

Parent-Student Handbook 2017-2018

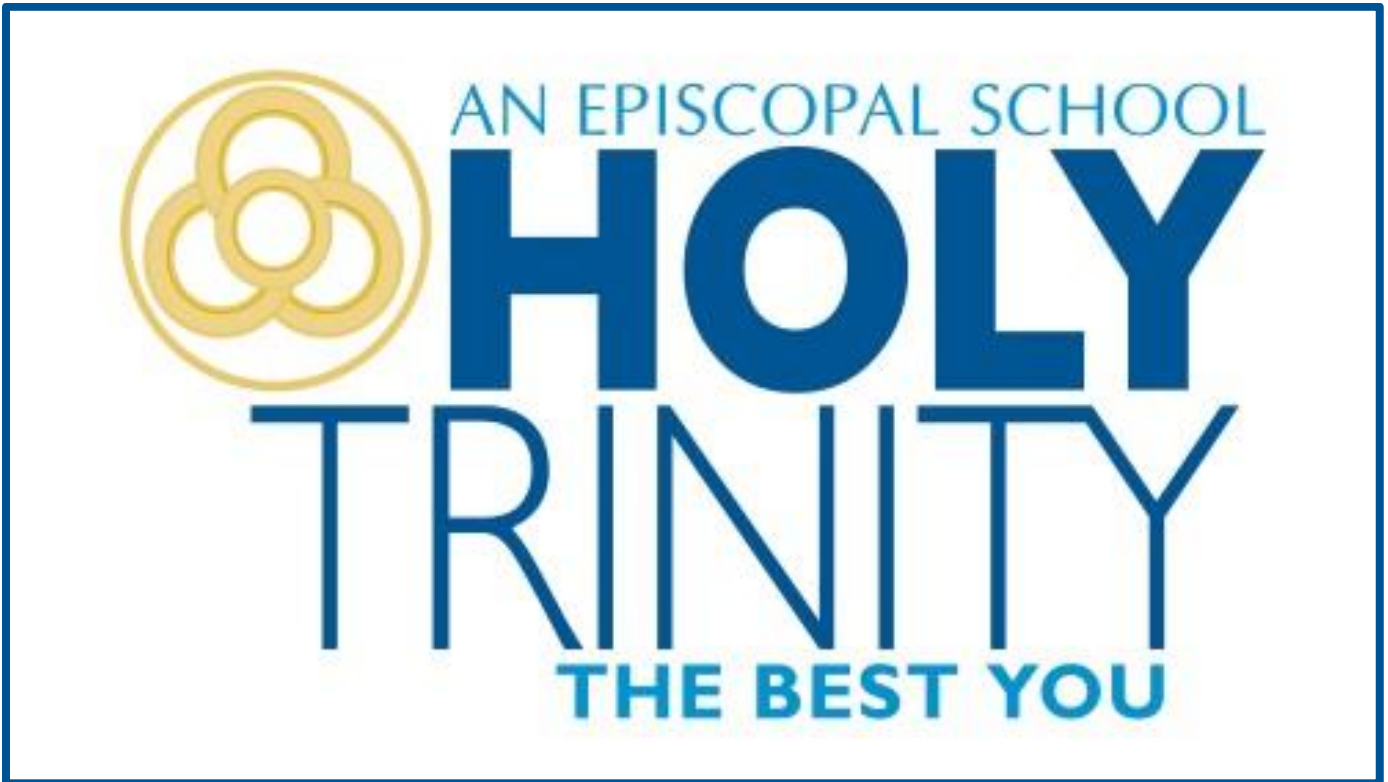


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VISION STATEMENT:

THE BEST YOU: Ever faithful to our Episcopal values of academic excellence, spiritual and moral formation, and inclusiveness, Holy Trinity will apply new thinking and best practices in Education. Inside and outside the classroom, we will nurture, teach, mentor, coach, and inspire boys and girls of diverse backgrounds and abilities to become their best selves. Confident in word and action, our graduates will be curious, creative, and active participants in life and in their communities.

MISSION & PHILOSOPHY STATEMENT:

Holy Trinity's program of study is intended to provide a well-rounded experience that will help children grow intellectually, emotionally, socially, physically, and spiritually. We appreciate that children are unique individuals with differing needs and gifts that must be nurtured and developed. Helping children recognize their talents and abilities in order to experience success in academic and social situations is the key to healthy self-esteem.

At the core of Holy Trinity curriculum is the individualized nature of each child's education. Our faculty strives to connect with students, to know each child as a learner, and to effectively partner with parents to best encourage and foster the strengths of our students.

Holy Trinity believes in educating the whole child and aims not only to teach core academic subjects, but also to emphasize athletics, the arts, community service, character development, and spirituality. Our commitment to the Anglican tradition of education, chapel services, community outreach, and faculty mentoring guide our children to be conscientious and responsible citizens. In the spirit of Christ, all members of the Holy Trinity community are expected to respect the dignity of fellow human beings.

STATEMENT OF DIVERSITY:

At Holy Trinity, diversity informs our ability to respect and value the self-worth of others. Reflecting our Episcopal values, we seek and celebrate diversity in all its forms – including but not limited to race, religion, gender, culture, sexual orientation, socio-economic status, learning strengths, and interests – and work daily to provide an environment where the richness of our difference empowers, educates, and elevates us as global citizens.

Adopted June 2015

NON-DISCRIMINATORY POLICY

Holy Trinity does not discriminate on the basis of race, color, creed, gender, sexual orientation, physical disability, or national origin in its student programs or in its consideration of applicants and hiring of faculty or staff. It does give priority in admissions as follows: (a) members of Holy Trinity Parish; (b) siblings of students enrolled or previously enrolled; (c) students of current faculty/staff; (d) students of Holy Trinity graduates; (e) members of other Episcopal parishes; (f) all others.

FROM THE HEAD OF SCHOOL:

Dear Holy Trinity Families,

This handbook is intended to inform the parents and students of Holy Trinity of its practices, policies, rules, and regulations. It is designed to answer questions you may have about the School and to familiarize you with its workings. Not every area can be addressed in a book of this nature. Please direct any additional questions or concerns to the School administration.

Our mission as an Episcopal School is to help our young learners grow into caring, considerate, engaged, and healthy individuals. It is important that we, parents and the School, work together to build a moral framework for our young people. Through our collaboration, we can provide our students with the academic and spiritual foundation they need to become tomorrow's leaders!

The Learning Triangle:

To facilitate this cooperative and collaborative atmosphere, Holy Trinity has "The Learning Triangle". The sides of this triangle represent the School, family, and student, each working together to provide the best educational experience for the students.

Each side of the triangle has responsibilities:

School: Respond to the needs of the students and parents.

Parents: Respond to the School's recommendations and their children's needs.

Students: Demonstrate a willingness to learn and to respect the School and parents.

Cooperation and communication among these three sides are essential for the triangle to be successful. Active parent participation and support of school policies and programs are essential in nurturing our students' academic growth. Together, the goals of education can be reached.

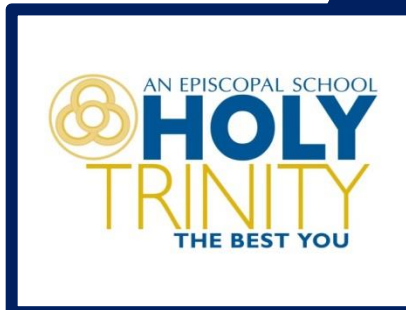
This handbook is presented in the spirit of helping all of us achieve our common goal of working together efficiently, comfortably, and in the friendly atmosphere that has been a tradition of Holy Trinity. It is the responsibility of our families to read and understand its contents. Conversely, the School will notify you regarding any changes or revisions to these policies and practices. I look forward to working closely with you to make Holy Trinity the best school it can be.

Regards,



Michael S. Mullin
Head of School

THE HOLY TRINITY LEARNING TRIANGLE



Students

Demonstrate a willingness to learn and to respect the School and parents

Parents

Respond to the School's recommendations and their children's needs

School

Respond to the needs of the students and parents

EXPECTATIONS OF A HOLY TRINITY PARENT:

Parents represent one corner of the School's triangle, with the students and Holy Trinity representing the other two corners. These three parts work together to fulfill the School's mission. The expectations and responsibilities of a Holy Trinity parent include:

- Being aware of and following school and classroom policies and activities by reading all sections of the Parent/Student Handbook, the School website, weekly newsletters, and classroom letters/notices.
- Making sure your student is well rested and healthy (an ill student needs to be home), has the necessary supplies, is dressed appropriately, and has a nutritious snack and lunch.
- Communicating with your student's teacher by promptly responding to notes, attending conferences, and sharing any family concern/crisis that may impact your student.
- Overseeing the completion of homework - as appropriate by age and grade - by checking Parent Portal, assignment books, and guiding your student as needed.
- Helping your student set up realistic expectations, as well as supporting consequences when school policies and procedures are not followed.
- While the School believes that this Handbook is complete, it is impossible to anticipate every issue that might arise during the school year. The administration reserves the right to make decisions during the year regarding any issue that would affect the well-being of students, faculty and staff.

EXPECTATIONS OF A HOLY TRINITY STUDENT:

There are certain commitments and responsibilities expected of a Holy Trinity student. Students at Holy Trinity represent one corner of the school's triangle, with their parents and the School representing the other two corners. These three parts work together to fulfill the School's mission. It is the responsibility of both parents and educators to provide a moral framework where students can grow, develop, and learn to make good choices. Students need to learn that kindness, honesty, generosity, and respect are signs of strength. Above all, our students need opportunities to learn what is wrong and practice what is right.

Code Of Conduct

A Holy Trinity student will be responsible for his/her conduct at school and when attending school-related events or activities. The expectations of a Holy Trinity student are as follows:

- Each student is responsible for maintaining academic integrity.
- Each student should treat every faculty and staff member with respect and dignity.
- Each student should conduct himself/herself in a manner that focuses on safety and respect for the rights and property of others, both on and off school grounds.
- A student shall not harm another person physically, verbally, or emotionally.
- The possession or sale of drugs, alcohol, tobacco, or weapons is strictly forbidden.

Behavior

The basic expectation at Holy Trinity is that students will follow the Golden Rule: treat others, students, teachers, and staff, as you would like to be treated. We believe that it is through this expectation that an atmosphere of respect for self, others, and their surroundings is established. All students are expected to obey the following:

- Always act toward each other in a respectful, kind manner.
- Listen and attend to instruction and work in all classes.
- Walk in the buildings without disturbing other classes.
- Stay to the right on stairs and in halls.
- Obey the Safety Patrols.
- Keep hands and feet to yourself at all times.
- Use bathrooms quickly, quietly, and neatly.

SCHOOL BACKGROUND & TRUSTEESHIP:

History Of The School

Holy Trinity originally was established as a preschool in 1963. Through continued expansion, the School has grown steadily, providing a nurturing environment for students from preschool through eighth grade. Holy Trinity is affiliated with the Episcopal Church as a Parish Day School; it is a co-educational, independent day school, providing for students of diverse backgrounds and faiths.

History Of The Church

Holy Trinity Church stands at the site of “Henderson’s Chapel,” completed in 1712 by the Rev. Jacob Henderson and his wife, Marie DuVall Ridgely. Henderson’s Chapel was deeded to the Church in 1737 when the Rev. Jacob Henderson sold the land called “BelAir” to Gov. Samuel Ogle and Col. Benjamin Tasker. The present building dates from 1836.

Board Of Trustees

The Board of Trustees is empowered by the Vestry of Holy Trinity Episcopal Church to operate Holy Trinity. The Board develops the policies of the School and delegates to the Head of School the day-to-day administration of school affairs. The voting members of the Board consist of eight to 11 members elected by the Board from the school community, the alumni community, and from the greater community. Holy Trinity Parish selects two to five voting members who are elected by the Parish to participate on the Board. The Head of School and the Rector of the Holy Trinity Church are ex-officio, non-voting Board members. Any person who wishes to serve on the Board must commit to giving time and energy to fulfilling responsibilities and contributing to the development program of the School, including strategic goals, financial support, and active involvement in annual and capital giving. Selection of Board members is based on background, interest, character, and representation, taking into account the diversity of the community. Names of the members of the Board of Trustees are listed on the School web site.

Addressing The Board Of Trustees

Parents should contact the Board Chair if they have a concern or idea to present to the Board of Trustees. The Chair will determine whether the issue should be presented in writing or in person at a Board meeting. If the concern is of a classroom or administrative nature, the parent needs to confer first with the appropriate Division Head. The Head of the School should be contacted if the concern cannot be resolved.

GENERAL SCHOOL POLICIES & PROCEDURES

Regular School Hours

	Discovery & Explorer	Kindergarten	Grades 1-4	Grades 5-8
Full Day	9:05 am to 2:45 pm	8:30 am to 3:15 pm	8:30 am to 3:00 pm	8:35 am to 3:40 pm
Half Day	9:05 am to 11:45 am	8:30 am to 12:15 pm	8:30 am to 12:00 pm	8:35 am to 12:20 pm
Band Practice 7:45 am (High School Prep)				

Arrival & Dismissal Times

DIVISION	ARRIVAL TIME	DROP-OFF	DISMISAL TIME	PICK-UP
Preschool	8:45 to 9:00 am	The Daisy Lane School Entrance Curb	2:45 to 3:00pm	The Daisy Lane School Entrance Curb
Kindergarten	8:15 to 8:25 am	The Daisy Lane School Entrance Curb	3:15 to 3:30pm	The Daisy Lane School Entrance Curb
Primary School (1 st - 4 th)	8:15 to 8:30 am	Driving Route	3:00 to 3:25 pm	Adult-guided dismissal
High School Prep (5 th - 8 th)	8:15 to 8:35 am	High School Prep Entrance Curb	3:40 to 4:00 pm	Parking Lot

For the safety of all students, parents must follow the directions of the faculty/staff members on carline duty. The School does not allow limousines to drop off or pick up students. Any student remaining in carline after the established pick up time will be sent to Extended Day and fees will be charged.

Arrival & Dismissal Policies

- Please drive slowly and cautiously.
- Pay attention to all directional signs and arrows, as well as to the instructions of staff on duty.
- For safety reasons, all children should be on the passenger side of the vehicle. Faculty or safety patrols will assist young children exiting from the car.
- Passing other cars in any carline is prohibited.
- Please stay at your vehicle while dropping off or waiting for children in carline. Unattended vehicles hold everyone up when lines depart. It is Maryland State law that your car **MUST** be turned **OFF** while waiting in the Primary School and High School Prep carlines. The fumes and heat generated by running cars make it difficult for the teachers and children who must walk through the carline. Turning your car off in carline also eliminates the possibility of a driver or mechanical error while children are passing between cars.
- High School Prep students should be dropped off **ONLY** in the driveway in front of the main entrance, not in the parking lot.
- If you need to come in to the school, drop your children off in carline first, and then park in a marked spot.
- According to state law, children may not be left in a car and unattended cars may not be left running. If you need to come in to the building, please park in a marked spot, and have your child/children accompany you.
- Maryland law requires that all children who are 6 years old and younger (regardless of weight) or who weigh forty pounds or less (regardless of age) be secured in a federally approved safety seat that is properly installed.
- Good-bye rituals are helpful for drop off to make the transition smooth. Keep it short and sweet. This is particularly helpful for the younger students. A funny little farewell (“See you later, alligator”) or a special kind of hug or kiss can help. Remember to say,
- If your child will be walking or biking to school, you will need to discuss this situation with the school office. Please call to make these arrangements.
- Students will receive an unexcused tardy 5 minutes after the end of arrival time. **All parents must report to the office and sign the student in when arriving after the regular arrival time.**
- Parents of Primary School students need to have their carline number displayed on the visor or dashboard on the driver’s side. It is important that your children in the Primary School know their carline number. Your children will need to stay focused and listen for the correct carline number.
- Please contact your child’s teacher whenever your child is going home with someone other than the normal driver. At the Primary School, that person should display that child’s name or carline number in the front window of the vehicle.
- Dismissal for students in The Daisy Lane School takes place inside the building. There is no afternoon carline.
- All early departures should take place no later than 45 minutes before the regular dismissal time. This will ensure safe departure prior to parking lot congestion.

- The school needs to be informed of early departures, especially if someone other than the parent is picking up the child. We will ask any unfamiliar person for photo identification.
- Any child remaining in carline after the established pick up time will be sent to Extended Day. A fee will be charged for each child. Children are never left unsupervised.

Emergency 2-Hour Early Dismissal

Discovery & Explorer	Kindergarten	Grades 1-4	Grades 5-8
12:45 pm	1:15 pm	1:00 pm	1:40 pm

Emergencies or Weather-Related Closings

The School follows the Prince George’s County Public School system closures and delayed-opening or early-closing schedules. Please follow news, check www.pgcps.org or www.htrinity.org for instructions involving weather-related delayed openings, early dismissals, or school closings. Holy Trinity will not follow the Prince George’s County Public School System for heat-related closings since the School is fully air-conditioned.

On the rare occasion that Holy Trinity makes a decision independent of the county school system, parents will be notified via email and the emergency notification system.

On days when school opens two hours late due to weather conditions, AM Extended Day and AM band rehearsal will begin two hours late. When Holy Trinity is on a half-day schedule and there is a morning delay due to inclement weather, the School will close for the day.

When Prince George’s County Schools cancels their after-school activities, Holy Trinity will cancel after school activities as well. When Prince George’s County Schools cancel their Extended Day services, Holy Trinity will cancel Extended Day services as well.

When school closes early due to inclement weather, there will be no Extended Day program or after-school activities. Parents will receive a 20-minute grace period after an unexpected dismissal due to an emergency or inclement weather. After the 20-minute grace period, parents will be charged \$6 for every 15 minutes during the first hour after the dismissal time. After one hour past dismissal, \$2/min or \$5/min (when late pickups for the semester exceed four times) will apply until the student is picked up. This late fee must be paid within 24 hours of that evening. This policy is in effect regardless of whether the parent is informed or not informed of the early dismissal.

Each student must have an emergency back-up person to pick him/her up during unexpected emergencies if you are unable to get here in a timely manner.

Accidents/Emergencies

Please keep your emergency information up-to-date by notifying the office and updating the Parent Portal database of any changes. In the event of an accident or sudden onset of illness, the School will seek proper care for a student and the emergency contact on file will be reached as soon as possible.

Adjustment Period Policy

It is normal for students to have some temporary fears about starting a new school and being away from home. However, on some occasions these behaviors may not lessen. Now, a conference will be held to discuss these concerns. If it is determined that this setting is not the best possible environment for your student because of discipline problems or because his/her individual needs cannot be met to the fullest potential, a two-week notice of dismissal and suggestions for more appropriate alternatives for care will be given. If a situation arises that may endanger other students or faculty and staff, an immediate dismissal will take place.

Athletics – High School Prep

Physical education and athletics are an integral part of Holy Trinity's education and, from its earliest days, athletics has been embedded in the school's founding principles of helping students grow in mind, body, and spirit.

There are activity fees associated with participation in the sports program. While we are very mindful of the additional expense, the School views these fees as being an equitable solution to the cost of supporting such a large and robust program. Information on fees and due dates will be provided by the Athletics Director prior to beginning of the season of each sport.

For a more complete explanation of the policies and procedures for Holy Trinity's Athletic program, parents and students should visit the [Athletic tab](#) on the School's website.

Attendance & Absences

Regular attendance is crucial to on-going academic progress. The School relies on parents to see that absences are avoided and that requests for special excuses are kept to a minimum. Parents are asked to notify the School as soon as possible if a student will be absent. Requests for homework must be made before 12:00 noon, so that teachers may assemble the books and instructions. Materials may be picked up at the office or sent home with a sibling or friend. High School Prep homework may be picked up in the Main Office between 4:00 pm and 6:00 pm.

We respect the observance of religious holidays and understand that students may be absent for this reason. Please address a note explaining the circumstances of the absence to your student's teacher. Teachers will try to keep each student fully aware of classroom activities.

Habitual absences as determined by the school's administration may result in a student not being promoted to the next grade, or in the case of an 8th grade student, not graduating with a diploma.

Cell Phone/Telephone Use

Holy Trinity does not permit its students to bring cell phones to school. Students found to have a cell phone on school grounds will have it confiscated. The cell phone will only be returned to parents after they have met with the Division Head. The use of cell phones by parent volunteers is forbidden on school field trips or school-sponsored outings. The School offices will make telephones available for students during the school day and following after school activities.

Chapel & Special Communion

Chapel is held weekly in each division. The Rector leads Communion Services for students in grades 1-8 at Thanksgiving, Christmas, Ash Wednesday, Easter and at the end of the school year. Participation in Communion is a parent-student decision. Students will be bused to Chapels as needed. Parents are invited to attend. Please do not sit in an area designated for a class. Please do not use flash cameras or video cameras during any services.

Community Directory

The community directory lists all school families alphabetically by the student's last name. The directory is available on the school website under the Parent Portal link. It is the responsibility of parents to ensure that the data on their student is current and complete. This directory should be used only for school-related activities and family interactions. This roster is not to be used for solicitation purposes.

Concerns

When a parent wishes to express a concern please follow the proper chain of command established by the school administration.

1. Individual teacher, homeroom teacher, or coach as needed.
2. Division Head or Director of Extended Day depending on the issue.
3. Head of School.

Parents and students will model civility in all contact with faculty/staff and will be supportive of school policies, academic and disciplinary decisions.

Contacting Teachers

Please schedule a conference through the office staff. **Do not seek out a teacher before or during the day when he/she is preparing for the students.** The teacher will contact you as soon as possible. When emailing a teacher, please allow two days for a response.

Dispensing Medication

We cannot administer any prescribed or over-the-counter medication to your student without a medication authorization form on file. All medication (in the original container) must be hand delivered to the School by the parent or responsible adult. Students may not have medication with them at school or at any school-sanctioned activity. Parents must sign forms authorizing the dispensing of medication. All medications must be accompanied by our **Parent Request to Administer Medication at School and Physician Order Form** which is available on our website and must be signed by a doctor.

If your student has medical conditions such as asthma and allergies listed on Parent Portal and you do not keep medications at school, the school's course of action, if an incident occurs, will be to call 911 and then the parent.

Emergency Notification System

An emergency notification system will alert parents/staff/faculty to school closings and unscheduled changes in school events. This emergency notification system will notify the phone number(s) provided by parents/staff/faculty with the alert message. Parents/staff/faculty have the option to have the emergency notification system notify alternative numbers depending on the time of day. For example, an alert message made between 6:00 pm and 6:59 am can be delivered to the home number. The call can be made to a work number or cell phone for an alert message sent out between 7:00 am and 5:59 pm. The caller ID for this alert message is 411-411-4111. **When receiving a call, please answer the phone with a "hello" as the message will not activate until you speak.**

Extra Clothes

The School requires all Preschool students to keep a change of clothes at school. Kindergarten students should keep a change of clothes (non-uniform) in their backpacks. Please be mindful of changes in the season and re-send a different set of clothing as needed.

First Aid

First Aid procedures such as Band-Aids and ice packs will be applied for minor scrapes/bruises. Faculty/staff are trained in First Aid and CPR. There is an automated external defibrillator (AED) on each campus. In the event of an emergency, the School will seek immediate medical care and notify the parent(s) as soon as possible. In the event of a serious accident, a written report will be filled out and made available to parents within 48 hours.

Graduation

Graduation is an important culmination of the 8th grade year. **All financial obligations must be complete and the 8th grader must attend ALL the graduation practices held during the last weeks of school to participate in the graduation ceremony.**

Health Inventory and Immunization Certificate

We adhere to state regulations regarding health inventory and immunization records for your student. The Health Inventory must be completed prior to the first day of school. Parents and the student's physician must complete these forms. Please make sure all the information is filled out, including that on lead screening and immunizations.

Health Policy

When you bring your student to school, you are certifying to us that your student is healthy and able to participate in all class activities, including recess. The School reserves the right to require you to come and pick up your student when he/she exhibits certain medical symptoms. We follow recommendations of the Maryland Department of Health and Mental Hygiene regarding infectious and communicable diseases. **Students who become ill at school must be picked up immediately (i.e., within one hour of notification).** If a student develops

or is exposed to an infectious or communicable disease other than the common cold, the Division Head needs to be informed. Health regulations prohibit students with a communicable disease from attending school.

The following conditions require your student to be home for at least 24 hours: fever, diarrhea, vomiting, runny nose, excess cough, congestion, ear, nose, and throat infections, and impetigo. When a student has fever or vomiting, he/she should be home for an additional 24 hours after these symptoms cease or after medication has been administered.

Your student may return 24 hours after medication has been administered for the following conditions: rash, conjunctivitis, and ringworm. These conditions may require a doctor's certificate for the student to attend school. In the case of head lice, your student must be treated and be lice free before returning to school.

Students physically unable to participate in outdoor activities need to remain at home. Staffing requirements do not permit us to keep individual students indoors. Parents must inform the office if their student suffers from allergies or asthma. Parents are asked to supply the needed medications with our **Parent Request to Administer medication at School and Physician Order Form** which is available on our website and must be signed by a doctor.

Library & Textbooks

Students are accountable for maintaining the good condition of library books and textbooks. Replacement costs of lost or badly damaged books are the responsibility of the student. All textbooks assigned to the student must be covered with book covers.

Lost & Found

These items are placed in Lost & Found boxes. In the Primary School, the Lost & Found box is located in Parish Hall. In The Daisy Lane School and High School Prep, Lost & Found boxes are located near their respective school offices. Please write your student's name on his/her items, so these articles can be returned.

Office Hours

Office hours for both campuses (academic year) are 8:00 am to 4:00 pm daily. Summer office hours are 8:30 am to 3:00pm daily for the Annapolis Road campus and 8:30 am to 3:30 pm for the Daisy Lane campus. The Main Office telephones on the Daisy Lane campus will be manned until 6:00pm.

Parent Portal

Holy Trinity makes available to its parents a Parent Portal through which parents can provide the School with important family information as well as emergency contact information. The Parent Portal contains a directory of families and is the means through which parents can access their child's Progress Reports and Report Cards. It is also used by parents to sign up for the "Get to Know You" and Parent-Teacher Conferences.

Parents may access the Parent Portal through the school's website found at www.htrinity.org. Click the "Parents" tab, click "Parent Portal", and then "Click here to Access." Parents should then enter their username and password, which has been provided to you by the School. Besides providing the information mentioned, the Parent Portal provides parents access to their child's homework assignments for students in Grades 3 to 8. For students in Grades 5 to 8, the Parent Portal will also give you access to your child's on-line grade book and his/her daily schedule.

Parents are strongly encouraged to become familiar with the Parent Portal. It is a vital tool in our effort to keep parents informed regarding their child's performance as well as the building of a stronger Learning Triangle.

Questions & Concerns

Throughout the year, questions or concerns may arise regarding specific procedures or policies for the whole school or just your student's class that may not be covered in this Handbook. New policies or procedures that develop during the school year will be communicated to parents in a timely manner.

Safety and Security

All visitors to the School must report to their respective school office for a visitor badge. Do not go directly to your student's classroom. For security reasons, the office must be aware of who is in the building. If you come to the Primary School for chaperoning field trips, special activities, or conferences, you must park around the perimeter of the parking lot. The black top is used for recess and physical education classes.

Please note: Security cards are deactivated between 9:00 AM and 3:30 PM for security reasons.

Tardiness

An important component of Responsive Classroom is starting each day with a Classroom Morning Meeting. A late arrival not only impacts the learning of the tardy child, but also affects the learning of classmates. The school understands that occasionally children will be late. However, when it becomes a regular occurrence, the school must act to encourage compliance with this important life skill as well as safeguard the environment being created in each classroom. To achieve this goal, the school has revised its policy for Tardiness as follows:

Upon receiving a fourth tardy during any one trimester, the parents of the tardy child will be assigned a \$10.00 late fee for each additional tardy. Parents will be billed monthly for any late fee incurred. Parents can keep track of their child's absences and late arrivals through the parent portal.

Additionally, tardy arrivals are noted on transcripts provided to high schools, and excessive late arrivals can adversely affect high school acceptances.

Toilet Training

All students must be fully toilet trained before entering Holy Trinity. As mandated by the childcare administration, every student must be able to clean himself/herself without assistance from an adult. If your student needs assistance, you will be contacted. We understand that students occasionally will have accidents. However, if your student is continually having accidents, you will be asked to find other arrangements for your student.

Vacations During The School Year

The School operates on the premise that regular attendance is crucial to on-going academic progress. It is the policy of the School not to assign specific lessons for student(s) who are taken out of school for a vacation. The student(s) must discuss with his/her teachers about completing schoolwork that is due during the time of the vacation.

Weekly Newsletter

Holy Trinity communicates through the school website (www.htrinity.org), parent emails, and newsletters that will be sent as electronic documents. The weekly newsletter is posted on the website to keep families informed of school events and activities. Printed material on grade-level information, permission slips, and order forms will be sent home as needed. Where possible, all school-related activities will be listed on the calendar posted on the school website.

ACADEMIC PROGRAMS & POLICIES

Academic Standards

The instructional program and curriculum at Holy Trinity are directed toward academic excellence. Our philosophy equally stresses the importance of attaining skills and knowledge and reaching a higher level of learning, where students understand the processes needed to learn and manage new information. We recognize the differences in individual learning styles. We encourage and challenge each student to perform at his or her highest potential.

Homework Policy

Teachers assign homework to first through eighth grades for the purpose of reinforcing skills taught in the classroom and to foster habits of independent study. Approximate lengths of time needed to complete the assignments will increase gradually through the grades.

Please note that there is a distinction made between homework and incomplete class work. If your student is taking longer than the allotted time to complete assignments, monitor him/her to determine the reason.

Teachers will personally contact parents of students who are having homework problems. In turn, please bring any homework concerns to the attention of your student's teacher. Homework at the kindergarten level is parent/student oriented.

All students at Holy Trinity are expected to complete assigned work in addition to what is accomplished at school. Homework is an important part of the total school program. Homework teaches students responsibility, accountability, good study habits, and self-discipline.

It reinforces concepts already learned, and prepares students for future concepts and information. Homework begins in Grade 1 and builds in frequency and duration with each new grade. Estimates for the amount of work a student might expect in each grade:

- Grade 1..... 10 to 15 minutes
- Grade 2..... 20 to 25 minutes
- Grade 3..... 30 to 35 minutes
- Grade 4..... 40 to 45 minutes
- Grade 5..... 1 hour and 15 minutes
- Grade 6..... 1 hour and 30 minutes
- Grade 7..... Up to 2 hours
- Grade 8..... Up to 2 hours

Students will be expected to read for some time each day in addition to any assigned projects or work. This is designed to promote fluency and proficiency in reading, and to foster a life-long habit of reading. Parents are encouraged to build in family reading times to their daily schedule and to model good reading habits.

An important component of The Learning Triangle is parental support of this policy. Each child is responsible for completing his or her work. However, parents can help their child by setting a consistent time and location for this work to be done, and providing needed support. By doing this, parents are sending a powerful message about the value they place on schoolwork.

Learning Resource

The Learning Resource Program seeks to assess student's performance on the essential skills and strategies necessary to be a successful learner. This assessment, along with classroom teacher input, will help identify specific areas where students would benefit from additional focused instruction. Students may receive instruction as needed either individually or in a small group with a Learning Resource Teacher.

Media Centers & Lending Materials

The Daisy Lane School Library/Media Center consist of more than 1,000 books chosen especially for children ages three to six years old. Children visit the library for a weekly story time.

The Primary School Library/Media Center offers over 6,000 books ranging from K to 8th grade reading levels. Weekly class sessions include instruction as well as time to check out books.

The High School Prep Library/Media Center houses a collection of about 8,000 titles selected to support the school's academic curriculum and to encourage the love of reading. Research and information literacy skills are taught and reinforced at the "point of need," with instruction given in conjunction with the classroom curricula. This is a partnership with classroom

teachers, preparing and presenting instruction as requested that directly aids students in effectively and efficiently completing projects. Both book and automated sources are used in this instruction.

While all students are allowed to check out library materials, specific borrowing policies vary depending on the age of the student. There are no overdue fines; however, replacement costs for lost or damaged books will be assessed at the end of the year. Final report cards and achievement test results are withheld until all books are returned and delinquent media fees are paid. All 1st- 8th grade students must comply with the School's acceptable use policy for computer/internet usage.

One-to-One Program

Holy Trinity launched a 1:1 laptop program in August 2017. Computer technology became a large part of daily life before today's students were born. This initiative bridges a gap between the computer technology available in school and out of school. Our students develop an appreciation for the deep learning that results when technology is used effectively as part of their formal education.

Student laptops are purchased and owned by the student's family. The devices will be filtered the same way student computers are currently filtered. Students' only Internet access is through Holy Trinity's filter while on campus. Any attempt to bypass the school's Internet filters will result in disciplinary action. The Holy Trinity filter is in place while students are connected to the Holy Trinity network but is lifted when the device is connected to a public or home network. Parents are encouraged to frequently monitor the apps and programs which their children download.

Students will use their laptop at home and in the classroom, to collaborate with students and teachers, to perform research, and to do homework assignments. It will be integral to the way students work in courses across the curriculum. By allowing students and teachers to take advantage of the multiplicity of resources and tools available with the laptop, the program enhances and supports rigorous teaching and learning at Holy Trinity. During class time, the teacher will direct laptop use and determine if/how the device is used. When a student's laptop is at school, we view it as an educational tool. Using the laptop for gaming, social interactions, or viewing videos/movies is discouraged while at school.

Utilizing the school network or equipment, as well as personal laptops, to create, access, download, edit, view, store, send, or print materials or programs that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene, or otherwise inconsistent with the values or standards of the school, is prohibited. Using, accessing, distributing, or creating such resources may lead to disciplinary action.

While there will be charging stations located in various locations and classrooms, it is extremely important that students arrive each day with a fully charged device. Should a student need access to a charging station during the day, they should seek permission from their teacher. The student is responsible for placing the device in the station and retrieving it before leaving the room. Families are also encouraged to purchase protective cases and bookbags to prevent damage should an accident occur.

Outdoor Education Program

The Outdoor Education program at Holy Trinity School is an exciting environmental experience for our students and an important part of our curriculum. Our program strives to help our students be comfortable in the outdoors and to help them understand their responsibilities to conserve and protect our natural resources. Hands-on science activities, confidence-building, problem-solving, and group initiatives form part of each program. The Outdoor Education program begins in second grade. Overnight excursions begin in fourth grade through eighth grade. Information on each program will be provided to parents in a timely manner. Holy Trinity considers the Outdoor Education to be an integral part of the curriculum. If a student does not attend, the student must remain at home and will be marked Absent.

Parent/Teacher Conferences

Conferences are scheduled two times a year, during the midpoint of the first and second trimesters. In The Daisy Lane School and Primary School, parents will meet with their child's classroom teacher. In High School Prep, parents can request to meet with their child's teacher(s) or the teacher(s) may request a meeting with the parents. Additional conferences can be arranged at any time during the school year. Parents should notify the teacher of their request and a mutually convenient time will be set.

Standardized Testing

Students in grades 3-8 will participate in the Northwest Evaluation Association (NWEA) Measurement of Academic Progress (MAP) test. This test provides teachers with an understanding of the individual strengths of each student and the skills in which they can demonstrate competency. This data will be used to improve instruction.

Parents and students will be notified in advance of testing dates and the testing location. A copy of the results will be placed in the student's permanent folder.

Please do not schedule appointments or other activities during the testing times. Test dates will be listed in the academic calendar, in weekly newsletters and on the website.

Students must be on time to school and will not be admitted to the classroom after testing has begun. There is a \$40.00 testing fee charged for each missed day's testing because of absences; if a student is ill and cannot come to school, the fee will be waived provided the School is notified. Documentation of illness must be provided.

Student Placement

The most important consideration in student placement is the group as a whole. Boy/girl ratio, peer relationships, learning styles, and teaching styles are of fundamental concern. The Division Head and faculty make the final decision in placement of students. We will not honor requests for specific teachers nor will we switch students to different classes once the placement of the student has been decided.

Tutoring Policy

For the purpose of this policy, **tutoring** includes all assistance on academic work, whether part of the Holy Trinity curriculum or not, for which the instructor is paid. For the purpose of this policy, **lessons** include all non-academic work such as the fine arts, athletics, etc. that involve specific skill development.

- After-school extra-curricular programs organized by Holy Trinity are not included as part of this policy.
- This policy addresses questions arising when a Holy Trinity teacher provides lessons to a Holy Trinity student outside of the normal school context. This often arises when a student wants additional challenging material or needs special remedial help to achieve grade-level mastery. Most often students (through their parents/guardians) pay the teacher for the outside tutoring/lessons. Outside tutoring/lessons may take place over the summer, or may occur during the school year.
- Holy Trinity teachers are expected as a matter of course to provide regular additional help for the coursework of the curriculum during the school year. This policy does not address that regular situation, but rather when outside tutoring/lessons occurs.
- The terms and conditions of the outside tutoring/lessons relationship – e.g., where and when it will occur and how much the teacher will be paid – are established by the teacher and parents/guardians. Outside tutoring/lessons by definition falls outside of the responsibility of Holy Trinity. All legal or other obligations arising from outside tutoring are the sole responsibility of the parties (teacher-student-parent/guardian) involved.
- All exchanges of money will be between the instructor (of tutoring or lessons) and the parent.
- In any instance where a parent(s) guardian pays a fee to a teacher for tutoring/lessons, the parent(s)/guardian(s) must sign the Waiver and Acknowledgement form. This form can be found in the Net Community section of the Parent Portal. This form must be signed and returned to the school before lessons or tutoring can take place.
- To the extent the parties want tutoring/lessons to occur at Holy Trinity, they **MUST** ask the Head of School or her/his designee (Division Heads) for written permission. When making this decision, factors such as availability of space, insurance limitations, and Holy Trinity-related commitments (e.g., summer school, meetings, committee work, faculty training).
- Similarly, the parties may request to use Holy Trinity supplies or equipment, such as books, computers, copiers, etc. The Head of School or her/his designee (Chief Financial Officer) shall give written specifications as to how Holy Trinity supplies or equipment may be used, if at all, and the terms under which the parties may have to pay Holy Trinity for use of the supplies and equipment
- Providing lessons for the development of a specific skill must be approved by the Head of School or his/her designee. Outside providers (non-school employees) must submit a written request that states the student's name, time, request for space and days of the week. Outside providers must provide the school with a current background check before being given permission to provide services at Holy Trinity.

Grading

The Daisy Lane School

Preschool and Kindergarten teachers assess a student's progress on a developmentally appropriate list of academic and behavioral skills rather than giving an overall letter or numeric grade. Students are rated in terms of their progress towards mastery of a variety of skills in social, personal, developmental, language and mathematical areas.

Primary School Report Card Grade Legend

Achievement

O=Outstanding

C=Consistently Performing

P=Progressing Satisfactorily

N=Needs Improvement

Effort and Skill Assessment

Check plus=Exceeds Expectations

Check=Meets Expectations

Check minus=Needs Improvement

High School Prep Grades

A+	98 - 100	Superior performance and work
A	94 - 97	
A-	90 - 93	

B+	87 - 89	Good and better than average work on a
B	83 - 86	consistent basis
B-	80 - 82	

C+	77 - 79	Average or satisfactory work which is
C	73 - 76	adequate for grade level work
C-	70 - 72	

D+	67 - 69	Indicates below average work, less than
D	63 - 66	satisfactory, danger of failing
D-	60 - 62	

E	below 60	Failing

High School Prep Effort Grades

Effort grades, ranging from 1-5, are issued for each subject/course in grades 5-8. Effort grades are important since they indicate the teacher's assessment of the student's seriousness in approaching a given course. The following is a guide for translating effort grades into comments:

1 - Outstanding; 2 - Good; 3 - Adequate; 4 - Needs Improvement; and 5 - Unsatisfactory

The Holy Trinity “Effort Descriptors” chart is used for the assessment and determination of an effort mark. The areas of assessment include *Preparation, Homework Completion, Class Participation, Cooperation, and Work Ethic & Initiative*.

EFFORT	Preparation	Homework Completion	Class Participation	Cooperation	Work Ethic & Initiative
1	Consistently has required materials.	Completes homework assignments and meets deadlines independently.	Participates enthusiastically and appropriately on a daily basis.	Enthusiastically cooperates with the group and consistently follows directions.	Consistently uses class time wisely and seeks help when needed.
2	Regularly has required materials.	Regularly completes homework and meets deadlines.	Participates appropriately on a daily basis.	Willingly cooperates with the group and regularly follows directions.	Regularly uses class time wisely and generally seeks help when needed.
3	Usually has required materials.	Usually completes homework assignments and meets deadlines with teacher reminders.	Usually participates appropriately when called upon, may occasionally disrupt/distract others.	Usually cooperates with the group and generally follows directions.	Usually uses class time wisely and may seek help when needed.
4	Frequently forgets required materials.	Frequently has late or missing assignments and relies on teacher reminders.	Seldom participates appropriately and/or often disrupts/distracts others.	Frequently has difficulty cooperating with group and seldom follows directions.	Seldom uses class time wisely and rarely seeks help when needed.
5	Regularly forgets required materials.	Rarely completes homework assignments on-time and/or does not submit work after teacher reminders.	Rarely participates appropriately and/or frequently disrupts/distracts others.	Unwilling to cooperate with the group and rarely follows directions.	Rarely uses class time wisely and does not seek help when needed.

In assigning an effort grade to a student, the teacher looks at the whole child. No student will fit perfectly into one level. Therefore, in assessing an effort level, the teacher selects that level which best describes the student's overall performance in the class.

Report Cards & Progress Reports

The school year is divided into three trimesters. In the Primary School mid-trimester, interim reports are sent to students earning an N or below in any subject. In the High School Prep, mid-trimester progress reports are sent to all students. Students in The Daisy Lane School do not receive mid-trimester progress reports. Teachers will notify/contact the parents of any child experiencing any kind of slow down or difficulty, including behavior problems. A parent should contact a teacher with any concerns regarding a student's performance.

Kindergarten, Primary School and High School Prep report cards will be made available for parents via the Parent Portal on announced dates. Preschool students will be issued an end of trimester progress report in lieu of a report card.

Promotion & Progression Policy

Promotion to the next grade level is based on a student having successfully met the following requirements and obligations:

In High School Prep, Grades 5-8, passing all academic and co-curricular courses for the year.

The minimum passing grade is a "D-" as a final grade.

A student who fails a course for the year may not be promoted to the next grade.

- In The Daisy Lane School or Primary School, a student must be judged by the teacher and the Division Head to be of appropriate emotional, social, and academic development for the next grade.
- Regular school attendance.
- If a student has failed to do sufficient work in a course due to medical or family reasons, the Head of School can grant a waiver for that student. This waiver will give the student a specific time allotment in which to complete the work that the teacher deems as being essential for promotion to the next grade level. If a student fails to complete the work assigned by the teacher over the summer months or work assigned during a waiver period, the student will be required to repeat that grade.
- To receive a diploma from Holy Trinity, all graduating 8th graders must satisfy the obligations as outlined in this section. If a graduating student fails a course for the year, he or she will be given a Certificate of Attendance in place of a diploma. Parents will be notified well in advance of any promotion concerns.

Transcripts & Assessments

Transcripts, assessments, and teacher recommendation forms are confidential and will be mailed or faxed directly to the institution, not given to the parent. The teacher/staff needs ample time to complete and send the form by the deadline. The School will send two academic records/teacher recommendation forms free of charge for High School admissions for eighth graders. Each additional transcript will cost \$30. This \$30 fee must be paid prior to the processing of the third request for academic record/teacher recommendation form. The final transcript will be sent to the High School of choice at no additional charge.

CLASSROOM POLICIES & PROCEDURES

Birthdays

Students may celebrate his or her birthday by sharing a simple treat with classmates during lunch or snack time. The treats must be kept simple and preferably healthy. Individually wrapped treats are best. Since there is little available refrigerator or freezer space, ice cream, juice, or punch are not acceptable. We ask that you notify the student's teacher several days prior to the event. The teacher can advise you if any student has dietary restrictions that would prohibit his/her participation in the treat. There will be no class parties at school for students, and parents do not participate in these celebrations. Flowers, balloons, party bags, limos, and clowns are not permitted. If you are planning a home party for your child, please do not hand out invitations in school. If your student is attending a party after school, please do not send the gifts to school.

Birthday Book Program

It is a tradition for parents to present a book to the library in honor of their student's birthday. The Media Specialist acquires a special selection of current and favorite books for this purpose. Parents need to inform the office of their interest in this program by filling out a form and paying a nominal fee. Close to the birthday date or end-of-the-school year for summer birthdays, the student visits the library and chooses a book from the special selection. A bookplate honoring the student and his/her birthday is placed inside the front cover of the book. The student may keep the book for a week before it is returned to school and placed in library circulation.

Care Of School Property & Textbooks

Students are expected to treat the school building and items for their use with care and respect. Students who damage or lose items will be accountable for cleaning them or, if necessary, paying for the cost of replacement.

Field Trips

Field trips are an enriching, integral part of the curriculum at all grade levels. Field trips will be announced in advance. All students must have a signed permission form and all monies must be paid before participating in the trip. Students and parents will be notified of the appropriate attire for field trips. We encourage parents of The Daisy Lane School and Primary School students to be part of a student's field trip experience by chaperoning. There is a limit to the number of chaperones for each field trip. If a parent is not selected as a chaperone, they may not participate in the field trip. Use of cell phones, laptops, or tablets by parents will not be permitted while on the field trip and students may not bring any of the aforementioned devices with them. Due to liability reasons, siblings may not attend the field trips. It is Holy Trinity's policy that students and chaperones are not permitted to purchase souvenirs or participate in those activities that carry an extra fee. If the child does not attend the scheduled field trip, parents will be responsible for making other childcare arrangements for that day and the student will be marked Absent.

Holidays

Holidays are celebrated in each grade at the discretion of the teachers.

Halloween: In The Daisy Lane School and Primary School, a parade is an annual event followed by classroom parties. Parents are invited to observe the parades. We ask that costumes not be complicated; students should be able to dress themselves in the costumes without needing parent or teacher assistance. Costumes should not include masks, excessive make-up, weapons, or anything that resembles cuts, open wounds, or injuries.

Thanksgiving: Students are made aware of the needs of other people in the world and are encouraged to show compassion by collecting food for our community.

Christmas: The true spirit of the occasion is observed through carol singing, stories, special class activities, and chapels during the days prior to the holiday break.

Lunches

Unless participating in our lunch program available to Kindergarten through 8th grade, all students need to bring lunches daily. Your student's name needs to be written on lunch boxes and bags. If lunches are packed at home, please pack nutritional lunches with napkins and necessary utensils. We do not have facilities for students to heat or refrigerate foods. The student should be able to open their packed lunch. We discourage the delivery of food from fast food establishments for students at lunch time.

Lunch Program

Holy Trinity has selected Minute Events Catering as our lunch provider for students in Kindergarten through 8th Grade. Information regarding this program can be found on the School's website as well as the company's website: www.minuteevents.com

Questions regarding food or policy, including missed lunches, late orders, credits, and changes/cancellations, or quality and service, should be directed to the vendor, not the school.

Snacks

All classes, 1st through 8th grade, have a midmorning snack break. Fruits, veggies, granola bars, cheese, and crackers are good snack choices. The School provides the snack for The Daisy Lane students. **No soda, candy, or gum are allowed on school premises.** Please do not use glass containers to pack snacks or lunches. Students found possessing food or snacks outside designated areas and times will have the food or snack confiscated.

Toys & Electronic Games

Students are not to bring iPods, tablets, MP3 players, electronic games, cell phones or any other electronics, toys, or stuffed animals to school. These items are a distraction to the student, teacher, and the rest of the class during class instruction and work time.

STUDENT INFORMATION

Academic Dishonesty

The School considers academic honesty and integrity to be an ideal of the highest order. All students are expected to hand in papers, tests, and projects that reflect their own work only. Furthermore, it is expected that students will not provide information about a test they have taken to those students who have not yet taken the test. This is not to imply, however, that students cannot share notes, hold peer study sessions or to work collaboratively prior to the test being given. The same applies to homework. Cheating in any form and plagiarism, the presentation as one's own words, ideas, solutions, figures or information of another without teacher authorization, is a serious breach of Holy Trinity's academic standards. In cases where a student has been given another student's work, that is to be graded, to copy directly or indirectly, both the giver and the receiver of the work or information will be considered guilty of academic dishonesty. Students who violate this standard will receive a zero for the work and may be suspended.

Backpacks

All students are encouraged to use backpacks to carry school materials between home and school. Students in The Daisy Lane School and Primary School should use only the standard backpack. Roller backpacks may be used only by High School Prep students. Mini suitcases or mini backpacks are not allowed for any student.

Behavior

The basic expectation at Holy Trinity is that students will follow the Golden Rule: treat others, students, teachers, and staff, as you would like to be treated. We believe that it is through this expectation that an atmosphere of respect for self, others, and their surroundings is established. All students are expected to obey the following:

- Comply with all classroom rules and expectations.
- Always act toward each other in a respectful, kind manner.
- Listen and attend to instruction and work in all classes.
- Walk in the buildings without disturbing other classes.
- Stay to the right on stairs and in halls.
- Obey the Safety Patrols.
- Keep hands and feet to yourself at all times.
- Use bathrooms quickly, quietly, and neatly.

Bullying – Anti-Bullying and Harassment Policy

Introduction:

Holy Trinity: An Episcopal School prohibits both active and passive acts of harassment or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Holy Trinity students are expected to conduct themselves in a manner in keeping with their levels of development and maturity with a proper regard for the rights and welfare of other students, faculty/staff, volunteers, and contractors. Faculty/staff will encourage students to support those who walk away from these acts and will constructively attempt to stop and report negative behavior to the designated authority. The School prohibits reprisals against anyone who reports an act of harassment or bullying. There will be consequences for a person found to have falsely accused another as a means of bullying or harassment.

Scope of policy:

This policy applies to preschool through 8th grade students and pertains to events on or off school property and at any school-sponsored event and field trip. Furthermore, one does not cease being a Holy Trinity student when not on campus. Therefore, any enrolled student who engages in behaviors and/or activities off campus that reflect poorly upon the School or cause physical or emotional discomfort to other enrolled students is subject to the disciplinary outcomes outlined in this policy.

Definitions:

“Harassment” or “bullying” is conduct that meets any of the following criteria:

- any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – internet, cell phone, personal digital assistant, or wireless hand-held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. (This is not to be confused with the good-natured banter that goes on as part of the normal social interchange between students.)
- is based on a student’s actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics;
- adversely affects the ability of a student to participate in or benefit from Holy Trinity’s educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect;
- subjects a student(s) to reasonable fear of physical harm or emotional distress
- happens repeatedly;
- negative actions that result in the victim being unable to defend him/herself;
- exclusion and isolation of another student(s);
- intrusion through interfering with personal possessions or locker;
- threats, including demands for money; or
- reprisal or retaliation against any person who reports an act of harassment or bullying.

Procedures for Reporting and Handling of Incidents of Bullying/Harassment:

- Students should discuss any incident of bullying/harassment with a teacher or another trusted adult within the school.
- Parents/guardians should contact the homeroom teacher regarding incidents of bullying/harassment.
- Appropriate personnel will interview all the students involved in the incident, and will document the incidents.
- The Division Head will be kept informed and have access to relevant records. He/she will monitor progress by working with students involved (separately) at follow-up meetings.
- Where the incident is deemed to be minor, a verbal warning will be given to the perpetrator, pointing out the breach of the Student Code of Conduct and trying to get the perpetrator to see the situation from the target's point of view. If deemed appropriate, parents may be contacted. The incident will no longer be considered if there is no recurrence within that academic year.
- If the behavior persists, the Division Head and the parents/guardians of the targets and perpetrators will discuss the matter. Appropriate sanctions will be imposed. The incident will no longer be considered if there is no recurrence within that academic year.
- Where the incident is deemed to be more serious, the Division Head and Head of School will be informed immediately.
- Sanctions/consequences may include
 - A contract of good behavior;
 - School community service;
 - Temporary removal from the classroom;
 - Classroom or administrative detention;
 - Withdrawal of privileges;
 - Referral to Division Head;
 - Suspension or Expulsion
- Consequences for falsely accusing another student of harassment for bullying may range from positive behavior intervention up to and including suspension or expulsion.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved;
- Degree of harm;
- Surrounding circumstances and context of the alleged incident;
- Nature and severity of the behavior(s);
- Incidences of past or continuing pattern(s) of behavior; and
- Relationship between the parties involved

Response Time:

The Head of School, Division Head or another designated administrator is responsible for determining whether an alleged act constitutes a violation of this policy. An administrator shall conduct a prompt and complete investigation of each alleged incident to be completed within three school days after a report or complaint is made.

Cyberbullying

Technological change in education means we are facing the largest transformation of how our students receive, interact with and respond to learning experiences the teaching profession has ever seen. These changes mean that schools and early childhood settings are now broader than the walls of a classroom. Teachers, students and parents are increasingly using digital technologies to teach, learn and communicate, challenging the traditional concept of a school. Having said this, Holy Trinity will support students to develop the skills needed for critical evaluation, online collaboration and communication and behaviors which support the safe, responsible and ethical use of digital technologies – essential to participating in life and work in the 21st century.

Cyber bullying is when someone uses technology (phones, computers, tablets, etc.) to deliberately and repeatedly target someone. Cyber bullying is usually conducted on several occasions from one individual to another or from a group of people to another group of people. Although cyber bullying is considered to happen several times before it is considered bullying, Holy Trinity will respond to and investigate initial reports of cyber bullying.

Types of Cyberbullying:

- **Cyberstalking:** Continuously harassing and denigrating, including threats of physical harm.
- **Denigration:** Sharing mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
- **Exclusion:** Intentionally leaving someone out of a group, such as instant messaging, friend sites, or other online group activities.
- **Flaming:** Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
- **Harassment:** Repeatedly sending malicious messages to someone online.
- **Impersonation:** Pretending to be someone else when sending or posting mean or false messages online.
- **Outing:** Sharing secrets about someone online, including private information, pictures, and videos.
- **Trickery:** Tricking someone into revealing personal information and then sharing it with others.

Children and young people can also be affected by hostile behavior that does not fit the definition of cyber bullying. For example, a one-off insensitive remark or joke online or via text is not cyber bullying by definition. However, the impact can still be widespread due to the rapid spread of the content and the relative permanency of the message sent. Because of this, cyber bullying will be taken very seriously at Holy Trinity. In serious cases, the police may need to be involved. In most cases cyber bullying will be dealt with internally by the school. Parents, students, teachers, the Division Heads and the Head of School may be involved in discussions and investigations regarding reports of cyber bullying.

All cases will be dealt with on an individual basis. The Head of School, along with the division head, will be responsible for deciding what disciplinary actions will be taken against students who engage in cyber bullying. Parents are encouraged to support the school by taking similar

action at home to reinforce the unacceptability of cyber bullying. If you suspect that your child is being cyber bullied, it is imperative that you notify your child's Division Head or another staff member. Any evidence, such as screen shots or printed copies of the alleged bullying, will be useful in the investigation process.

Code of Conduct

A Holy Trinity student will be responsible for his/her conduct at school and when attending school-related events or activities. The expectations of a Holy Trinity student are as follows:

- Each student is responsible for maintaining academic integrity.
- Each student should treat every faculty and staff member with respect and dignity.
- Each student should conduct himself/herself in a manner that focuses on safety and respect for the rights and property of others, both on and off school grounds.
- A student shall not harm another person physically, verbally, or emotionally.
- The possession or sale of drugs, alcohol, tobacco, or weapons is strictly forbidden.

Any violation of the above may result in suspension or expulsion from school.

Discipline

Any behavior that interferes with the comfort or learning of others is not acceptable. If a student's behavior is unsatisfactory, he/she may be removed from the situation and sent to the office. If the situation warrants and/or if unsatisfactory conduct continues, parents will be notified.

Detention is a possible disciplinary measure for students in High School Prep. Teachers reserve the right to assign detention if, after repeated warnings, a student fails to comply with his or her instructions. Parents will be informed if their student receives a detention. **Detention is held after school on Tuesday and/or Thursday afternoons, as necessary, from 3:45 to 4:45 P.M.** Should the detention conflict with an academic or medical appointment, the student will make up the detention the next available day. Students will not be excused from detention for school activities such as sporting events, play rehearsals, club meetings, etc. Students will be charged extended day fees to cover the cost of teacher coverage.

Additionally, if a conflict develops where intentional, cruel, verbal and/or physical contact (such as hitting or shoving/pushing, kicking) takes place, the individuals involved may be suspended. *(Students are advised that "fooling around" is not an excuse for this type of behavior or actions)* Likewise, students receiving numerous after school detentions may be suspended as well. With all suspensions, a student will not be readmitted to class until a re-entry conference takes place with the appropriate administrators and parents. Students are responsible for making up all missed assignments.

In High School Prep detention will also be assigned for having a student's name on the Infraction List more than three (3) times in one Trimester. These infractions include, but are not limited to: gum chewing, back-talking, leaving a classroom without permission, eating anywhere outside designated areas and times, being tardy for class, and uniform infractions.

Expulsion

An expulsion brings to an end the student's presence anywhere on campus or at school-related events for the remainder of that academic school year. The student may petition for re-admission for the next school year. Those actions which may result in expulsion are:

- **Behavior Outside of School** - Holy Trinity expects its students to exemplify the values and morals of the school in their daily lives. Students who misuse social media, engage in behaviors or actions outside of school settings that reflect poorly on the school, or cause issues at the school can be subject to disciplinary action.
- **Bullying/Cyberbullying & Harassment** - A student who is consistently in violation of Holy Trinity's Anti-Bullying & Harassment Policy could find him or herself subject to the disciplinary actions outlined in this policy.
- **Drugs, Alcohol and Smoking** - The possession, sale, purchase or use of illegal drugs, alcoholic beverages or any form of smoking materials.
- **Possession or Use of Fireworks, Knives, Firearms, Slingshots, or Weapons of Any Kind**
- **Theft** - Taking, hiding or borrowing an individual's possessions without his/her expressed permission is considered stealing.
- **Threats Made to Faculty/Staff/Students**

This list is not inclusive and the administration reserves the right to make decisions during the year regarding any issue that, in the School's opinion, would affect the safety and well-being of the students, teachers or staff, and/or is not in the best interests of the School.

In-School Suspension

Acts of misbehavior which are serious and disrupt the orderly educational process or were not sufficiently resolved by previous disciplinary action will result in in-school suspension. The length of the suspension will be assigned and the student will not participate in any school activities. The Head of School and/or the Division Head will schedule a meeting with the student and parent.

Out-of-School Suspension

At this level, a student will not attend School or participate in any school activities for a specified period of time to allow the administration to determine if the student will continue to attend Holy Trinity. An Out-of-School Suspension becomes part of the student's permanent school record.

Saturday Morning Inconvenience

A student who is given three (3) detentions in any one trimester will be assigned to Saturday Morning Inconvenience (SMI) if they receive a 4th detention. SMI is held from 8:00 AM until 10:00 AM. Parents will be notified and will incur a \$40.00 fee to have their child supervised during this time. While in SMI, the student may be assigned to do menial chores (empty trash cans, pick up litter, etc.) or be assigned an academic project to be completed that morning.

Social Media Policy

By posting a comment or material of any kind on a HT-sponsored site, the user hereby irrevocably agrees and consents to each and every term of this Social Media Policy (“Policy”) as set forth below:

Expanding Our World and Protecting Our Values

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Holy Trinity Episcopal Day School (HT) are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in HT-sponsored sites.

HT Social Media Comments and Participation Policy

Comments to HT-sponsored sites, such as its Website via blogs, online forums, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of issues and users are encouraged to engage in such exchanges but they must always do so with mutual respect for others’ opinions.

You are advised that potentially all postings to HT-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Accordingly, please consider how much personal information to share, as this information may be linked to your name and published on the Internet.

Postings made to any HT – sponsored sites become the property of HT. By posting a comment or other material to HT-sponsored sites as outlined above, users give HT the irrevocable right and license to exercise all copyright, publicity, and moral right with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. HT reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

HT further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Social Media Policy (“Policy”), to determine in its sole and unfettered discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our subjective belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant are subject to removal.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

You agree to be bound by any such amendment to this Policy. By posting material on HT-sponsored sites, you agree not to:

- Post material that HT determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post photos of HT students whose parents have denied HT permission to photograph.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the right of HT or any individual or entity, including privacy, intellectual property or publication right.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by HT, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the HT-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

HT reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this Policy. We may implement such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless Holy Trinity Episcopal Day School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on HT-sponsored sites.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the HT community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Holy Trinity community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of HT students and faculty, students may not, under any circumstances, create digital video recordings of HT community members, especially in HT school uniforms, either on campus or at off-campus HT events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about HT community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the School.

Failure to abide by this Policy, as with other policies at HT, may result in disciplinary action as described in the Student Handbook, or as determined by the Office of the Head of School.

As part of the Learning Triangle, the full cooperation of the parents in support of Holy Trinity's policies and its disciplinary actions is expected.

Dress Code & Uniforms

Holy Trinity has a dress code for students in Kindergarten through Grade 8. While there are many reasons schools adopt a dress code, at Holy Trinity we believe that a dress code:

- Creates a visual sense of equality.
- Eliminates competing with the popular culture and fashions that may not be conducive to a learning environment that is free from distractions.
- Promotes a more serious approach to one's studies and work ethic.
- Allows parents to budget appropriately as to what clothing items their child will need for school.
- Is safer as it limits necklaces, earrings and bracelets as well as certain types of footwear to ensure a student can participate in school activities without fear of certain injuries.

Dress Code Expectations

- All student attire should be neat and clean.
- Shirts and blouses must be tucked in and belts are required for pants with belt loops.
- Students in Discovery and Explorer must wear attire that is age and grade appropriate.

Purchasing Uniform Clothing

Holy Trinity students in Kindergarten through Grade 8 are required to wear uniform shirts, sweatshirts and sweaters purchased from All American Wear, 5001B Forbes Boulevard, Lanham, MD, (301) 459-5000 OR Lands' End. Lands' End School, 2 Lands' End Lane, Dodgeville, WI 53595-0640, www.Lands'end.com/school, 1-800-469-2222. The preferred Holy Trinity school number is: 9000-3031-3.

Pants and shorts may be purchased at your favorite retail store. However, shorts must be of Bermuda length and not cargo style. Pants may not be cargo style as well.

All uniform items may be purchased either from the local All-American Wear retail store or from Lands' End.

Fleece jackets are considered outerwear and are not a part of our school uniform; therefore, they may not be worn in school. Only 8th grade jackets may be worn in school during the school day. Please send your students to school dressed appropriately for the weather and mark all clothing items with their name.

Preschool:

- Sneakers and socks are required each day. Patent leather, clog back, straps, open toes, or elevated soles or boots of any type are not allowed.
- Comfortable play clothes that the students can manage themselves (no belts). Shirts must have sleeves. No tank tops, halter tops, midriff tops, or spaghetti straps are permitted.
- Girls: Shorts must be worn underneath skirts and dresses.

Kindergarten:

Boys

- Shirts - Navy or Maize Polo shirts (Short and/or Long Sleeve) with Holy Trinity emblem embroidered on the left chest.
- Turtlenecks - Navy or White may be worn with sweaters and vests only.
- Only white t-shirts are allowed under uniform shirts. No long sleeve t-shirts may be worn under short sleeve shirts.
- Shoes - All Black or White sneakers (No high tops)
- Pants - Navy or Khaki elastic waist pants. Docker style only; no cargo, hip-huggers, straight-leg, peg-leg, or capri pants.
- Shorts - Navy or Khaki elastic waist - Must be Bermuda length; no cargo shorts allowed.
- Sweaters - Navy or Maize cardigans or V-Necks with Holy Trinity emblem embroidered on the left chest. A school logo polo shirt is to be worn under the V-neck sweater.
- Sweatshirt – Navy blue with Holy Trinity emblem worn with a Holy Trinity collared shirt.
- Sweater Vest - Navy or Maize with Holy Trinity emblem embroidered on the left chest.
- Socks - Navy, Black or White Socks (crew, ankle or no show).
- Belts - Not permitted

Girls:

- Shirts - Navy or Maize Polo shirts (Short and/or Long Sleeve) with Holy Trinity emblem embroidered on the left chest.
- Turtlenecks - Navy or White may be worn with jumpers, sweaters and vests only.
- Shoes - All Black or White sneakers (No high tops).
- Pants - Navy or Khaki elastic waist pants. Docker style only; no cargo, hip-huggers, straight-leg, peg-leg, or capri pants.
- Jumper - Holy Trinity Plaid (Must wear shorts and be no more than 1 ½ inches above the knee).
- Shorts - Navy or Khaki elastic waist– Must be Bermuda length; no cargo shorts allowed.
- Skorts - Navy, Khaki or Holy Trinity Plaid (Must be no more than 1 ½ inches above the knee).
- Sweaters - Navy or Maize cardigans or V-Necks with Holy Trinity emblem embroidered on the left chest.
- Sweatshirt – Navy blue with Holy Trinity emblem worn with a Holy Trinity collared shirt.
- Sweater Vest - Navy or Maize with Holy Trinity emblem embroidered on the left chest.
- Socks - Navy, Black or White (Knee, crew, ankle or no show).
- Belts - not permitted.
- Tights - Navy; opaque or cable tights only; no stockings.
- Hair Band/Scrunchies-Navy from Lands' End or Navy or Plaid 57 from All American Wear. Navy or Plaid 57 bows are also acceptable in Kindergarten. The preference for braided hair is that beads be either navy, yellow, clear or white.

PRIMARY SCHOOL

Boys:

- Shirts - Navy or Maize Polo shirts (Short and/or Long Sleeve) with Holy Trinity emblem embroidered on the left chest.
- White or Light Blue Oxford Cloth button-down shirts (Short and/or Long Sleeve) may be worn with sweaters and vests only.
- Turtlenecks - Navy or White may be worn with sweaters and vests only.
- Only white t-shirts are allowed under uniform shirts. No long sleeve t-shirts may be worn under short sleeve shirts.
- Shoes - All Black or White sneakers (No high tops, $\frac{3}{4}$ tops or mid-tops - sneakers may not cover the ankle bone).
- Pants - Navy or Khaki pants. Docker style only; no cargo, hip-huggers, straight-leg, peg-leg, or capri pants. Belt loops are optional.
- Shorts - Navy or Khaki - Must be Bermuda length; no cargo shorts allowed.
- Sweaters - Navy or Maize cardigans or V-Necks with Holy Trinity emblem embroidered on the left chest.
- Sweatshirt – Navy blue with Holy Trinity emblem worn with a Holy Trinity collared shirt.
- Sweater Vest - Navy or Maize with HT emblem embroidered on the left chest.
- Socks - Navy, Black or White Socks (crew, ankle or no show).
- Belts - Plain Dark Brown, Black or Navy - no large buckles.

Girls:

- Shirts - Navy or Maize Polo shirts (Short and/or Long Sleeve) with Holy Trinity emblem embroidered on the left chest.
- Blouse - Oxford Cloth White or Light Blue blouses (Short and/or Long Sleeve) to be worn with jumpers, sweaters or sweater vests only.
- Turtlenecks - Navy or White may be worn with jumpers, sweaters and vests only.
- Shoes - All Black or White sneakers (No high tops, $\frac{3}{4}$ tops or mid-tops - sneakers may not cover the ankle bone).
- Pants - Navy or Khaki pants. Docker style only; no cargo, hip-huggers, straight-leg, peg-leg, or capri pants. Belt loops are optional.
- Jumper - Holy Trinity Plaid (Must wear bike shorts and be no more than 1 $\frac{1}{2}$ inches above the knee).
- Shorts - Navy or Khaki - Must be Bermuda length; no cargo shorts allowed.
- Skorts - Navy, Khaki or HT Plaid (Must be no more than 1 $\frac{1}{2}$ inches above the knee).
- Sweaters - Navy or Maize cardigans or V-Necks with Holy Trinity emblem embroidered on the left chest.
- Sweatshirt – Navy blue with Holy Trinity emblem worn with a Holy Trinity collared shirt.
- Sweater Vest - Navy or Maize with Holy Trinity emblem embroidered on the left chest.
- Socks - Navy, Black or White (Knee, crew, ankle or no show).
- Belts - Plain Dark Brown, Black or Navy - no large buckles.
- Tights - Navy or White. Opaque or cable tights only; no stockings and no leggings.

Hair Band/Scrunchies - Navy from Lands' End or Navy or Plaid 57 from All American Wear. No more than 2 inches in width. No ornamentation, such as flowers, on the headbands.

HIGH SCHOOL PREP:

Boys:

- Shirts - Navy or Maize Polo shirts (Short and/or Long sleeve) with Holy Trinity emblem embroidered on the left chest. White or Light Blue Oxford Cloth button-down shirts (Short and/or Long Sleeve) may be worn with sweaters and vests only.
- Only white t-shirts may be worn under uniform shirts. No long sleeve t-shirts may be worn under short sleeve shirts.
- Shoes - All Black or White sneakers (No high tops, $\frac{3}{4}$ tops or mid-tops - sneakers may not cover the ankle bone).
- Pants - Navy or Khaki pants. Docker style only; no cargo, hip-huggers, straight-leg, peg-leg, or capri pants.
- Shorts - Navy or Khaki - Must be Bermuda length; no cargo shorts allowed.
- Sweaters - Navy or Maize cardigans or V-Necks with Holy Trinity emblem embroidered on the left chest.
- Sweatshirt – Navy blue with Holy Trinity emblem worn with a Holy Trinity collared shirt.
- Sweater Vest - Navy or Maize with Holy Trinity emblem embroidered on the left chest.
- Socks - Navy, Black or White socks (crew, ankle or no show).
- Belts - Plain Dark Brown, Black or Navy - no large buckles.

Girls:

- Shirts - Navy or Maize Polo Shirts (Short and/or Long sleeve) with Holy Trinity emblem embroidered on the left chest.
- Blouse - Oxford Cloth White or Light Blue blouses (Short and/or Long Sleeve) to be worn with sweaters or sweater vests only.
- Shoes - All Black or White sneakers (No high tops, $\frac{3}{4}$ tops or mid-tops – sneakers may not cover the ankle bone).
- Pants - Navy or Khaki pants. Docker style only; no cargo, hip-huggers, straight-leg, peg-leg, or capri pants.
- Skirts - Holy Trinity Plaid (Must be worn with bike shorts and be no more than 1 $\frac{1}{2}$ inches above knee).
- Shorts - Navy or Khaki - Must be Bermuda length; no cargo shorts allowed.
- Skorts - Navy, Khaki or Holy Trinity Plaid (Must be no more than 1 $\frac{1}{2}$ inches above the knee).
- Sweaters - Navy or Maize cardigans or V-Necks with Holy Trinity emblem embroidered on the left chest.
- Sweatshirt – Navy blue with Holy Trinity emblem worn with a Holy Trinity collared shirt.
- Sweater Vest - Navy or Maize with Holy Trinity emblem embroidered on the left chest.
- Socks - Navy, Black or White (knee, crew, ankle or no show).
- Tights - Navy or White. Opaque or cable tights only; no stockings and no leggings.
- Belts - Plain Dark Brown, Black or Navy - no large buckles.

Hair Band/Scrunchies- Navy, Navy from Lands' End or Navy or Plaid 57 from All American Wear. No more than 2 inches in width. No ornamentation, such as flowers, on the headbands.

The High School Prep office offers belt rentals (\$1.00 a day) for students who arrive at school without a belt. If the belt is not returned, the parent's will be charged \$10.00.

GENERAL APPEARANCE

For all students:

- Hair must be a “naturally” occurring color - no blues, pinks, reds, greens, burgundies etc. Hair cannot be streaked or frosted.
- For young ladies - Hair that is longer than mid-back must be worn pulled back and bangs must be above the eyebrow.
- For young men, no shaved heads or designs that require a razor or clippers to create. Bangs must be above the eyebrows and off the collar. Beards and mustaches are not permitted.
- No tattoos or make up.
- Fingernails may be polished in clear or neutral colors and nails may not exceed one quarter inch beyond the fingertip.
- One small, single-stranded necklace, no more than 24” long; heavy chains or pendants larger than a quarter are not allowed.
- No hats, scarves, or head coverings.
- No bracelets or rings.
- No earrings for young men. Young women may wear one single pair of earrings in ear lobes (one per ear) in a post style no larger than a dime; no dangling or hoop earrings of any size are allowed.
- For the young ladies, shorts, jumpers and skorts must be fingertip length or longer.
- Young ladies in Kindergarten and Primary School may wear jumpers and skorts but not skirts.
- Young ladies in High School Prep may wear skorts or skirts.

Primary School and High School Prep: Free Dress Day Guidelines

- Shirts must have sleeves and must be long enough so that the midriff does not show when arms are raised above the head.
- Sneakers (high or low tops) are permitted in High School Prep but laces must be tied.
- In Primary School, school sneakers must be worn.
- Skorts, shorts, skirts and dresses must be a maximum of two inches above the knee.
- Jewelry: one necklace, single strand; single-post style earrings, dime size or smaller, in the earlobes for girls; no hoop earrings of any kind. No bracelets, no rubber bands or hair ties on wrists.
- No ripped/torn jeans, low-cut jeans, no pajamas or flannel pants unless it is specifically noted (e.g., PJ Day)
- No clothing with writing larger than 3 inches.
- No banner writing larger than 3 inches (brand tags must be 1 inch or smaller).
- Shirts: no cleavage showing, sexually suggestive language, scatological humor, graphics or language referencing drugs/alcohol/tobacco/weapons.

It is expected that families will be supportive of this policy. Ultimately, the Division Heads have the authority to determine if a student's clothing meets these guidelines.

High School Prep Concert Dress (band uniform)

- Shirts - white, long sleeve oxford, button-down collar.
- Slacks - black Docker style – same option as uniform pants.
- Skirts - Long black skirts for young ladies.
- Shoes - black dress shoes, closed toe and no heels.
- Socks - boys: black; girls: black or skin tone stockings.
- Headbands/Scrunchies - black only.

Uniform Infraction Consequences

Students are required to be in uniform beginning the first day of school. There are times when students will find themselves out of uniform, either by an extenuating circumstance or by choice. **Holy Trinity understands that there may be extenuating circumstances that require your student to be out of uniform; please call the Division Office before 9 am to discuss the situation.**

However, a student who willfully and continuously violates the dress code may be subject to disciplinary action including, but not limited to, detention, suspension or Saturday Morning Inconvenience. A student who consistently forgets his/her belt, wears wrong clothing, dresses in clothes that are too tight or short, or who has to be constantly reminded by the staff “to tuck in their shirt,” may be subject to such consequences. It is the view of the School that such behavior constitutes a general disrespect for its policies and procedures. The school will notify parents of students who are demonstrating this behavior to seek their support before taking stronger disciplinary action.

If a student is out of uniform, the following infraction consequences will apply (grades 1-8):
Infraction lists are kept by Trimester.

- First Offense:
The office will call the parent to bring the appropriate uniform items.
- Second Offense: (within the same trimester)
The student will be removed from class until the uniform infraction is remedied.
- Third Offense: (within the same trimester)
The student will be removed from class until such time the parents of the student can schedule a meeting with the Division Head.
- Subsequent violations will mean additional consequences.

PLAYGROUND PROCEDURES

Along with the basic requirements for proper behavior, special procedures for recess and use of equipment have been established for the benefit and safety of all students. Each student is responsible for his/her own actions. When students are involved in unsatisfactory behavior, they will be given a time out until they are ready to return to the activity. If the student's behavior is severe, repetitious, or includes back talk, the student(s) will be sent to the office. If intentional hitting and shoving/pushing, and/or verbal attacks take place, a suspension will follow.

Equipment Use

- Sit on the swings and the slide; go up the slide from the steps only.
- Swing straight, singly, with no twisting or standing.
- Stand away from a swing when it is in use.
- Stay off soccer nets and bars.
- Students are to return all play equipment at the end of recess.

Playground Recess

- Use only proper and acceptable language at all times.
- Keep your hands to yourself.
- Be respectful of other students' games.
- Let others join in games.
- Ask permission to go inside for any reason.
- Stop (freeze) and listen when you hear the whistle.
- No footballs (including Nerf), rough play, or tackling.
- No running under/through the apparatus (hand bars); this includes during tag and chase games.
- Sticks, stones, mulch, and walnuts should be left on the ground.
- Students must ask permission before crossing the road or parking lot.
- Line up immediately when called by walking to the line-up area.

The Daisy Lane School Recess

- Toys and equipment should be used appropriately.
- Students are not permitted in the shed or storage areas.
- Students must follow the bike path's counterclockwise direction and parking rules when riding the bikes or scooters.
- Ball kicking is permitted only on the field.

Primary School Blacktop Recess

- The above playground procedures also apply to blacktop recess.
- Ask permission to go into the backyards to retrieve a ball.
- Stay away from parked cars.
- Stay within area marked by orange cones.
- No kicking activities/games.

HOLY TRINITY SCHOOL ASSOCIATION (HTSA)

All parents with students enrolled in Holy Trinity are automatically members of HTSA, along with the faculty and staff of the school. The primary purpose of HTSA is to promote positive growth and development of the School through planned community building and fund-raising activities. Monies collected from fundraisers are budgeted to various needs and activities within the School. The names of the HTSA board members will be listed on the school web site. Meetings are held throughout the year in the evening. Parents are encouraged to volunteer their services and participate in various activities. In addition to traditional events such as the Ice Cream Social, Santa's Secret Shop and Breakfast, and Book Fair, there are a variety of activities throughout the year that allow the students and their families to get together outside of the School. No children are allowed at HTSA meetings.

Family Service Program

Holy Trinity enjoys excellent parent support. Parents are invited to become active volunteers. The purpose of the Family Service Program is to encourage participation and provide assistance in many of the school activities. The Program requires 15 service hours per family, (seven and a half hours for single parents and those serving in the military), that can be served in a variety of activities. If, as a family, you choose not to serve or are unable to be involved, you will be assessed \$20.00 per hour not served. The weekly newsletter will publicize many opportunities where parents can serve volunteer hours. A Service Hour coordinator manages the program. Parents will receive periodic accounts of their Service Hours balance. All Service Hours forms must be submitted before the end of the school year. Final report cards are withheld until the Service Hours requirements are met. Children are not allowed to accompany adults who are volunteering for Service Hours. Only parents, legal guardians and grandparents may earn Service Hours. At any time, you can log-on to Parent Portal to view your Service Hours account. Service Hours are only accounted for if a Service Hours form is completed and turned in.

FINANCIAL INFORMATION

Contracts & Fees

Contracts for current students are sent out at the end of January and must be returned with the registration fee for the new school year by March 1st of the current school year. This reserves placement for the upcoming academic year in Preschool through 8th grade. While the registration fee is considered part of the overall tuition, it is non-refundable in cases of withdrawal of enrollment. All families, including those making tuition payments through the FACTS Tuition Payment Plan, must pay the contract registration fee directly to the school. We request that all families submit a written withdrawal notice by March 1st to the Head of School if a non-graduating student will not be returning the following year.

Financial Status

Holy Trinity is a non-profit organization that is dependent on tuition income to meet its operating expenses. Each year the administration proposes and the Board of Trustees approves a budget based on the prior year's budget and on the anticipated needs of the coming year. The budget reflects the School's commitment to maintaining and improving the educational program and facilities and to supporting the professional faculty/staff, while at the same time keeping tuition increases at a minimum.

Tuition & Tuition Payment Policies

The Board of Trustees sets the tuition fee annually after careful assessment of the projected needs of the School for the following year. Every effort is made to keep the tuition at a reasonable level while providing a quality environment and education for every Holy Trinity student. The tuition payment plans are outlined in the annual enrollment contract. Re-enrollment contracts are annually due March 1st. Holy Trinity is pleased to offer parents the option to use the FACTS Tuition Payment Plan. FACTS is the tuition-management service used by independent and faith-based schools nationwide. A student will not be admitted on the first day of class of the new academic year without all due fees paid. This includes all late fees and/or fees due from the previous school year and summer camp program. Please note, as stated on the enrollment contract, it is the parents' responsibility to make tuition payments in a timely manner.

Writing Checks

Please remember to write your student's name and what the payment is for on each check to ensure correct posting. We ask that you do not combine different activities or activities for more than one student on the same check. Although it may be a convenience, it is difficult for the office personnel to determine allocations when various monies are combined. Checks and insufficient funds: A \$25.00 fee will be charged for any check returned for insufficient funds.

ENROLLMENT & GIVING PROGRAMS

The Annual Fund for Excellence

The Annual Fund for Excellence is an annual campaign to raise money for the School's operating budget. When donors make gifts to The Annual Fund for Excellence, the money is used to provide classroom enrichment materials, physical education and athletic equipment, music and band program materials, technology and computer lab enhancements, art and drama supplies, and faculty professional development and training. Annual Fund support makes an important impact on Holy Trinity students! Income from annual gifts covers the cost of running an independent school that tuition simply does not. Without the generous support of current and past parents - along with alumni and friends - tuition would have to be higher than it currently is to maintain the Holy Trinity experience. Annual gifts to Holy Trinity are not invested - they are used to sustain next year's operations and activities. The decision as to the size of your gift is a personal one - the important part is that parents simply participate in the Annual Fund for Excellence, no matter the amount. Our generous donors give from \$10 to \$5000, and

participation at every level is appreciated! When you make a gift to The Annual Fund, it will be joined with gifts of other contributors, and those gifts add up to a remarkable total!

Combined Federal Campaign & United Way Campaign

We are able to receive donations through the Combined Federal Campaign of the National Capital Area (HT code is 74082) as well as United Way Campaign (HT code is 8951). These tax-deductible donations support our Annual Fund.

Financial Aid

A limited amount of financial aid is available through the Endowment Fund. Financial aid applications may be obtained from the school business office. Applicants must submit all necessary financial papers to the appropriate institute before January 1st for applications to be processed and for funds to be awarded before the beginning of the new school year.

Maryland Charity Campaign

All State of Maryland employees and retirees can make donations to Holy Trinity through the Maryland Charity Campaign (formally known as the United Charity Campaign of Maryland; HT code is 2814). These tax-deductible donations also support the Annual Fund and may be made during the months of January and February.

Memorial Garden and Reiber Center

There will be opportunities during the year to purchase memorial bricks in our Memorial Garden. Also, listed on our website under “Giving” are naming opportunities for the Reiber Center. Please review the brochure online.

New Student Fee - \$500.00

Effective 2008-2009 academic year, as a requirement for the initial enrollment of a student at Holy Trinity, each family must pay a \$500 enrollment fee, per newly enrolled student, by June 15th, prior to the beginning of the new school year. This is a one-time payment that is separate from the school tuition.

The Peggy Reiber Fund For Professional Excellence

The Peggy Reiber Fund for Professional Excellence was established in 2005 by the Board of Trustees in recognition of Peggy Reiber and her more than 25 years of service to Holy Trinity. This endowment fund provides financial aid to faculty and staff for classes, professional conferences, and educational courses related to their professional enrichment as educators and members of the school community. Contributions are welcome and may be made in honor of specific teachers, administrators, and staff.

The Skews Award

The Skews Award, developed by the Board of Trustees in 1992, recognizes an individual or family who has made outstanding contributions, donating time and talents to the betterment of Holy Trinity School. This award was named after the first recipient of the award, Barbara and Les Skews (Erik, '92). A plaque listing the recipients hangs at the Annapolis Road campus with the following quote by Edwin Markham, “There is a destiny that makes us brothers, and none goes his way alone. All that we send into the lives of others comes back into our own.”

EXTENDED DAY PROGRAM

Program Overview

Grade Levels	Morning	Afternoon	Half Days
Discovery & Explorer	7:00 am – 8:40 am	3:00 pm – 6:00 pm	12:00 pm – 4:00 pm
Kindergarten	7:00 am – 8:10 am	3:30 pm – 6:00 pm	12:15 pm – 4:00 pm
Grades 1–4	7:00 am – 8:10 am	3:10 pm – 6:00 pm	12:00 pm – 4:00 pm
Grades 5–8	7:00 am – 8:35 am	3:40 pm – 6:00 pm	12:20 pm – 4:00 pm

The Extended Day Program provides a constructive before and after school alternative for parents whose schedules do not accommodate the school's opening and closing times. The student code of conduct and behavior expectations during the school day are also expected during the extended care program. If a situation warrants and/or if unsatisfactory conduct continues after parent involvement, parents may be asked to find other before and after school care for their student. If a student is suspended from Extended Day, this may result in suspension from school as well. This program serves only students of Holy Trinity School.

Mornings

From 7-8:10am, parents of students in The Daisy Lane School must park in the parking lot and walk their students in through The Daisy Lane School entrance, walk their student(s) to Extended Day, and sign them in daily. Failure to sign in your student will result in the maximum drop-in rate. After 8:10 to 8:40am, please use the main school entrance at High School Prep.

Parents at the Primary School must park in a designated spot, walk their student(s) to Extended Day, and sign them in daily. Failure to sign in your student will result in the maximum drop-in rate.

At the High School Prep, parents must use their security card to let the student into the school. The student will then check in with the Extended Day personnel.

Any student who does not normally go to Extended Day but arrives during the hours of operation will be sent to the program. Parents will be billed accordingly.

Afternoons

The students are grouped according to their grade level. The program has a format that includes snack time (provided), homework session and free time. Parents of The Daisy Lane School should enter the main school entrance after 3:30, check in with security, sign out their child and proceed to The Daisy Lane School to find their child. Parents of both Primary School and High School Prep students should check in with security, sign out and page their child. Parents must wait for their child before retrieving backpacks and other belongings. All students must be signed out daily. Failure to sign out your student will result in the maximum drop-in rate. For safety, staff will supervise all students when they are on the school grounds.

To discourage late pick-ups, an additional fee of \$2/min or \$5/min (when late pick-ups for the semester exceed four times) will apply until the student is picked up. This late fee must be paid the night of the service or to the staff member on duty within 24 hours of that evening.

After School Activities

Holy Trinity offers its students a wide variety of activities, most of which occur after school. If a student wishes to participate, parents need to be aware, that should that activity start after 4:00 P.M., the student will be sent to after care and the parents charges the hourly rate.

Extended Day Program Options & Fees

For The Daisy Lane School and Primary School, there are a number of program options available, i.e., daily, one to three days per week, five days, mornings or afternoons. A contract listing the options and fees is available in the school office.

Fees for The Daisy Lane School and Primary School are paid by the semester. The High School Prep program offers a rate of \$6.50 per hour; \$3.25 per ½ hour.

High School Prep and drop-in bills are sent out monthly and are due upon receipt of the invoice. Payments not received within three weeks of the invoice date will be considered past due and may result in a loss of Extended Day privileges.

Extended Day Schedule

Extended Day is available only on regularly scheduled school days. There is no Extended Day on the afternoons prior to Christmas and Easter holidays, during vacation periods, or other “No Class” days. (Please consult the school calendar.) **There is no Extended Day on the last day of school.**

On afternoons when school closes early (except the holidays mentioned above and the last day of school), Extended Day will be available until 4:00 pm.

To discourage late pick-ups, an additional fee of \$2/min or \$5/min (when late pick-ups for the trimester exceed four times) will apply until the student is picked up. This late fee must be paid within 24 hours of that evening.