



“BE THE LIGHT”
STUDENT HANDBOOK
2020-2021

MISSION STATEMENT:

Holy Trinity Catholic School is a Christ-centered Catholic community where faith and learning are lived and celebrated daily through Gospel values and academic excellence.

PHILOSOPHY:

HTCS provides a Catholic, Christian environment in which staff and students model faith and love in their daily interactions. A lifelong foundation for successful learning is built upon spiritual growth and academic excellence, where students will acquire the skills to reach their highest potential.

We believe the students will develop an awareness and understanding of their place in the global community through stewardship, service projects, and an acceptance of individual differences. Our atmosphere reflects the importance of the relationship between the church, family, and school working together to provide the basis for strong faith-filled leaders of tomorrow.

DESCRIPTION OF A SIXTH GRADE GRADUATE:

A HTCS sixth grade graduate would have a strong foundation of faith and be an active member of his/her community by being a role model and sharing Christian values with others. The successful graduate would be self-motivated, proficient in technology, and academically prepared for seventh grade.

“Holy Trinity students are God Powered with compassion, courage, and confidence, like Christ”.

DAILY ROUTINE
SCHOOL DAY

- 6:45-7:45 Holy Trinity Kids Place open for childcare. Students arriving during this time report to HTKP.
- 7:45-8:00 HTCS students arriving during this time report to the classroom.
- 8:00-8:20 Homeroom Period
- 8:20 Bell rings / Students not in the classroom are marked tardy. Each five unexcused tardies will result in an unexcused absence.
- 8:30 Liturgy on Friday
- 9:00 Parent notification to office on child's absence.
- 11:00-11:25 Lunch for Preschool and K-Readiness
11:27-11:55 Lunch for Kindergarten, Grades 1 and 2
11:55-12:20 Lunch for Grades 5 and 6
11:25-12:50 Lunch for Grades 3 and 4
- 11:25-11:50 Recess Preschool and HTKP
11:55-12:20 Recess Kindergarten, Grades 1 and 2
11:35-11:55 Recess Grades 5 and 6
12:00-12:23 Recess Grades 3 and 4
- 1:10-1:25 Recess for Kindergarten, First and Second Grades
- 3:02 Bus students dismissed to pack up
3:05 Bus students walked to busses by staff.
- 3:10 Parent pick-up students and walkers dismissed to pack up
3:15 Parent pick-up students and walkers walked to parent vehicles by staff. Staff patrol students.
- 5:45 HT Kids Place closes for childcare.

RELIGION

The integration of our faith into our environment, sets us apart from other schools. There will be many opportunities to live your faith through daily interactions in the classroom, hallways, and lunch/recess. There will be many opportunities to practice your faith during liturgy, prayer services, and other liturgical celebrations during the year. There will be many opportunities to learn your faith during religion class and other classroom discussions. Each student is expected to learn Catholic prayers as part of the Religion curriculum. There are different prayers for each grade level.

Liturgy is a special part of our week. It is a day to dress up and celebrate our faith. You are encouraged to wear your blue Holy Trinity polo shirt or dress clothes. We're as close to Jesus as we can get when we receive Him in the Eucharist. It is important to participate with our ears, voices, hands, and minds to make the Liturgy come alive for others and us.

ATTENDANCE

- Attendance at school is the right of every citizen. It is also Minnesota State Law.
- When you are absent from school, have a parent call school to state why or bring a note from your parents the day you return explaining why you were absent.
- If you are leaving school during the day present a note to your teacher before 8:20 A.M. When you leave and return to school, check in at the office.
- You are not to leave the school building without permission from your parent, administrator or homeroom teacher.

BUS TRANSPORTATION:

Safety and order require that bus students abide by these bus regulations:

- Be at the pick-up station on time.
- Walk on the left side facing traffic where there are no sidewalks.
- STAY OFF the road and act in a safe manner while waiting for the bus. Respect other people's property; stay off their driveways and porches. (Line up in an orderly manner while waiting.)
- DO NOT move toward the bus until it has come to a complete stop. Never run to the loading zone. Someone may slip and fall under the bus. Do not attempt to enter a moving bus.
- Put on your mask.
- Sit in your assigned seat. Keep your hands and head inside the bus. Keep your feet, books and other materials out of the aisles.
- Help keep the bus safe and sanitary; no yelling or loud laughing, it may distract the driver, no spitting and no gum chewing.
- Never throw any kind of object at the bus, on the bus, or from the bus.
- Wait until the bus has come to a stop before attempting to get off.
- If you ever go home on another bus, you need a note from home. The note is sent to the office, returned to the classroom teacher and then returned to you to give it to the bus driver.

Violation of these rules may mean you lose your privilege of riding the bus. Students who damage a school bus in any way are to be denied the privilege of riding the bus until they or their parents have paid for repairs. The administrator may withdraw the bus privilege for a longer period.

BUS APPAREL:

- Boots - PK-4
- Gloves & Hats - in backpacks
- Snow pants - Blustery day; PK-2 teacher determine other times

BICYCLES:

- Obey traffic laws. Always ride your bike safely.
- Park bicycles in an orderly manner in the bike rack.
- Lock your bike to keep it safe.
- Walk your bike to the patrol crossing.
- Never take another student's bike without permission.

The school is not responsible for your bike or the way you ride it. We cannot make up for a lost or damaged bike. We cannot undo the injuries that unsafe practices may cause.

DISCIPLINE EXPECTATIONS:

HTCS believes that everyone at HTCS is entitled to a safe and positive, Christian environment. It is all of our responsibility to have a good sense of values, respect for self, others, property, the environment, and to take responsibility for our actions. By following the behavior expectations listed above, our school will be free from bullying. You will have a caring classroom, lunchroom, recess, and hallway. You'll have many friends. You will feel confident to share, problem-solve, and work together in learning as much as you can in school.

We know that we are human and can make mistakes. There will be a process for helping you work through the mistake you made and reconciling the situation. The process is listed in a discipline rubric and will involve your parents. These steps may include in-school suspension, out-of-school suspension or expulsion. Your teacher will review the discipline and bullying rubric with you.

DISCIPLINE IN OFFICE DURING LUNCH / RECESS

If you are assigned to the office during lunch or recess-

- Teacher will notify the office staff and administrator by email or written note before lunch.
- You will report to the office from the lunchroom or recess.
- If you are assigned to the office for discipline, you will meet with the administrator after recess/lunch. Teacher or supervisor will communicate to the administrator about the incident in writing or verbally.

DRESS CODE:

Dressing modestly and in good taste contributes to an environment that supports a productive and educational atmosphere. The intent of the dress code is the development of habits of neat appearance and good grooming. Students in preschool through sixth grade are expected to follow the dress code. All clothing will be neat, clean and in good repair. Parents / guardians will help enforce this dress code.

- **LITURGY DRESS:** Students are asked to wear dress clothes or blue HT polo shirt. Dressing for the occasion builds character and shows our love of the Liturgy. (No shorts to liturgy)
- **PANTS:** Pants must be pulled up to waist level.
- **SHORTS:** Shorts may be worn to school, but not Liturgy. Short length must be as long as the tips of the fingers when standing straight with arms at the wearer's sides.

- **SKIRT/DRESS:** Skirt or dress length must be as long as the tips of the fingers when standing straight with arms at the wearer’s sides.
- **SHIRTS, T-SHIRTS, SWEATSHIRTS:** Shirts must cover the upper part of the body completely. Logos must be modest and appropriate for the school environment. Shirt straps must be at least 1” in width.
- **FOOTWEAR:** Dress shoes, tennis shoes and sandals are permitted. Shoes are to be clean and in good condition. Laces must be tied or straps fastened. For safety reasons flip-flops are not permitted.
- **SNOWBOOTS:** Students are expected to have boots to wear for recess and the bus ride from first snow until the snow melts.
- **HATS:** Hats may not be worn in the school building, except on special occasions.
- **MAKEUP:** Minimal makeup is permitted in 5th and 6th grade.
- **WINTER WEATHER:** Students are expected to have snow pants, a hat, mittens and boots for outside play.
- The administrator shall have the authority to make the immediate decisions as to what is and is not acceptable in the way of dress and grooming.

HEALTH SERVICES:

The services of the school nurse are available twice during the week and by request. Health services include call for emergencies, vision and hearing screening, scoliosis screening, and education in the classrooms on various health topics. If you wish to see the school nurse, call the office to set up an appointment.

INSTRUCTIONAL PROGRAM

Holy Trinity Catholic School’s curriculum is based on the MN State curriculum standards, federal standards, or Diocesan standards.

Curriculum:	Mathematics	Language Arts	Religion
	Reading	Art	Spelling
	Music	Writing	PE
	Social Studies	Science/Health	Computer
	Library	Assessment Tools	

ACADEMIC TESTING

In fall, winter, and spring you will be tested using Northwest Evaluation Association’s (NWEA) test called Measures of Academic Progress (MAP Grades 3-6) or FAST (Grades K-2) in mathematics, reading and language arts. MAP and FAST testing creates a personalized assessment experience by adapting to each student’s learning level. The results of these tests provide the teachers with information to use in assessment of your growth and curriculum analysis.

BAND INSTRUCTION

Students in grades 5-6 may enroll in band class. Small group instruction and large group band instruction is provided in the Healy High School Band room. Large group band instruction takes place at the same time as classroom music instruction, therefore, students in band will not be in classroom music. Transportation is provided through District #484.

CURRICULUM ENRICHMENT

- ★ KNOWLEDGE BOWL: This is an interdisciplinary academic competition that promotes academic achievement for grades 5 & 6. This is held in the fall and must have parent volunteers to assist with the program.
- ★ FINE ARTS: Students will have an opportunity to be enriched through various on and off site activities.
- ★ SPELLING BEE: Students will participate in the annual spelling bee competition (grades 3-6). Students will have opportunities to practice before the competition.
- ★ FAMILY FUN EVENT: The family fun event is held on Sunday afternoon during Catholic Schools Week. Detailed information will be in the weekly newsletter.

FIELD TRIPS:

- ★ HTCS recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. The administrator pre-approves all field trips that take place.

GRADING/CONFERENCES AND PROGRESS REPORTS

- ★ Communication between parents and teachers is essential to your education.
- ★ Your progress is reported through parent contact, FastDirect Communication System, midterms and/or quarterly report cards.
- ★ Grading Periods and Marks Used
 - HTCS operates on a quarterly (nine week) grading period.
 - Conferences take place in November and February or as needed/requested
 - The following grading key is used for Preschool, K Readiness and Kindergarten:
 - S –Successful–skills easy, normally accomplished with no/little frustration
 - E –Emerging – working on this skill with little frustration
 - N –Not Achieved – attempts not successful, shows frustration
 - NA – Not Assessed – skill has not been focused on or assessed
 - The following grading key is used for Grades 1 and 2:
 - 4 – Exceptional work
 - 3 – Meets expectations
 - 2 – Working towards expectations
 - 1 – Does not meet expectations
 - The following grading key is used for Grades 3 – 6:

■ 100-93%	A	Excellent work
■ 92-83%	B	Knows work
■ 82-70%	C	Working Well / Mastering Some Material
■ 69-60%	D	Progress Not up to Ability/Lack of Mastery
■ 59 % and Below	F	Failing
■ H – Highly Satisfactory	(+)	Very Well
■ S – Satisfactory	(Blank)	Satisfactory
■ N – Needs Improvement	(-)	Needs Improvement

HOMEWORK AND MAKE-UP HOMEWORK

★ **Homework** is a necessary part of your education. It provides an excellent opportunity for parental involvement, increases your sense of responsibility, strengthens study skills, and develops skills of independence building self-confidence. Homework will be meaningful and individualized. Homework will be used to strengthen areas of weakness and/or enrich areas of strength. The average amount of homework is 10 minutes per grade level per night. Example: 3rd grade = 30 minutes. Persistent, excessive homework or no homework at all may often reveal faulty work habits, which need attention and correction. Parents are invited to consult with teachers, if there are questions about homework. Students are responsible for class and homework assignments. Failure to complete an assignment may result in a zero.

★ **Make-up Work Procedures:**

- It is the responsibility of the student/parent to arrange with the teacher the time and place for make-up work. Students will be allowed two (2) days or as arranged with teacher to make up schoolwork after returning to school. Students who do not make up work during the allotted time, or who have not made any other arrangements with the teachers, may expect to get a zero for missed work.
- If a student is absent for several days, parents should contact the office to obtain assignments from the teachers.

★ **Third through sixth grade student homework requirements and guidelines for what needs to be signed by parent and returned to classroom teacher:**

- All Grades: Core of homework should be reading and math home links - due the next day.
- 3RD: 30 minutes for homework or reading; parents sign and return tests for math, science, social, spelling and language; sign notes for social and science
- 4th: 40 minutes for homework or reading; review assignment book; sign and return science, English and social tests.
- 5th: 50 minutes for homework or reading; review assignment book or Google Classroom, as needed; sign and return science, math and social tests
- 6th: 60 minutes for homework or reading; review assignment book or Google Classroom, as needed; sign and return science and social tests

LIBRARY

The library is a learning hub that centers the school's social and intellectual development as it fosters a community of collaboration, learning and a love of literacy. This is where "YES!" happens. It is where learners can exercise choice with as little interference as possible. The book selection a student makes is valid for him or her, and should be supported; the book is meaningful to the child and that is what is important.

Material Check-Out

- Materials are never to be taken from the library without being checked out, even if it is for a few minutes. Books, and multimedia resources are available for students to read in the library, check out and enjoy. Students are responsible for using their own account when checking out materials. They should not lend materials checked out in their name to others.
- Kindergarten – students may check out one book for a one-week period.
- First Grade – students may check out one item for a period of one week with the option to renew for the first semester of the school year. After demonstrating proper care and return of

materials, students may check out two items. Once they begin participating in Accelerated Reading (AR), their AR book counts as the second item.

- Second Grade – students may check out up to two items for a period of one week, with the option to renew. It is highly recommended that one of the items is an AR book.
- Third through Sixth Grade – students may check out two items for a period of two weeks. It is recommended that one of the items be an AR book. Additional books may be checked out if needed for classroom research, or if the student has permission from the librarian.
- If students do not need to check out material, they are expected to read, or do homework. Magazines are available to read in the library. Students may also explore STEM activities quietly.

Material Returns

- Materials need to be returned on time to allow others access to items.
- Students are not allowed to shelve materials. A book placed in the wrong spot is considered a lost item.
- Overdue lists are provided to classroom teachers weekly.
- Fees and Refunds – Students are responsible for lost or damaged items. If an item is not returned within three weeks of being due, a letter with the replacement cost will be sent home. Please return payment to school in an envelope marked “library.” A refund will be issued if an item has been found within three months of original due date, or before the end of the school year, whichever comes first.

TECHNOLOGY

Technology Vision Statement: Holy Trinity Catholic School will use educational technology to empower students and teachers with the knowledge, skills and encouragement to be lifelong learners.

Technology Philosophy Statement: Our philosophy is to view technology as an educational tool to be used creatively, responsibly, and collaboratively for teaching and learning in order to problem solve, and to access, analyze, present and communicate information.

Kindergarten through sixth grade students have one to one devices. Kindergarten through second grade classrooms utilize iPads. Third through sixth grade classrooms utilize Chromebooks. Technology standards are taught at each and integrated into classroom projects.

Student internet safety is a priority, while exploring the Internet and using on-line resources. All grades will discuss Acceptable Use which covers cyber-bullying, accessing appropriate Internet sites, and what to do if they come across something that is inappropriate while on the Internet, or if they see a classmate misusing technology. Acceptable use also takes into account plagiarism, and care of the technology students are using.

LOCKDOWN, FIRE AND TORNADO DRILLS:

Law requires every school to conduct lockdown, fire and tornado drills. Follow directions and move in an orderly manner. Serious accidents and delays may occur otherwise.

LUNCHROOM

The lunchroom is a place to eat lunch and quietly visit with classmates. You are expected to be courteous and follow these rules:

- Enter the cafeteria, stand on the floor mark indicating social distancing.
- A lunchroom helper will hand you a tray, silverware, and milk.
- Walk by the serving line: pick 3 out of 5 food groups: milk, vegetable, fruit, bread, meat/meat alternate – one must be a ½ cup fruit or vegetable! Take all 5 for the best nutrition!
- Remember to say please, thank you, and no thank you to the lunchroom staff.
- Students eat only off their own plate and will not bother other students for food from their plate.
- All food stays in the lunchroom.
- Students will raise their hand to be allowed to move from their table.
- Students should use the school bathrooms before coming to the lunchroom.
- A student will clean his/her table space when done eating by putting milk carton, napkin, silverware and spilled food on the plate.
- Students will join together in praying the after meal prayer before leaving lunchroom.
- Students will be dismissed from the table once they are quiet and table space is clean. (Dismiss one table at a time)
- Students are to walk to the plate cleanup table, hand their plate to the plate scraper, and walk to line up for recess.
- The supervisor will take you outside once you are lined up, quiet and show that you are ready to leave.

PLAYGROUND

Have **FUN** on the playground by being cooperative and following the rules. Recess time gives you an opportunity to be outdoors where you can exercise, make friends, and have fun. Since you are expected to spend the recess periods outdoors, you are expected to dress accordingly. During cold weather (temperature below 0 degrees F), you will be kept inside.

RECESS APPAREL

- Boots - Must have
 - PK-4 boots: 5-6 second pair of footwear. 5 & 6 teachers will need to monitor that students change footwear for recess.
- Gloves and hats - PK-6 paras have temp / wind guidelines to follow
 - Winter: Hats must be winter hats
- Snow pants - PK-5 once there is snow. 6th optional. Not wearing can't be in snow.

The playground supervisor is there to ensure the safety and welfare of all students. If you do not follow the rules, the discipline policy will be enforced. Safety precautions are extremely important. Teachers will walk you through a safety course on the playground.

Students are to:

- ❖ **COOPERATE WITH THE SUPERVISOR**
 - Use good judgement in playing on equipment
 - Engage in safe play only
 - No rough-housing is permitted
 - No tackle football
 - Green barrel is not a play area
 - No name calling. Talk positively and encourage others
 - Play fair, be a good sport
 - Stay within sight of playground supervisor without leaving playground area

- Not allowed in SW corner of playground area
- Try to settle disagreements on your own by listening and compromising
- Do not bring personal items to recess unless directed by your teacher

❖ SLIDES

- Feet first, sitting up, on your bottom
- Only bodies on the slide (no toys, rocks, etc.)
- One at a time

❖ SWINGS

- One rider/one pusher only
- Do not jump off
- Bottom on the seat, sitting straight up
- Swing front to back
- Pusher needs to stand a safe distance back

❖ THREE LEVEL BARS

- You have to be able to get on by yourself
- Only one person on each height level at a time

❖ MONKEY BARS

- You can only hang on them by your hands
- You can only use them if you can reach them yourself
- You are not allowed on the top of the bars

❖ GRAVITY SPINNER

- You can only use if you can reach it yourself
- Use two hands when hanging
- When pushing around spinner: stay a safe distance back and push at a safe speed

❖ BATS and BALLS

- You can only kick the soccer balls, footballs, and kickballs
- Only soft balls used for baseball
- Keep a safe distance from the batter

❖ FREDDY FIRETRUCK

- Feet stay on the ground (don't stand on seats etc.)
- No toys on Freddy
- Do not play under Freddy

❖ SLIDING BAR

- One person at a time
- Have to reach by yourself

❖ BRIDGE

- Feet stay on the ground
- Stay off when icy
- Use the steps, do not get off/on under the bars

❖ END OF RECESS

- When the whistle blows stop playing immediately, pick up equipment and line up

❖ WINTER RULES

- Stay off ice
- Snow is for playing not for throwing
- Sleds: one person at a time, slide on bottoms only
- 6th grade does not need snow pants, but MUST stay on the tar if not wearing

❖ INDOOR RECESS

- Balls need to be thrown, not kicked
- Stay inside gym unless told otherwise by a supervisor
- Not allowed to go on stage, bleachers, chin up bars or folded mats
- All other outdoor rules apply

❖ CHURCH PARKING LOT

- Stay off the brick walls
- Steps are for walking up and down only
- Stay in permitted area
- Can roll down the hill or slide down with sleds, only when permitted by a supervisor

- Do not do anything that could put yourself or others in harms way.
- Do not do anything that could damage the recess equipment or school property
- Follow the guidelines set by Holy Trinity Catholic School

PERSONAL AND SCHOOL PROPERTY:

Your locker, desk, and assigned textbooks are yours to use; but they are school property. Respect all the materials you use. They are aids for your learning, and are very expensive. Laptops / iPads are to be carried very carefully. You are responsible for the devices checked out to you. Carry books to and from school in a book bag or backpack to protect them from weather and wear-and-tear. Keep your desk, books, and lockers neat.

Report promptly any damage that occurs to school property. Those responsible have to pay for loss, intentional damage or damage from misuse.

Students are responsible for the safety of their own belongings. They are advised to keep valuables at home. A lost-and-found container is kept near the breezeway on the first floor hall. Check this if you lose an article. All lost-and-found items not claimed by the end of the school year will be donated to charity.

Do your part to keep your classroom neat and orderly.

SCHOOL PATROL:

The school has a patrol system, which is well organized with a responsible person in charge. For your own safety follow the advice of the school patrol.

WATER BOTTLES:

It is important to have access to sufficient fluids (water) during the entire school day. There are four very simple rules for the use of a water bottle in school:

- The water bottle must remain in a designated area of the classroom. For example, on the corner of your desk.
- The water bottle should go home daily, at minimum weekly to be thoroughly cleaned and returned empty.
- The water bottle may be filled before school or at noon break.
- The water bottle should be clearly labeled with your name.