

# Holy Trinity School Parents' Handbook

2011-2012



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# I. Contact Information

Holy Trinity, the oldest elementary school in the District of Columbia, offers a dynamic learning environment as a Catholic school established in the Jesuit tradition. The philosophy of St. Ignatius, and the Society of Jesus that he founded, is integrated into the mission of HTS. The Latin motto “Ad Majorem Dei Gloriam,” which means “For the Greater Glory of God”, reflects the school’s Jesuit heritage. The phrase indicates Holy Trinity’s goal to better serve God and God’s purposes by leading students to see not only their own dignity, but also the dignity of all humanity. Our theme for the 2011-2012 school year is “Magis.”

## Holy Trinity Parish Contact Information

Main Number: 202-337-2840

### Pastor & Staff

Name/Title	Ext.
Rev. Mark Horak, SJ, Pastor	189
Judith Brusseau, Director of Religious Education/Faith Formation	119
Justine Javier, Coordinator of Youth Ministries	127

## Holy Trinity School Contact Information

Main Number: (202) 337-2339  
Fax: (202) 337-0368 (fax)  
Health Office (202) 337-2339 ext. 213  
Website: [www.htsdc.org](http://www.htsdc.org)

### Administration & Faculty Contact Information

Name/Title	Ext.
Keith Darr, Principal	206
Charlie Hennessy, US Assistant Principal	211
Karen Robinson, LS Assistant Principal	297

For a complete list of administration and faculty and their email addresses, use the following link:

<http://www.htsdc.org/academics/faculty-email-addresses>

### Consultants

HTS has two consultants available to our families: Dr. Thomas Applin and Dr. Siobhan Hannes. Psychiatrist Dr. Applin, has been coming to HTS to work with our families for over 30 years. He comes to HTS on Friday mornings to meet individually with parents, faculty, or staff. Dr. Siobhan Hannes, a psychologist from the Wake Kendall Group, offers diagnostic testing, for an additional fee, to our students at HTS. To meet with either Dr. Applin or Dr. Hannes, please contact the front office at 202-337-2339.

## ***II. Holy Trinity Parish and School Overview***

Holy Trinity Church was established in 1789. It has a long tradition of service. Its leadership is shared by the pastor and parish council, which is elected by the parishioners. The parish currently serves more than 4,000 families and supports a wide range of activities. Holy Trinity School operates as part of the church program, and its budget is contained within the church budget. HTS was founded in 1818 and currently serves more than 330 girls and boys from across the greater Washington, DC metropolitan area in grades PreKindergarten through Eighth Grade. The school is administered by the principal, who works in conjunction with the pastor and parish council. The School Advisory Board (SAB) meets monthly and works in close harmony with the principal and pastor. In addition, the Home & School Association (HSA), to which all parents and teachers automatically belong, works with the principal on community development, social justice, faculty support and school fundraising.

Holy Trinity serves families from throughout the greater Washington Metropolitan area. While the majority of student families are members of Holy Trinity Parish (83%), Holy Trinity strives to attract a diverse mix of students of all racial, socio-economic, ethnic, religious and educational backgrounds. Approximately 18% of Holy Trinity's students are minorities and 16% receive financial assistance.

### **Holy Trinity School Mission Statement**

Holy Trinity School is a Catholic, co-educational elementary school (PreK through 8<sup>th</sup> grade) that is committed to the Jesuit traditions of academic excellence, the service of faith and the promotion of justice. Our community – school, parish, and families – seeks to develop students who will manifest these traditions in an awareness of self, a love of learning and a desire to serve others. We prepare our students to act with initiative and integrity, and to learn to engage the world as a place in which God can be found in all things.

### **Strategic Goals**

In order to achieve its mission, Holy Trinity School is dedicated to four areas of strategic focus:

- **Jesuit Identity**

As the primary ministry of Holy Trinity Parish, Holy Trinity School is specifically focused on educating students within the tenants of Jesuit tradition and Ignatian spirituality. These traditions include academic excellence, critical thinking, a bias for action, introspection and a presupposition of goodness in others. The HTS student expects to discover God in all things, to know God better and to love God and others more fully. Holy Trinity School emphasizes Ignatian Spirituality and Jesuit traditions in its curriculum, activities and policies and in its expectations of students, faculty and administrators.

- **Academic Excellence**

In keeping with the Jesuit concern for the total formation of each student as an individual personally loved by God, Holy Trinity School offers a distinguished educational program that focuses on the education and development of the whole child: intellectual, emotional, physical, moral, social, spiritual, liturgical and sacramental. The faculty and staff at Holy Trinity seek to understand and value the talents, abilities and needs of all students. They strive to develop each individual student's full potential and to foster the highest levels of excellence for all

students. Content and instruction are differentiated to ensure that each student is challenged according to his or her individual abilities. With this approach, every student is granted the opportunity to succeed. This commitment to support a range of academic abilities among our students is a key aspect of Holy Trinity's mission and a unique point of difference for our school.

- **Community**

Community is an essential part of the Holy Trinity School experience and Holy Trinity Parish life. Holy Trinity School encourages and sustains a vigorous and welcoming school community of parents, students and teachers with strong ties to the parish and broader Washington Jesuit community. Holy Trinity desires all members of our extended community to be involved with the school, to feel welcome at school events, appreciated for their contributions and to feel a sense of pride in the accomplishments of HTS graduates.

- **Sustainability**

Holy Trinity School has successfully operated for nearly two centuries with the dedication of talented teachers and staff and the enthusiastic support of parents, parishioners and the Jesuit community. As the school looks to celebrate its bicentennial anniversary in 2018, Holy Trinity is committed to meeting new challenges and building upon its past success.

A complete copy of Holy Trinity School's strategic plan is available at [htsdc.org](http://htsdc.org). Use the following link: [www.htsdc.org/about-hts/strategic-plan](http://www.htsdc.org/about-hts/strategic-plan) to access it.

## ***III. Academics***

### **Overview**

Holy Trinity School provides a distinguished academic program that focuses on the education of the whole child: intellectual, emotional, physical, moral, spiritual, liturgical and sacramental. Holy Trinity promotes the joy of active, student-centered learning and creative and critical thinking through an encouraging and nurturing environment. Students are challenged but offered the individualized support necessary for them to excel in ways that match their own unique development. Holy Trinity takes an integrated approach to learning; applying students' skills and building upon their knowledge in a variety of settings. Core subjects taught in the classroom--Language Arts, Mathematics, Social Studies and Science—are thoughtfully complemented through art, library, music, physical education, religious education, Spanish and technology. Individualized attention for students is made possible through Holy Trinity's low teacher-to student ratio. Holy Trinity School faculty is made up of approximately 40 distinguished professionals; the majority of whom hold advanced degrees.

### **ADW Standards for Math, Language Arts, Social Studies & Science**

Holy Trinity School follows the standards-based curriculum of the Archdiocese of Washington. The Catholic schools in the Archdiocese of Washington, DC, rooted in Gospel values and the teaching mission of the Church, are learning communities of faith and service dedicated to educational equity and excellence for all students. To access downloadable copies of the curriculum standards by grade for Holy Trinity School, please visit our website at <http://htsdc.org/academics/curriculum-adw-standards/>. This link will also lead you to specific HTS curriculum guidelines by grade and subject.

Holy Trinity School is fully accredited by the Middle States Association of Colleges and Secondary Schools. In addition, HTS holds membership in the following organizations: Association for Supervision and Curriculum Development (ASCD); Council for the Advancement and Support of Education (CASE); National Association of Secondary School Principals (NASSP); and the National Catholic Education Association (NCEA).

### **Tutoring & Summer Academic Assistance**

Individual tutoring is available during the school day. This tutoring is focused on children who have been diagnosed with a specific learning challenge. When tutoring is necessary, it can be arranged through the school office for an extra fee. Should after school tutoring be desired, parents also can make arrangements by calling the school office. Should a child be required to do summer work, parents will be notified on the student's report card at the end of the third quarter. A list of teachers who will be available for summer tutoring will be made available to parents in late spring. For required summer work, a written report must be given to the school office in September.

### **Diagnostic Testing**

Diagnostic testing may be required if it is determined that more information about a child's learning profile is needed. Parents must agree to this testing as a condition of continued enrollment and must provide a follow-up evaluation in a timely manner.

## ***IV. Student Life***

### **After School Activities**

#### **After School Program**

Holy Trinity School offers an after school program, for an additional fee, from dismissal until 6:00pm for children at all grade levels. The program includes a study hall for homework completion (grades 1-8), active and quiet play, snack and other special activities. Children must be preregistered in the after school program. To register, use the following link: <http://www.tads.com/schools/holy-trinity/> . The program is not designed to be used on a 'per diem' basis. A substantial fee is charged to encourage timely pickup at dismissal. If you need to make financial arrangements, please contact the finance office at [financehts@htsdc.org](mailto:financehts@htsdc.org).

#### **After School Clubs**

The After School Program offers various clubs for an additional fee. In the past, some of our clubs have included Mad Science, Yoga, and Ballet. For a complete list of our After School Clubs, use the following link: <http://htsdc.org/students/after-school-program/>.

#### **After School Workshops**

Every year, individual teachers set up after school workshops that are separate from our After School Program to meet the interests of our students. Examples of past workshops include: SSAT Prep, Journalism Workshop, Shakespeare Workshop. For a complete list of our After School Workshops, use the following link: <http://htsdc.org/students/after-school-program/>.

## **Assemblies**

Special events are scheduled for the children throughout the school year. These include performances by various cultural and educational groups that visit the school as well as programs of music, drama, health, service, and safety. HTS students also display their own talents in special shows and drama presentations.

### **Lower School Weekly Assemblies**

Building confidence is an essential part of the Holy Trinity School education. For grades PreK-4, assemblies are held every Friday in the lower school multi-purpose room. Each class is given several weeks per year to perform in front of their peers and teachers. All students participate. Performances may include music, dancing, drama and art. The annual 4<sup>th</sup> grade talent show is a one of the highlights of the year. Given the goal of this program of building confidence in our youngest students, these assemblies are for lower school students and faculty only.

## **Athletics**

HTS belongs to the Catholic Youth Organization (CYO) and sponsors teams for grades 3-8 in basketball, track, cross country and softball. Participation on sports teams requires online registration through the CYO Program as well as a registration fee for each sport. Some scholarships are available. Experienced volunteer coaches are sought from the community and include parishioners, parents, GU students, and other adults within our community.

## **Catholic Schools Week**

The theme for Catholic Schools Week 2012 is "Catholic Schools: Faith. Academics. Service." The theme focuses on the three priorities of Catholic schools. Children are taught faith – not just the basics of Christianity, but how to have a relationship with God. Academics, which in Catholic schools are held to very high standards, help each child reach his or her potential. Service, the giving of one's time and effort to help others, is taught both as an expression of faith and good citizenship. Catholic Schools Week includes special days for the parents, the students, the staff, and the community.

## **Christmas Show**

The annual Christmas Show is one of Holy Trinity's most memorable events. Under the leadership of Holy Trinity's Music Department and the 8<sup>th</sup> grade class, the show includes performances by all students in all grades. Students rehearse during school hours and parents are notified well in advance if special dress is required. Parents, grandparents, family friends and Holy Trinity parishioners are all invited to attend.

## **Counseling**

Our full-time school counselor, Amy Lehman, works with students, individually and in groups, consults with teachers and parents about the personal, interpersonal, and academic needs of students; coordinates referrals with resources outside the school; conducts classroom activities related to various guidance needs (e.g., making friends, understanding why feelings get hurt, responding to peer pressure, etc.) and observes student interactions and behavior to increase understanding of the whole child. In addition, the Counselor implements the Values Program throughout the school and works with teachers in the Family Life Program.

Mrs. Lehman is available to work with parents and students individually. In addition, a child/adolescent psychiatrist, Dr. Tom Applin, is available as a consultant. In the event of an

emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to HTS. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency. To contact Mrs. Lehman, call 202-337-2339 x 294 or email her at [alehman@htsdc.org](mailto:alehman@htsdc.org). To contact Dr. Applin, call the main office at 202-337-2339.

## **Dances & Socials**

Dances held at HTS are approved by the Principal and sponsored and run by the Student Council. They are open only to students in the 7<sup>th</sup> and 8<sup>th</sup> grades who currently attend HTS. Dances are chaperoned by teachers. Appropriate behavior is expected. Parents should pick up children promptly at the time the dance is scheduled to end. Three dances are scheduled each school year; check the school's Google calendar for exact dates. Twice a year, during regular school hours, socials are held for grades 5 and 6. These events are sponsored and run by the Student Council.

## **Field Day**

The Sixth Annual HTS Blue-White Field Day will be held on Thursday, June 9, 2012, at Palisades Park in northwest DC. All students in grades 1-7 participate. Kindergarten and PreK students have a lovely enclosed tot-lot in which to play. Students wearing blue or white t-shirts are divided into Blue and White teams and compete for the right to claim the Tiny Titan Trophy. Students report to school at the regular time, and carpools are arranged from school and back.

## **Field Trips**

Class field trips within the city and to nearby points of interest are scheduled throughout the school year in order to take advantage of the wonderful opportunities provided by Holy Trinity School's location in our nation's capital. These trips are designed to supplement the classroom curriculum and always have an educational objective. Permission slips must be signed by parents prior to all field trips. Parents are sometimes asked to help with driving or to chaperone. Drivers and chaperones must be Virtus Trained (see pages 27-28).

## **Grandparents & Special Friends Day**

Each year, grandparents and special friends are invited to Holy Trinity School to visit with students in the classrooms, enjoy student presentations in the theater, and join us for our all school liturgy. A breakfast also is part of the schedule. This event is normally held the day before the Thanksgiving holiday.

## **Inter-Grade "Buddies"**

HTS offers a number of opportunities for younger and older students to interact. This can include reading to younger students, helping with homework, or working together on a service project. One of the highlights of the 8<sup>th</sup> grade year is the formal "adoption" of a first or second grader as their buddy. Together the buddies go to mass, participate in social and service opportunities, and spend time together. Working with another age group offers our students the chance to look outside of themselves. A great deal of teaching goes on, from the "old" to the "young" and vice versa. It also helps to continually foster the strong community bond at HTS.

## **Liturgies**

Monthly liturgies are held in the church throughout the school year. All children attend the liturgies. Parents are always welcome. Most liturgies center around a particular holy day or feast on the church calendar. Various grades, with teacher direction, plan the liturgy in conjunction with a

school/parish liturgy planning team. The dates and time for all liturgies will be announced in the weekly newsletter and on the school's Google calendar. On a rotating schedule, students attend the 8:00am mass in the chapel.

## **Photos/School Yearbook**

Individual student pictures are taken during the first semester of the school year; class pictures during the second semester. The dates are noted on the school's Google calendar. Pictures are available for purchase. Children must wear uniforms for the class picture, but may come out of uniform for the individual pictures. The annual yearbook is distributed to all students on the last day of classes each year.

## **Service Projects & Service Hours**

Holy Trinity's Jesuit tradition calls the school to form "children for others" by engaging them in service opportunities at every grade level and encouraging an understanding that service is done in a thoughtful and reflective manner. Recognizing that inherent in every child is an innate sense of justice; HTS embraces this early stage of development to motivate students towards action and a call to social justice. During the course of the year, the students have many opportunities to participate in service projects on a class-wide and school-wide basis. 5<sup>th</sup> and 6<sup>th</sup> graders have a recommended number of service requirements; 7<sup>th</sup> and 8<sup>th</sup> graders have a required number of service hours that must be completed to meet their graduation requirements.

Examples of school-wide service projects include:

### **McKenna Sandwich Days**

Every Wednesday, students may bring in extra sandwiches. Each week one class is assigned to make sandwiches, which are given to Martha's Table for distribution.

### **Food Drives**

Sponsored and run by the Student Council, children contribute non-perishable items for use by those in need during various times during the year.

### **Food Bank**

Upper School students are given the opportunity to help package and prepare for distribution pre-packaged goods.

## **Spirit Days**

Sponsored and run by the Student Council to promote school spirit, students participate in Spirit Day once a month. On Spirit Days, students may wear one of a number of Spirit shirts, including past faculty-student basketball shirts, or any of the new designs that will be available throughout the year from Student Council. On Spirit Days, students may wear tag day "bottoms" within the boundaries of the school handbook (see "Tag Day" below for more information). Check the calendar and the Tuesday newsletter for dates and more information.

## **Student Government**

The HTS Student Council, governed by its own constitution and bylaws, is elected by the student body. The Student Council sponsors various spirit-building activities, helps the school become a more cohesive body and provides leadership. Proceeds from fundraisers go to charity or toward activities or equipment that will enhance the life of the school. The Student Council provides a forum through which student issues may be raised and addressed. Officers meet regularly with the Principal and Faculty Moderator(s). Officers are elected from the Upper School and two class

representatives are elected from each class/homeroom in grades 4-8. Students eligible to become Student Council officers must meet the following criteria based on the year in which they are elected and on the year in which they serve. Representatives must meet the criteria based on the year before they are elected and on the year in which they serve. The criteria are as follows:

- A proven history of honesty/integrity
- Leadership ability
- No suspensions
- No more than 5 checks in any given month\*
- Maintain at least a “C” average for classroom representatives and at least a “B” average for officers

*\* Any student council student exceeding this number will be put on probation the following month; continued tenure will be subject to the discretion of the faculty student council moderator.*

## **Tag Days**

On regularly scheduled days each month, students may wear appropriate casual clothes instead of the school uniform. The Student Council sponsors this activity and a small fee is charged. Clear guidelines are issued for dress on Tag Days and must be adhered to:

- jeans are permitted
- shorts – walking length shorts are permitted, no shorts shorter than where the tip of the fingers touch the leg
- shirts must cover the midriff
- no inappropriate logos or slogans.
- PE uniform is permitted
- shoes may include sneakers or shoes with heels no more than one inch; no flip-flops or open backed shoes
- jewelry/make-up/nails – same as uniform days
- no pajama pants

# ***V. Policies & Procedures***

## **Absences & Tardiness**

### **Absences**

The following are valid reasons for excused absences from school (if properly documented by the student’s parent or guardian upon the student’s return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student’s immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer;
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected

student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence. Parents are requested to call Mrs. Bonnie Hill in the Health Office (202-337-2339 x 213) or email her at [bhill@htsdc.org](mailto:bhill@htsdc.org) before 8:10am and leave a detailed message if their child(ren) is going to be absent on a particular day. As a safety measure, we alert parents if their child(ren) is not in school. Please make sure the office has current phone numbers for both parents. Please contact Mary Shannon at [mshannon@htsdc.org](mailto:mshannon@htsdc.org) with any contact changes so our school records can be adjusted immediately.

### **Tardiness**

Before care begins at 7:30 am each morning in the courtyard/big room for Lower School students and the theater for Upper School students. Classes begin at 8:10 am for all students, PreK through 8<sup>th</sup> grade. It is important for all students to be on time for school. Being on time allows your child(ren) to socialize, to get organized for his/her day, to be made aware of any announcements before the school day begins. Being tardy is difficult for your child which is why HTS treats tardiness seriously at all grade levels. In addition, high schools pay close attention to the tardiness of a student, especially in 7<sup>th</sup> and 8<sup>th</sup> grades.

### **Birthday Celebrations**

Please check with your child's classroom teacher in advance before providing a snack or treat to commemorate your child's birthday. Some of our students are affected by food allergies or are otherwise on restricted diets. Invitations to birthday parties may not be sent to school for distribution unless all children in the class are being invited to the party. Out of sensitivity for all of the children, discussion about parties should not take place at school unless all children have been invited. Invitations should always reflect the inclusive policy of the school.

### **Child Safety**

Holy Trinity School's most important responsibility is the protection and safety of the children who are entrusted to our care. Therefore, all employees, staff, and volunteers who work with children are required to complete a background questionnaire, have a criminal background investigation check, and attend training sessions before they are allowed to work with children in any capacity. The school is required by law to report to the proper authorities any suspected cases of child sexual or physical abuse or cases of neglect. Our responsibility to report abuse/neglect includes school employees, parents, and guardians.

### **Bullying**

As a Catholic school, HTS believes and teaches that each of us is called to love our neighbor and to treat them with respect. HTS is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community are prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner. The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner. Bullying, harassment,

and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

### **Child Protection Policy**

Visit our website: [www.htsdc.org/parents/virtus-training](http://www.htsdc.org/parents/virtus-training) for details on the Archdiocesan Child Protection Policy.

## **Discipline Code & Grievance Procedure**

### **Discipline Code**

Discipline at HTS is based on the belief that students, parents, and teachers will work together in an effort to help students develop self-discipline and a sense of responsibility for their actions. All aspects of discipline at HTS, including its methods, procedures, and policies, conform to guidelines of the Archdiocese of Washington. A system of appropriate rewards and consequences will be made known to all parents and students each September. For those children who can not conform to the school's expectations, the following procedures will be used at the discretion of the principal:

- Discipline warning – written description of infractions; copy to student file and to parents
- In-School Suspension (1-5 days) – written and added to student's file; conference with parents
- Out-Of-School Suspension (1-5 days) – written and added to student's file; conference with parents required before student is allowed to return to school

Expulsion is viewed as a last resort and an indication that the above procedures have not been successful in changing the child's behavior and that it is counterproductive for the child to remain as a member of the school community. Expulsion usually takes place after at least one suspension or other form of intervention; however, a student could face immediate expulsion for any of the following: serious threat of bodily harm; arson; continued, willful defiance/disobedience of authority; criminal activity; extortion; grave defacing or destruction of school property; gross disorder (inciting others); physical assault; possession of and/or use of a weapon; serious theft; trafficking in pornographic materials; use of/trafficking in alcohol or other drugs; vandalism. In the case of vandalism, the student and his parents shall reimburse the school the cost of replacing or repairing all damaged property, including books, supplies, equipment, buildings, and grounds.

### **Grievance Procedure**

In instances where the parents of the student involved are not satisfied with the decision of the principal, an appeal may be made to the pastor. A meeting will be held within a reasonable period of time with the pastor, principal, and parents in attendance. The request for such a meeting must be in writing.

## Dress Code & Uniform Policy

Children in PreK and Kindergarten do not wear uniforms; however, it is important that the youngest members of our family dress ready to play, indoors and outdoors. Flip flops and open backed sandals are not permitted as they make it difficult and dangerous to run, jump, and climb.

In grades 1-8, the purpose of the uniform code is to take away distractions and undue focus on clothing and accessories. At no time is makeup allowed. Jewelry is not allowed with the following exceptions: watches, no more than two finger rings, one short necklace and one pair of small, single earrings for girls. Boys may not wear earrings.

The following is not allowed at any time: nail polish or acrylic nails, tattoos (permanent or temporary), henna or hair color, body painting, body piercing. Hair for both boys and girls must be neat and away from the eyes. Boys' hair may be no longer than the shirt collar. Please refer to the chart below for more details. Please also see page 8 for rules regarding proper attire on Tag Days.

The following items **MUST** be purchased from Flynn and O'Hara, our approved uniform provider which has retail stores in the area and online ordering at [www.flynnohara.com](http://www.flynnohara.com): boys' and girls' pants, shorts, golf shirts, long-sleeved polo shirts, gym t-shirts and shorts, girls' jumpers and skirts. HTS also operates a uniform exchange where HTS families can exchange uniforms no longer needed for those in the correct styles and sizes. **Uniform Exchange** is a voluntary program whereby members of the HTS community donate gently used, clean uniforms. The clothing is then made available in the HTS Theater lobby for members of the HTS community. Dates are published in the Tuesday newsletter. This program runs on the honor system with donations being made when the clothing is no longer needed, and uniforms taken when they are needed. The uniform exchange is available during the first week of school and about six times per year thereafter. Shirts, skirts, jumpers, pants, sweatshirts, and PE apparel are available in various sizes. For more information, please contact Harriet Winslow at [hwinslow@htsdc.org](mailto:hwinslow@htsdc.org).

All polo and gym shirts must have the HTS logo. PE shorts and pants must be solid navy and have no other logos, insignia or stripes. Shoes must be study, black or brown, non-gym shoes. Uniform shoes include penny loafer, docksiders, dirty bucks, saddle shoes, and oxfords. Boots (high top or ankle) may not be worn. Shoes that look like tennis shoes are not acceptable. For safety reasons, heels may not be higher than 1 inch, regardless of where the heels of shoes are measured. If you have any questions, please call the Main Office (202-337-2339) **BEFORE** purchasing any uniform item.

### Boys Grades 1-8

Navy/white golf (long or short-sleeved) shirt with HTS logo* or navy/white turtleneck	Navy or white crew socks (must cover ankle)
Khaki uniform shorts or pants*	Uniform shoes (see above)
Black or brown belt (required for grades 3-8)	HTS sweatshirt (optional), including those bought from the Spirit Shop

### Girls Grades 1-4

Navy/white golf (long or short-sleeved) shirt with HTS logo* or white long or short sleeve blouses with a Peter Pan collar or navy/white turtleneck	Navy or white crew socks (must cover ankle) or tights
Plaid jumper (no shorter than 2" above the knee) or khaki uniform pants or shorts*	Navy leggings may be worn under the jumper (optional)
Black or brown belt (with khaki uniform pants or shorts)	Uniform shoes (see above)
	HTS sweatshirt (optional), including those bought from the Spirit Shop

### Girls Grades 5-8

Navy or white golf (long or short-sleeved) shirt with HTS logo* or navy/white turtleneck	Navy or white crew socks (must cover ankle) or tights
Plaid skirt (no shorter than 2" above the knee) or khaki uniform pants or shorts*	Navy leggings may be worn under the skirt (optional)
Black or brown belt (with khaki uniform pants or shorts)	Uniform shoes (see above)
	HTS sweatshirt (optional), including those bought from the Spirit Shop

### Gym Uniforms

HTS navy blue t-shirt*	Plain navy sweatpants (no logos, insignia or stripes)
Solid navy blue shorts (no shorter than 4" above the knee; no logos, insignia, or stripes)	HTS sweatshirt (optional), including those bought from the Spirit Shop
White crew socks (must cover ankle)	For girls: on swimming days, one-piece swimming suits only.
Gym shoes (NO black soles)	

\*must be purchased through Flynn and O'Hara.

### Emergency Preparedness

The physical safety of HTS's students and staff is of the utmost importance. To ensure our community's health and safety, HTS strictly follows guidelines and procedures put forth by the Archdiocese of Washington and the District of Columbia Public Schools. These guidelines and procedures include, but are not limited to: instructions in case of fire, extreme weather, chemical spills, intruders, and other threatening situations. All faculty and staff are trained in these procedures yearly and drills are held monthly to practice and refine procedures throughout the school year. These drills are reported to the Archdiocese of Washington and to the local fire marshal. HTS has an Emergency Response Team, consisting of administrators and qualified personnel, which have explicit responsibilities during an emergency situation. HTS also works in conjunction with Georgetown Visitation School and Georgetown University to provide offsite evacuation locations in the event they are necessary.

In the case of an emergency, parents and guardians will be notified about the situation and steps being taken through a program called School Reach. This automated program contacts parents and guardians through email and phone. It is imperative for parents and guardians to follow the instructions provided by School Reach as closely as possible. This allows HTS to provide the safest solution possible to students and staff. An updated binder containing the school's safety procedures is maintained in the school office.

## Grading Scale

The following grading scale is used in the Upper School:

93-100	= A
85-92	= B
77-84	= C
70-76	= D
69/below	= F

In conjunction with the Archdiocese of Washington, letter grades are not given in early childhood or the lower school. Students are given the following assessments on their report cards: Consistently, Usually, Sometimes, Developing Skill, and Requires Support.

## Health

### Illnesses and Accidents at School

As the classroom is a breeding ground for contagious illnesses, children should not be sent to school if they are sick. To keep our HTS community safe we will follow the basic guidelines presented by the CDC and WHO that dictate how to handle illnesses in schools. These protocols will be adjusted as changes are made in the future.

- Any student presenting flu-like symptoms during the school day - a fever over 100 degree F and sore throat, cough, congestion, headache, body aches, chills, or stomach upset – will be asked to leave school immediately.
- These students will be required to remain off campus until their fever and all other symptoms have resolved.
- Students must be fever free for 24 hours (without the use of Tylenol or Advil) before returning to school.

### Medications at School

In no case may any health, school, or staff member administer any medication outside the framework of the procedures outlined below:

1. Schools do NOT provide medications for student use.
2. Medications should be taken at home whenever possible. The first dose of any new medication must be given at home to ensure the student does not have a negative reaction.
3. Medication Authorization forms are required for each Prescription and Over-The-Counter (OTC) medication administered in school.
4. **All** medication taken in school must have a parent/guardian signed authorization. Prescription medications, herbals and OTC medications taken for 4 or more consecutive days also require a licensed healthcare provider's (LHCP) written order. **No medication**

**will be accepted by school personnel without the appropriate medication authorization form.**

5. **The parent or guardian must transport medications to and from school.**
6. Medication must be kept in the school health office.
7. Parents/guardians are responsible for submitting a new medication authorization form at the start of the school year and each time there is a change in the dosage or the time of medication administration.
8. A licensed Health Care Provider (LHCP) may use office stationery, prescription pad or other appropriate documentation in lieu of completing Part II. The following information in lay language with no abbreviations must be included and attached to Medication Authorization Form 8 (located on our website under the Parent tab). Student name, Date of Birth, Diagnosis, Signs or symptoms, Name of medication, Exact dosage to be taken at school, Route of medication, Time and frequency to give medications as well as exact time interval for additional dosages, Sequence in which two or more medications are to be administered, Common side effects, Duration of medication order or effective start and end dates. LHCP's name, signature and telephone number, Date of order.
9. All prescription medications, including physician's samples must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date.
10. All Over the Counter (OTC) medication must be in the original, small, sealed container with the name of the medication and its expiration date clearly visible. Parents/guardians must label the original container of the OTC with: Name of student, Exact Dosage to be taken in school, Frequency or time interval dosage is to be administered.
11. The student is to come to the health office to receive medication.
12. Students are NOT permitted to self medicate. The school does not assume responsibility for medication taken independently by the student. Exceptions may be on a case by case basis for students who demonstrate the capability to self administer emergency life saving medications, (e.g. inhaler, Epi-pen) with proper authorization on file.
13. Within one week after expiration of the effective date on the order, or on the last day or school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

### **Allergies**

Make sure your child's teacher as well as our health coordinator, Mrs. Hill (202-337-2399 x 213 or bhill@htsdc.org), is aware of any allergies your child may have. We are not a peanut-free school; however, we take care in making sure children with allergies are kept safe. Before sending in food, check with the homeroom teacher concerning any allergies anyone in your child's class may have.

### **Medical Appointments**

If a student needs to leave school during school hours, s/he must have a note from the parent. The student must sign-out either in the main office or the health office. Parents must pick up their child(ren) in the office. No student will be allowed to wait outside for a parent to arrive.

## **Student Health Records**

Correctly completed and filed medical health forms are essential to the smooth running of HTS. Health, immunization and emergency contact forms are available online to all families during the summer prior to each school year. Forms must be completed according to the directions provided and returned to the school by the date required. Blank copies of these forms are also available at <http://htsdc.org/parents/health-office/>.

## **Homework**

The purpose of homework is to extend the learning and thinking, to provide opportunities for independent work, and to strengthen concept and skill development. Homework is assigned regularly at HTS. Students have the responsibility of obtaining assignments, completing them in an acceptable manner, and turning them in on time. Students in the Lower School are gradually introduced to these concepts as their abilities to accept the responsibility develops. Parents can assist by ensuring that the child has a regular, quiet time and place to study, and by seeing that the quality is appropriate to the ability level of the child. Parents are asked to instill in their child(ren) a sense of responsibility for completing assignments well and for showing their parents all returned tests and papers. Early in the school year, teachers will provide information about homework for that grade level (e.g., approximately how much will be assigned each night, whether it will be assigned on weekends, whether any particular materials or books are needed, whether parents should go over the homework with the children, etc.) General guidelines are as follows: grades 1-2: 30 minutes; grades 3-4: 45 minutes; grades 5-6: 60 to 90 minutes; grades 7-8: 90 to 120 minutes.

## **Honor Code**

HTS's Honor Code has a long tradition. Developed originally by the Student Council, it has been modified over the years by our student body to what our students believe today:

As a Holy Trinity student, I will make good choices by:

- giving truthful answers.
- playing fairly and by the rules.
- working hard and giving my best effort in all I do.
- showing respect to others with my words and actions.
- taking responsibility for my choices.

## **Honor Roll and Awards**

The honor roll is awarded once each quarter for students in grades 5-8 who have A's or B's in all subjects as well as E's or G's in their specials. Distinguished Honors is awarded to students with all A's and all E's or G's in specials; High Honors is awarded to students with more A's than B's and all E's or G's in specials; Honors is awarded to students with more B's than A's and an average of G in the specials. Yearly awards are presented to upper school students for academic achievement, effort, citizenship, and the exemplification of the true spirit of HTS.

## **Inclement Weather Policy**

HTS follows the inclement weather procedure for Montgomery County as it is announced on the radio/online. If Montgomery County is closed, HTS is closed. If Montgomery County closes early, parents must make arrangements to pick up their child(ren) as soon as possible. If Montgomery County opens late, HTS will open late, **BUT NEVER BY MORE THAN AN HOUR**. That is, a late opening for HTS will be by **9:10 am**. On the morning of late openings, children may not arrive before **8:30 am**.

## **Lost & Found**

All items found in the school buildings or on school grounds are placed in the lost and found boxes on the ground floor of the Lower School. At the end of each semester, clothing not claimed is donated to charity. Parents are asked to identify all children's clothing with nametags.

## **Meals**

All students bring their own snack daily to school. Students in PreK and Kindergarten bring their lunch to school daily as well. Early Childhood students eat in their classrooms, and grades 1-8 eat in the Upper School cafeteria. For lunch in grades 1-8, students have the choice of bringing their own lunch from home or registering for the hot lunch program, catered by Garrison Dining Services. Hot lunch is available Monday-Thursday beginning in mid-September and ending in late May. Our hot lunch program offers a salad bar, a sandwich bar, and a hot entree. Water and juice are also available. The hot lunch schedule is available on our Google calendar. Hot lunch must be purchased for the year.

There are no provisions for refrigeration, so for those bringing lunch from home, please make sure that the contents will stay fresh, even in warm weather. Microwaves are available for student use in grades 1-8. All lunches should be marked with the child's name.

Every 3:00 pm dismissal Friday is "Pizza Day." This program, sponsored by the HTS Student Council, uses the funds collected to offset their operating costs. Pizza Days for the 2011-2012 school year are marked on the school's Google calendar.

At the beginning of each school year, children may order milk (chocolate, 1% white, or skim) for their school lunches for a small fee. Early Childhood children may order two cartons of milk for each day, one for lunch and one for snack.

To order hot lunch, pizza, or milk, use the following website: <http://www.tads.com/schools/holy-trinity/>

## **Messages**

If you need to change your child's plans after the school day has started, please call or email Ms. Sheila Miller in the main office (202-337-2339 or [smiller@htsdc.org](mailto:smiller@htsdc.org)). Ms. Miller will ensure that the message gets to your child at the end of the day. Because our teachers teach all day, they often do not have time to check their email once school begins; therefore, emailing them your change in plans may not get to your child in time.

## **Parent-Teacher Conferences**

Conferences are held two to three times a year in the PreK & Kindergarten classes instead of report cards. Parent/teacher conferences replace the report cards for the first and third marking periods in first grade. For grades 2-8, conferences are held formally once following the first quarter and then are arranged on an as-needed basis thereafter. A conference also may be scheduled any time during the year at the parents' or the teacher's request. Parents desiring a conference should call the school office and leave a message for the teacher. Teachers also may be reached through email. Teacher emails are available through the following link: <http://www.htsdc.org/academics/faculty-email-addresses>.

## **Parent Visits**

We love to have you visit. When you do, please follow these simple guidelines designed for the protection of the children. Sign in through the main office (Upper School) or the health office (Lower School). You will obtain a visitor's badge at this time. All school doors are locked at all times. We ask that you assist us in maintaining security by closing doors behind you as you enter or leave.

## **Progress Reports**

Progress reports for grades 2-8 are sent home midway through each quarter. This is the teacher's notice to the parents about student progress. Progress reports give the students and parents an early warning of any difficulties in successfully completing the work for the quarter. Progress reports must be signed and returned to the school the next day.

## **Report Cards**

Report cards are given out at the end of each quarter as a means of informing parents of academic progress as well as of cooperation, effort, and attendance. Report cards should be brought home on the day received, signed by parents, and the envelope promptly returned to the teacher.

## **Technology & Our Students**

HTS is very proud of the technology we are able to offer our students. Our network allows students to move their files from one computer to another as needed while access to the Internet enables students to research innumerable sites. The faculty strives to integrate technology use to further educational goals and objectives, and to provide developmentally appropriate guidance to students as they make use of electronic information resources related to the curriculum. Having information-literate students who can evaluate and use information appropriately and effectively is our goal. HTS faculty monitor Internet use and guide students toward the most appropriate information, but families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. On a global network, however, it is impossible to control all materials, and users may discover controversial information not consistent with our educational goals. We at HTS believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, HTS supports and respects each family's right to decide whether or not to apply for access.

### **Acceptable Use of Technology and Internet by Students in Catholic Schools**

Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not „surf the Internet or visit „Facebook, or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents work addresses or telephone numbers or the name and location of the school.

Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year. Violations will result in a loss of privileges as well as other disciplinary or legal actions deemed necessary.

### **Cell Phones**

While students may bring cell phones to school, they **MUST** be turned off and kept in the student's locker during school hours. Cell phones may only be used on school property with the express permission of an adult. Inappropriate use of a cell phone will result in its confiscation.

## ***VI. Parent Involvement***

### **Overview**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of HTS. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that HTS derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of HTS. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and HTS.

Parental cooperation and support are keys to the success of HTS. We therefore ask our parents to do the following:

- Complete and update all health, immunization, and emergency for each child. Notify HTS immediately with any changes during the school year.
- Provide a daily healthy snack for your child(ren).
- Provide your child(ren) with a lunch or subscribe to Holy Trinity School's hot lunch program.
- Read the weekly electronic newsletter and sign your child's weekly folder/conduct log.

- Ensure your child(ren) wears the correct uniform.
- Ensure your child (ren) arrives to school on time (8:10 am).
- Ensure that your child(ren) has homework completed to the best of his/her ability.
- Alert teachers/administration of any problem your child(ren) is experiencing, whether academic, social, physical, or emotional.
- Attend school gatherings, Home & School Association meetings, class parent meetings, and parent/teacher conferences.
- Volunteer for some of the many activities sponsored through the Home & School Association. Holy Trinity's Home & School Association is a very active body and all parents are automatically members when they join the school.
- Join us, if possible, for our school liturgies throughout the year.
- Work cooperatively with your child(ren)'s teacher to jointly address any concerns.
- Follow up on requests for specialized testing and adhere to the recommendations given as a result of this testing.
- Support and cooperate with school policies and procedures.

### **Annual Giving Drive**

Tuition income and parish subsidies do not cover the full cost of a Holy Trinity education. As in most private/parochial schools, parents, parents of alumni, alumni, friends, and grandparents are asked each year to supplement tuition income through contributions to the Annual Giving Drive. Every family is expected to participate at whatever financial level they can afford.

### **Back to School Night**

Back to school nights are held every September for the lower and upper schools of Holy Trinity. Parents are strongly encouraged to attend in order to find out in detail what teachers will be doing during the upcoming academic year and how parents can help. Normally, parents gather in the Holy Trinity Theater for an overview meeting and then break out by classroom and/or teacher for specifics by grade.

### **Home & School Association**

**All Holy Trinity parents and teachers belong to the Home & School Association (HSA).** The mission of the Holy Trinity Home School Association is to provide a structure where parents partner with the administration and faculty to support the spiritual and academic excellence of the children of Holy Trinity School. The Holy Trinity HSA theme for 2011-2012 is ***"Providing a Place for Parents in the HTS Community."***

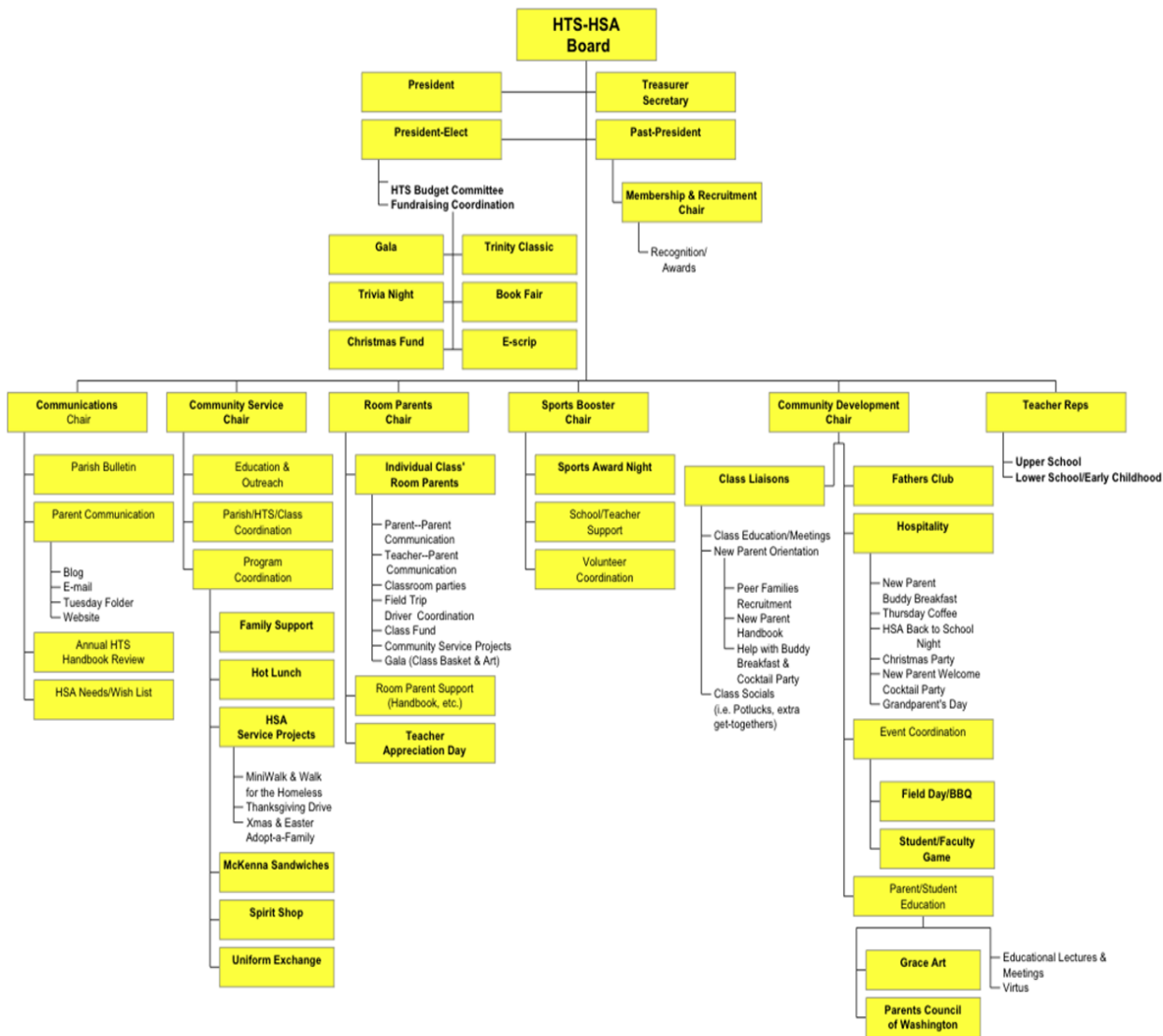
The HSA's goal is to facilitate cooperation and communication between the school and the parent body and to involve parents in supporting the school. The HSA elects officers -- President, President-Elect, Communications Officer and Treasurer -- who serve two-year terms. Additionally, the President sits on the school's Advisory Board.

The HSA engages in many community building activities and endeavors during the year. All of the events rely heavily upon parental support to make them successful. The money raised by HSA fundraising goes into the HSA budget and is allocated for various items needed by the school, which are not covered by the school budget. The HSA follows the recommendation of the principal and pastor for allocating funds at the end of the year.

Each family is expected to attend parent/teacher conferences and class meetings as requested. This is a wonderful way to meet other HTS family members and to get to know more about HTS. A critical part of HTS is the cooperation and integration of home and school.

### HSA Members for 2011-2012

- |                        |  |
|------------------------|--|
| President              | Bill Gallagher                                   |
| Past President         | Denise Siciliano                                 |
| President Elect        | April Egge                                       |
| Communications Officer | Macaire Carroll-Gavula                           |
| Treasurer              | Phil Joyce                                       |
| Community Development  | Lynne Lucas                                      |
| School Boosters        | Tina Namian                                      |
| Social Justice         | Declan Leonard                                   |
| Parent Education       | Lee Morales                                      |
| Teacher Rep            | Kerri Edwards                                    |
| Ex-officio             | Reverend Mark Horak and SJ, Principal Keith Darr |



## **HSA Activities**

This is a brief overview of the community building activities; the two, larger fundraisers (Trinity Classic and Gala), and the several “friendraisers” held at HTS. From eclectic to formal, there are many events that will catch your eye. We hope you will support any and all that appeal to your sense of fun, community and giving at HTS. Your support is crucial to our success, and the stakes for the school are high: the money raised goes towards financial-need scholarships, school technology program upgrades, school athletic programs, and more. But equally important, the friendships made help to build the strong community long enjoyed at HTS. Last year, the HSA Board set a goal of allocating money raised to support the objectives of the school’s Strategic Plan. Because of the generosity of parents at all of our fundraisers, several strategic initiatives are underway for the 2011-2012 school year. Thank you for all you do for HTS!

## **HSA Year-Round Activities**

### **Room Parents**

Room Parents are an important part of the HTS community. You offer needed support to the teachers and communicate information from the teachers, school, and Home & School Association to the parents. Responsibilities of Room Parents include:

- provide support to the teachers,
- attend room parent meetings and communicate essential information to parents in your class,
- create a welcoming and inclusive class community,
- plan parent potluck socials, and
- perform specific duties requested by the classroom teacher, grade and the HSA. To volunteer, please contact Tina Namian at [tfnamian2@hotmail.com](mailto:tfnamian2@hotmail.com).

### **School Boosters**

Our Boosters work with the Arts, Music, PE, and Specials teachers as well as the After School Program. As a Booster you help support all the outstanding work of the staff at HTS. You will provide much needed horsepower that allows HTS to offer more “curriculum nights” such as Family Math Night and Music & Arts Night, as well as CYO sports, and After School programming. To learn more, please contact: Sheila O’Leary at [soleary@hapc.com](mailto:soleary@hapc.com) for Arts & Music; Barbara Volkman at [barbara.j.volkman@us.ibm.com](mailto:barbara.j.volkman@us.ibm.com) for Sports; Kim Browne at [kjbrowne@verizon.net](mailto:kjbrowne@verizon.net) for After School.

### **Fathers’ Club**

The Holy Trinity Fathers’ Club (HTSFC) is a parent service organization made up of dedicated fathers of the school. All current HTS School fathers are members to the HTS Fathers’ Club. There is no cost for membership and no need to sign up or register for membership. The purpose of the HTSFC is to support our children, in a spirit of volunteerism through various events held throughout the calendar year, as well as provide our time and talents in support of various fundraising and social events at the school. The HTSFC enriches the Holy Trinity experience for our children and serves as a vehicle for fathers to be more active in school life. Throughout the year, you will receive notices for specific events and volunteer opportunities. As you receive these notices, you will need to sign up and/or RSVP to these individual activities. For more info, please contact Jimmy Ervin at [jervin@total-velocity.com](mailto:jervin@total-velocity.com).

### **Grocery Cards**

Every time you shop for groceries at Giant, Harris Teeter or Safeway, you could be raising money for Holy Trinity School! During August and September, we collect and register your Giant, Harris Teeter and Safeway card numbers. Please fill out the form, and send it back to the school or email the information to Susie Moyer at [shmoyer@mac.com](mailto:shmoyer@mac.com).

### **GRACE Art**

Holy Trinity School is proud to participate in a parent-run art appreciation program organized by the Greater Reston Arts Center (GRACE) in Reston, Virginia. GRACE Art in the Schools program provides us with the tools we need to educate our school's young students about great art, from the Lascaux Cave Paintings to Georgia O'Keefe, and everything in between. We focus on six artists per year in the kindergarten through 6th grade classes. GRACE Art provides us with a detailed portfolio for each month so you do not need any special training or an art background. All that is required is your time and enthusiasm! If you have a child in kindergarten through 6th grade, please consider presenting a portfolio this year. It is a unique opportunity to be in the classroom, and you will get to know your child's classmates. As an added bonus, your child will be so proud to have you there! If you have any questions, please contact GRACE Art Coordinator Jill Casasola at [jillcasasola@mac.com](mailto:jillcasasola@mac.com).

### **HSA Parent and Teacher Coffees**

HSA Coffees are held every Wednesday morning from 7:45-8:30 (weekly through early November and again from April - June in front of the Lower School). Please stop by after drop off for coffee and fellowship. Volunteers are needed to pickup and setup the weekly coffee from Saxbys. Our goal is to have at least four volunteers, making the commitment no more than once per month. To volunteer, please contact Lynne Lucas at [lynnelucas@verizon.net](mailto:lynnelucas@verizon.net).

### **HSA Social Justice Opportunities**

Many social justice opportunities occur throughout the year, including Christmas Giving Tree, Easter Adopt-a-Family, Fall & Spring Gleaning, Walk for the Homeless Mini-Walk-a-Thon, Thanksgiving Food Drive, Family Support, McKenna Sandwiches. Please contact Declan Leonard at [dleonard@berenzweigl.com](mailto:dleonard@berenzweigl.com).

### **McKenna Sandwiches**

Every Wednesday, students may bring in extra sandwiches. Each week one class is assigned to make sandwiches. Teachers provide specific instructions for their own class usually via their weekly class newsletter. These sandwiches are collected by an HSA committee member and driven to Martha's Table for distribution. For details, contact Patti Franco at [cjcpaf3@mac.com](mailto:cjcpaf3@mac.com).

### **Family Support**

The HSA provides a caring outreach to school families experiencing a life event, such as births or deaths in the family. Please contact Ann Gorton Boyd at [ann.gorton@ferc.gov](mailto:ann.gorton@ferc.gov) for more details.

### **HTS Spirit Shop.**

Find us on [www.htsdc.org](http://www.htsdc.org). Available for ordering are: fleece pullovers (uniform approved), gym bags, coach's shirts, and more. Additional items to follow, so please check back periodically for updates. Questions? Contact Kristen Gullott at [kmpal@hotmail.com](mailto:kmpal@hotmail.com).

## **Hot Lunch Program Parent Volunteers**

HSA provides parent volunteers to assist Garrison Dining Services with food service at lunch. Hot lunch begins in September and ends in June; it is served weekly in the Upper School Cafeteria Monday through Thursday to grades 1 to 8. For further information, contact Debby Glamb at [debglamb@verizon.net](mailto:debglamb@verizon.net).

## **HSA Date-Specific Activities**

### **October**

**Trinity Golf and Tennis Classic, our second largest fundraiser**, will be held on October 14, 2011, at Bretton Woods Country Club in Germantown, Maryland. It is a casual event played in a scramble format so that golfers of all skill levels are sure to have a great time. Don't play golf? No worries – come and test your prowess on the tennis court. Those who can't make it for golf or tennis are invited to attend the cocktail reception and awards dinner following the day's events. An online auction accompanies the Trinity Classic and closes at the dinner.

We would love to have as many participants as possible. Volunteers are needed to assist with mailings, registration, contests, and more. For further information or to volunteer, please contact Keith & Julie Moellering at [juliebmo2@yahoo.com](mailto:juliebmo2@yahoo.com) or [keith.moellering@pnc.com](mailto:keith.moellering@pnc.com).

### **November**

**Holy Trinity School Book Fair** will be held November 6-11, 2011. HSA hosts the Fall Book Fair each year in the lower school cafeteria to encourage our young readers and support the school. About 25% of the total sales go directly to the HSA. The Fall Book Fair focuses on gift and holiday shopping for students and adults. The students are encouraged to come through the fair with their classes to review and make selections that capture their interests. Teachers also create wish lists of books for parents to purchase for their classrooms. Volunteers are needed to help set up and break down as well as work as cashiers during the fair. Not only will you work with fellow parents, you will meet some of our fabulous faculty and help students with their book selections! Look for notices in the Tuesday newsletter or feel free to contact us. For more information, contact Sasha Drobnick at [ssdrobnick@verizon.net](mailto:ssdrobnick@verizon.net) or Melanie Gisler at [m.gisler@comcast.net](mailto:m.gisler@comcast.net).

**Thanksgiving Food Drive** will be held during the weeks prior to Thanksgiving. More information will be available at that time. To volunteer, contact Declan Leonard at [dleonard@berenzweigl.com](mailto:dleonard@berenzweigl.com).

### **December**

**Giving Tree:** During December, the HSA's Social Justice Committee works with the Parish Social Justice Committee to identify opportunities for HT families to participate in the Giving Tree project. Students, with parent approval, select tags to donate individual items requested by area organizations. See Declan Leonard at [dleonard@berenzweigl.com](mailto:dleonard@berenzweigl.com).

**Holy Trinity School Christmas Show & Pre-Show Coffee** will be held on Wednesday, December 21, 2011, at 8:30 am in the Upper School Cafeteria for the pre-show coffee and

10:00am for the Christmas Show. The Home & School Association sponsors a breakfast and coffee beginning after drop-off for all parents, grandparents, family, and friends! The Christmas Show is a perfect way to begin your holiday vacation and is a must-see! The Christmas Show begins at 10:00am on December 21, 2011 in Holy Trinity Church, with doors opening at 9:30am and first-come, first-served seating. Please plan to join us for the morning! Volunteers are needed for setup, cleanup and provide food items. Contact Lynne Lucas at [lynnelucas@verizon.net](mailto:lynnelucas@verizon.net) for more information.

**Annual Teacher and Staff Christmas Fund.** The HSA sponsors the Holy Trinity School Teacher and Staff Christmas Fund. Parents voluntarily contribute as a group. Gifts from this fund are given in lieu of class gifts and are intended to replace individual gifts parents might otherwise give to teachers. Checks are sent by Wednesday, December 15, and are distributed as Christmas presents on the day of the Christmas Show. For information, please contact Ditas Oliveros-Miranda at [Boliveros@worldbank.org](mailto:Boliveros@worldbank.org).

## January

**Catholic Schools Week.** HSA takes the opportunity to let our teachers know how much we appreciate them. During the week, room parents provide a breakfast for the teachers, and stock the Teachers' Lounge with yummy drinks and snacks to last the rest of the school year.

**Trivia Night.** "A casual night of Q & A, raising dough for the HSA" will be held in Holy Trinity's McKenna Hall on Friday, January 27, 2012. Teams of 10 vie in a fun and friendly competition to the claim the title of Trivia Night champions. If you don't think you know a lot of trivia, no worries, Trivia Night "waitresses and waiters" are ready to sell hints to help your team get the correct answer. Of course, volunteers are needed to help sell tickets, serve delicious chili, or take "tips" for clues. To join this fun committee, please contact Autumn Thomason at [autumnenglish211@msn.com](mailto:autumnenglish211@msn.com), Mia Dewitt at [miadewitt@mac.com](mailto:miadewitt@mac.com), or Tracy Taylor at [tdtaylor@wms-jen.com](mailto:tdtaylor@wms-jen.com) for more information.

## March

**Faculty/Student Basketball Game** Watch as the Faculty gets crushed, we mean, dominates the students in this perennial favorite. It is the highlight of March Madness. Proceeds go towards the Sports Program at HTS. 6<sup>th</sup> grade parents coordinate selling tickets, setting up/cleaning up, and cheering for the kids over our beloved faculty.

**Annual Holy Trinity School Gala, our largest fundraising event,** will be held in March 2012. We invite all HTS parents to get involved in this worthy community building event. The Gala is a dinner with Treasure Trove, Silent, and Live Auctions. Volunteers are needed to help with solicitations, sell raffle tickets, basket wrapping, transportation, set-up, decorations, clean-up, check in and check out, and so much more. Bring your energy, your enthusiasm and your ideas! Please contact April Egge, HSA President-Elect, at [maloslamamos@verizon.net](mailto:maloslamamos@verizon.net) for more information.

## May

**New Parent Welcome Reception** is held in May to welcome newly admitted families into the HTS community. Contact Lynne Lucas at [lynnelucas@verizon.net](mailto:lynnelucas@verizon.net).

## June

**Field Day** will be held on Thursday, June 9, 2012, from 9am to 3pm. The sixth annual HTS Blue-White Field Day will be at the beautifully renovated Palisades Park. We're looking forward to a fun day and spirited competition in 10 events to include sack races, an egg toss, a diamond dash, and tug o' war. Parents are needed to assist with game supervision, driving to and from the park, general oversight, and setup & serving the BBQ. All students in grades 1-7 are expected to participate. Kindergarten and Pre-K students have a lovely enclosed tot-lot in which to play. Students, wearing their blue or white t-shirt, will be divided into Blue and White teams. The winning team will have the right to claim the Tiny Titan Trophy. Teachers and room parents will notify students and parents about logistics for the big day. Students report to school at the regular time, and carpools are arranged from school and back. If you would like more information and/or you would like to volunteer for Field Day, please contact Tom Fletcher at [thomasfletcher@verizon.net](mailto:thomasfletcher@verizon.net).

## Parent Communications

### General Communications

The school uses the following methods to communicate with parents on a regular basis:

#### 1. The Tuesday Folder

The Tuesday folder is brought home by every child every Tuesday. It contains announcements, reminders about scheduling, conduct logs, and test papers. Parents review the materials in the folder, sign it to indicate they have received and seen the folder, and return the folder to school on Wednesday.

#### 2. The Tuesday Newsletter

The Tuesday newsletter is sent by email from the principal each week. It includes information on school news, upcoming events, student accomplishments, HSA and SAB activities, and other important information. The newsletter is sent to all parents via the email address submitted to HTS; please notify the office immediately should your email address change so we can be sure you receive timely communications.

#### 3. [www.htsdc.org](http://www.htsdc.org)

We have worked tremendously hard to make our website the #1 resource available for students and parents to keep up to date on what is happening at HTS. Please contact [Mr. Hennessy](#) or [Mr. Clark](#) with comments/questions. Look to our website for the following:

- a. **About HTS** contains our [Mission & Philosophy](#), [HTS At-A-Glance](#), [HTS A to Z](#), [History of HTS](#) and [Holy Trinity School Handbook](#)
- b. The **Academics** section includes information about our [Curriculum & ADW Standards](#) as well as [Faculty Email Addresses](#). The [Faculty Webpages](#) include what is happening in the classroom - homework, class policies, tests/quizzes/projects, special events, etc.
- c. The **Admissions** section contains all of the information prospective students and parents need to know about [Applying to HTS](#).
- d. The **Calendars** section of the website not only includes the school's [Main Calendar](#), but also has calendars for specific grade levels where students can access information about upcoming tests/quizzes, projects, field trips, and other special events. The [Hot Lunch Menu & Servers](#) calendar includes the main lunch being served as a part of our [Hot Lunch Program](#) and what volunteers are helping that day.

- e. The **Parents** section contains information about [VIRTUS Training](#) required by the Archdiocese. It also has a page devoted to the [Home School Association \(HSA\)](#), the [School Advisory Board \(SAB\)](#), and the [Fathers Club](#). The [Health Office](#) page outlines school policies regarding absences and medication at school and contains form for download. Information regarding [Carpool Procedures](#) and [Uniforms](#) are also included.
- f. **Student Life** at HTS contains information about [A Day in the Life](#) of a HTS student, [Clubs & Activities](#), the [After School Program](#), and more.

## School Advisory Board

The Holy Trinity School Advisory Board (SAB) is made up of parents, alumni, parishioners and community leaders appointed by the pastor and principal and charged with advising the school leadership team in the governance of the school and in meeting the school's mission. A non-governing board, the SAB provides strategic advice in a variety of areas that promote the educational strength and Jesuit identity of the school. The SAB fulfills its purpose and exercises its function in accord with the mission and goals of the parish and Society of Jesus, and the goals, policies and regulations of the Archdioceses of Washington.

The SAB has a number of important working committees that serve as critical resources in advancing the Board's work including: Strategic Planning; Budget and Finance; Admissions, Curriculum and Standards; Technology; Marketing and Communications; Development; and Buildings and Facilities. Each of these Committees relies on the service and expertise of school, parent and Parish volunteers whose contributions are at the heart of the work of the Board.

During the 2010-2011 school year, the SAB was tasked with creating a strategic plan for the school that would serve as a comprehensive roadmap to advance the mission of HTS. The SAB worked with key Holy Trinity constituencies (school, parish, families) to build consensus and create a meaningful, action-oriented plan that will guide the work of the school over the next three to five years.

Moving forward, the SAB will focus its work on achieving the goals and meeting the benchmarks identified in the strategic plan. The Strategic Plan as well as updates on the work of the SAB will be available on the school website. Each winter, the SAB makes a formal call for nominations. Please stay tuned. We encourage your nominations. To contact a member of the SAB or to inquire about its work, please send an email to [HTS.SAB@gmail.com](mailto:HTS.SAB@gmail.com)

### 2011-2012 Holy Trinity School Advisory Board Executive Committee

Rev. Mark Horak, SJ	Pastor (ex officio)
Keith Darr, M.Ed, EdS	Principal (ex officio)
Jenny Smulson	President
Sarah Oetgen	Vice President
Maureen Fallon Bridgeland	Communications Officer
Ellen Patterson	Immediate Past-President & Chair, Nominations Committee
Alicia Brown	Chair, Finance Committee
Rev. Edward Fassett, SJ	Advisor
Bill Gallagher, MD	HSA President (ex officio)
Michael Guerra	Advisor

Sr. Mary Berchmans Hannan, VHM	Advisor
John Hart	Chair, Development Committee
Phyllis Hedlund, EdD	Chair, Admissions, Curriculum and Standards Committee
Clarion Johnson, MD	Advisor
Rick Lash	Chair, Buildings and Facilities Committee
Chris Lyons	Chair, Strategic Planning Committee
Barbara Patocka	Liaison to Parish Finance Council (ex officio)
Mary Podesta	Advisor
Janet Stone	Chair, Communications and Marketing Committee
Bill Whitaker	Advisor
Kurt Wimmer	Chair, Technology Committee
TBD	Parish Council Liaison (ex officio)

## **Virtus Child Protection Training Steps for HTS Volunteers**

Please see the steps below to complete your training. Once you have registered, please let the VIRTUS Coordinator, Mary Cooter, know that you have done so by sending an email to [mcooter@htsdc.org](mailto:mcooter@htsdc.org).

**STEP 1:** Fill out the ARCHDIOCESE VOLUNTEER APPLICATION. The application can also be obtained from HTS VIRTUS Coordinator Mary Cooter, the HTS website or online at [http://www.adw.org/youth/protect\\_index.asp](http://www.adw.org/youth/protect_index.asp).

**STEP 2:** Log on and register at VIRTUS Online

1. Go to [WWW.VIRTUS.ORG](http://WWW.VIRTUS.ORG)
2. Click on the word REGISTRATION that is in yellow on the left hand side of the VIRTUSonline page. Please note: once you have registered, you have 60 days to complete the process.
3. If you are searching for a session to attend, click on VIEW A LIST OF SESSIONS (If you know the session you want to attend, click on BEGIN THE REGISTRATION PROCESS instead and continue on to create a user name and password.)
4. Click on the down arrow to the right of the SELECT YOUR ORGANIZATION. Scroll down the drop down menu until you find WASHINGTON, DC (ARCHDIOCESE). Click on SELECT.
5. After reviewing the list of sessions, click on START REGISTRATION
6. Create a User ID and Password. Click on CONTINUE.
7. Complete the registration screens.
8. When you get to the screen that asks if you have ALREADY ATTENDED A PROTECTING GOD'S CHILDREN SESSION, click NO if you have not attended and select the session you want to attend.
9. If you have attended, click YES and select the session you attended and complete the rest of the registration process.
10. When you attend the session, be sure to sign in at the beginning and to get your certificate at the end of the session so that your enrollment is recorded.
11. Give the certificate to Mary Cooter after the training

**STEP 3:** Contact the Office of Employment and Volunteer Services for Fingerprinting (please note: fingerprinting can be done any time after you have turned in your application)

1. To make a reservation, call 301-853-5363 or go online to [www.adw.org/employment/fingerprint.asp](http://www.adw.org/employment/fingerprint.asp) (Many volunteers have found the online reservation to be most successful. Messages left on the reservation number have not been returned in a timely manner. Please also help ensure the fingerprinting is done carefully so you do not have to return due to unreadable images.).
2. Be sure to bring the following documents to your fingerprinting appointment
  - a. Criminal Background Authorization Form (you will receive this at the training session or can obtain a copy from Mary Cooter, VIRTUS Coordinator).
  - b. Check or money order made payable to CJIS (volunteer \$33.25, Employee \$37.25)
  - c. Valid photo ID

**STEP 4:** Read the CHILD PROTECTION POLICY BOOKLET on the archdiocese website:[http://www.adw.org/youth/protect\\_index.asp](http://www.adw.org/youth/protect_index.asp)

**STEP 5:** Print and sign the POLICY STATEMENT on the last page of the CHILD PROTECTION POLICY BOOKLET (found in the link in STEP 4 above.)

**STEP 6:** Return the completed application and the policy statement to Mary Cooter, HTS VIRTUS Coordinator.

**STEP 7:** The process is complete when all forms are returned to Mary Cooter. If there is any question about your compliance, Mary Cooter will contact you.

## ***VII. Administration***

### **Admissions**

HTS does not discriminate in its admissions policy on the basis of race, color, creed, or national origin. To be eligible for family tuition assistance from Holy Trinity Parish, the child must be a baptized Catholic, and at least one parent:

1. Must be a baptized Catholic;
2. Must have registered as a parishioner at Holy Trinity Parish before January 1, 2010;
3. Must have consistently contributed financially to Holy Trinity Church between January 1, 2010, and December 31, 2010; and
4. Must make and carry out an annual pledge for calendar year 2011 that includes a commitment to participate with his/her child in regular Sunday worship at Holy Trinity Church, to participate in the activities and ministries of the parish as his/her circumstances allow, and to contribute financially to the support of Holy Trinity Church (in addition to school tuition payments).

Also, the Archdiocese of Washington offers the Archdiocesan Rate, which is available only to families who meet the Holy Trinity Parish requirements, or other Archdiocese of Washington parishes. A form is available in the office for you to present to your pastor for his completion. Contact our Director of Admissions, Kim Calnan Crismali at [kcrismali@htsdc.org](mailto:kcrismali@htsdc.org) if you have any questions.

### **Development Office**

The Development Office coordinates the school's Annual Giving Drive, solicits scholarship gifts, gifts-in-kind, bequests, endowment gifts, grants from foundations, and promotes alumni involvement in the school. This office publishes a semi-annual newsletter about HTS and an Annual Report. For more information, contact the Director of Development, Elizabeth Taglieri at [etaglier@htsdc.org](mailto:etaglier@htsdc.org).

## **Financial Assistance**

Holy Trinity School is committed to working with families to make sure an HTS education is attainable for their children. A variety of scholarships and/or financial assistance packages are available for families who need help in paying tuition. Priority is given to families who have been in the school for at least one year. A confidential financial disclosure statement is required. We encourage parents who feel they cannot attend HTS because of finances to apply. Contact the finance department at [financehts@htsdc.org](mailto:financehts@htsdc.org) with all inquiries.

## **Health Office**

The school Health Coordinator's Office is located in the lower level of the Lower School. She is not a nurse. Children sent to her from the classroom because they are not feeling well, will stay in the office until she makes a determination about the extent of the illness. If the child is too ill to remain in school, a parent will be notified. Children are not permitted to remain in the health room all day.

## **Re-registration**

Re-registration of current students takes place during late January. This is an opportunity for both the parents and the school administration to determine whether HTS is the appropriate school. The school may decide that re-registration of a particular student/family is not in the best interest of the child or the school. Some reasons may include: the child's need for an educational setting which cannot be met at Holy Trinity; refusal on the part of the parents to obtain requested diagnostic testing or to follow through on recommendations that result from testing; patterns of behavior on the part of the student or parents which show consistent lack of respect for school, school authorities, or school policies and procedures; and/or failure on the part of the parents to pay tuition and fees.

## **Tuition**

1. Tuition Agreement - A signed Admissions and Tuition Agreement is required each year.
2. Tuition Payment - Payment in full by June 1, 2011, or monthly SMART tuition plan (annual fee of \$43). Contact the finance office for SMART plan information including terms, fees and conditions.
3. Fees - All instructional fees are included in tuition rate (textbooks, art, technology and yearbook). Additional fees may be charged for field trips, school events and other activities.
4. Returned Checks - A \$25 penalty will be assessed for returned checks. Returned checks must be replaced with a certified check, money order or cash.
5. Delinquent Accounts - An account that is more than one month overdue is delinquent. Holy Trinity may ask parents to withdraw their child(ren) if tuition and fee payments are delinquent. Under certain circumstances financial assistance may be available. Contact the finance department at [financehts@htsdc.org](mailto:financehts@htsdc.org) prior to any late payment.
6. Tuition & Fees - Parents are responsible for the whole tuition upon accepting a child's placement in class. Tuition and fees are not refundable. All tuition and instructional fees will be added to SMART account unless notified by parent in advance.
  - 6a. Tutoring Program - Annual Fee is \$7,000. Payment is due in full when tutoring begins or an adjustment will be made to the SMART tuition plan.
  - 6b. Testing and Evaluation - As a condition of a child's enrollment, parents agree to pursue outside evaluations (O.T., P.T., speech/language, academic, psycho-educational) if requested by the school. A copy of the report must be presented to Holy Trinity School upon completion of the evaluation.
7. Transcripts/Records - will not be forwarded to another school until tuition and fees are paid in full.

8. After School Program - \$5.00 an hour. Drop-in fee is \$25.00/day for each child. Information on payment options is included with program's enrollment materials.
9. Financial Assistance - A confidential financial disclosure statement is required for consideration in both Holy Trinity's and the Archdiocese of Washington's programs. Holy Trinity will give priority to families who have been in the school for at least one year. There is a small fee for submitting an application. (Please contact the finance department at [financehts@htsdc.org](mailto:financehts@htsdc.org) if assistance is needed).
10. Non-refundable Tuition Deposit – The deposit is paid at the time of (re)-registration and will be applied to tuition accounts after the beginning of second semester. Families paying through SMART should see their credit in January/February 2012.

## ***VIII. Daily Operations***

### **School Hours**

The school day runs from 8:10 am until 3:00 pm for both Lower and Upper school students. Children are dismissed at 1:00 pm on the third Friday of each month. Early dismissals allow time for faculty meetings and professional development.

### **Parking**

Parking near the school is difficult given our location in historic Georgetown. Please use great care and consideration when driving near the school as children do cross the streets as they are leaving. The DC Police Department is extremely vigilant about ticketing for infractions! Signs are posted in front of the school and on the north side of N Street allowing 15 minute parking from 7:30 am until 6:30 pm – except during HTS's carpool time from dismissal until 15 minutes after dismissal. Parking for evening school events is usually available at Georgetown Visitation Preparatory High School, just two blocks away at 35<sup>th</sup> and Volta Place, NW.

### **Arrival**

To ensure the safety of our children, we have set up the following procedures:

1. No parent or visitor will be allowed entry or exit through any door other than the lower level door facing 36<sup>th</sup> street NW in the Lower School (by the health office) or the main office door in the Upper School. While in the school building, every parent must have a visible visitor badge.
2. Everyone must sign in and out; there are no exceptions.
3. PRE-K & KINDERGARTEN – Parents of Early Childhood students must sign in before taking their children to class and sign out as they leave. Sign-in/out is located in the health office on the ground floor. Parents may drop off their children after 7:50 and must leave by 8:10. If you arrive after 8:10 am, please leave your child(ren) in the health office. After the 8:15 am prayer & announcements, an assistant will escort your child(ren) to his/her classroom.
4. GRADES 1-4 – Parents should drop off children on the playground (weather permitting) between 7:30 and 8:00 am. Several teachers/staff are on duty to supervise the students' entry into the building.
5. GRADES 5-8 – Parents should drop off children in front of the Upper School starting at 7:30 am. Upper School students should enter through the cafeteria door and proceed to the theater where they will be supervised.
6. IN GENERAL –
  - Do not leave cars parked in carpool lanes during drop-off.
  - At 8:05, students in grades 1-8 go upstairs to their classrooms. Parents in grade 1-8 do not accompany their child(ren) into the building.

- Students must be in their homerooms no later than 8:10 am. Because classes use this time to discuss the schedule for the rest of the day and receive other important information, it is very important that all children be present at the beginning of homeroom. Tardiness makes it difficult for students to make a strong and confident start to the day.
- Any student who arrives after 8:10 must report directly to Mrs. Hill (Lower School) or Ms. Miller (Upper School) before going to homeroom.
- Parents dropping off packages, lunches, etc. leave the items in either the main office (Upper School) or the health office (Lower School). It will be delivered to your child(ren).
- Drop off/dismissal is not intended for unscheduled conferences. Teachers are preparing for the safe arrival/dismissal of all children and have duties that have been assigned to them.
- For all scheduled conferences or meetings, parents sign-in through the main office (Upper School) or health office (Lower School) and wear a visitor's badge while in the school buildings.

### **Dismissal**

Dismissal is at 3:00 pm for both the Upper and Lower Schools (1:00 pm on the third Friday of the month). At 3:15 pm any child who has not been picked up must go to the After School Program to wait for pick up. A \$25 drop-in fee is charged for admission into the After School Program. Proper behavior is expected of all Holy Trinity students on the way to and from school, whether walking, carpooling, or using public transportation. Students should walk on the sidewalk and stay off of the church steps and the wall. Students may not change out of their uniforms before leaving school, except for sports team practices. At no time will students be allowed to remain outside school, unsupervised, which includes waiting for a ride.

### **Carpool Procedures**

Holy Trinity School is determined to make our dismissal orderly and safe for all. In order for this to happen, we need the cooperation of everyone who picks up a child, either walking or in carpool. Teachers direct carpool procedures. They must be respected and their directions followed at all times.

#### **Parents, please follow these guidelines:**

- teachers/staff/parents need to help put children into cars. Children may not leave the curb unless escorted by an adult.
- parents may not leave their cars unattended while in the carpool line – in the morning or evening.
- no cell phone use while in carpool line.
- all will follow carpool guidelines – parents, nannies, babysitters, grandparents. Please make all aware of the rules.
- cars must be in the carpool queue. Parents may not park across the street and ask children to come to the car. If a parent does not wish to be part of the carpool line, he/she must park elsewhere and walk to meet the child.

#### **Please be sure that all students follow these guidelines:**

- listen quietly for teacher direction.
- Upper school walkers exit the building through the theater lobby doors. Parents of walkers can meet their child(ren) at the theater doors.