



FAMILY HANDBOOK

2025-2026

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Dear families and students of Holy Trinity Catholic School:

Welcome to a new school year! We are excited to partner with you all to create a faith filled, enriching educational experience that will help prepare your child to do whatever God calls them to do. As parents / guardians and a school staff, one of our most important jobs is to instill values and a sense of conscience through our words and actions. This handbook is meant to ensure we all have the same information regarding expectations and policies. Please read this handbook and refer to it throughout the year when you have questions.

The staff at Holy Trinity Catholic School are committed to providing academic achievement anchored in faith. Your partnership on this mission is vital. We invite you to join us at mass every Friday at 9:00 a.m. and on celebrated Holy Days. We welcome you to contact your child's teacher whenever you have questions or concerns. We invite you to become a volunteer in our classrooms, the lunchroom or other various needed areas in our school when opportunities arise or as you are able. Please watch our weekly newsletters for the most up to date information about school happenings.

We ask you to join us in praying for our school and for all the families that are part of it as we strive to follow Jesus where he calls us and to live a life of love and service.

POLICY AGREEMENT

It is only possible to fulfill the mission of Holy Trinity Catholic School (herein referred to HTCS) with the help of God and the cooperation of our students' families. **Upon enrollment, parents / guardians and students consent to be governed by the policies and rules set forth in the enrollment agreement and in the Holy Trinity Catholic School Family Handbook.** Parents / guardians have the right to withdraw a child if desired. Similarly, Holy Trinity Catholic School reserves the right to require withdrawal of a student if the administration / school board determines the school-family partnership is irretrievably broken.

The policies and rules of HTCS are subject to change as deemed appropriate by the administration / school board. Please refer to the appendix (located on our school website) for specific policy information. Copies available upon request. The school is the sole interpreter of school policy.

HISTORY

Catholic education has a long and rich history in Pierz and the surrounding communities of Buckman, Lastrup and Harding, beginning back in 1887. Three of the parishes, St. Michael of Buckman, St. Joseph of Pierz, and St. John Nepomuk of Lastrup had a Catholic school. Children from Holy Cross, Harding attended the school in Lastrup.

The HTCS building was constructed between September, 1951 and August, 1952 for Fr. Pierz Memorial High School. The school provided a Catholic high school for the four parishes in Buckman, Pierz, Lastrup, and Harding. The high school opened in September 1952 with 174 students. The faculty consisted of eight Benedictine nuns, one layman, and the parish priests who taught religious classes. The gymnasium complex, built in 1958 and 1959, was first used in the 1958-59 school year. Fr. Pierz Memorial High School ceased operations in the spring of 1968 when the Pierz public high school was completed. The highest yearly enrollment was 388 students. 1047 students graduated from Fr. Pierz Memorial High School.

In 1990 HTCS became a legal, nonprofit corporation in the State of Minnesota as a result of the merger of three area Catholic schools: St. Michael's of Buckman, St. Joseph's in Pierz and St. John's in Lastrup (Holy Cross families desiring a Catholic education attended the Catholic school in Lastrup). Holy Trinity Catholic School provides education for children grades preschool through sixth grade. The school is governed by a board of directors, which has eight voting members and an ex-officio member. Holy Trinity Catholic School is open to children in the Pierz community and surrounding area regardless of religious affiliation.

MISSION STATEMENT, PHILOSOPHY, DESCRIPTION OF A SIXTH GRADE GRADUATE, ACCREDITATION, AND STRATEGIC PLAN

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

Holy Trinity Catholic School 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 - Our Goal

An 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.

Accreditation

Holy Trinity Catholic School is an accredited school in the State of Minnesota through MN Nonpublic Accrediting Association (MNSAA). Annually, HTCS submits a strategic plan progress report to MNSAA. The current plan is in compliance. Every 7 years, HTCS renews its accreditation by meeting or exceeding accreditation requirements.

ORGANIZATION

Corporate Board

The Corporate Board members are the Bishop, Vicar-General, Chancellor and parish pastors. The Corporate Board meets once per year to appoint Board of Education members, review finances and affirm the school strategic plan, ensuring that the school is supporting the mission of the church: evangelization.

Catholic Education Ministries (CEM)

CEM provides educational support to Diocesan schools.

Holy Trinity Catholic School Board of Directors

The Board of Directors shall manage the business affairs of the corporation. Membership of the Board shall consist of eight members, with a minimum of one person from each of the four supporting parishes: St. Joseph (Pierz), St. Michael (Buckman), St. John Nepomuk (Lastrup), and Holy Cross (Harding). Board members will serve one 3-year term with the option for a second consecutive term. Board members may again serve after a 1-year absence from term duties. The pastor shall be the ex-officio director and sit on the Board.

Board meetings are typically held monthly, August through June. Requests for attendance at the meeting must be made in writing no later than 10 business days prior to the meeting.

Pastor

The pastor is the spiritual leader of the parish faith community and of the school. The pastor is in a unique position to impress his parishioners with the importance of Catholic education, and to influence the quality of education in the school.

Administrator

The administrator administers policies set by the school board. The administrator is the religious leader, human relations leader, academic leader and managerial leader of the school. This includes supervision of instruction, curriculum development, and the professional development of the staff through in-service programs. The

administrator takes care to develop good public relations with the school board, the pastor, the parents / guardians and the neighboring public school.

In accordance with the school's philosophy and values and in situations where policies and procedures have not been established, the administrator has the authority to determine and invoke actions or disciplinary consequences regarding students, non-students and parents / guardians.

The administrator has the authority to:

1. Amend, revise or change school practices, procedures, regulations and other guidelines. Changes are communicated through FastDirect, written notices sent through students or verbal announcements, when applicable.
2. Determine what is appropriate behavior and / or dress for a student or staff member. The administrator is the final recourse in all matters of discipline and school related matters and may waive any disciplinary rule for just cause at his/her discretion.
3. The administrator is the final recourse and reserves the right to amend this handbook. Parents / guardians will be given prompt notification.

Teacher

The teacher is responsible for contributing to the educational system as a unit and to the growth of each student. The Catholic school teacher assists each student to develop skills to acquire knowledge, to realize his/her potential, and most importantly to help students see the relevance of a Christian value system in their daily lives.

GENERAL INFORMATION

PURPOSE OF HANDBOOK

This handbook is designed to help parents, teachers, staff, and students partner together for success, and to provide a general framework for policies and procedures at our school. It is not all-inclusive, and when unique circumstances arise administration will provide direction on a case-by-case basis.

HTCS retains the right to change, modify, suspend, or interpret any policies whether written or not, without notice, at its discretion. The provisions of this handbook do not, and should not be construed to, constitute a contract between any applicant, student, or parent, and HTCS.

NON-DISCRIMINATION

Holy Trinity Catholic School Policy #S100

At HTCS, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination.

In alignment with Catholic social teaching and applicable federal and state laws, HTCS prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

As a Roman Catholic religious institution, HTCS also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

SCHOOL HOURS

School is in session from 8:20 am to 2:55 pm.

In the event of inclement weather requiring a late start, the school day will start the indicated number of hours later (ie: 2-hour late start, school begins at 10:20 am).

In the event of a scheduled early release, students will be dismissed at 12:55 pm.

In the event of an early dismissal due to inclement weather, parents / guardians will be notified via our Student Information System (SIS) of dismissal time.

DROP OFF / PICK UP INFORMATION:

Parents will need to park in St. Joseph's Church parking lot AND walk their child across to either the north door, or the main entrance no earlier than 7:55 am. Students arriving earlier than that will be required to wait in the entry until 7:55 am. Please be aware that the buses utilize the south breezeway entrance; please DO NOT drop your students off at that location. Specific details regarding entries will be sent after completion of construction.

Buses pick up students at 3:00 pm, utilizing the entire length of Edward Street up to the main entrance of the school. Please do not park in this area during this time.

Parents / guardians are able to pick children up at 3:05 pm. Students will wait in the school until all the buses have departed. Please park in the church parking lot, or wait to access Edward Street from the south, until the buses have left.

ADMISSION

Holy Trinity Catholic School Policy #S500

Holy Trinity Catholic School shall be open to students who sincerely seek a faith-based education. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference shall be given to Catholic students. Students will not be refused admission to Catholic schools based on sex, race, color, or ethnic origin.

ASBESTOS

Holy Trinity Catholic School has some asbestos-containing materials. As required by federal law, the condition of asbestos in our building is surveyed every 6 months as part of our ongoing operations and maintenance program. The asbestos is re-inspected every 3 years by a certified staff. Holy Trinity Catholic School has a complete and updated Management Plan for dealing with asbestos-containing building materials within the school building. The head custodian (asbestos program manager) has a copy of the plan, and the plan is available for viewing by interested parties. If you have questions or concerns regarding our asbestos management plan, please contact the school office for further details.

ACADEMIC TESTING

In fall, winter, and spring students in grades 1-6 will be tested using NWEA Measures of Academic Progress (MAP). The students will be tested in mathematics, reading and language arts. MAP testing creates a personalized assessment experience by adapting to each student's learning level. Aimsweb Plus will be used by Kindergarten. The results of these assessments provide the teachers with information on student growth and curriculum analysis. A report of each child's score is shared with parents after each test session.

APPROPRIATE DRESS

Holy Trinity Catholic School Policy #513

1. LITURGY DRESS: Students will wear clothing that shows the importance of participation in the Liturgy. This will assist with the building of student character and the value of faith formation. Wearing hooded sweatshirts is discouraged. Shorts should not be worn to liturgy.
2. UNDERGARMENTS: All undergarments must be covered at all times
3. PANTS: Pants should not contain excessive holes and must cover all undergarments.
4. 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.
5. 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.
6. 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.
7. 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.
8. HATS: Hats may not be worn in the school building (except on special occasions) or in the lunchroom.
9. MAKE-UP: Minimal make-up is permitted in 5th and 6th grade.
10. WINTER WEATHER: Refer to policy #527 for complete details.

ATTENDANCE

Holy Trinity Catholic School Policy #503

Students being absent or tardy cause problems for both the students and the teachers. The purpose of this policy is to encourage regular school attendance and punctuality. Students not in the classroom at 8:20 am will be marked absent until they check in with the office. Families must inform the school office by 8:30 am on the day of the absence if your child is absent or tardy for any reason. This can be by email, a phone call, or a voicemail. Please give your child's name, grade and reason for absence. The office will communicate the absence information to the student's teacher. If we are not contacted by 8:30 am, families will receive a call from the school. This is to guarantee your child's safety.

Excused and Unexcused Absences / Tardies / Truancy

There are two types of absences/tardies – excused and unexcused. Students who have unexcused absences and/or excessive tardiness are considered truant, also known as Educational Neglect. Truancy is against the law. Students with excessive unexcused absences/tardies may be referred to the county. The county may choose to file an Educational Neglect Petition. Each five unexcused tardies will result in an unexcused absence.

All absences beyond 15 per school year will be considered unexcused absences.

Exceptions to this include:

1. Absence accompanied by a physician's note stating the child could not be in attendance because

of injury, illness, or surgical procedure. Notes from a physician for appointments (not illness) will be considered parent excused and will not be an exception.

2. Absence because the school nurse has sent a child home because of illness or injury
3. Absence because of a funeral of a family member

The State of Minnesota and Morrison County have laws pertaining to regular school attendance, educational neglect, and truancy. Professional ethics and moral responsibility dictate that Holy Trinity Catholic School will adhere to these laws and report such school attendance violations to the appropriate agencies. Students are considered by law to be “habitual truants” if they have 7 or more unexcused absences in 1 year. Truancy, which is titled “educational neglect” in Minnesota law for young children, is reported to the Morrison County Attorney’s office or Social Services (depending on the age of the student), who works in close consultation with Morrison County Law Enforcement and Pierz Police to insure regular school attendance for all children in the County. If you have questions regarding educational neglect, truancy laws or attendance policies, please call the Holy Trinity Catholic School office and we will be happy to assist you.

Absence due to illness

If your child is ill for one day, the teacher may or may not contact you for make-up work.

If a child will be absent longer than one day, families should contact the child’s teacher. Teachers will decide which items may be given during the absence, which would be made up after the absence, and which things will be omitted.

If your child has been ill for the entire day, they are not allowed to participate in after school activities.

Absence due to vacation

Vacations taken while school is in session are strongly discouraged.

If a family takes a vacation while school is in session, the office must be informed at least 24 hours before the planned absence.

Please make arrangements with the student’s teacher for any missing work. It is the policy of Holy Trinity Catholic School that teachers are not responsible for giving out assignments in advance.

Dismissal During the School Day

If students are to be released during the regular school day, the school office should be notified by 8:30 a.m. either through a phone call or a written note indicating the reason and time the student is to be released.

BACKGROUND CHECK NOTICE

In 2008, the Minnesota legislature made changes to the laws relating to the use of criminal background checks used in schools. Among the changes made is a requirement that all Minnesota schools notify parents and guardians each year about the school’s criminal background check policy. MN. Laws, Ch. 275, sec. 1 – 123B.03, Subd. 1(e). The new disclosure law provides: “At the beginning of each school year or when a student enrolls, a school hiring authority must notify parents and guardians about the school hiring authority’s policy requiring criminal history background check on employees and other individuals who provide services to the school, and identify the positions subject to a background check and the extent of the hiring authority’s discretion in requiring a background check. The school hiring authority may include the notice in the student handbook, a school policy guide, or other similar communication. The amendment is effective September 1, 2008.”

Mandatory Criminal Background Check. All employees **as well as all school volunteers and parents** who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

The following paid positions are subject to a mandatory background check:

Teachers	Substitute teachers	Specialist teachers
Tutors	Extracurricular advisors	Janitorial service personnel
Paraprofessionals	Office personnel	Food service personnel

BAND / CHOIR INSTRUCTION

Students in grades 5-6 may enroll in band or choir. Instruction is provided at the public school. A schedule will be provided once the District establishes a schedule of instruction. Students are transported by District buses.

BIRTHDAYS

We know birthdays are a special time for children, and we gladly celebrate these days with them. However, there are a few things to keep in mind.

1. Party Invitations
 - a. To reinforce a positive Christian atmosphere, we do not allow students to distribute party invitations at school unless all of the class is invited, or all the classmates of the same sex as the birthday child. Please also keep this in mind when making transportation arrangements for parties.
2. Birthday Treats
 - a. Birthdays are a fun time for Holy Trinity students, and students and staff alike love celebrating the special day with them. Many students like to bring something for their friends on their special day. Edible birthday treats can be difficult due to health department requirements and student allergy issues. Families may want to consider sending inexpensive individual non-edible items such as pencils. If families choose to send edible treats, the treats must meet these requirements to be distributed to the students:
 - i. Purchased, not homemade
 - ii. Peanut/tree nut free, and not packaged in a facility that processes peanuts or tree nuts. This generally excludes donuts and all bakery items.
 - iii. Individually wrapped.
 - iv. Snack sized. We do not allow students to host lunch for their birthdays.
3. Birthday Lunch
 - a. Grades K-6 will have a monthly lunch opportunity where 2 guests can eat with them. The additional lunches will be added to your family lunch account in our SIS.

BULLYING & HARASSMENT

Holy Trinity Catholic School Anti-Bullying Policy #508

In alignment with our Mission and Philosophy, HTCS prohibits bullying behaviors including: intimidating, threatening, abusive, or harming conduct that is objectively offensive on school premises as well as any electronic technology and communications used off of school premises that disrupts student learning or the school environment. At HTCS, we recognize that when adults respond quickly with compassion and consistently to bullying behavior they send the message that it is not acceptable. Research shows this can stop bullying behavior over time. Any form, type, or level of bullying is unacceptable and every incident will be taken seriously by the school, the administrator, school board, school staff, students, and students' families.

As a faith based community and Catholics composed of parents, guardians, school staff, and other adults in the community, we have a responsibility to help kids prevent bullying by talking about it, building a safe school environment, and linking with community-wide bullying prevention strategies where possible. The kind treatment of others is a core Gospel value, therefore bullying behavior is unacceptable in the Catholic Community Schools.

BUSING & TRANSPORTATION

District #484 Bus Information

Busing is provided by the Pierz School District #484 for all students. Students must abide by the bus regulations and rules set up by ISD #484. Please refer to the [Pioneer Elementary Parent Handbook](#) for complete information.

1. Busing Director
 - a. Tracy Voigt
 - i. tvoigt@pierzschoools.org / 320-468-6458 x1915 / 320-630-3475
2. Bus Safety and Discipline
 - a. Holy Trinity teachers will teach bus safety to all students each fall
 - b. Bus riding is a privilege, not a right. Students who do not follow bus safety rules are subject to consequences.

CALENDAR

The school adheres to an official calendar published by Holy Trinity Catholic School each year. This calendar is in accordance with the directives of the Education Ministries Office of the St. Cloud Diocese. The school calendar is located at <https://www.holytrinitypierz.org/events> and monthly information is shared weekly on the administrator's newsletter as well as messages from classroom teachers. Please note, due to shared bussing, the Holy Trinity school calendar is largely dependent on the calendar chosen by the public school in Pierz with occasional accommodation at the discretion of the Holy Trinity Catholic School Board and Administrator.

CAMP FOLEY

Each year the 6th grade students attend Camp Foley as part of their curriculum. More information will be sent home with the students prior to the scheduled trip.

CHEMICAL USE

Holy Trinity Catholic School Policy #517

Holy Trinity Catholic School has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

Holy Trinity Catholic School Policy #523

Public concern that students and staff of Holy Trinity School be able to attend school without becoming infected with serious communicable or infectious diseases requires that the school adopt measures effectively responding to health concerns while respecting the rights of all students and employees, including those who are infected.

DRILLS: FIRE, TORNADO AND LOCKDOWN/INTRUDER

Drills are a serious matter for students and teachers. Holy Trinity Catholic School will practice 5 fire drills, 5 lock-downs and 2 tornado drills during the school year.

Tornado drills: Students and staff evacuate to the classrooms located under the stage in the gym addition of the school.

Fire drills: Students and staff evacuate the building to St. Joseph's Church.

Lock-down/Intruder: Classrooms are locked and office personnel accounts for all people located in the building or students are vacating the building to a designated spot depending on their location in the building at the time.

COMMUNICATION

Good communication between home and school is essential. As a rule, neither teachers nor students are called to the phone during class time hours. Messages for students may be left with school office personnel. Calls for teachers and specialists will be forwarded to their voicemail during the school day. Teachers and specialists check their voicemail and email during their prep time, as well as after school, so if your message is urgent, you must contact the school office. Students will not be allowed to phone their family to arrange for a friend to come over or to go to a friend's home. These arrangements must be made outside of school hours.

1. Student Information System.
 - a. Families will receive grade level, individual, and office emails from the system.
 - b. 3rd through 6th Grade have grades recorded in this system for families to access.
 - c. If you are unable to access the system, please contact the office.
2. Newsletters
 - a. Our school newsletter is updated weekly on the school website.
 - b. Several teachers also send newsletters with specifics about their classroom events or publish a link to their classroom website.
3. Contacting Us
 - a. Each staff member has voicemail and email. A directory of extensions is listed at the end of this handbook.

COMPUTER, DEVICE & INTERNET ACCEPTABLE USE POLICY

Holy Trinity Catholic School Policy #620

Holy Trinity Catholic School recognizes the importance of technology in education. The Internet and other forms of telecommunication are tools that are used by students and staff of HTCS to aid in the advancement of academic excellence. This policy is designed to protect the intellectual property rights of individuals and organizations, to define ethical and appropriate use of technology, and to define responsibilities.

The use of the Internet will be restricted to support education and research consistent with our school Mission and Philosophy. All students using the internet will be closely supervised by a faculty member or assigned adult. Students must have a signed permission form from the parent / guardian before using the internet. Students must use their computer, device and Internet access appropriately. The use of the internet is a privilege; inappropriate usage will result in cancellation of this privilege and/or suitable consequences. Refer to policy above for complete details. Student internet usage is monitored by the technology teacher and Go Guardian program that flags sites that may indicate inappropriate internet use. In the event that inappropriate use is flagged, the technology teacher investigates the incident and communicates with the classroom teacher, administrator and parents if warranted.

Use of any personal electronic device, including cell phones, tablets, computers, etc., without the express permission of staff, is not permitted on school grounds. This includes regular school hours, early arrival at school, and on locations including churches, and playgrounds. Your student deserves instruction that is free of the distractions these devices impose on everyone. In addition, Holy Trinity Catholic School is responsible for all student internet safety. Since we cannot control what is viewable on personal devices, we will control access to these devices on school and church grounds.

Rules for Device and Internet Use

Holy Trinity Catholic School offers Internet access and other forms of telecommunication to all students and staff. The following rules are therefore observed.

- To help ensure appropriate use of the Internet and other forms of telecommunication, all staff, students and parents must sign and date the ***Acceptable Use Policy*** form.
- Any student use of the Internet and other forms of telecommunication is to be instructor directed.
- In an effort to ensure appropriate use of information, all Internet use is filtered and monitored, and access to websites is whitelisted to ensure student safety.

Device Repair and Replacement Notification:

Student device repair fees are assessed and given by the technology department and administration. For all inquiries about device repair, please contact the technology instructor.

Device repair costs are subject to change without notice. Current market availability and other factors can result in dramatic changes to part cost. In some cases, listed parts may no longer be available which may require the device to be replaced instead of repaired. Families will be held financially responsible for any and all repairs and / or replacement devices and accessories.

CONFERENCES

Conferences are held two times per year for the purpose of discussing the educational progress of your child. Attendance at both conferences is required preferably in person, or by phone if accommodation is needed. All conferences are professional and confidential. Parents or teachers may request additional conferences at any time during the school year.

DISCIPLINE

Discipline Rubric Grades K-2

Discipline Rubric Grades 3-6

Holy Trinity Catholic School believes that all students deserve access to a welcoming, supportive, safe Christian school and classroom environment. The goal is to develop moral behavior in children, to teach them a good sense of values, respect for self, others, property, the environment, and to take personal responsibility for their actions.

In order to promote fair and consistent discipline practices we will strive to prevent and eliminate discrimination in the administration of student discipline and promote a faith filled environment based on Christian values. Student discipline involves setting all students up for success by meeting their spiritual, academic, social, emotional, behavioral, and mental health needs and ensuring schools have the necessary tools to assist students with addressing any behaviors that could otherwise interfere with their learning or others' learning or impact school safety. It also means preventing and eliminating discrimination in the administration of student discipline.

DRUG FREE WORKPLACE & SCHOOL

Holy Trinity Catholic School Policy #526

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician prescription. Use of controlled substances, toxic substances and alcohol on school grounds is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

The school will act to enforce this policy and to discipline or take appropriate action against a student, employee or member of the public who violates this policy.

FACULTY AVAILABILITY

Teaching staff is available from 7:30 am – 8:00 am and 3:00 pm – 3:30 pm, or by appointment.

FIELD TRIPS

Holy Trinity Catholic School 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.

1. The following regulations should be taken into consideration when any field trips are being planned:
 - a. Adequate supervision by qualified adults, including one or more employees of the school.
 - b. All volunteers must complete Diocesan mandated safety training to be allowed to chaperone.
 - c. Signed adult liability waiver.
 - d. Inclusion of a proper first aid kit, parent contact numbers and student medications.
 - e. To ensure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen.

FUNDRAISERS

Families are expected to support and promote our fundraising efforts to bring in needed income for our school. Each family with a child in grades K-6, will have an annual fundraising quota. If the fundraising quota is not met, the balance will be added to any outstanding tuition balance and will be adjusted over the last two EFT draws in April and May. If an EFT is not set up, the family must have the balance paid by May 15.

Our main fundraisers that help to fulfill the family fundraising quota are:

1. Marathon for Catholic Education
2. Calendar Raffle
3. Carnival Raffle

Families that have only students in our ECE program are not required to fundraise.

GRADING PERIOD, PROGRESS REPORTS, REPORT CARDS

1. Holy Trinity Catholic School operates on a quarterly (nine week) grading period.
2. Student progress is reported through parent contact, Student Information System, midterms and/or quarterly report cards.
3. Report cards are sent home with each student at the end of each grading period or during parent / teacher conferences.

GRADUATION: KINDERGARTEN AND SIXTH GRADE

1. Kindergarten graduation is held on the last school day for Kindergarten.

2. Sixth grade graduation is held on the last Thursday of the school year.

GUM CHEWING

Gum chewing will only be allowed on special occasions approved by the teacher.

HEALTH CARE SERVICES

Health services are provided through the Pierz ISD #484 and paid for with Aid to Non-Public Schools funding through the State of MN. Typically the nurse is on site minimally once per week at Holy Trinity and on call as necessary for consultation.

The District School Nurse is available for consultation by calling 320-468-6458 x1213. The provider will hold a minimum degree of LPN. She/he provides classroom instruction in hand washing, dental health, body hygiene and maturation, as well as other health topics. Vision and hearing screening are conducted annually.

The following school health policies have been compiled to provide a reference and foundation for health practices within the school. Pupils exhibiting one or more of the following symptoms should be kept home from school. If these symptoms appear while the child is in school, parents will be asked to come and take their child home.

1. Please DO NOT send your child to school:
 - a. If the child has or had a temperature of 100.4° or higher within the last 24 hours
 - b. If the child has vomited due to illness or had diarrhea within the last 24 hours
 - c. If your child has an unidentified rash
 - d. If your child has symptoms of something contagious (i.e. pink eye, strep throat)
 - e. Symptoms associated with COVID-19 (persistent cough, fever/chills, shortness of breath, headache, sore throat, loss of taste/smell)
 - f. If the child has been ill and is still not feeling well enough for school
 - g. If the child had a doctor visit and you are waiting for results of tests
 - h. If the child has started antibiotics
2. When can they return to school?
 - a. When they have been fever free, without medication, for 24 hours
 - b. When they have not vomited or had diarrhea for 24 hours
 - c. When the rash has been cleared
 - d. When they have been on antibiotics for at least 24 hours.
 - e. When the symptoms of something contagious have stopped or have been cleared.

Student(s) may return to school once they have been symptom free for 24 hours. This will aid in reducing the spread of illnesses.

Please refer to the State of MN guidance at: <https://www.health.state.mn.us/diseases/coronavirus/close.html> for the most up to date information regarding COVID-19

Dental Health

An optional fluoride treatment will be provided under the guidance of the school nurse.

Food Allergies

In the event that Holy Trinity Catholic School enrolls students who have life-threatening food allergies, families will be informed and modifications for cold lunches, snacks, and birthday treats may be requested. If your child has a diagnosed food allergy, please bring documentation stating this to our school office so it can be documented, and the information shared with staff.

Health Records

Health records are kept on all students as required by state law. Any special health problems a child has should be made known to the school so that adjustments, if possible, can be made in the classroom setting.

Immunizations

State law requires that all students entering Holy Trinity Catholic School must submit appropriate documentation showing all vaccinations required by state law have been received by the student within 30 days of your child's enrollment date. If the information is not received by the first day of school, the child will not be allowed to attend classes. The law does allow certain exceptions to the immunization rule.

Injury and Illness During School

If your child becomes ill or injured at school, we will make every effort to notify the parent / guardian immediately. It is important to keep your phone number and email current. If the school deems it necessary for the student to leave due to the injury or illness, families are expected to arrange for that to occur in a timely manner.

If emergency treatment is required and parents cannot be reached, an ambulance will be called at your expense.

Medication Policy

Holy Trinity Catholic School Policy #515

Holy Trinity School acknowledges that some students may require prescribed drugs or medication during the school day. The licensed school nurse, or school staff person trained by the licensed school nurse, will administer medications in accordance with school procedures.

HOMEMADE FOODS

Food distributed to other students at Holy Trinity must be made on site or commercially prepared. Purchased foods, for birthdays or other special days or any foods provided by the school for students must be contained in a sealed, unopened package with an ingredient list. Homemade food cannot be handed out to children. Please be conscientious of food allergies.

HOMEWORK

1. Homework
 - a. The average acceptable amount of homework is 10 minutes per grade level per night. Parents must first consult with the classroom teacher if concerns arise.
2. Make-up Work Procedures:
 - a. Students are required to make up any work they miss regardless of reason for absence. The classroom teacher will determine the work that needs to be completed. Please communicate with your teacher about a timeline.
 - b. Classroom teachers are not required to assemble homework for families when they are going to be on vacation. Sometimes it is possible for work to be assembled ahead of time, and sometimes it is not. Please communicate with the classroom teacher about any known absences as soon as possible.

INCLEMENT WEATHER

School closings related to the weather will follow the same procedure as District #484 at Pierz. Closings will be announced on WCCO, KLTF, WYRQ and parents will be notified through our Student Information System. If school needs to be closed for any other reason, the same procedures will be followed.

INSTRUCTIONAL PROGRAM

Holy Trinity Catholic School's curriculum is based on the MN State curriculum standards or federal standards. The curriculum is updated on a seven year review cycle. The teachers research the standards and use the information to develop or update a curriculum map for each subject at each grade level. The curriculum maps are used to guide instruction. Resources are purchased to support the curriculum.

Curriculum:	Mathematics	Language Arts (Reading, Spelling, Grammar & Writing)	
	Religion	Art	Music
	Physical Education	Social Studies	Science/Health
	Computer/Technology	Library	

LIBRARY

Material Check-Out

Materials are never to be taken from the library without being checked out, even if it is for a few minutes. Students should not lend materials that have been checked out in their name to others.

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.

Kindergarten – students may check out one book for a one-week period. After demonstrating proper care and return of materials, students may check out two items.

First Grade – students may check out two items for a period of one week with the option to renew. Once they begin participating in Accelerated Reading (AR), their AR book counts as the second item.

Second Grade through Sixth Grade – students may check out up to four items for a period of two weeks, with the option to renew. It is highly recommended that one of the items is an AR book.

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 book.

The library automation site, Libib.com, will send an email to parents when an item is overdue to the addresses in the system. The notice will contain the title of the book, along with a picture of it.

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.

LITERACY

Reading support will be provided for students who score in tier 3 or in the bottom percentile compared to their classmates on the MAPS and/or STAR testing program/s. Reading support may be provided by a paraprofessional under the guidance of a licensed teacher. In some cases, Title I may be offered to support students when available.

LOCKED DOOR POLICY

Holy Trinity Catholic School Policy #702

During the instructional day, all exterior doors remain locked except for FPSR (Father Pierz School of Religion) entrance. The doors from the FPSR entrance that connect to the rest of the building will be locked. Visitors will need to buzz into the building and wait until an office staff allows them access into the building.

All coaches and school/community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting participant access to specific areas of the building only, and assuring that the buildings are cleared and locked prior to leaving the building.

No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.

LOST & FOUND

A table in the entryway is used for all found materials. You and your child are encouraged to check this frequently for lost articles. Items such as purses, billfolds, glasses, watches, etc. are brought to the office. All unclaimed items will be given to charity at the end of the school year.

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 and grab your tray, silverware, and napkin.
- Walk by the serving line: pick at least 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!
- Place your tray at your table, go get a glass, and either fill it with water or one of the two available milk types.
- 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 are responsible for cleaning up after themselves.
- Students will pray the after meal prayer before leaving the lunchroom.
- The supervisor will take you outside once you are lined up, quiet and show that you are ready to leave.

MANDATED REPORTING

Holy Trinity Catholic School Policy #514

The staff members of the school are legally required to follow the requirements of Minnesota law to report any suspected child neglect and/or abuse.

MONEY

Money should be sent to school only for school purposes in an envelope labeled with the student and teacher name.

NOTES FROM HOME / EARLY PICK UP

For any changes to pick up or early release, send a note with your child, or contact the office by phone before 12:00 pm.

If a student will be picked up early, please buzz in from the main entrance to let us know you are here.

If someone other than a parent will be picking up your child during or after school, PLEASE notify us in advance by note or telephone with the full name of the person picking up your child. We will not release a child without a note or call. We will always try to err on the side of caution.

NUTRITION PROGRAMS

The federal breakfast and lunch programs are available for all K-6 children. Families are encouraged to take advantage of the breakfast and lunch programs. A hot breakfast will be available for all students in the cafeteria. K-6 students will be able to eat from 8:00am to 8:20am. Per state guidelines, students will get a minimum of 10 minutes to eat. ECE students will go to breakfast after 8:20am with their class. Hot lunch will be served in the cafeteria to each student with their classes during appointed lunch hours.

All children are welcome to bring a bag lunch from home. We do not have refrigerators for cold lunches, so please pack accordingly. ECE cold lunches are monitored according to CACFP (Child and Adult Care Food Program). Information will be sent with ECE children at the beginning of the school year. Please contact your child's teacher if you need further information. Any student (ECE and K-6) who brings a cold lunch from home may buy a glass of milk (\$0.50) in the lunchroom, this charge will be charged no matter your child's Free/Reduced lunch status. Please make an effort to avoid sending foods that contain or may contain peanuts and tree nuts due to common allergies.

Breakfast Regulations

Hot breakfast will be offered to all K-6 students before school starts. HTCS will utilize a 4 week rotating breakfast menu. When students arrive at school they will go directly to the cafeteria for breakfast. Students will eat in the cafeteria and be directed to their classrooms when they finish. All students will receive a minimum of 10 minutes to eat their lunch (MDE guidelines).

HTCS provides "Offer Versus Serve" to all K-6 students. "Offer Versus Serve" is designed to decrease plate waste and reduce food cost while still maintaining the nutritional integrity of the breakfast. Under the "Offer Versus Serve"

provision, students must take $\frac{1}{2}$ cup of fruit and at least two other food items. The daily school breakfast pattern that must be offered includes:

1. Fruit :1 cup (total of 5 cups for the week)
2. Grains: 1 oz. equivalent (total of 8-10 oz. equivalent for the week)
3. Milk: 8 oz. (total of 40 oz. or 5 cups for the week)
4. Vegetable: optional to serve in place of fruit
5. Meat/meat alternate: optional to serve after 1 oz. equivalent of grain is offered

Lunch Regulations

HTCS provides "Offer Versus Serve" to all K-6 students. "Offer Versus Serve" is designed to decrease plate waste and reduce food cost while still maintaining the nutritional integrity of the lunch. Under the "Offer Versus Serve" provision, students must be offered the five food components of the school lunch pattern in the required amount but have the option of selecting, at a minimum, three of the five food components offered. The daily school lunch pattern that must be offered includes:

1. Meat/meat alternate: 1 oz. equivalent (total of 9-10 oz. equivalent for the week)
2. Fruit : $\frac{1}{2}$ cup (total of 2 $\frac{1}{2}$ cups for the week)
3. Vegetable: $\frac{3}{4}$ cup (total of 3 $\frac{3}{4}$ cups for the week)
4. Grains: 1 oz. equivalent (total of 8-10 oz. equivalent for the week)
5. Milk: 8 oz. (total of 40 oz. or 5 cups for the week)

As a licensed child care center, Holy Trinity Catholic School's ECE classes are required to serve lunch under the Child and Adult Care Food Program (CACFP). This program is NOT part of the Free Meals Program, but follows the USDA restrictions on the National School Lunch Program. Our ECE students will also eat in the cafeteria. Students must be served all 5 meal components. Students are served a minimum of the following daily:

1. Meat/meat alternate: 1.5 oz. equivalent
2. Fruit : $\frac{1}{4}$ cup
3. Vegetable: $\frac{1}{4}$ cup
4. Grains: 1 oz. equivalent
5. Milk: 6 oz. (unflavored 1% or Skim milk only)

The goal of HTCS is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Lunch program and eliminate stigmatization of children who are unable to pay meal charges. It is the policy of HTCS to offer lunch meals that meet state and federal guidelines.

Payments

All families are strongly encouraged to complete the Application for Educational Benefits (commonly referred to as the Free/Reduced Price form). Even though K-6 lunches are free, this form is used by the state to determine extra funding for schools throughout the year. It is vital for us to have as many of these forms filled out as possible. The forms are available to be filled out electronically on jmc. If a hard copy is needed, please reach out to Natalie Gruber in the office. If job loss or other financial changes occur throughout the year, you are encouraged to reapply. The information is confidential.

Payment Procedures

Holy Trinity Catholic School has two payment options for you to choose from. Regardless of the payment option you choose, please remember that the current negative balance must be paid as soon as possible.

[Holy Trinity Catholic School Unpaid Meal Charge and Debt Collection #420](#)

- Pay in the Mail: Send a check to 80 Edward St. S. Box 427 Pierz, MN 56364 Checks should be made payable to Holy Trinity School. Please include your child's name when sending a payment.
- Pay in Person: Stop by the school office between 7:30 am and 3:30pm Monday through Friday to pay by cash or a check. You may also send cash or a check to school with your child. Checks should be made payable to Holy Trinity School.

Please refer to policy #420 for detailed information regarding:

- Charge Policy

- Notification of Account Status
- Collection of Unpaid Meal Debt

Standard/Full Civil Rights Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) **mail:** U.S. Department of Agriculture - Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

(2) **fax:** (833) 256-1665 or (202) 690-7442; or

(3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

PARENT INVOLVEMENT, ROLES, AND RESPONSIBILITIES

Parents are the primary educators of their children. Parents possess the right and obligation of educating their children and selecting a school that best matches their vision for their child's growth and development. Parents are invited to cooperate closely with teachers in the growth and maturation of their child's total development.

Parent / Guardian

For the purposes of this handbook, the term parent includes both parents and legal guardians of a child.

Parent Conduct

We expect all parents of our students to commit to support the faith, support the school, be respectful and positive, and follow HTCS policies.

If the partnership between HTCS and the parent is no longer viable, HTCS reserves the right to ban the parent from HTCS grounds / events, require the parent to unenroll the child, or to not accept registration for the next school year.

Non-Custodial Parents

If a legal document is on file for a student limiting non-custodial access to the child, but arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must inform HTCS.

PARENT GRIEVANCE POLICY

Holy Trinity Catholic School Policy #520

If possible, concerns should be resolved on a person-to-person level at the lowest level that is related to the concern. Please see the policy for the detailed grievance process if the initial concern cannot be resolved at the lowest level. Throughout the grievance process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course may discuss the situation at home, they should remember that their child must still function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and

parents even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

PARENT TEACHER ORGANIZATION (PTO)

HTCS PTO membership includes parents and staff. The PTO's purpose is to establish a close relationship between home and school by advancing the opportunity for all parents to become involved in our HTCS community. The PTO supports teachers in classroom settings, raises funds for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.

Meeting dates and times will be posted on Facebook, in the school newsletter, and will be sent via message through the SIS.

PERSONAL TECHNOLOGY DEVICES

HTCS recognizes that many students have cell phones, smart watches, and other personal technology devices. However, personal technology devices can cause a disruption to the learning environment and in general will be prohibited during school hours HTCS; to limit this distraction this policy is in place.

HTCS strongly recommends that students do not have personal technology devices at school. Students have access to the school phones, and school personnel will assist with their calls as needed. An exception may be made when a teacher determines that on a specific day or days (ex. Field trips) this technology is allowed. This will be clearly communicated with families.

If students have personal technology devices, students will not be allowed to use them during the school day. They must be turned off and/or silenced and stored in the student's backpack/locker.

1. HTCS is not responsible for lost, stolen or damaged personal technology devices.
2. Personal technology devices that are heard or seen during the school day will be taken to the administrator.
 - a. The device will be returned only to the parent / guardian.
 - b. Repeated violations will result in confiscation, parent / guardian notification, and the administrator will retain the device for up to 14 days.
 - c. Further violations may result in forfeiting the privilege of bringing any electronic device to school, and disciplinary action up to and including dismissal.

PHONES (SCHOOL)

As a rule, neither teachers nor students are called to the phone during class time hours. Messages may be left with school office personnel if it is necessary to contact either a student or teacher.

Teachers will check their voicemail and email after 3:00 pm, so if your message is urgent, you must contact the school office.

Students will not be allowed to phone their family to arrange for a friend to come over or to go to a friend's home. These arrangements must be made outside of school hours.

PEST CONTROL MATERIALS

Minnesota State Law requires schools to inform parents and guardians about application of certain pesticides or herbicides on school property. The long-term health effects on children from the application of pesticides/herbicides or the class of materials to which they belong may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal Law. An estimated schedule of application of herbicides and other materials to school grounds is available from the school office. Parents/guardians of students may request to receive, at their expense, prior notification of any application of pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule, excluding emergency applications.

1. St. Joseph Church – Cafeteria

- a. Service visits – Sept 16-20, 2024; Dec 16-20, 2024; Mar 17-21, 2025; June 16-20, 2025.

PHYSICAL EDUCATION

Participation in PE is mandatory for all students. Students must have tennis shoes for PE class. Exemption may be given to students due to illness or injury for up to two (2) days by parent note or phone call. In order to be excused for more than two (2) days, a student must present a written excuse from a medical provider. The note should include a list of activities that the child may / may not participate in. The student must also present written permission from the medical provider to modify the exclusions and / or return to full activity. Exclusion / participation in recess will adhere to notes from the medical provider.

PLAYGROUND

Holy Trinity Catholic School Policy #527

Have **fun** on the playground by being cooperative and following the rules. The playground supervisor(s) is/are there to ensure the safety and welfare of all students. If a student does not follow the rules, the discipline policy will be enforced.

The playground is to be a safe place for all to play. Safety precautions are extremely important. Playground supervisors, with the assistance of teachers, will walk the students through a safety course on the playground.

Please see the playground document for detailed information.

PROPERTY SEARCHES

HTCS is committed to maintaining a safe learning environment. To help ensure the safety of students and compliance with school policies, the school reserves the right to inspect and search student lockers, desks, and any other school property provided for student use (including electronics) at any time, with or without notice, to ensure compliance with school policies. The school reserves the right to search students' personal property, including backpacks, purses, other containers, and electronics, when there is reasonable suspicion that the search will uncover evidence of a violation of school rules or laws. Students should not expect privacy for personal belongings brought onto school premises.

PROTECTION OF YOUTH

Every fall, Holy Trinity Catholic School provides training for the students regarding their own personal safety both in and outside of the school. Training for the children often focuses on various ways students can keep themselves safe by the choices they make. The training is typically a video or a story chosen by the St. Cloud Diocese, with time for follow-up questions as needed.

Parents/guardians will be told which video will be used, and the website on which to preview it, in the school newsletter.

Parents/guardians have the right to decline their child's participation, but must request and submit a "Declination Statement" to the Diocese of St. Cloud if your child is not attending.

RECESS DRESS AND THE WEATHER

All students need to be prepared to go outside every day. Appropriate attire is based on the season. Example: a baseball cap is permitted head covering in the fall, but not during the winter and early spring.

Weather

The children stay inside when the "feels like" temperature is 0 degrees or lower. Windchill is a factor. The school uses two separate weather information sources to determine.

The school will exercise common sense in determining when students should go outside and for how long they will be outside when the weather is inclement.

Temperature and Attire

Snow requires a jacket, snow pants, winter hat, mittens & boots. 6th grade students can choose not to wear snow pants, but will have to play on the tar if they choose to go without.

Recess Apparel

Temperature guidelines that will be followed for proper apparel:

- 60 degrees and warmer - additional outdoor attire is optional
- 50-60 degrees - long sleeves, jacket, sweater, or layer clothing
- Less than 50 degrees - coat, hat, gloves
- Less than 30 degrees - winter coat, hat, gloves, snow pants (optional grade 6 only) and boots

Please note that the temperature can change throughout the afternoon. Students must be compliant to the staff at recess and should be prepared for varying weather conditions. Changes in required outside attire are at the discretion of the playground supervisor(s).

RECORDS

Parents / guardians may make a written request to the administrator to review their child's records. Such requests will be responded to in a reasonable amount of time. No one except appropriate school personnel, parents / guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parents / guardians, or from an adult student.

HTCS adheres to the [Buckley Amendment \(Family Education Rights and Privacy Act\)](#) regarding access to student's records.

RELIGION

Students at HTCS are taught about the Catholic faith on a daily basis through direct instruction, prayer, modeling, and an integration of Catholic teaching and values into every part of what we do at the school. Religious instruction is part of the core curriculum, and students participate in daily prayer as well as liturgical celebrations and participation in the sacraments. Religious teaching is not limited to religion class. Rather, students are shown how to put their relationship with God at the center of their lives, and that this relationship is the cornerstone of any achievement, be it academic, social, athletic, or any other. Students and parents are expected to respect the teachings of the Catholic Church, as defined by the Catechism of the Catholic Church.

Students celebrate liturgy weekly with their classmates and the staff.

Sacramental study is an integral part of the Religion curriculum. Second grade students are prepared for the reception of Reconciliation and First Communion. Sacramental preparation for children outside 2nd grade will take place with the parish.

RETENTION POLICY

Holy Trinity Catholic School Policy #510

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific objectives of the grade or course as well as the student's developmental progress (including social, emotional and behavioral readiness). There may be cases in which ability, effort, interest, and other factors must be weighed. The administrator, parent(s), and teachers made the final decision for retention.

Process for Retention Consideration

- Early Identification: Teachers will notify administration and parents/guardians of concerns as soon as possible, but no later than the end of the second quarter.
- Intervention Plan: A documented plan will be developed, including targeted supports, accommodations, and regular progress monitoring.
- Ongoing Communication: Teachers and administration will maintain open communication with the family, providing regular updates and opportunities for discussion.

- Decision Meeting: By mid-May, the teacher(s), administrator, and parents/guardians will meet to review progress and discuss final decisions. Recommendations will be made based on what is most beneficial for the child's growth and future success.
- Final Determination: The administrator, in collaboration with the parents/guardians and classroom teacher/s will, make the final decision regarding promotion or retention.

SCHOOL INCOME / TUITION / COLLECTION

Holy Trinity Catholic School Policy #402

HTCS is financed by parish investment, tuition, and fundraising. The HTCS Board of Directors shall annually perform a budget analysis and provide parents and parishioners with information about the cost per student in relation to tuition. In this process the HTCS Board of Directors may encourage the option to negotiate tuition amounts based on whatever portion of the actual cost that parents are able to pay.

HTCS will establish tuition amounts and announce these publicly prior to the registration of students for the following year.

Please contact the school office for detailed tuition information.

SCHOOL PATROL

The school patrol assists children who are walking across the street and Hwy 25. A staff member supervises the patrol. Fifth and sixth grade boys and girls of good character have been selected for this very important duty. It is considered a great honor to be a member of the school patrol.

SERVICE PROJECTS

Students are involved in service projects during the school year. Service projects include visiting the Villa, Horizon Health, Meadow Ponds, collecting for the Giving Tree project, food shelf collection, and other projects suggested by teachers or parents.

SPECIAL EDUCATION SERVICES

Some students may have special needs, giving rise to educational needs that are greater than our resources at Holy Trinity Catholic School. If adequate progress isn't seen after various attempted interventions, teachers may refer your child for testing. If a teacher believes a student may need additional support or services for academic or social growth, the teacher will first contact the administrator to let the administrator know about the concerns. Working with the administrator, the teacher will then contact the parent / guardian and let them know he/she is referring the child for special services testing. Occasionally, as part of the testing process, school staff members are asked to provide information regarding the student. To ensure confidentiality, any information requested from teachers or school staff will be sent directly to the doctor, psychologist, psychiatrist or institution that requires said information. The administrator and teacher(s) participate in Individual Education Plan (IEP) conferences with the parents / guardians and ISD# 484 Special Education personnel to determine what services, if any, the child is eligible for, and to plan for the best way to help that child succeed.

SPEECH SERVICES

Speech Services are provided for students with a speech or language disability who meet the criteria through an evaluation by the district. Services are provided by the ISD #484 speech teacher assigned to Holy Trinity Catholic School.

STUDENT INFORMATION SYSTEM

All basic contact and emergency information is saved in our online Student Information System (SIS). This is where parents / guardians can access student grades, attendance, demographic information, and emergency contacts. Parents can change any of this information at any time by accessing their child's information. If you have questions on how to access your information, please contact the school office. It is very important that this information be kept up-to-date so parents or guardians can be contacted in case of an accident or illness.

SUPERVISION

Adults in charge of a before or after school activity or meeting must directly supervise all children involved in that activity or meeting as well as their own children. Students will always be supervised in the school and at recess.

TECHNOLOGY

Kindergarten through second grade classrooms have iPads. Third through sixth grade students have one-to-one Chromebooks. Each grade level has technology standards that are introduced during technology class (two times per week) and integrated into classroom projects. All students learn about computer components, their purpose and how to care for them. They also learn to keyboard, computer code, create presentations, and use a variety of applications for learning. School provided devices are to be used for school assignment purposes only and not for random internet searching for communication outside of school needs.

GoGuardian is used to monitor student use of provided devices. A firewall and Google Safe search is deployed (word choice) to provide a safe on-line experience.

TEXTBOOKS

Textbooks are furnished by the school and are issued at the beginning of the school year. Students are responsible to keep books free of writing and in the same shape as they received the book. A student who loses or damages a book(s) must pay the full replacement cost of an identical volume(s). The average replacement cost is from \$40-\$70.

THEFT, VANDALISM, DESTRUCTION OF PROPERTY

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school provided resources and equipment. Students may be required to pay for damage to desks, lockers, other equipment, or property.

TITLE I

Title I provides funds to local school districts to support additional services and programs for children, grades K-3, who are working below grade level in the areas of reading and/or mathematics. **(Title 1 funds received in ISD #484 are based on the percentage of students who qualify for free and reduced lunches.)**

TOBACCO / NICOTINE-FREE ENVIRONMENT

Holy Trinity Catholic School Policy #522

The purpose of this policy is to maintain a learning and working environment that is tobacco and nicotine free. It shall be a violation of HTCS policy for any student or employee to use tobacco, tobacco-related devices, or nicotine in any form in a "school location". Holy Trinity Catholic School will act to enforce this policy and to discipline or take appropriate action against any student or employee who is found to have violated this policy.

VIOLENCE, POTENTIAL SITUATIONS

Holy Trinity Catholic School Policy #512

The purpose of this policy is to maintain a learning and working environment, which provides a safe, secure setting for students and employees. It shall be a violation of school policy for any student or employee to disrupt the school learning and working environment. Holy Trinity Catholic School will act to enforce this policy by taking such actions necessary including immediate suspension or expulsion.

VISITORS

The welfare and safety of the students is a primary concern of the school. All visitors, including parents and family, who wish to gain entry inside the school building must utilize the main secure entry and report to the office and sign in. All visitors must sign out with the office when leaving.

Any person in the building or on school grounds without permission will be considered a trespasser. If any student believes a person is in the school building or on school grounds without permission or without having followed visitor procedures, they should immediately inform a teacher or staff member.

Students should not open any locked, exterior door to anyone, even if they know the visitor. Visitors must be buzzed in by the main office.

Parents / guardians are welcome to visit the classroom. Arrangements should be made ahead of time with the teacher so as not to interrupt instruction time. For building security, all parents and visitors will sign in and out of the office.

VOLUNTEERS - FIELD TRIPS / IN SCHOOL

We provide safe and loving places for our students to grow in their faith. No person will be allowed to work or volunteer until the Safe Environment training and background check are completed, and the results of the background check are reported to the St. Cloud Diocese. This must be completed every 5 years. The Diocese of Saint Cloud contracts with Catholic Mutual Group and Selection.com for this purpose.

- New staff / volunteers should 'Register for a New Account.'
 - <https://stcloud.cmgconnect.org>
 - Indicate site as "Holy Trinity Catholic School".
- Current staff / volunteers should use their existing account. If you have any questions about your account, contact the HTCS office.

Volunteers at HTCS are expected to treat student matters that they observe, or be involved in, with confidentiality, to refer all discipline matters to school employees, and to follow all applicable employee policies while serving as a volunteer.

WEAPON FREE

HTCS prohibits weapons of any kind on school property. If a weapon is reported to be or found on school property, local law enforcement will be contacted to intervene as appropriate with the person or persons involved.

WELLNESS

Holy Trinity Catholic School #524

HTCS is committed to the optimal development of every student. HTCS believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

HTCS strives to ensure environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

This policy applies to all students and staff at HTCS.

Appendix

Staff Directory (320) 468-6446

NAME	POSITION	EXTENSION	EMAIL
Mrs. Michelle Litke	Administrator	212	mlitke@holytrinitypierz.org
Mrs. Alicia Cebulla	Administrative Asst	211	office@holytrinitypierz.org
Mrs. Nancy O'Malley	Accounting Clerk	214	accounts@holytrinitypierz.org
Mrs. Natalie Gruber	Programs Assistant	211	ngruber@holytrinitypierz.org
Mrs. Kristi Godbout	Media / Technology	202	kgodbout@holytrinitypierz.org
Ms. Johanna Becker	Music	204	jbecker@holytrinitypierz.org
Mrs. Rachel Przybilla	Physical Education	111	rprzybilla@holytrinitypierz.org
Mrs. Heather Cielinski	ECE / Preschool	106	hcielinski@holytrinitypierz.org
Mrs. Shirley Kimman	ECE / K-Readiness	109	skimman@holytrinitypierz.org
Mrs. Lonna Becker	Kindergarten	105	lbecker@holytrinitypierz.org
Mrs. Grace Radunz	Kindergarten	103	gradunz@holytrinitypierz.org
Ms. Leah Scholl	1st Grade	102	lscholl@holytrinitypierz.org
Mrs. Stephanie Lanners	2nd Grade	304	slanners@holytrinitypierz.org
Ms. Graci Stangl	2nd Grade	303	gstangl@holytrinitypierz.org
Mrs. Kelly Gangl	3rd Grade	307	kgangl@holytrinitypierz.org
Mrs. Barb Miller	4th Grade	306	bmiller@holytrinitypierz.org
Ms. Kaylin Cherne	5th Grade	303	kcherne@holytrinitypierz.org
Mr. Mark Wolters	6th Grade	304	mwolters@holytrinitypierz.org
Mrs. Robyn Skwira	Nurse	213	rskwira@pierzschoools.org
Ms. Miranda Hoheisel	Title I / Special Ed	301	mhoheisel@pierzschoools.org

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PARENT SIGNATURE PAGE

This family handbook contains policies and regulations on the rights and responsibilities of students, the code of student conduct, internet acceptable use and safety policy, and other items of importance to the students and parents / guardians.

On consent to follow the school's policies and rules:

- Fulfilling Holy Trinity Catholic School's mission is not possible without the cooperation of parents / guardians. Upon enrollment, parents / guardians and students consent to be governed by the policies and rules set forth in the enrollment agreement and family handbook.
- The policies and rules of Holy Trinity Catholic School are subject to change as deemed appropriate by the administration. The administration is the sole authority for interpretation of policies and rules.

On the school's right to sever agreements and ties with a family:

- "The education of a student is a partnership between the parents / guardians and the school. As a parent / guardian has the right to withdraw a child if desired, Holy Trinity Catholic School reserves the right to require withdrawal of a student if the administration determines the partnership is irretrievably broken." From S. Mary Angela Shaughnessy, *School Handbooks: Legal Considerations*, Third Edition, NCEA (2017).

Parents / guardians are required to sign and return this statement to the effect that they have received and read the family handbook and acknowledge the responsibilities outlined. Questions should be directed to the administrator.

Please return the notice to the office by **Friday, September 5, 2025**.

Parent / Guardian NAME _____
(please print)

Parent / Guardian SIGNATURE _____ DATE _____