

**HOLY TRINITY CATHOLIC ACADEMY (HTCA)**  
**503 SHELTON AVENUE**  
**SHELTON, CONNECTICUT 06484**  
**PHONE: (203) 929-4422**  
**[www.holytrinitycatholicacademy.org](http://www.holytrinitycatholicacademy.org)**



***One God. One School. One Family.***

**PARENT/STUDENT HANDBOOK**  
**2023 - 2024**

**Holy Trinity Catholic Academy is Accredited by the  
New England Association of Schools and Colleges**

**HOLY TRINITY CATHOLIC ACADEMY  
503 SHELTON AVENUE  
SHELTON, CONNECTICUT 06484  
PHONE: (203) 929-4422**

September, 2023

Dear Parents and Students,

Welcome to the community of Holy Trinity Catholic Academy! We are pleased to present this Parent/Student Handbook to you so that you will know more about our school and how we will work together for the best interest of your child.

The faculty and staff of HTCA look forward to working with you to promote academic excellence and spiritual development in the context of the Catholic values of community, service, reverence and leadership.

Together let us pray that God, Who has begun this good work in us, may carry it through to completion.

In Christ's Love,

Mrs. Lisa M. Lanni  
Head of School/Principal

## **HOLY TRINITY CATHOLIC ACADEMY MISSION STATEMENT**

Holy Trinity Catholic Academy welcomes families and their children to a safe, Catholic-based, personalized learning environment, promoting academic excellence and Gospel values.

## **HOLY TRINITY CATHOLIC ACADEMY PHILOSOPHY**

Holy Trinity Catholic Academy is a Catholic, multi-cultural, child-centered school striving to be a living community of faith within a safe environment. Our school seeks to permeate every educational experience within the guidance of the school with the message of love and the vitality of Christ's presence. We are committed to nurturing individual excellence in every child.

Communication between home and school is an integral component of our philosophy.

Recognizing that parents are the primary educators, we work to reinforce the education that parents have initiated. Realizing that each child comes to our school with a distinct set of values, emotions, personality, and family background, we encourage an inclusive curriculum which provides for the development of the whole child – spiritually, intellectually, physically, socially, and emotionally. We seek to instill in our community a strong sense of Christian morals and ethics, enabling each child to become a contributing member of our global society.

### **ADDRESSES and PHONE NUMBERS**

**Holy Trinity Catholic Academy:** 503 Shelton Avenue  
Shelton, CT 06484  
Phone: 203-929-4422  
Website: [www.holytrinitycatholicacademy.org](http://www.holytrinitycatholicacademy.org)

**Holy Trinity After-School Club:** Phone: 203-924-0495

**Bus Company:** Shelton Public Schools – Transportation Department  
382 Long Hill Avenue  
Shelton, CT 06484

Contact Information: [transportation@sheltonpublicschools.org](mailto:transportation@sheltonpublicschools.org)  
Phone: 203-922-1311

# ACADEMIC POLICIES

## ACADEMIC EXPECTATIONS

Holy Trinity Catholic Academy, henceforth referred to as HTCA, expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review. All test grades will be posted on the Parent Portal within a week after a test was administered.

## HOMEWORK

Whenever possible, homework will be assigned on digital platforms to reduce the need to bring textbooks back and forth to school.

Homework counts no more than 10% of a Quarter Grade. Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

|                   |                      |
|-------------------|----------------------|
| Kindergarten      | 15 minutes/night     |
| Grade 1           | 20 minutes/night     |
| Grade2            | 20 minutes/night     |
| Grade3            | 40 minutes/night     |
| Grade4            | 40 minutes/night     |
| Grade 5           | 50 minutes/night     |
| Grade 6, 7, and 8 | 1 to 1 ½ hours/night |

These time allotments are GUIDELINES ONLY. It is impossible to predict the amount of time an individual student will need to complete his/her work, and homework will vary throughout the year.

**When students are absent, they are given time to make up missed work. Students are responsible for getting missed assignments from the teacher.(\*The time given is determined by the teacher, depending on the length of absence.)**

**Students who are absent from school due to planned vacations, are considered ‘illegally absent,’ and are not permitted to receive school work in advance.**

## **GRADING POLICY**

The Grading System for the elementary schools of the Diocese of Bridgeport is as follows:

### **Pre-K3 and Pre-K4**

M - Meets grade-level standards consistently

W – Working towards mastery of the standard or is inconsistent

N - Not yet meeting grade level

X - Not assessed at this time

### **Kindergarten - Grade 2**

E - Exceeds grade-level standards

M - Meets grade-level standards consistently

W – Working towards mastery of the standard or is inconsistent

N - Not yet meeting grade level

I - Insufficient evidence provided usually due to lack of attendance or effort

X - Not assessed at this time

\* - Modified curriculum due to approved Accommodation Plan

### **Grade 3**

4.0 - Distinguished: Student demonstrates knowledge which exceeds grade level standards

3.5 - Student demonstrates some understanding beyond grade level standards

3.0 - Proficient: Student demonstrates mastery on grade level standards. This is the target/goal for student success

2.5 - Student demonstrates partial success on grade level standards

2.0 - Developing: Student demonstrates basic understanding and is partially proficient at meeting grade level standards

1.5 - Student demonstrates partial success on foundational skills or made major errors on grade level standards

1.0 - Emerging: With help, the student demonstrates some understanding of foundational skills and grade level standards

0.5 - With help, the student demonstrates some understanding of foundational skills

0 - Deficient: Even with help, the student is not successful

I - Insufficient evidence provided for demonstration of mastery when assessed - usually due to lack of attendance or effort

X - Not assessed at this time

\* - Modified curriculum due to approved Accommodation Plan

Grades 4 – 8 (All Subjects):

|    |                         |    |                                      |
|----|-------------------------|----|--------------------------------------|
| A  | 94 – 100 (Outstanding)  | C+ | 77 – 79                              |
| A- | 90 – 93                 | C  | 74 – 76 (Average)                    |
| B+ | 87 – 89                 | C- | 70 – 73                              |
| B  | 84 – 86 (Above average) | D  | 66 – 69 (Below average, but passing) |
| B- | 80 – 83                 | F  | 65 and below (Failure)               |

Study Skills / Conduct – Effort / Social Development (Grades 4 – 5)

Conduct – Effort (Grades 6 – 8):

- 1 Excellent
- 2 Good
- 3 Improvement Needed
- 4 Unsatisfactory

In certain extenuating circumstances, the grades of ‘S’, ‘N’, and ‘U’ may be used after consultation with the Superintendent of Schools. Only official Diocesan Report Cards and approved administrative software for Catholic Elementary Schools are to be used in Pre-K 3 to Grade Eight.

## HONOR ROLL

Awards are distributed after each quarter, and are **only given to students in Grades 6, 7, and 8.**

### High Honors

No grade lower than an ‘A-’ and nothing lower than a ‘2’ in Conduct / Effort.  
All subjects are included in calculating High Honors.

### Honors

No grade lower than a ‘B-’ and nothing lower than a 2 in Conduct / Effort.  
All subjects are included in calculating Honors.

## REPORT CARD DISTRIBUTION

Report cards are distributed four times a year for grades K-8 and progress reports are distributed 2 times a year for Pre-School. K– 3 receive mid-quarter progress reports. **Report cards will be withheld if financial obligations have not been met and fees are outstanding.**

Report cards may not be given before the assigned date. Final report cards are mailed home on the last day of school.

## PROMOTION/RETENTION

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school’s regular program of sequential learning objectives. If the student successfully achieves the year’s objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

All homeroom teachers are required to sign each student's report card certifying that the student was PROMOTED to the next grade or RETAINED in the grade.

PROMOTED – means the student has completed the grade's work and has attained a minimum of a "D" average in all major subject areas. Major subjects are: Religion, Math, Science, Social Studies, English, and Reading/Literature.

RETAINED – means the student has failed on the final average, two or more major subjects. Major subjects are: Religion, Math, Science, Social Studies, English, and Reading/Literature.

If **consideration** is being given for a student to be retained, the parents shall be notified where possible in writing NO LATER than March of the school year. Prior to this time frame, teachers should have been in frequent contact with parents and administrators to discuss the difficulties the student might be experiencing.

Written notification of the **determination** to retain a student shall be sent to the parents by the administrator no later than May 1<sup>st</sup> of the school year for students in Grades K-8.

## **ADMISSION POLICIES**

Roman Catholic Schools in the Diocese of Bridgeport base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love. Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Diocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. We expect HTCA students to participate in the programs, privileges and required practices of the school.

Registration is ongoing at HTCA. Students wishing to transfer can apply at anytime. Admission is generally based on previous school records demonstrating the student's ability to achieve the academic, moral and social standards of our school.

All candidates for admission are required to provide a birth certificate, Baptismal certificate (if applicable) and record of immunizations.

Pre-K3 and Pre-K4 students must be three or four years of age, respectively, by December 31<sup>st</sup> of the year they start the Programs.

Kindergarten students must be five years of age by December 31<sup>st</sup> of their Kindergarten year.

Students are accepted into Kindergarten through Grade 8 according to the Diocesan priority procedures as follows:

- First to re-registrants, including Pre-K
- Second to siblings of currently enrolled students
- Third to Catholic students whose families are active members of a Parish in the Diocese of Bridgeport
- Fourth to Catholic students whose families are active members of a Parish outside the Diocese of Bridgeport.
- Fifth to non-Catholic students

**All new or transferred students are on an automatic 6 week probationary period.**

**Final determination is at the discretion of the Head of School.**

### **AFTER SCHOOL PROGRAM (a.k.a. 'Club')**

The HTCA After-School Program is available to the parents of HTCA students who need a safe, dependable and convenient place for their children after dismissal. The program aims to reinforce the values of the school and enrich the lives of our students.

Students enrolled in our After-School Program are involved in fun activities, including Arts and Crafts, games, movies, etc., and we do our best to assist the children requesting help with their homework.

Please send your child with a healthy snack and drink. Please refrain from all peanut products; **HTCA is a nut-restricted school.** For students in Pre-K 3 through Kindergarten, parents are required to leave an extra set of clothes with the Club Supervisor. On Early Dismissal Days, please supply your child with lunch and an extra snack. In addition, we recommend your child bring a water bottle.

The After-School Staff expects students to follow all school rules, especially respectfulness of Staff and each other, and proper behavior at all times. Discipline issues will be addressed by the After-School Staff and the Head of School.

**\*Parents MUST PRE-REGISTER for this program at the beginning of the year to reserve your spot. Anyone wishing to register during the school year MUST call the school office to check on availability.**

### **HOURS**

The After-School Program goes from dismissal until 6:00p.m. In the event of an early dismissal **due to weather**, the Program will be CLOSED. The Program is CLOSED the last day of school before Thanksgiving and the last day of school before Christmas break. Parents will be notified regarding the LAST DAY of the AFTER-SCHOOL PROGRAM.

### **FEES/BILLING**

-A yearly Non-refundable Registration Fee of \$25 per family. **\*If you do not register at the beginning of the year, the \$25 Registration Fee will be added to your first bill the first time you use the Program.**



-**Billing** is done weekly through your FACTS account listed as “Incidental Expense.” As with all other financial obligations, report cards will be held if there is a balance due on your account.

**\*\* There is a \$25 late pick-up charge after 6:00p.m.**

TO REGISTER: Please call the school office at 203-929-4422.

## **ANNOUNCEMENTS**

Informational announcements are handled through the school P.A. Courteous attention is always expected when any message is presented over the P.A. system.

## **ARRIVAL/DISMISSAL**

### **ARRIVAL**

Parents are asked to drop off students only at the designated drop-off point at the end of the grass strip separating the lower parking lot from the lot closest to the school building. **DO NOT drop students off prior to 7:00am.** For the safety of HTCA students, all drivers are asked to be mindful of parking lot etiquette and safety. Parents accompanying their children to the front doors must park in the lower church parking lot. **Parents – are not allowed to enter the building at this time.**

**At no time is anyone allowed to block and/or park in front of the speed bumps leading to the upper parking lot to walk children to the front doors of the school. This area needs to remain clear at all times!**

All students should report directly to their classrooms where they will be supervised. At 7:30am, the school community will recite morning prayers and the Pledge of Allegiance. **Students are considered LATE after 7:30am and must get a late pass from the front office.**

**Pre-K 3 & 4 Students:** Every effort **MUST** be made to get all children to school on time. Children who arrive to school after the start of the school day disrupt the learning process for the class.

**Church Days:** On days when the school attends the 9:00am Mass, **all children MUST be at school by 8:40am the latest, or be dropped off after Mass has ended; approx. 10:00am.**

### **DISMISSAL**

Children in Pre-K through 8<sup>th</sup> Grade who have been designated as ‘walkers’ exit the school building, accompanied by their teachers, using the **front doors** of the school building. Teachers will dismiss students individually to their designated parent/guardian. **Parents MUST NOT BLOCK the FRONT DOORS during dismissal while classes are exiting the building!**

**Regardless of the means of transportation used to get to and from school, any change in the usual method of transportation REQUIRES A PARENTAL NOTE/EMAIL TO THE TEACHER AND SCHOOL OFFICE!**

Walkers are dismissed at 2:00pm once afternoon prayers have been said.

**No student is permitted to be signed-out early after 1:45pm.** If you have not picked up your child by 1:45pm, you must wait for school dismissal.

**Once a student is dismissed, no student is permitted back into the school building for any forgotten items.**

Faculty members are responsible for walker dismissal and call students as they see their parents. **It is imperative that you notify the school in writing if someone other than the parent/guardian is picking up your child/children.** If an unexpected emergency occurs, please call the school office. The staff will ask for identification.

**ASSESSMENTS**

STANDARDIZED TESTING PROGRAM

Children take part in the Diocesan Testing Program each year. The Testing Program measures the child’s general ability as well as achievement in core subjects. Test results are used for diagnostic purposes. Over time, results can be useful in revealing individual and group trends. Like all assessment measures, standardized tests are most helpful when viewed in conjunction with many other factors.

Please be sure your child is well-rested and attends school consistently on the standardized testing days.

DIOCESAN ASSESSMENTS

Standardized Tests

|                              |                        |                            |
|------------------------------|------------------------|----------------------------|
| IOWA                         | Grades 1 - 7           | March                      |
| EDMENTUM                     | Grade 2                | September,<br>Dec/Jan, May |
| Math Seeds<br>& Reading Eggs | Kindergarten – Grade 1 | September                  |

Diocesan Tests

|     |                        |   |
|-----|------------------------|---|
| DRA | Kindergarten – Grade 3 | October (Gr. 1 – 3)<br>January (Kind – Gr. 3)<br>April (Kind – Gr. 3) |
|-----|------------------------|---|

## SEMESTER EXAMINATIONS (Grades 6 – 8)

- Time allotment for each exam will be determined by the Head of School.
- Mid Term and Final exam grades are averaged in with all marking periods to determine the final grade. **(The exam grade alone will NOT affect honor roll status of a student.)**
- Exams will be given in all of the major subjects: Religion, Mathematics, English, Social Studies and Science. Exams in all other subjects are optional.
- The format of the examinations will be left to the discretion of the teacher and submitted for review by the Head of School. The Head of School must assure that the exam is comprehensive in nature, of a format appropriate to the academic subject and is of sufficient length and scope to cover the semester's work.
- The semester exams will be weighed according to the following weight schedule:

|             |   |
|-------------|---|
| Grade Six   | Exams count as 4% of the semester grade.  |
| Grade Seven | Exams count as 6% of the semester grade.  |
| Grade Eight | Exams count as 10% of the semester grade. |

Exams are to be reported separately on the report card.

### PURPOSE of EXAMINATIONS:

- To better prepare students for High School.
- To improve study skills.
- To cultivate organizational skills.
- To develop the skill of retaining material.

## ATTENDANCE

When a student is absent from school, a telephone call must be made to the school office or an email must be sent to: **the school office, the child's teacher, AND the school nurse.**

A child is **legally absent** from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are **unexcused**.

Students who have **four unexcused** absences in one month, or **ten unexcused** absences in a school year, are considered to be truant and may be reported to the appropriate authorities.

When a child returns to school, a completed absent note must be given to the teacher.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent **MUST** come to the school for the child and sign him/her out at the school office. The school must be informed ahead of time about such occurrences.

Missed work is expected to be completed when the child returns to school. **No work will be given to students ahead of time!**

**Absent notes are required upon students return to school.**

## **BIRTHDAY PARTIES**

**HTCA is a nut-restricted school.**

**Teachers are NOT ALLOWED to distribute parent email lists and/or be involved in any way in students' birthday parties outside of school.**

**Regardless of the individual grade, PARENTS MUST CONTACT the TEACHER IN ADVANCE to coordinate all details of any birthday celebration!**

**Please follow these policies for birthday celebrations per grade:**

**Pre-K3 & Pre-K4** – Individual parents need to consult with the teacher to schedule a day.

**Kindergarten – 4<sup>th</sup> Grade** – The teacher will coordinate a day once a month to celebrate birthdays for that month.

**5<sup>th</sup> – 8<sup>th</sup> Grade** – Individual parents must contact the teacher; birthdays will be celebrated during the students scheduled lunch time.

Please check with your child's teacher about any specific food allergies of individual students in your child's class. Children in Pre-K3 through 8<sup>th</sup> Grade receive a 'dress-down day' on the day of their birthday.

## **BOOKS**

All books must be properly covered. Contact paper is NOT to be used to cover any books. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

### **ASSIGNED TEXTBOOKS**

When a textbook is lent to a pupil on a semi-permanent basis, it is required that:

- The pupil's name be placed in the space provided in each book
- The teacher make a record of the number of the book
- The teacher make a record of the condition of the book
- In September, each child will put a clean cover on each textbook received. In June, all textbooks are collected, extra materials and covers are removed.

## SUPPLEMENTARY BOOKS

When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

## ELECTRONIC DEVICES

School issued Chromebooks are assigned to each student in Kindergarten through Eighth Grade for SCHOOL USE ONLY. Each individual Chromebook I.D. Number corresponds to an individual student. Students are responsible for their assigned device. Chromebooks are NEVER ALLOWED TO BE TAKEN HOME.

Each parent & student is required to sign the Diocese of Bridgeport Acceptable Use Policy Form at the end of this handbook and return it to the school. ALL STUDENTS ARE EXPECTED TO ABIDE BY THE CONTENT OF THIS FORM. Consequences will be issued for violating the Acceptable Use Policy and/or damaging any school issued devices. **In the event of breakage or damage to any device, parents will be responsible for the cost of repair or replacement.**

## **BULLYING**

Bullying is prohibited in all Catholic schools in the Diocese of Bridgeport. It must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Any behavior deemed by the school administration to be bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school.

Any student who retaliated against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

Bullying is defined as (A) the **repeated use** by one or more students of a written, oral or electronic communication, such as cyber-bullying, directed at or referring to another student (B) a physical act or gesture by one or more students repeatedly directed at another student, that:

- (i) causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

School employees, students, and parents who become aware of any act of bullying must report the incident to the school administrator for further investigation.

Students may report acts of bullying anonymously by obtaining a form from the Administrative Assistant in the school office and submitting it to the Head of School via her mailbox. If so deemed, the situation will be investigated. Parents or guardians of students may make written reports of acts of bullying in the same way as the students. Students, parents and guardians may also meet with the Head of School directly to report acts of bullying.

Upon learning about the bullying incident, the administrator shall thoroughly investigate the circumstances. Their investigation may include interviews with students, parents/guardians, and school staff, review of school records, and identification of family issues. If it is concluded that an act of bullying has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with the parents.

Bullying incidents that demand suspension or expulsion shall be reported to the Superintendent of Schools before any final decision is reached.

#### Clarification of terms:

"Cyber-bullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to: a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

"Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

"Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by the school.

"School climate" means the quality and character of school life with a particular focus on the quality of the relationships. Connecticut State Assembly passed the Anti-Bullying Act, which states that bullying is against the law. Bullying can fall into one of three categories: physical, verbal and social. These types of behavior are always unacceptable.

## **BUSES**

The State of Connecticut mandates that all students in primary and secondary schools receive bus transportation. The bus schedules are published in *The Shelton Herald* ([sheltonherald.com](http://sheltonherald.com)), and *The Shelton Patch* ([patch.com/Connecticut/Shelton](http://patch.com/Connecticut/Shelton)), approximately one week before school opens. A child's method of transportation cannot be changed without a written note from the parent. **Per the Bus Company: Students in Kindergarten through Fourth Grade will not be dropped off without an adult or older sibling present at their stop. They will be taken back to the school and/or bus company.**

For safety reasons, the Bus Company and the Shelton Board of Education only allow children to ride another bus to a location other than their documented stop, if that child is already a 'bus-child', and brings a note from a parent/guardian stating the change in schedule.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude on the bus at all times.

Students are expected to:

- Be respectful and obey the bus driver and bus monitors at all times
- Wait away from the road until the bus has completely stopped and the door has been opened
- Board the bus in single file, be seated promptly, WEAR SEAT BELTS, and remain seated while on the bus
- Keep all body parts, and all belongings inside the window
- Keep all belongings out of the aisles
- Respect the rights of other passengers at all times
- Treat the bus property with respect
- Speak quietly – DO NOT SCREAM
- Stay in the seats until the bus comes to a complete stop
- Do nothing to cause annoyances or distraction to the bus driver, as this places safety of all in danger

**Misbehavior on the bus leads to bus conduct referrals and possible bus suspension.**

## **CHANGE OF HOUSEHOLD INFORMATION**

Parents/guardians are obligated to notify the school office immediately if there is a change of home address, cell/home telephone number, or email for the purpose of mailing and/or emergency.

## **CHILD ABUSE LAWS**

Under Connecticut State Law, school officials are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately report the alleged abuse to the proper agency. All faculty and staff are required by law to report incidences always with the child's best interest in mind.

## **CHILD CUSTODY**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc.. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

## **COMMUNICATION**

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, never in the hallway, on the street, or in the parking lot. A parent who is refused such a meeting should notify the Head of School.

## **Parents are not to have impromptu meetings with teachers at morning arrival or afternoon dismissal.**

The Parent Portal allows parents 24/7 access to your child's grades. It is imperative that we have your current e-mail address and cell phone number for all communications including emergency dismissals and weather-related announcements.

When communicating with your child's teacher via phone, email or written note, you can expect a response within 2 business days.

## **CONFIDENTIALITY**

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the Head of School.

Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (see **section on Child Abuse Laws**).



The rules that govern privileged information apply, as well as, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. **Always the sense of the sacred should prevail.**

## **DISCIPLINE CODE for STUDENT CONDUCT**

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child. While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to and is supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the Head of School immediately by students or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of drugs, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as disrupting class, talking out, throwing objects, unnecessary movements, etc., not meeting the requirements for preparation and submission, wearing inappropriate clothing, using profane language, returning graded papers unsigned, students are often given detention.

**Detentions are served on a day and time designated by the teacher.** A child receiving a detention is given 24 hour notice. The parent/guardian is required to sign the detention slip and the child must return it to the issuing teacher the following school day.

Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will likely be called and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are notified, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds, within or beyond the vicinity of the school. Whenever a child is wearing our school uniform, he or she always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to, stealing, fighting, vandalism, harassment, or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet), and prohibit the use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, and the like. The Head of School determines what is within the vicinity of the school. This could result in any number of punishments including the possibility of suspension or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

## **DRESS CODE**

**Beginning the first day of school until further notice,  
all students should wear their gym shirt & shorts.**

### **ALL ITEMS OF CLOTHING WORN BY THE STUDENTS MUST BE PART OF THE APPROVED SCHOOL UNIFORM.**

**NO GENERIC HOODIES, SWEATERS, SWEATSHIRTS, SWEATPANTS,  
T-SHIRTS, SHORTS, etc., ARE ALLOWED!!**

**Violations to the school dress code will result in consequences to the student.**

Your school uniform confirms your attendance at HTCA and minimizes distractions in the learning process. By wearing the HTCA School Uniform inside and outside the classroom and the school, you are representing the school and your behavior should be a credit to both yourself and the school community.

### **Uniform for 2023 - 2024 School Year**

#### **DRESS UNIFORM**

##### **PRE-K 3's and 4's**

**GIRLS:** Blue Monogrammed  
Knit Dress

**BOYS:** Blue Monogrammed Polo Shirt  
Khaki Pull-on Pants

##### **KINDERGARTEN – 8<sup>TH</sup> GRADE**

**GIRLS:** Khaki skort or pants (**skorts MUST NOT be any higher than  
2 inches above the knee!**)

Blue Monogrammed Polo Shirt (Long or Short Sleeve)  
Navy Monogrammed V-Neck Cardigan Sweater (optional)  
Navy Monogrammed Youth Full Zip Fleece (optional)  
Blue Knee Socks  
Black/Blue loafer or tie shoe

**BOYS:** Khaki pants or shorts

Blue Monogrammed Polo Shirt (Long or Short Sleeve)  
Navy Monogrammed V-Neck Cardigan Sweater (optional)  
Navy Monogrammed Youth Full Zip Fleece (optional)  
Black/Brown loafer or tie shoe

#### **GYM UNIFORM**

##### **PRE-K – 8<sup>TH</sup> GRADE**

**BOYS & GIRLS:** Blue Monogrammed Sweat Pants  
Blue Monogrammed Shorts  
Grey Monogrammed T-Shirt (Short Sleeve)  
Grey Monogrammed Sweatshirt

**Items are available through Blakes School Uniform Company**

## **DRESS-DOWN/NON-UNIFORM DAYS**

On special occasions throughout the year, students will be awarded the privilege of partaking in Dress-Down/Non-Uniform Days.

### **DRESS-CODE:**

- Neat Jeans (no baggy jeans, very tight jeans or ripped jeans may be worn)
- Open-toe sandals, flip-flops, Crocs, are NOT ALLOWED
- Shorts may not be worn without the approval of the Head of School, and when worn **it must be to the knee**
- Sweatshirts/sweatpants may not be worn
- MODESTY in clothing worn is a must (length of clothing; no tank tops; no spandex shorts or pants, no midriffs)
- Plain t-shirts, t-shirts with team logo, places of travel are the only ones allowed (NO inappropriate pictures, sayings, etc.)
- Whatever clothing is worn should be neat and clean

Administration and faculty maintain the right and responsibility to deem clothing inappropriate. Students who come to school inappropriately dressed will have to call home to request their school uniform be brought to school and, in addition will forfeit the privilege of partaking in future dress-down days.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and the Head of School will be made

## **DRUGS and ALCOHOL**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, HTCA will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the Head of School immediately
- The Head of School will verify teacher observation and will notify parents who must pick up the child immediately
- Should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the Head of School if the child is to continue in the school
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or mandatory withdrawal from the school.

**Alcoholic beverages are NOT PERMITTED on school property. If a parent is in possession of alcohol; or if there is even a suspicion that a parent has been drinking, they will immediately be escorted off school property.**

## **EARLY PICK-UP**

If it is necessary to pick up your child before 1:45p.m., please send a note in to the teacher. Children dismissed early **must be signed out** at the school office. When you arrive to pick up your child, they will be called down to the office. **If you do not arrive BEFORE 1:45pm to pick up your child, he/she will be dismissed as normal with the rest of the school, and you will not be allowed into the school building.**

If a child's regular after school plans change, the school office needs to be notified **in advance** (preferably in writing). Whenever there is going to be a change in your child's dismissal plans, **please notify the school office by TELEPHONE by 1:30p.m.**

**If the school has no communication that something different is going to happen, the child will be placed on their regular bus or be expected to use the usual route home.**

## **ELECTRONIC DEVICES**

**Apple watches are banned at HTCA.** Any other electronic device such as cell phones, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is prohibited. Failure to abide by this will result in immediate confiscation. Parents should contact the Head of School to make arrangements to pick up the item. Repeat offenses will be subject to detention.

**It is never allowed for a student to contact a parent/guardian, or anyone, using any personal electronic device during the school day; i.e. no student is permitted to call or text anyone for any reason. If a student needs to contact a parent/guardian, etc., he/she needs to obtain permission from the front office.**

## **EMERGENCY CLOSINGS/DELAYED OPENINGS**

In the event of a delayed opening or early dismissal due to inclement weather, we will follow the Shelton Public School System. If Shelton Public Schools are closed, so is HTCA.

In the event of a **2 hour delayed opening, school begins at 9:30a.m.**

In the event of a **3 hour delayed opening, school begins at 10:30a.m.**

In the event of an emergency closing, **school dismisses at 11:30p.m. All after school activities are cancelled and the After-School Program will close at dismissal time.**

## **EXPECTATIONS and RESPONSIBILITIES for STUDENTS**

Students attend HTCA in order to fully develop their God-given talents and capabilities.

To accomplish this, students are asked to:

- Do their best at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating or plagiarizing.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats and sexual behavior (including touching, gestures, writing, and dress).
- Speak in a well-modulated tone of voice.
- Observe the school dress code, including standards on no-uniform days.
- Help care for school property and keep the school free from damage and defacement.

## **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the Head of School holds the final determination.

## **FIELD TRIPS**

Field trips must serve as an educational purpose and their values should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip, or opting out without a valid reason.

- Field trips are designed to correlate with teaching units and to achieve curricular goals
- Field trips vary on each grade level
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct
- A **written official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip. **Verbal or emailed permission cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.

As a volunteer chaperone, **you must have VIRTUS training**. This is the mandatory 3-hour training program, and background check, required for every person age 18 and over who works or volunteers within the Diocese of Bridgeport. This training teaches adults how to identify early warning signs of child sexual abuse and how to prevent it. Log on to [www.virtusonline.org](http://www.virtusonline.org) to register.

The number of chaperones and the choice of chaperones are left to the discretion of the teacher organizing the field trip. If you are interested in chaperoning a class trip, you will be expected to assist the teacher in the supervision of his/her students. The safety of the children should be the top priority of a chaperone. Therefore, siblings are not permitted to participate in class trips. If a child has a medical condition that needs to be monitored, parents are asked to accompany them on the trip.

## **FINANCIAL POLICIES**

The continued functioning of HTCA depends upon tuition and the fund-raising activities of the Home Academy Association.

**Tuition payments** run July through April of each school year for a monthly plan, July and January for a semester plan, July, October, January and April for a quarterly plan, or a one-time payment in July. **Non-payment of tuition for more than two months is grounds for removal of the student(s) from HTCA.**

Diocesan policy states that if tuition is not current, students may not receive their report cards, go on field trips, or participate in any extra-curricular activities. Academic records may not be sent for students who transfer to another school.

## **FIRE DRILLS**

Fire Drills at regular intervals are required by the law and are an important safety precaution.

It is essential that when the fire signal is given, everyone promptly obeys and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

## **FORGOTTEN ITEMS**

Students are not allowed to use the telephone to call their parents to bring in forgotten items, including homework.

**Parents are not allowed to bring in forgotten items, except for medicine or eyeglasses.**

## **FUNDRAISING ACTIVITIES**

There are many various fundraisers throughout the school year, which you will be notified of as they happen. Please make every attempt to support these fundraisers as you are able.

## **GUIDELINES for the EDUCATION of NON-CATHOLICS**

Parents must be made aware of the intentional Catholic identity in our schools. HTCA is a Catholic school within the Diocese of Bridgeport that has as its primary mission the formation of children in the Catholic Faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of the Roman Catholic Church.

## **HARASSMENT POLICIES**

**NO PERSON SHALL DEFAME OR HARASS IN ANY WAY – WRITTEN OR SPOKEN – ANYTHING AGAINST THE HEAD OF SCHOOL, ANY FACULTY MEMBER, STAFF MEMBER, OR AGAINST THE REPUTATION OF HOLY TRINITY CATHOLIC ACADEMY!**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

HTCA provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The Head of School investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the Head of School immediately. Teachers, also, should report threats made against them to the Head of School.



## **HEALTH AND SAFETY PLAN**

Should a crisis require evacuation from the HTCA building, students will be brought to a safe place – St. Lawrence Church – and parents can meet them there. Parents will be notified of evacuations via their cell phone, e-mail, and/or home phone.

## **HEALTH/ILLNESS**

A full-time nurse is provided to Holy Trinity Catholic Academy by the town of Shelton. Students are given hearing, vision and scoliosis testing by the school nurse. All health related questions should be directed to the health office. **The direct phone number for the school nurse is 203-944-9357.**

It is the best interest of our community if sick children stay home from school. If your child has a temperature of 100.4 degrees F or above, he/she should not attend school. **Students must be without a fever for 24 hours and without any medication before returning to school.** If a child vomits or has diarrhea, he/she should stay at home until free of these symptoms for 24 hours. This is very important, as viruses can be easily spread even if the child appears to be feeling better.

Students who have had strep throat should remain home for 24 hours after beginning a course of antibiotics. Students who have been diagnosed with conjunctivitis may only return to school after taking medication for 2 days.

If a child becomes ill during the school day, he/she will be sent to the Health Office and the nurse will contact the parents. Students who are too ill to participate in classroom activities should be picked up from the nurse's office within an hour of parental notification. Parents are asked to make plans in advance for unexpected health emergencies.

The Diocese of Bridgeport is in close communication with the State Health Department and the Fairfield County Health Department to monitor flu conditions and make decisions about the best steps to take concerning the health of our students during flu season. Parents will receive updated information as it becomes available.

## **MEDICATION**

State law requires that all medication be brought to school in its original container and kept with the school nurse. The medication must be accompanied by an authorization to administer signed by the doctor. According to Connecticut State Law, cough drops are a medication and cannot be taken without the proper authorization. Parents are asked to deliver any medication directly to the health office. Students are not permitted to have medication in their possession at school.

## **HEALTH EXAMS**

Students entering Preschool and Kindergarten must have a health examination and proof of required immunizations prior to the first day of school. A subsequent health examination in Grade 6 must be performed as required by law and all immunizations must be kept up-to-date. A health assessment record is required every year for students participating on Holy Trinity Catholic Academy sports teams.

## ALLERGIES

The school nurse should be made aware of all food and environmental allergies. **Holy Trinity Catholic Academy is a nut/peanut vigilant school.** All Epipens are kept in the Health Office with the proper medical authorization forms.

In order to keep our students with food allergies safe, we ask that no food be brought into the classrooms for celebrations without speaking to the school nurse or the classroom teacher. Refreshments brought to the school should be nut free, to the best of your knowledge. We encourage students with significant allergies to provide the nurse with “safe snacks” so that they have an alternative treat during classroom celebrations.

## HEAD LICE

Head lice are not a serious medical condition, although an annoying one. Lice flourish with no regard to age, race or socioeconomic status. They are tiny insects that live on the human head and feed on human blood. They do not survive longer than 24 hours away from their human host. Unlike dandruff, lice cannot be washed or blown away. If you suspect that your child might have this condition, please contact the school nurse immediately. She can do a thorough head check and also provide assistance in addressing the issue at home.

Students suspected of having head lice will be referred to the Health Office for an inspection by the nurse. Children found to have head lice will be excluded from school activities until treatment has been completed and all head lice, eggs and egg cases have been removed. Upon return to school, the child will be inspected by the nurse to ensure that the child is nit free.

## GYM EXEMPTIONS

A written note is necessary for a child to be excused from participating in gym class. A note from a parent will only be accepted for a child to miss one class period. If an injury prevents a student from participating in gym for more than one period, he/she must provide a note from a physician. After an extended excused absence from gym classes, a physician’s note will be required to return to class.

## ANIMAL & PETS

Due to allergies within our community, pets are prohibited in all interior areas of the school. Exceptions to this rule are possible with the permission from the school nurse if the pet’s presence serves an educational purpose. In such cases, the pet must be kept in a secure enclosure (cage, kennel or pen) when indoors.

## **HOME ACADEMY ASSOCIATION (HAA)**

Our Home Academy Association (HAA) provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- To create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- To provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- To assist the school in meeting its financial obligations, primarily through fundraising activities

## **LATENESS**

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school **after 7:30am** is considered late. **Students arriving late to school must obtain a late pass from the school office to be admitted to class. A child will receive detention for chronic lateness.**

**Pre-K 3 & 4 Students:** Every effort must be made to get all children to school on time. Children who arrive to school after the start of the school day disrupt the learning process for the class.

**Church Days:** On days when the school attends the 9:00am Mass, **all children MUST be at school by 8:40am the latest, or be dropped off after Mass has ended; approx. 10:00am.**

## **LITURGY**

All students in Pre-Kindergarten through Grade 8 will attend Mass weekly and at other times as indicated in the school calendar. Full participation and respectable behavior is expected during all Masses and Prayer Services. **PLEASE NOTE:** **On days when HTCA attends the 9:00am parish Mass, you MUST have your child in school by 8:40am. If you are later than 8:40am, you must stay with your child at Church or leave and return to school at 10:00am. Children CANNOT be left at the school unattended while everyone is at Mass.**

## **LOCKDOWN DRILLS**

When the signal is given for a Lockdown Drill, all students must report to a classroom where teachers will direct them. It is imperative that students remain calm and attentive during the drill.

**In the event of an actual lockdown, it is imperative that parents stay away from school property for everyone's safety.** Please do not come to the school for any reason during a lockdown. Please do not call the school so that our phone lines remain open for emergency communication.

You will be notified via the alert system when it is safe to pick up your child and/or enter the building.

**If parents/guardians come to school during a lockdown drill, you will be asked to wait outside until the drill is over.**

## **LUNCH/LUNCHROOM**

- Each grade is assigned a table for lunch and is expected to remain there until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who supervise the lunch periods.
- No glass bottles are allowed.
- Trash is deposited in the appropriate containers.
- Recycling is deposited in the BLUE recycle containers.

## **RECESS RULES**

Outdoor Recess:

- Students must remain in the area assigned to their class.
- Students may not leave the school yard and may not re-enter the building without permission from the teacher on duty.
- Toys are not permitted.

Indoor Recess:

- Students will remain in their homerooms unless a movie is played in a separate room.
- Students will play card games, board games, color, draw, read, work, etc.
- **Chromebooks are not allowed to be used during indoor recess.**
- Students will use **indoor voices**.
- There is to be **no yelling, running**, etc.
- Balls or other outdoor equipment will not be used during indoor recess.

## MEETINGS

Head of School – All appointments **MUST** be made in advance. No walk-ins will be allowed.

Faculty – Appointments **MUST** be made to discuss any student issues with a faculty member. Please **DO NOT** attempt to have a meeting with any teacher in the parking lot at dismissal time, or when an appointment has not been made prior.

## MONEY

Money that is brought to school for a specific purpose (class trip, snacks, dress-down days, etc.), must be put into an envelope with the child's name and grade and amount. Since snacks are sold during lunch, students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

## NOTICES

In an effort to “go green” weekly notices will be emailed to parents. **Check your email daily to ensure proper communication between home and school.** When need be, print out notices that need to be returned to the school office. If you do not have access to email or a printer, you must notify the school office to make other arrangements for communication.

## PARENTS as PARTNERS

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others. No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies
- Explaining and reviewing periodically the school behavior code with their child. (Parents should discuss school disciplinary episodes in relation to the school behavior code.)

- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers
- Seeing that the dress code, including gym uniform and summer uniform, is enforced, and insisting that children dress in a modest, age appropriate manner
- Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures
- Making all tuition and fee payments on time, and participating in fund raising activities
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or the viewing of such videos, movies, song lyrics, or inappropriate use of the Internet
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. (This includes showing respect for the work of others by not tolerating plagiarism or cheating in any circumstance.)
- Arranging for a time and place for their child to complete homework assignments
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling
- Attending all Parent-Teacher Conferences and open Home Academy Association meetings
- By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school(Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.)**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **PERSONAL APPEARANCE**

- A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant. Fingernails should be clean and trimmed.
- Complete uniform must be worn at all times.
- No make-up may be worn.
- Girls may **not** wear nail polish; other than clear or neutral.
- No excessive jewelry:
  - Only small watches may be worn – **Apple watches are banned at HTCA**
  - Small religious medals and crucifixes may be worn under the uniform
  - Girls may only wear **one** set of small stud post earrings on the lobes
  - Boys **are not** permitted to wear earrings
- Hair should be clean and well-groomed at all times:
  - Hair accessories are limited and should be kept to a minimum
  - Boys' hair should be no longer than the top of the collar of their shirts and not so long in the front as to cover their eyes
  - **No “extreme” hairstyles are permitted (“Extreme” is determined by the Administration). This includes, but is not limited to: shaving designs and coloring.**

## **PERSONALIZED LEARNING INITIATIVE**

Students in Kindergarten – Grade 8 will participate in the Station-Rotation Model of Personalized Learning at HTCA. Using the Edmentum Testing Program, students will be assigned to small groups according to their skill/knowledge level. While working towards a common academic objective, each group will be assigned various learning tasks to meet their individual needs. Paper/pencil, teacher-directed, technology and independent learning strategies will still be utilized.

## **RELEASE of STUDENTS DURING the SCHOOL DAY**

The school has a Sign-out book located at the main office.

**NO ONE IS PERMITTED TO BE PICKED UP AFTER 1:45pm.  
If you are picking your child up before normal dismissal time,  
you MUST arrive BEFORE 1:45pm.**

Occasions for the use of a **Sign-out book** are:

- In the event of a student illness the parent or adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the Administrative Assistant will contact the emergency name listed on the parent portal. **Emergency contacts are listed on the parent portal. If there are any changes, you must notify the school office immediately.**
- When a student is released to a parent or guardian, that adult must sign the book.
- For a pre-arranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. Please note: only the **Head of School** may **approve** the release of a student for a **pre-arranged appointment**.

## **SCHOOL CALENDAR**

A tentative calendar was sent home during the summer months. Updates to the calendar will be sent out in the Weekly Updates.

## **SCHOOL HOURS**

**Doors Open at 7:00am**  
**School Begins at 7:30am and Ends at 2:00pm**  
**\*Students arriving after 7:30am are LATE!**  
  
**2 hour Delayed Opening: 9:30am – 2:00pm**  
**3 hour Delayed Opening: 10:30am – 2:00pm**  
  
**Early Dismissal: 7:30am – 11:30am**  
  
**School Office Hours: 7:15am – 2:30pm**

## **SCHOOL'S RIGHT to AMEND**

Holy Trinity Catholic Academy (HTCA) reserves the right to amend this handbook. Notice of amendments will be sent as necessary.



## **SECURITY**

Upon entry and dismissal, students are supervised by school personnel. **Parents are not permitted to enter the building during these times.** During the school day, classrooms are locked and an hourly inspection of the building occurs. All egress doors are locked during the school day. Anyone needing to enter the building must come to the front doors where a camera and intercom system are available to greet visitors. Please be prepared to show ID. To ensure the security of the building and the safety of each child, HTCA strongly enforces its policy of requiring **all visitors, even parents, to report to the office.**

To avoid interruption of the learning process, **no one may enter a classroom without permission of the Head of School.**

Once students are dismissed to their parents, it is no longer the responsibility of school personnel to supervise the students. This includes the playground area and back parking lot.

## **SEX OFFENDER POLICY**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers
- Students should never talk to strangers
- Students should never take things from strangers
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member
- Young students should be escorted to and from school

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults. Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

## **SMOKING**

Connecticut Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the HTCA building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## **SPECIAL LEARNING NEEDS**

Students with learning differences are children of God and members of the Church. HTCA makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or Head of School may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

## **SPORTS PROGRAM**

### **Diocese of Bridgeport, Connecticut** **Administrative Policies and Regulations for Catholic Elementary Schools**

#### **Interscholastic Activities and Other Activities**

Students are encouraged to participate in school-sponsored interscholastic athletic programs and other organized activities (i.e. cheerleading, track & field, etc.).

It should be clearly understood that all participants, as students in Catholic Elementary Schools, are expected to meet their obligations in the following areas: academics, attendance, personal behavior, conduct, appearance, and all school policies and regulations.

All matters pertaining to athletic activities are considered to be the responsibility of the Head of School. Her decisions shall be in line with Diocesan policy.

Those students taking part in athletic activities are required to have a yearly physical, a copy of which must be on file in the school office.

**\*\*IT IS THE RESPONSIBILITY OF THE PARENTS of students who participate in any athletic events to inform their respective coaches of any health issues and supply the coaches with Epi-pens, inhalers, etc., as necessary.**

**All teams are to carry adequate insurance for all participants.**

## **VIRTUS TRAINING**

### **Diocese of Bridgeport Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers**

The Diocese has mandated that all volunteers receive a copy of Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers, sign and return the receipt included at the end of the packet.

In addition, as of the Fall of 2004, all parents who volunteer in the school must submit to a background check, and attend the Virtus Training Program, as mandated by the Diocese of Bridgeport.

Virtus is a mandatory 3-hour training program required for every person age 18 and over who works or volunteers within the Diocese of Bridgeport. This training teaches adults how to identify early warning signs of child sexual abuse and how to prevent it. Log on to [www.virtusonline.org](http://www.virtusonline.org) to register.

## **VISITORS**

For the safety of everyone in our school, **all visitors entering the building must sign in at the school office.** Anyone wishing to speak to the Head of School, MUST make an appointment for an in-person or virtual meeting. No walk-ins will be allowed.

## **VOLUNTEERS**

We welcome and appreciate any time that parents/guardians are willing to share with us. Volunteer efforts provide an educational advantage to our students. **All volunteers must be Virtus trained.** Please contact the school office for further information on this training. **Proof of training must be submitted to the main office before anyone may volunteer.**

## **WITHDRAWAL / TRANSFERS**

A formal withdrawal **IN WRITING** (i.e. email) **MUST be sent to the Head of School.**

All books must be returned. **All bills MUST be paid before records are transferred to another school.**

When a student withdraws before the end of a marking period, the grade will be reported as of the date of withdrawal. This grade will be indicated on the child's report card.

## **SUMMARY STATEMENT**

Once students have met the necessary admission requirements and have been accepted to HTCA, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at HTCA is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and the school, and students are expected to conduct themselves in such manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, HTCA reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending HTCA relinquish certain rights they might otherwise be entitled to if they were attending public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic Faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at HTCA surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks, etc., which are at all times under the joint control of the school and the student to whom the desk has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks, etc.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment to HTCA, agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Code” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Our family has read and discussed the Holy Trinity Catholic Academy (HTCA) Handbook and we agree to be in full compliance with the outlined policies and procedures.

**DIOCESE OF BRIDGEPORT, CONNECTICUT**  
**ACCEPTABLE USE POLICY**  
**October 2002**

**Internet Safety and Computer Equipment Use Including Related Systems, Software, and Networks**  
*By Students and Staff*

The Catholic Church understands that technology has opened the world of Cyberspace where not only adults but also our children live and learn.

The Catholic Church understands that technology is an educational tool the rapidity of whose development sometimes out strips the concerns for its effects. The Internet offers a dizzying array of undifferentiated facts, knowledge and wisdom. It is a place of instantaneous long distance connections and multiple sources of information from newsgroups, to chat rooms, instant messaging, listservs, audio and video conferencing, etc.

New technologies are often seen as good in themselves without consideration of their far-reaching consequences for individual human beings and for humanity as a whole. We must learn to question not only what we are doing but also why and whether we should be doing it.

While it is true that this technology carries with it the potential for unprecedented good, it also brings the possibility of incredible risks of which the Church is ever conscious. This understanding is especially critical in light of the Church's responsibility to assist its people in the making of good moral decisions.

With these facts in mind, the Church, nevertheless, also understands that it would not be faithful to its mission should it fail to use telecommunications technology to bring others to Christ. Along with other forms of media, today the Church encourages schools to make wise use of the Internet. In a paper promulgated in February 2002, Archbishop John Foley, President of the Pontifical Council for Social Communications, stated that, "the Internet is relevant to many activities and programs of the Church – evangelization ... catechesis and other kinds of education". The Pastoral Instruction *Communio et Progressio* spoke of the urgent duty of Catholic schools to train communicators and recipients of social communications in relevant Christian principles (n. 107). In the age of the Internet, with its enormous outreach and impact, the need is more urgent than ever. The world has become a global village through telecommunication, and, as a result, technology has become increasingly more necessary as a means of spreading the message of Christ. Effective catechesis depends on the wise use of the latest communication's technology, and our teachers must continue to develop themselves in the use of technology not only to advance the cause of academic excellence but also to promote and proclaim the Gospel.

Since as Catholic educators and students in Catholic schools, we are called to follow the teachings and example of Jesus Christ, we willingly agree to comply with the provisions of the *Acceptable Use Policy* listed below as an expression of our love of God, neighbor and self.

10/09/2002

**DIOCESE OF BRIDGEPORT, CONNECTICUT**  
**ACCEPTABLE USE POLICY**  
**October 2002**

**Internet Safety and Computer Equipment Use Including Related Systems, Software, and Networks**  
*By Students and Staff*

**I. Office for Education Responsibilities/Rights**

1. To create an *Acceptable Use Policy* for the schools of the Diocese of Bridgeport
2. To publish said policy
3. To review it annually
4. To be free from liability for presence of unacceptable materials
5. To comply with State and Federal Regulations
6. To cooperate with authorities in criminal investigations
7. To be free from liability for financial obligation incurred through unauthorized use of system
8. To amend the policy at any time

**II. School Responsibilities/Rights**

1. To oversee resources including scheduling
2. To place reasonable restrictions on systems and technology
3. To perform routine system maintenance
4. To search individual Internet activity with reasonable suspension
5. To own all files on school network
6. To be free from liability for presence of unacceptable materials on the school's system
7. To comply with Diocesan, State, Federal regulations
8. To provide a filtering system in accordance with CIPA, as protection measures
9. To provide opportunities for technological training for staff
10. To cooperate with authorities in investigations of criminal activities
11. To bypass passwords to determine activity
12. To publish student works on its websites
13. To deny student/staff access

**III. Parents'/Guardians' Responsibilities/Rights**

1. To see their child's e-mail file upon request
2. To deny their children Internet access
3. To prevent the use of their children's names and pictures on the Internet by the school

**IV. Student Privileges/Expectations/Understandings**

1. To use Internet in distance learning
2. To access World Wide Web for educational purposes
3. To have individual e-mail accounts to send and receive e-mail
4. To receive instruction in technology use
5. To have reasonable protection measures
6. E-mail or Internet correspondence is not privileged or confidential
7. To use Internet to consult experts
8. To communicate with other students
9. To locate information to meet educational needs
10. To have staff assistance to find, use, discriminate among, information sources

**V. Prohibitions**

1. Modifying documents or files without permission
2. Playing unauthorized games
3. Making purchases
4. Conducting commercial or private business
5. Personal use – unrelated to appropriate educational purposes
6. Political lobbying
7. Installing software for personal use
8. Installing school software at home without school permission
9. Altering, interfering with, dismantling, disengaging Internet
10. Installing educational software without Office for Education permission
11. Installing stand-alone (CD/Diskette) without Office for Education approval
12. Illegal activities
13. Accessing knowingly inappropriate material
14. Downloading large files without permission
15. Sending chain letters
16. Spamming
17. Plagiarizing
18. Copyright infringements
19. Profane, obscene language/defamation
20. Accessing and transmitting pornography
21. Accessing information advocating violence or discrimination outside the scope of research under direction of a teacher/supervisor
22. Accessing, modifying, erasing, renaming, making usable or unusable another's files or programs
23. Modifying, copying, transferring software provided by school, faculty, another student without permission
24. Aiding or abetting another student in policy violation
25. Introducing or spreading viruses or other harmful programs
26. Divulging passwords

**VI. Individual Responsibilities**

1. To comply with security measures
2. To report illegal activities
3. To report improper language or unacceptable activities on the Internet
4. To report damage or tampering with equipment or system
5. To report violations of privacy

**VII. E-Mail Etiquette**

1. Be patient
2. be polite
3. Keep paragraphs short
4. Use "Subject Line"
5. Include signature
6. Capitalize only to highlight important points

10/09/2002



**DIOCESE OF BRIDGEPORT, CONNECTICUT  
ACCEPTABLE USE POLICY  
2023 - 2024**

**PARENT PERMISSION AND STUDENT AGREEMENT FORM  
Internet Safety and Computer Equipment Use Including Related Systems, Software, and Networks**

I \_\_\_\_\_ of \_\_\_\_\_  
Parent/Guardian Student

at Holy Trinity Catholic Academy, Shelton, CT, have read and understand the *Acceptable Use Policy* of the Diocese of Bridgeport as to the rights, responsibilities, expectations, understandings, prohibitions and etiquette as specified in said *Acceptable Use Policy*. In addition, I agree to allow my child to participate in the technology programs and Internet use under the provisions specified at Holy Trinity Catholic Academy, Shelton, CT.

Furthermore I understand that it is my responsibility to notify the principal of the school if I wish to exercise my right as a parent as specified in III of *Acceptable Use Policy* of the Diocese of Bridgeport.

I understand and agree to the Acceptable Use Policy of the Diocese of Bridgeport in terms specified below:

1. That the use of computers, iPads, Chromebooks, etc. and the Internet is for educational purposes.
2. That the Internet contains inappropriate material.
4. That I will not hold Holy Trinity Catholic Academy, Shelton, CT, or the Diocese of Bridgeport responsible for inappropriate materials which may appear on the Internet.
5. That violation of the *Acceptable Use Policy* may result in revocation of the Internet or computer equipment privileges and/or school discipline and/or legal action.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

**SIGN & RETURN TO SCHOOL BY SEPTEMBER 15, 2023**

**KEPT ON FILE in the OFFICE of the HEAD of SCHOOL**

**HOLY TRINITY CATHOLIC ACADEMY (HTCA)  
503 SHELTON AVENUE  
SHELTON, CONNECTICUT 06484**

**PHOTO/VIDEO RELEASE FORM for the 2023 – 2024 SCHOOL YEAR**

September, 2023

Dear Parent/Guardian:

On occasion, representatives from HTCA wish to photograph students in connection with school programs or events. Educating the public about HTCA is one of our objectives. The entire community benefits from knowing about the needs and abilities of our students and about the programs we offer to children and families.

In order to release student photos and/or post on the HTCA website or the monthly HTCA Newsletter, we need written permission. To give your consent, please complete the form below:

I, \_\_\_\_\_, parent/guardian of

\_\_\_\_\_ give permission for my child to be photographed by the representatives from HTCA for the purpose of publicizing educational programs and events at HTCA. I authorize the use and reproduction of any/all photographs taken of my child, without compensation to me/my child. All of these photographs shall be the property, solely and completely, of HTCA. I waive any right to inspect or approve the finished photographs or printed matter that may be used in conjunction with them.

**OR**

I, \_\_\_\_\_, parent/guardian of

\_\_\_\_\_ **DO NOT** give permission for my child to be photographed by representatives from HTCA for the purpose of publicizing educational programs and events at HTCA.

Signature of parent/guardian \_\_\_\_\_

Date \_\_\_\_\_

**Please complete and return this form to school by September 15, 2023**

Sincerely,  
Mrs. Lisa M. Lanni  
Head of School/Principal

**HOLY TRINITY CATHOLIC ACADEMY (HTCA)  
503 SHELTON AVENUE  
SHELTON, CONNECTICUT 06484**

**PARENT-STUDENT HANDBOOK  
ACKNOWLEDGEMENT SIGN-OFF FORM  
2023 - 2024 SCHOOL YEAR**

**Family Name** \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian**  
**Name (Print)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian**  
**Signature** \_\_\_\_\_

**Please complete and return to school no later than September 15, 2023**

