasionally, material comes to the office that is dated and cannot wait until the next Parent Newsletter. Examples of these could include information on school pictures, field trips, etc. These items are sent home with the child on an 'as needed' basis. Every effort is made to keep these items to a minimum.

NON-CUSTODIAL PARENT RIGHTS

Holy Trinity School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying there is to be NO information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. A copy of the court order regarding custody, visitation rights etc. must be on file with the school office.

NON-DISCRIMINATION POLICY

Holy Trinity School 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. They do not discriminate based on race, color, national and ethnic origin in the administration of their educational policies, admissions policies, scholarship, and loan programs, athletics, and other school administered programs.

PARENT/TEACHER MEETINGS

Parents are encouraged to keep close contact with the school through written communication, email, phone or by requesting conferences. The more communication between the home and the school, the better the understanding for the student involved. All discussions and meetings should be scheduled for times either before or after school. For the educational benefits to all students, uninterrupted class-time is invaluable and should be respected.

PESTICIDE USE -- NOTIFICATION POLICY

As a part of the Holy Trinity Catholic School pest management program, pesticides are occasionally applied. You have the right to and will be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. You may also contact Shannon Saxton-Murphy at (616) 784-0696 if you have any questions regarding our pesticide management program.

PHYSICAL EXAMINATIONS

Preschool/Kindergarten children are issued health forms at the time of registration/orientation. These forms are to be completed by the family doctor or health clinic and sent to school ON or BEFORE the FIRST DAY of school. Holy Trinity School follows the State of Michigan regulations regarding immunizations and timeline for admittance. **A SPORTS physical is required each year prior to participation in sports.**

PICTURE POLICY

Students who attend Holy Trinity Catholic Catholic School may occasionally be asked to participate in school publications and/or public relations activities. These activities may include videotaping, recording and/or photographs which may be published, displayed, distributed, or broadcast outside by the School or third parties with School's consent. Publications also may include use of the student's name, photograph, art, written work, voice, verbal statements or portrait (video or still) in school publicity, videos, digital or electronic media or on the School's website. For example, pictures and articles about school activities may appear in local newspapers or School publications.

The school does not anticipate commercial use or sale of your student names, pictures, art, written work, voice, verbal statements, portraits, (video or still). However, to the extent works described in this form result in any profits, by signing this form you and your student agree to waive any and all right to any copyright interest in such works and any royalties that may be paid. Any profits generated by the works described in this form will be used to benefit Holy Trinity Catholic School and its programs.

No monies or other compensation will be or become due to you, your student, or your heirs, agents or assigns at any time because of participation in publication activities. Consent for your student's participation in School publication activities may be rescinded at any time by written notice to the school principal.

PROMOTION TO NEXT GRADE

Promotion to the next grade is based on several factors, including mastery of needed skills for the next level, maturity of student and work/study habits. Should retention be a consideration, dialogue between parents and teachers will be an on-going factor as this decision is reached. Occasionally, due to various reasons, it becomes necessary to recommend that a child repeat a grade. These reasons can include lack of mastery of necessary material to be successful at the next grade, immaturity and/or work/study habits.

This decision will be reached only after conferences with the parents and, if it can be determined, it will be in the best interest of the child.

RECESS-LUNCH

All pupils in grades K - 8 go out to the supervised playground daily, weather permitting. On rainy days, or days when the wind chill factor drops below 0, students will have recess in the classroom or assigned area. Quiet play is encouraged for indoor recess.

In emergency situations, children may be kept in at noon if they have a signed note from a doctor or parent. If your child has a serious medical problem that may be aggravated by outdoor play, the parent is to contact the office. Please see that your child (ren) is dressed appropriately for the weather.

REGISTRATION POLICY

Completion of the annual registration forms and payment of the registration fee secures registration for the student for the coming school year. All registration will take place in Finalsite.

RELIGIOUS EDUCATION

The Religious Education Director and school personnel work together to coordinate the total religious education program for all students. Textbooks have been adopted (according to Diocesan recommendations) to provide a consistent religious education program.

Parents/guardians should encourage their children to bring home religious materials and discuss their faith with their children.

SACRAMENTAL PREPARATION/SPIRITUAL ACTIVITIES

Parents are required to attend sacramental preparation meetings and classes. Students in Grade 2 receive First Reconciliation and First Eucharist. Students are confirmed in their 8th grade year. All sacramental meetings are conducted by the Religious Education Director and include both school and religious education parents/guardians.

Formal and spontaneous prayer is provided each day as part of the school day. Liturgy is celebrated on a weekly basis. Students participate in Christian service activities throughout the school year and charitable projects along with the sacrament of Reconciliation during Advent and Lent. Retreat opportunities are offered to students to deepen their faith lives. Stations of the Cross, recitation of the rosary, and visits to the Blessed Sacrament are provided by classroom teachers.

SCHOLARSHIPS

Scholarships are available through the Grand Rapids Diocese and the Holy Trinity Education Foundation. To qualify for scholarships, families must fill out the application from a private contractor (SMARTAID). This online only application is available in English and Spanish. The application must be completed all required documentation must be submitted to qualify. A report is sent to the Diocese and scholarships are determined and distributed. Once the Diocese has completed their scholarship process, Holy Trinity scholarships are awarded. **Parents must fill out the SMARTAID to receive Holy Trinity scholarship funds.** Families receiving assistance are expected to contribute to the school through parent participation hours. There are many ways to volunteer at the school. All scholarship information is kept strictly confidential. Scholarships must be applied for every year as circumstances change.

SCRIP PROGRAM

The SCRIP is a means of raising funds for specific, dedicated areas of need. As an option, proceeds earned from the purchase of SCRIP may be used, in part, to help families pay their tuition for Holy Trinity School, Preschool, or West Catholic High School. All school families, as well as parishioners, are strongly encouraged to participate in the SCRIP program to the fullest extent. SCRIP consists of gift cards and certificates to a wide variety of merchants. You purchase

them at face value. Because we purchase them in volume, merchants give us a discount. There are no hidden costs to participants. These are the exact same gift cards you would purchase at any location, but you are rewarded with credit toward tuition! When you purchase SCRIP 95% of the merchant's credit goes to your tuition and 5% is used for overhead. SCRIPcards SCRIP.CRIPThe family receives 75% and the parish 25% of the amount returned back from SCRIP. (Specific percentages are available in the school/parish offices.)

SECURITY

All persons should report to the school office upon entry. If there are court ordered restrictions with respect to custody/non-custody, it is the responsibility of the parent/guardian to provide the administration with information and documentation. The administration will inform respective staff of such information. All visitors need to obtain a visitor's name badge from the school office. All school doors are locked during school hours and entrance is through the main door security system which includes a video camera and intercom.

SPORTS

Numerous athletic opportunities are available to students in Grades 5-8. Holy Trinity is affiliated with both GRACEAC (Grand Rapids Area Catholic Elementary Athletic Council) and the Michigan High School Athletic Association. An Athletic Handbook is given to parents/guardians and is available on our website.

If a parent has a concern, they should first contact the individual team coach. If the matter cannot be resolved the Athletic Director should be consulted. The principal may be contacted if a resolution cannot be reached.

STUDENT EMERGENCY INFORMATION

A Census Verification is sent home in September listing all contacts and authorized release persons. This must be updated regularly including all mobile and work numbers. Special attention should be paid to the authorized releases in case of an emergency and the parents cannot be reached. If during the school year, any information changes, please notify the school to update Infinite Campus.

STUDENT PLANNERS

Students in grades 2-8 will be provided with a student planner. The Home and School purchases these and supplies them to the students so everyone has the same one. It is the expectation that students fill them out with the required work and due dates and take them home each day to provide better communication between home and school. Parents should be checking daily for these planners. This routine helps keep our students organized and prepares them for high school where planners are used daily.

Virtual/ SNOW DAY E-LEARNING

In an effort to both reach the needs of all learners as well as be understanding to the needs of our families, we will begin to implement e-learning and /or blizzard bags. After the 6 waived snow days by

the MDE, this procedure will be implemented as the administration sees fit to make-up school days. More information will be shared in this regard as needed.

STUDENT/FAMILY CONFLICT

If children are unable to resolve a conflict at school with the help of the classroom teacher, lunchroom supervisors, the assistance of the principal should be sought. A parent may at no time approach another student (other than their own) to resolve a personal conflict between families or students on school grounds, after school activities, or at sporting events. If parents feel the need to become personally involved in the conflict resolution process, they should do so through the parents of the other student.

STUDENT RECORDS

Student records are kept in compliance with Diocesan Policy. It states: "An official Cumulative Record folder (CA60) shall be maintained for each student who is enrolled in a Catholic school in the Diocese of Grand Rapids. The Cumulative Record is the property of the school and the school administrator has jurisdiction over its contents. The school administrator is charged with seeing that these records are stored in a safe and secure place."

This policy has more detailed regulations and guidelines for what types of documents are to be held in a student's file. A copy of this and all diocesan policies regarding schools is available in the school office for parental review.

Parents have the right to review and request additions or modifications to their child (ren)'s permanent record by requesting this in writing to the school administration. Forms are available for this purpose in the school office. A time and date for this review will be set within two working days of receipt of the written request.

SUPPLIES

A detailed list of school supplies needed by each student for the coming school year is given to parents/guardians in the report card envelope the last week of school. The supply list is also available on the school website.

TARDINESS

Late arriving students need to report directly to the school office before going to their classroom. A student is marked tardy if not in the classroom by the 8:15AM bell. This is not applicable if the bus arrives late. Special circumstances may be allowed where an accident or bad weather occurs. A tardy student must report to the office. This ensures that both the office and the teacher are aware of the student's presence and the student can get marked appropriately in Infinite Campus.

TESTING PROGRAM

Holy Trinity School utilizes the MAP Testing Program for grades K-8. MAP testing is an accurate alignment of State standards and individual student progress. Kindergarten assessment is administered to any child not previously enrolled in the Holy Trinity Preschool Program or by

teacher and /or parent request. Parents/guardians receive their child's individual testing profile results as soon as they are made available to the school.

TRANSPORTATION

At the beginning of the day, vehicles should enter by way of Cordes Ave., drop students off in the car line and proceed to exit by way of Alpine Church Rd. After school, vehicles enter by way of Cordes Ave. and proceed into the car line. At dismissal, students enter their vehicle when assisted in the student car line. **No students will be allowed to walk to vehicles parked in the front of the school without a parent. Do not use the front of the school as an additional car line as this is designated only for bus pickup.** Please follow all guidelines to ensure the safety of our students and other drivers.

TITLE IX COORDINATOR

To the extent that Title IX of the U.S. Education Amendments of 1972 applies to Holy Trinity Catholic School, the principal is appointed the Title IX coordinator. Holy Trinity Catholic School abides by Policy Diocese of Grand Rapids regarding avoidance of harassment. The principal will answer questions and disseminate information about this policy, investigate complaints, and take appropriate corrective action pursuant to this policy. The principal's contact information is as follows: smurphy@holytrinitycp.org.

TUITION AND REGISTRATION USING SCHOOLADMIN

Parish families with children attending Holy Trinity School will meet the payment choice as indicated on their tuition contract form. Registration materials are distributed the first week in March. Fees vary from year to year. All registration forms can also be found on the Holy Trinity web site. Anyone not able to make their financial obligation must contact the Holy Trinity Principal or Business Manager to set up special arrangements.

UNIFORMS/ Dress Code

Holy Trinity School has a uniform code required for all students in grades K-8. A uniform code promotes discipline, looks neat, removes pressure from parents and students to keep up with the latest fashion, and creates an atmosphere free from competition where dress is concerned. Clothing must be neat in appearance. **Pants/jeans may not be ripped, frayed, or have holes worn through them.**

Certain uniform pieces will still be required to be purchased at My Aplus 517-914-7533.

Please call for store hours or order online at

<https://lansing.myaplusuniforms.com/collections/holy-trinity>.

PRESCHOOL: Dress will consist of play clothes that may include jeans and tennis shoes. Jeans should not have holes in them. Sandals, clogs, open toe, and open heel shoes are not permitted due to safety reasons. Children must always wear socks/tights.

Shirts, pants, and shorts may be purchased through Meijer, Kohls, Target, Walmart, etc. provided they follow the stipulations below. If you are not sure about an item, DON'T purchase it!

GIRLS: K-8

- **Grades K-4: Plaid or Navy Jumper/Skirt/Skorts**
- **Grades 5-8: Plaid or Navy Skirt/Skorts, Navy ½ Zip Pullover**
- **Grades 5-8: Khaki Pants/Shorts permitted (see below for NEW options)**
- **All Grades:**
- Navy Blue Pants. NEW: Straight-leg dress pants, cotton twill, or corduroy. No stretch fabric, patch pockets, rivets. Flares, bell-bottoms, cargo, carpenter, cropped, stirrup, baggy, saggy, capri, sweatpants, fringe, denim are not permitted. No extremes in length, fit, or style.
- Navy Blue Shorts. NEW: Hemmed dress shorts with length no shorter than 3" above the kneecap. No cargo, carpenter, baggy, saggy, sweatpants, fringe, denim are permitted. No extremes in length, fit, or style.
- White Blouse/White or Navy-Blue Polo Shirt (Long or short sleeve). Must be solid color. Button down with a collar. Acceptable styles are polo, golf, knit, oxford, or turtleneck. Shirts must be an appropriate length to be always tucked in. If a shirt is worn underneath, it must be solid white with no designs and must be tucked.
- Dri-Fit Unisex Polo, Short Sleeve
- Navy Blue Sweatshirt w/logo (Crew Neck or Hooded)
- Navy Polar Fleece Sweatshirt
- **Socks MUST BE WORN DAILY.** Knee Length: White, Navy, or Black, **solid** in color, no designs. No stipulations of colors or design for crew or ankle socks.
- Leggings. White, Navy, or Black, solid in color; no mesh inserts. Leggings may be worn under dresses, skirts, and skorts. Leggings may NOT be worn as pants.
- Shoes. Dress shoes or tennis shoes are permitted. Sandals, clogs, Birkenstock types, Crocs, open toed or open heel shoes are NOT permitted **due to safety concerns.**
- **Shorts, skorts and skirts must be no shorter than 3" above the student's knee.**
- **Leggings, jeggings, yoga pants, or spandex may NOT EVER be worn as pants.**
- If a tee-shirt is worn underneath a shirt, it must be **solid color with no designs.**
- **Shirts/blouses must be tucked in at all times except for the girl-fit, split side polo's and if wearing gym clothing on gym days.**

BOYS: K-8

- **Grades 5-8: Navy ½ Zip Pullover**
- **Grades 5-8: Khaki Pants/Shorts permitted**
- **All Grades:**
- Navy Blue Pants. NEW: Straight-leg dress pants, cotton twill, or corduroy. No stretch fabric, patch pockets, rivets. Flares, bell-bottoms, cargo, carpenter, cropped, stirrup, baggy, saggy, capri, sweatpants, fringe, denim are not permitted. No extremes in length, fit, or style
- Navy Blue Shorts. NEW: Hemmed dress shorts with length no shorter than 3" above the kneecap. No cargo, carpenter, baggy, saggy, sweatpants, fringe, denim are permitted. No extremes in length, fit, or style.
- White Oxford/Navy Blue/White Polo Shirt (Long or short sleeve) Must be solid color. Button down with a collar. Acceptable styles are polo, golf, knit, oxford, or turtleneck. Shirts must be an appropriate length to be always tucked in. If a shirt is worn underneath, it must be solid white with no designs and must be tucked.
- Dri-Fit Unisex Polo, Short Sleeve
- Navy Blue Sweatshirt w/logo (Crew Neck or Hooded)
- Navy Polar Fleece Sweatshirt
- **Socks MUST BE WORN DAILY.** Knee Length: White, Navy, or Black, **solid** in color, no designs. No stipulations of colors or design for crew or ankle socks.

- Shoes. Dress shoes or tennis shoes are permitted. Sandals, clogs, Birkenstock types, Crocs, open toed or open heel shoes are NOT permitted **due to safety concerns**.
- If a tee-shirt is worn underneath a shirt, it must be **solid color with no designs**.
- **Shirts must be tucked in at all times except for the split side polo and if wearing gym clothing on gym days.**

Accessories No eye makeup or lipstick is permitted. Nail polish must be solid colors only NO DESIGNS; nail length must be reasonable, and staff may request nails to be cut if determined to be excessive. Earrings **are not** permitted for boys during school hours. No body piercing, other than earrings is allowed. No tattoos. Appropriateness of jewelry worn will be determined by administration and staff. If hair is colored or dyed, it must be of a natural color. No fad, punk, or shaved head hairstyles. Boy's hair may not go below the collar line.

Alternate-Wear Days These days, i.e., Jean Days, Dress Up Days, Non-Uniform Days, will be listed on the monthly school calendar. Alternate-Wear Days are meant to provide a variety in the dress code for students. The following are not considered acceptable for wear on **ANY** day at Holy Trinity for students K-8:

- Clothing must be neat in appearance. Pants/jeans may not be ripped, frayed, or have holes worn through them.
- Denim of any kind **except on Jean Days and Dress Differently Days throughout the year.**
- **On Jean/Dress Differently Days students may wear sweat/wind pants if desired instead of jeans.**
- Clothing with inappropriate printing
- Tank tops and spaghetti strap tops, tube tops, crop tops; this includes dresses. A sweater or cover must be worn if student wears any top of this type.
- Spandex shorts, excessive jewelry, inappropriate logos, and language
- Flip-flops
- Hats or baseball caps (unless specified on the calendar). **Hoods on hoodies are not allowed to be worn.**
- If leggings, jeggings, yoga pants, or spandex pants are worn ON ALTERNATE WEAR DAYS, the shirt must cover the student's bottom
- Exceptions to these are at the discretion of the school administration

VANDALISM

Holy Trinity School follows Diocesan policy regarding vandalism. The responsibility for repairing damages will be assumed by the responsible individuals. They must either repair the damage incurred or make monetary restitution for all repairs/replacements involved.

VIRTUS TRAINING / PROTECTING GOD'S CHILDREN

In compliance with the Diocese of Grand Rapids, all parents working playground, coaching, or volunteering in the school and working regularly with students must attend a session called Protecting God's Children. This training is offered all year long through the different parishes and locations are available at www.virtus.org.

VISITORS

Parents and visitors are always welcome at Holy Trinity School. To ensure the safety and well-being of our students all visitors must report to the school office upon entry into the school

building and sign in and then they must sign out when exiting. Parents are asked to leave forgotten homework, musical instruments, lunches, etc., in the office so class is not interrupted. All visitors must wear a visitor badge obtained from the school office.

School personnel, volunteers, and parents are asked to help keep our school safe by asking the identity of anyone they believe may not belong in the building. Students are taught not to open the school doors for anybody during the school day so please understand if a student sees you and does not open the door. They are following school rules.

VOLUNTEERS

Invaluable assistance to students, teachers and administration is given each year by our volunteers. Volunteers are expected to support the School Philosophy and follow all Holy Trinity School procedures and rules. When working in classrooms with individuals or groups of students, CONFIDENTIALITY must be always adhered to. All volunteers, coaches, room parents must comply with the Diocesan mandate of Protecting God's Children training.

WEAPONS

Knives, guns, or any dangerous items brought to school by students are forbidden. The State of Michigan Policy regarding possession of these articles will be followed by Holy Trinity School. Authorities will be notified, and the student will comply with the 180-day expulsion procedure.

Right to Amend

**Holy Trinity Catholic School reserves the right to amend this Handbook.
Notice of amendments will be sent to parents through email communication.**