

**2017-2018**  
**Holy Trinity Diocesan High School**  
**Handbook**



**“A Special Time, Place and Spirit”**

## Contact List

General Office	433-2900	
Attendance Office	433-2900	
Health Office	433-7020	
Guidance Office	433-2016	
Athletic Director	433-2577	
Driver Education	433-4852	
Office of Institutional Advancement	433-7361	
Directions	433-2900	Press 8

## Fax Numbers

General Office	433-2827
Athletic Office	719-1458
Guidance Office	622-0628
Health Office	622-0273

## Diocese of Rockville Centre

Most Rev. John O. Barres, S.T.D., J.C.L., D.D.  
Most Rev. Andrzej Zglejszewski, D.D.  
Sr. Joanne Callahan, O.S.U., M.S., P.D.  
Kathleen Walsh, M.S., P.D., M.S., Ed.D

Bishop of Rockville Centre  
Auxiliary Bishop  
Secretary of Education  
Superintendent of Schools

### Administration

Ms. Kathleen Moran, M.S., M.S.Ed  
Ms. Patricia Cooper, M.S.  
Mr. James Muller, M.S.Ed.  
Mr. Frank Vega, M.A.

Principal  
Assistant Principal  
Assistant Principal  
Assistant Principal

### Campus Ministry

Rev. Gerard Gentleman, M.A., M. Div..  
Rev. Daniel Opoku, M.A., M. Div.  
Rev. Liam McDonald, S.T.B., M. Div.  
Mrs. Susan Coffey, M.A.  
Mr. Nolan Reynolds, M.A.

Chaplain  
Chaplain  
Chaplain  
Campus Minister  
Campus Minister

### Office of Institutional Advancement

Mr. Joseph Conefry  
Ms. Jacqueline Governale

Director  
Director of Admissions

### Department Chairpersons

Mr. Michael Ware, M.A.  
Mr. Christopher Hardardt, M.A.  
Sister Nora Doody, O.P., M.A.  
Ms. Christine Moakley, M.L.S.  
Ms. Mary Clare Pellett, M.A.T.  
Mrs. Catherine Murphy, M.A., C.M.A.  
Mrs. Colleen Zenker, M.A.  
Mr. Tyrone Jones, M.F.A.  
Mr. Anthony Marinelli, M.A.  
Mr. Christopher Salatti, M.S.  
Mrs. Katherine Picataggi, M.A.  
Ms. Maria Ingram, M.A.  
Mrs. Laura Puma, M.S.  
Mrs. Patricia Patina, M.S.W., L.C.S.W.

Art  
Athletic Director  
English  
Library  
Mathematics  
Performing Arts  
Physical Education  
Director of Music  
Religion  
Science  
Social Studies  
World Languages  
Director of Guidance  
Social Worker

## FACULTY

Angela Ammann, M.A.  
Michelle Becker, M.S.  
John Brady, M.S.  
Sara Candela-Breig, M.A.  
Kevin Chorusey, M.S.  
Susan Coffey, M.A.  
Eileen Curran, M.P.H.  
Barbara Dawson, M.S.  
Mary DeBorger, M.A.  
Jennifer Demeo, M.A.  
Sr. Nora Doody, O.P., M.A.  
James Fanning, B.S.  
Annemarie M. Gomez, M.S.  
Stacey Hall, M.S.  
Christopher J. Hardardt, M.A.  
Martin Hettrich, M.A., P.D.  
Karen Hogan, M.A.  
Claudia Iavarone, B.A.  
Mary C. Ingram, M.A.  
Joseph T. Jacovina, M.S.  
Patricia Johnson, UDPL  
Glenn J. Jones, D.C.  
Tyrone Z. Jones, M.F.A.  
Eric A. Karahalis, M.A.  
Jacquelyn Kelshaw, M.A.T.  
Shannon Kenney, B.A.  
Francisco Kuhn, Ph.D., A.B.D.

John M. Lannig, M.A.  
Roselle Lavin, M.S.  
Paul Lemos, M.A.  
Kristen A. Lipani, M.S.  
Jo-Ann Maggio, M.S.  
Anthony Marinelli, M.A.  
Mary Ellen Martin, M.A.  
Christine Moakley, M.L.S.  
Paige Moran, B.A.  
Colleen Morris-Gill, M.S.  
Catherine E. Murphy, M.A., C.M.A.  
Anne O'Connell, M.S.  
Regina H. O'Connell, M.A., P.D.  
David O'Keeffe, B.S.  
Thomas J. O'Neill, M.B.A.  
Nicole M. O'Toole, M.A.  
Maryclare Pellett, M.A.T.  
Katherine Picatagi, M.A.  
Laura Puma, M.S.  
Nolan Reynolds, M.A.  
Helen Russo, M.A.  
Christopher Salatti, M.S.  
Thomas Smith, M.S.  
Antoinette Sobel, M.A.  
Kelly Spampinato, M.A.  
David Tomasic, M.A.  
Michael Ware, M.A.  
Colleen Zenker, M.A.

## **Mission Statement**

It is the mission of Holy Trinity High School to be a living witness to the Gospel of Jesus Christ as a community of faith, hope and love. We seek to educate the whole person: mind, heart, soul, and body, and to motivate all students in the pursuit of truth and academic excellence, preparing them for future educational opportunities and service to the Church and to the world.

## **Belief Statements**

**We believe that we must:**

- ❖ Create an atmosphere that inspires students to live according to the Gospel values and to develop a personal relationship with God through education, prayer and worship.
- ❖ Prepare all students to face the moral and social challenges of the twenty-first century in light of the Gospel as expressed through the teachings of the Church.
- ❖ Offer diverse opportunities for service to the school and to the global community, emphasizing respect for life and human dignity.
- ❖ Provide diverse experiences necessary for responsible citizenship.
- ❖ Establish an atmosphere of intellectual challenge where academic excellence, artistic achievement, and critical thinking are fostered and developed to each student's potential.
- ❖ Ensure that all students possess the skills required for lifelong learning in an increasingly technological world.
- ❖ Create a caring, safe, and nurturing environment, free from violence, prejudice and harassment, where all are free to learn and grow.
- ❖ Maintain close communications with families and involve them in an active partnership concerning their children's growth, development and learning.
- ❖ Cultivate a climate of clear expectations, encouraging self-discipline and self-motivation.
- ❖ Encourage a lifelong commitment to a healthy lifestyle.

# School Organizations

## Campus Ministry

Holy Trinity's Roman Catholic faith is the heart of our Campus Ministry community. The Campus Ministry Team works together with the Religion Department, faculty and service clubs to foster and support our school's four-year comprehensive religious education program by providing students with opportunities to deepen their faith through Eucharist, prayer, service and retreats. Holy Trinity's Campus Ministry reaches out to the whole student body, faculty, and staff, striving to create a Christian community filled with active disciples of Jesus Christ. Campus Ministry is committed to providing opportunities for the Holy Trinity community to nurture a personal relationship with Jesus Christ, guided by the motto, *Pray, Serve and Believe*. Students are invited to actively participate in the celebration of the liturgical and sacramental prayer life of the school, provide Christian service to the Church and community, and foster a personal belief in God who is Father, Son and Holy Spirit. Holy Trinity Campus Ministry recognizes the responsibility to provide opportunities for student to live out this apostolic mission set firmly in the Roman Catholic tradition.

## The Titan Parents Club

The Titan Parent Club is an organization of parents who sponsor a variety of activities during the year for the benefit of the students and the school. All parents are encouraged to help support the Trinity Community by volunteering some of their time, their talents, and ideas towards these events. The Titan Parent Club holds monthly meetings which are open to all Holy Trinity Parents. Meeting dates are listed in the School Calendar. The first meeting is Monday, September 11 at 7:30 P.M.

## Office of Advancement and Development

The Advancement Office comprised of alumni and constituent relations, annual giving, capital and planned giving, admissions and communications exists to promote an understanding and support of the school's mission among all constituents. Through educating alumni, parents, grandparents, faculty, staff, students and friends, providing information, and fostering relationships, the Advancement Office seeks to listen to and communicate with the school's constituents and the greater community for the purpose of encouraging them to invest time, expertise and financial resources for the advancement of Holy Trinity Diocesan High School.

## Driver Education

Driver Education classes are offered throughout the school year and summer months. Interested students should email [drivered@holytrinityhs.org](mailto:drivered@holytrinityhs.org) or call 516-433-4852. Registration forms are also available in the Main Office.

## The International Students Office

The International Students Office provides specialized student support to international students in the areas of recruitment, admissions, immigration, school programming and cultural adjustment. It also serves as the homebase for daily student support, workshops and for our International Student Ambassador Program.

# Communication with Parents

## Parent Communication

Good communication between the school and parents is vital for students to maximize their high school experience. Holy Trinity will communicate with parents primarily via email and the Holy Trinity website ([www.holytrinityhs.org](http://www.holytrinityhs.org)) and through the School Messenger system. Parents are responsible for making sure phone numbers and email addresses are up-to-date. Changes in contact information should be reported to the main office at 516-433-2900.

## Back-to-School Night

Back-to-School Night will take place on Tuesday, September 19 from 6:30-9:00 P.M.. Parents are strongly encouraged to attend this important informational night.

## Parent-Teacher Meetings

Parent-Teacher Meetings will take place on Tuesday, November 28 from 6:00-8:30. Parents of students who have encountered academic difficulties in the first part of the school year are encouraged to attend these one-on-one meetings with the teachers.

## Accessing Student Grades

Parents can access student grades via the Holy Trinity Parent Portal, the link to which is located on the Holy Trinity Homepage. Login and password information is mailed to parents in the student's first year. Parents should contact the main office to resolve any problems related to the Parent Portal.

Grades for all classes are posted regularly. Progress reports and quarterly grades are posted according to the schedule printed in the school calendar.

Teachers will post daily assignments and announcements on Google Classroom. Information regarding Google Classroom will be available from individual teachers at Back-to-School Night.

Every student has access to a personalized Naviance account via the Guidance Department. Naviance is a comprehensive platform that students and parents can use to help in making decisions about colleges and career plans.

## Messages

We ask parents to recognize our obligation to interrupt class as little as possible. Please do not ask that we contact students during the day unless there is an emergency. Parents are reminded that students' cell phones are to be off during the school day. (Therefore, please do not attempt to contact your child by cell phone or through text messaging.)

## Inclement Weather

In case of inclement weather, Holy Trinity will contact you through School Messenger and will post this on the the Holy Trinity Homepage. You may also check Channel 12's website: [longisland.news12.com](http://longisland.news12.com).

## Attendance

### Daily Attendance

Daily attendance is an integral part of success for all students and is therefore required of all students.

Students are expected to be in school and on time on all days when school is in sessions.

Class days are noted on the School Calendar, which is published annually.

Excessive absence or lateness to school may result in a student being ineligible to participate in after school activities, field trips, election to honor societies or student council office, the loss of senior driving privileges and other disciplinary actions.

A student who is excessively absent due to medical reasons may be required to enroll in home study.

Excessive absence without medical verification may require a student to transfer from Holy Trinity D.H.S.

Any student involved in an after school activity may remain after 5:00 P.M. under the supervision of a teacher/coach. No student may remain after school unless they are under the supervision of an adult.

Students who participate in evening activities/athletics are expected to be present and on time for school the next day.

Students are expected to be in school and on time on all days when school is in sessions. Class days are noted on the School Calendar, which is published annually.

The Regulations of the Commissioner of Education regarding attendance at school leave very little discretion to either parents or to schools regarding what constitutes legal absence from school.

The following are the reasons that constitute a legal absence from school: sickness, death in the family, health treatment, and court appearances.

State laws and regulations distinguish two types of illegal absence: unlawful detention and truancy. A student whose parents expect him to be in school and who does not attend for reasons other than the legal reasons listed above is *truant*. *Unlawful detention* occurs when a student is absent with the knowledge and consent, stated or implied, of his/her parent, for other than legal reasons. According to publications of the state, such excuses as "visiting," "vacation," "away," "needed at home," "work," "overslept," "caring for baby," and so on, fall under the category of unlawful detention.

Holy Trinity is mandated to record each absence in the category under which it falls, namely legal absence, unlawful detention, or truancy. These records are part of the student's permanent record.

In case of absence from school, a parent must call the school before 10:00 a.m. to report the absence. When the student returns to school, he/she must bring a note indicating the date(s) of and reason for the absence. If a student had a medical or dental appointment, he/she needs to bring a note on official letterhead to verify the appointment.



Any student who is absent from a midterm, final or Regents exam must provide a doctor's note before their exam can be rescheduled (Regents exams must be taken on the next available test date). Failure to produce a doctor's note will result in a zero (0) on the midterm or final examinations.

## **Chronic Absenteeism**

Chronic Absenteeism is defined by New York State as missing ten percent (10%) of a school year for any reason (legal or illegal) and is a key indicator of lower academic achievement due to missed instructional time. In New York State, ten percent of the school year equals 18 days per school year; 9 days per semester or 2 days per month.

Holy Trinity reserves the right to withhold course credit from any student who accumulates eighteen (18) or more absences for the school year or nine (9) absences during a single semester. Denial of course credit is at the recommendation of the teachers and with administration's approval.

## **Class Attendance**

In addition to attendance being taken officially in homeroom, attendance is taken in each class period. Frequent absences (10%) may result in denial of course credit due to "insufficient learning time" or reduction in the participation grade for a course. Denial of course credit is at the recommendation of the teachers and with administration's approval. If a student is in school and is illegally absent from a class the parent will be notified and that student will serve two detentions. In such a case, the student will receive a zero (0) for any exams, quizzes or class work missed. Repeated occurrence of missing class may result in the student's suspension from school.

## **Liturgy Attendance**

**Attendance at the Thanksgiving Liturgy on Wednesday, November 22 and the Christmas Liturgy on Friday, December 22 is mandatory for all students. All students should report to homeroom by 8:00 A.M. on those days. Students not in attendance will be marked absent for that day and must present an absent note upon their return to school.**

## **Truancy**

Truancy is defined as an illegal absence from school without the knowledge and consent of the parent/guardian. Truancy is a violation of school regulations as well as New York State law. Truant students will receive six detentions upon their return to school. Repeated truancy will result in further disciplinary action including suspension or dismissal.

## **Lateness**

Any student arriving after the 8:05 A.M. bell is late to school and must report to the Attendance Office for a late slip. This late slip is then presented to the student's first period teacher.

Seniors who are not scheduled for a first period class (mods 1-2, 8:05 - 8:45 a.m.) may report to school at 8:45 and must be in homeroom at 8:49 A.M.. If a senior arrives after 8:49 A.M. he/she must report to the Attendance Office for a late slip before he/she will be admitted to homeroom.

Students who miss most of their first period class by arriving to school after 8:25 A.M. and fail to submit a note on official stationery with an acceptable reason (Doctor/Dentist appointment, court appearance) for that lateness are considered illegally late to school and will serve detention for that lateness. Additionally, those students will be prohibited from participating in after school activities (including athletic practices and games) on that day.

Students who are late to school, for any reason, more than three times in a quarter will serve detention for any additional lates.

## **Early Dismissal**

Once a student arrives at school, he/she may not leave the building until the school day is over. Parents/Guardians who need to have their child excused early from school must send their child to school with a note to be presented to the Attendance Office before 8:00 A.M.

In case of any early dismissal from school, the parent/guardian must meet the student in the general office and accompany the student out of the building. All students leaving the building for any reason prior to the regular dismissal time must be signed out by the parent/guardian in the office before leaving the building.

Seniors who drive will only be allowed to leave early if they present a note from a parent or guardian to the Attendance Office prior to 8:00 A.M.

No student may be met at school by anyone other than a parent/guardian or the designated adult whose name is on the emergency contact paper in the office. This emergency contact must present photo ID before the student is permitted to leave the building.

## **After School Activities**

Late buses depart at 5:00 P.M. each day. Students are not permitted to stay at school after 5:00 P.M. unless they are participating in a school sponsored activity supervised by a teacher, moderator or coach. Students found loitering after 5:00 P.M. will be subject to detention and may be banned from future after school activities.

## **Closed Campus Policy**

To ensure the safety and supervision of our students, Holy Trinity operates a closed campus. This policy is in effect from the time students are dropped off by bus, car or other conveyance and remains in effect throughout the entire school day.

Arriving students must enter the building immediately.

Students are not permitted to leave the school grounds until late buses have departed unless they are going home or are leaving the campus to participate in a school sanctioned and supervised athletic activity or extracurricular activity.

“Visiting” is not permitted.

The policy will remain in effect for all students who choose to remain after school for any reason (e.g., Athletics, Performing Arts or other extra-curricular and co-curricular activities, clubs, extra help, etc.). Students who attend club meetings, extra help sessions, etc., that end before late buses or rides that are scheduled to take them home, must report to the library or cafeteria.

Parents who pick up students must do so on school property. After 3:00 P.M., all students must be picked up on the Newbridge Road side of the school.

Failure to comply with our closed campus policy will subject the offender to detention and could include the revocation of the right to remain after school.

This policy is in effect for the entire school year, including midterms, finals and Regents exam periods.

Holy Trinity's Closed Campus Policy applies to seniors from the moment they enter the school building until 2:30 (1:46 for seniors who are off mods 16-17).

## **Buses**

Transportation applications for the following year are due to the district offices by April 1.

Parents are directly responsible for submitting these applications.

Parents are reminded to observe carefully the particular requirements and deadlines established by their districts.

Parents should check with their local district to ascertain particular requirements and deadlines.

Students who ride school buses are responsible for their own behavior.

Improper behavior which may be distracting to the driver, which may jeopardize the safety of others or which damages the bus may result in detention, suspension, dismissal and/or the student's loss of his/her right to ride the bus.

Students are expected to display courtesy to their bus drivers at all times.

Any transportation related incident should be reported immediately to the Dean of Students.

Arriving students must enter the building immediately.

## **Automobiles**

All seniors using the Holy Trinity parking facilities must obtain a parking permit for their car. Parking permits may be purchased through the Bookstore.

Students who, on occasion, drive a different car must purchase a parking permit for that car as well. The cost of each parking permit is \$10.00.

Students without a permit will not be allowed to park on school grounds.

Any student who fails to register his/her car, who fails to drive in an appropriate manner or who fails to park in a designated area will receive detention and may forfeit his/her right to drive to school.

## **Parking Lot**

The speed limit on the school grounds is **5 m.p.h.** Students who exceed the speed limit will receive detention and may be prohibited from driving to school.

No student may park in the Cherry Lane oval, the faculty parking area, the DRVC Board of Education area or in any fire zone. All cars must be parked properly within lines. Students may only park in white-lined parking spots.

Immediately upon entering school grounds, students must park their cars, close all windows and lock all doors. No student is permitted to sit in a car or use a car radio during the school day.

**Seniors who choose to park in the student lot must leave their cars in their parking spaces until the buses have departed (approximately 2:50 p.m.).**

Parents allowing students to drive to school assume total responsibility for the proper use of that vehicle. The school accepts no responsibility for motor vehicles or their contents that are parked on school grounds.

Underclassmen may not park on school grounds.

## **Cafeteria**

The Cafeteria is the only room in the school where food may be eaten. Food may be eaten in the Cafeteria only before school, during the designated lunch periods and after school. Only water can be consumed outside the cafeteria. Any student who violates this regulation may be given detention.

Students are to maintain good order in the Cafeteria and to observe proper forms of etiquette. After finishing lunch, the student must clear his/her section of the table, deposit all waste materials in the proper receptacles and return all chairs to their proper place.

For fire and general safety, all aisles must remain clear at all times.

Students entering the Cafeteria before and during school must be in complete and appropriate school uniform. Students must place jackets, sweatshirts, etc. in their assigned lockers before they will be permitted to enter the Cafeteria. No electronic devices of any type (including cell phones) may be used in the Cafeteria before or during school.

After school, the Cafeteria will operate as a Canteen and study hall from 2:45 P.M. to 4:30 P.M. All students in the Cafeteria at this time must be seated one at a table, facing forward and engaged in homework or studying. Students who fail to follow this policy will be given detention and may be banned from staying after school.

## **Study Hall**

Any student assigned to Study Hall is to report to the assigned room promptly and to remain there unless excused by the Study Hall teacher. Students are to maintain a quiet, studious atmosphere throughout the entire period. Students wishing to use any other service (Library, Guidance Office, Chaplain) must obtain a pass from the Study Hall teacher.

Seniors who are scheduled for a study hall during Mods 1-2 may report to school at 8:45 and must be on time for homeroom. Seniors who are scheduled for a study hall during Mods 16-17 may leave the school grounds at 1:46. Seniors may not congregate or loiter in the parking lot during this time.

## **Lockers**

Every Holy Trinity student will be assigned a locker. Students may only use the lockers to which they are assigned.

All lockers must be secured with a lock at all times. Students who fail to properly secure their lockers are subject to detention.

Only combination locks purchased in the Holy Trinity Bookstore are permitted on school lockers.

Students who divulge their combinations to any other student do so at their own risk.

Students are reminded that the school cannot be responsible for lost or stolen property. Do not leave personal property unattended. Be sure lockers are securely closed after each use.

All students taking gym or participating in extracurricular sports must secure all property in their assigned gym lockers. No property should be left unsecured inside or outside the locker rooms. Failure to comply with this directive will result in detention and repeated violations could result in revocation of the privilege of participating in extracurricular activities.

All lockers are to be completely emptied at designated periods throughout the year

An Administrator has the right to search a student's locker and may request to search a student's belongings. **Lockers and other storage spaces remain the exclusive property of the school and students should have no expectation of privacy with respect to these areas.**

## **Changing Classes**

Students have four minutes between classes; students should not be in the hallway for any reason after the four-minute bell rings..

Students are to conduct themselves in an orderly manner in the halls and stairways at all times. Running, shouting, whistling and any other form of disturbance are out of order and will result in detention.

No student may go to his/her locker between the end of the first period of the day (mods 1-2) and the beginning of homeroom, during any class period or from 10:30 A.M. until 1:02 P.M.

If a teacher has not arrived in the class five minutes after its scheduled start, a representative from the class is to report this to the General Office. All students are to remain orderly in the corridor and to await further instructions.

## **Elevator**

The large number of students in our school makes it necessary to restrict the use of the elevator to members of the faculty and to those students who are either temporarily or permanently disabled.

Requests for elevator passes must be accompanied by a doctor's note. Qualifying students will be issued an elevator pass through the Health Office. Students using the elevator without a pass will be subject to detention.

## **Bookstore**

The Bookstore is located on the first floor opposite the Guidance Office. It is open from 7:40 A.M. to 1:00 P.M.

## **Textbooks**

In most subject areas, students use textbooks which are on loan from local districts. Each student is responsible for all textbooks received. Students must handle these books with care and see to it that they are returned to their districts at the end of the school year.

## **ID Cards**

All students are issued identification cards which they must carry with them during school hours and at all school-sponsored activities.

ID cards are also required to purchase tickets for school sponsored events.

Any student who loses an ID card must report to the Dean of Students. A \$5.00 fee will be charged for a replacement.

Any student who fails to properly identify himself or herself or who fails to report to the General Office when directed to do so by any member of the staff may be suspended.

## **Student Safety**

### **Child Protection Policy**

Holy Trinity fully supports the Child Protection Policy of the Diocese of Rockville Centre. The policy seeks to protect children and young people from physical and sexual abuse in all environments – home, school, religious institutions and communities.

To that end, Holy Trinity requires all employees and lay volunteers to undergo training and to receive certification in the Diocese of Rockville Centre program, *Protecting God's Children*.

In addition, the Diocesan Office of Child Protection maintains a dedicated phone line to report alleged abuse by clergy, religious, employees or volunteers of the Diocese of Rockville Centre – (516) 594-9063.

### **Safe Environment Policy And Reporting**

Holy Trinity (the “School”) is committed to providing a school and school-related environment that is free from any behaviors that directly or indirectly threaten the physical or emotional well being of any of our students.

No such behaviors will be tolerated and are subject to the imposition of serious consequences, at the discretion of School administration.

Threatening behaviors shall include, but not be limited to, the following: inappropriate touching, inappropriate language, sexually suggestive words or actions, harassment, bullying and abuse.

Threatening behaviors are prohibited, on and off School grounds, among members of the School community.

For illustrative purposes only, and without any limitation regarding other threatening behaviors, examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, displays or pornographic or sexually explicit pictures, drawings, or caricatures, or language that is otherwise sexually suggestive.

Use of the School's computer or electronic systems or of private electronic media, for the purpose of engaging in any threatening behavior between or among any members of the School community is subject to this policy.

All students and School personnel are expected and required to refrain from any threatening behavior and are expected and required to abide by this policy, including its reporting requirements.

## **Sexual Harassment**

Sexual Harassment is a form of sex discrimination prohibited by federal and state law and school regulation. It is any unwanted conduct of a sexual nature. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or verbal conduct or communication of a sexual nature.

Holy Trinity is committed to maintaining a learning environment that is free from such conduct.

Any person who believes that he/she has been a victim of sexual harassment, or any person with knowledge or belief of such conduct, should report alleged acts to the Dean of Students or Principal in oral and/or written form.

Holy Trinity will act promptly to investigate all complaints and to discipline any person who sexually harasses another.

Any person reporting in good faith any act of perceived sexual harassment will be protected from retaliation of any Nature.

## **NYS Mandated Reporting**

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. If you suspect something, log it and report the incident to the Principal. If the Principal is not available, please contact the Nurse. If you prefer, you can call Child Protective Services directly. You may wish to visit the NYS Office of Children and Family Services website at [ocfs.ny.gov](http://ocfs.ny.gov) website for additional information.

## **Confidentiality**

Students must be advised that confidentiality may not be maintained if the matter involves health, life or safety. In which event, staff must report appropriately. Confidential information of the Department of Education must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open areas.

## **Custody Issues**

Unless or until documentation is presented otherwise, both parents have the same rights with regard to their child. Upon notification as to custodial issues, please advise the parents to provide any and all court documentation regarding custody. The documents should be provided to the Principal for appropriate forwarding and review.

## Visitors

All visitors must enter the building and sign in at the Cherry Lane entrance.

Visitors may not walk unattended through the school.

Students may not bring relatives or friends to school during school hours.

Any student who brings an outsider to school at any time to disrupt the well-being of the school community will face suspension and possible dismissal.

## Pesticide Notification

New York State Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year: at the beginning of the school year; within two school days of the end of winter recess; within two school days of the end of spring recess; and within ten days of the end of the school year.

Written notification will be provided to you 48 hours prior to pesticide applications in the building or on the fields and will include the following:

- The specific date and location of the application (outdoor applications may include an alternate date due to potential weather conditions).
- The name of the product, including the EPA pesticide registration number.
- The school's contact person for pesticide information is Joey Vacca, Maintenance Director (516-433-2900, Ext. 138).

The following pesticide applications are ***not*** subject to prior notification.

- A school remains unoccupied for a continuous 72-hours following an application;
- Anti-microbial products;
- Nonvolatile rodenticides/insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children; boric acid and disodium octaborate tetrahydrate;

The application of EPA designated biopesticides; the application of EPA designated exempt materials under 40CFR152.25;

## Title 45 Requirement

Unless objection to any of the specific items of information following is submitted in writing by parents or legal guardians, or by those students themselves who are over ages of 18 years, Holy Trinity High School herewith gives notice of intention to provide, release or publish in school or student newspapers, magazines, yearbooks or other publications, athletic programs, daily or weekly newspapers, musical or theatrical programs, news releases and any/or all of the following information pertaining to students as may be appropriate under the circumstances; name of student names of parents, address, age, height, weight, grade, major field of study, participation in recognized school activities, extracurricular activities and sports programs, academic honors, achievements, awards, scholarships and similar information. Under Title 20, U.S. Code, §123g(5)(A)(B), Privacy Rights of Parents and



Students, parents who do not desire release of any of the above directory information must make specific request in writing to the Principal of Holy Trinity High School by September 30, 2016. Failure to make such request shall be deemed consent to release, provide or publish the directory information during the 2016-2017 school year.

### **Safety Drills (Fire, Lockdown, etc.)**

Safety is always important. To ensure the safety of our students, regular safety drills are conducted.

During a drill, all students are to maintain silence and remain orderly.

Students will be given instructions regarding safety drill procedures. Students will follow directions of teachers and administrators throughout all drills.

Any student turning in a false alarm will be expelled immediately.

A \$100.00 fine will be imposed on any student who irresponsibly activates a fire extinguisher and the student may be suspended.

## **Drugs, Alcohol and Tobacco Policy**

The purpose of Holy Trinity's policy is to maintain an educational environment that allows students the opportunity to concentrate on their academic work and develop social relationships free from drugs, alcohol, tobacco (including electronic cigarettes) or any controlled and non-controlled "mood altering" substance.

This policy provides students in need with the opportunity for help with drug and alcohol problems through education, prevention, and intervention; as well as applies disciplinary measures where appropriate.

We are committed to working together with parents, students and other schools:

To educate our entire community about current scientific findings that underage drinking, smoking and drug use can adversely and permanently affect the physical, psychological and emotional development of adolescents.

To share in the responsibility of requiring, promoting and modeling safe, ethical and legal behavior in regard to alcohol and drug use.

To provide and support social activities that are alcohol and drug free.

Any student suspected of possible drug and/or alcohol use/abuse, on or off campus, will be referred for appropriate intervention and/or disciplinary steps. This can involve parental contact, principal's conference, guidance referral, referral to a social worker or psychiatric agency, periodic drug testing and evaluation and/or suspension and termination. Failure to comply with the recommended intervention may result in immediate discontinuance from Holy Trinity Diocesan High School.

We expect:

All enrolled families to be knowledgeable about their school's prevention policy on alcohol, tobacco and other drug use as laid out in the school handbook and to support the rules of the school and the laws of the state.

All parents to honor the school's substance abuse policy when sponsoring private off-campus parties and to abide by all applicable social hosting laws.

All students to be accountable for their behavior and answerable to their own school policies on and off campus.

Students are subject to random drug/alcohol testing at the request of an Administrator.

When reasonable suspicion exists a student may be required to empty his/her pockets and/or bag.

Any student who refuses to submit to an administrative request for drug/alcohol testing is subject to dismissal from Holy Trinity Diocesan High School.

Any student during the school day, which includes in transit, that is suspected of or found using, possessing, distributing, or selling drugs, alcohol or drug paraphernalia, is subject to termination at the discretion of school officials.

Students who endanger the safety of others will be dismissed.

Any student who is in an area where alcohol, drugs, or tobacco is present shall be considered as being "in possession" of these articles.

A student who "implies possession or content of a controlled substance" shall be deemed in possession of such controlled substance.

Any student for whom there is reasonable suspicion of the use of any controlled substance before or during school or any school related function, whether on or away from school property may be required to submit to a screening test.

Students who possess, distribute and/or sell drugs or alcohol, on or off campus, will be subject to termination from Holy Trinity Diocesan High School as well as police action.

NOTE: The Administration reserves the right to enforce the dismissal of any student or students whose presence adversely affects the school community. Any student involved in the possession, sale or exchange of drugs of any type is subject to immediate dismissal. The school reserves the right to question, search and/or test any student at any time. Failure to cooperate will result in immediate termination.

## **Smoking**

The use of tobacco products is strictly prohibited on school grounds and at all school sponsored events. This includes vaping and e-cigarettes or any similar products or devices.

Students violating these regulations will be issued a minimum of three detentions and a written notice home. On the second offense, the student may be subject to suspension or dismissal.

Spectators, visitors and guests attending school sponsored student activities and sporting events are expected to comply with this regulation.

# Health Office

## Physical Examination

New York State law requires all new entrants to a school and all sophomores submit documentation of a physical examination to the Health Office.

## Immunization

No student is permitted in school unless his/her immunizations are up-to-date.

## Illness in School

Students who become ill during the school day are to report to the nurse in the Health Office. Students will not be admitted to the Health Office without a pass which indicates that they reported to class and were sent with that pass to the Health Office with the teacher's permission. When leaving the Health Office, the student will be given a pass back to class.

After consultation and evaluation by the nurse, students who are mildly indisposed will return to class--students may not convalesce in the Health Office and then return to class.

Students who are more seriously ill and cannot remain in school for the remainder of the day, must return home. The nurse will contact the parent to request that the student be picked up and taken home. **Students are never permitted to phone parents to request that they be picked up to go home sick.**

Signing out procedures as outlined in the early dismissal section will be followed.

Students who have driven to school and require a dismissal for illness will not be permitted to drive home.

A doctor's note is required for:

- a. Return to school after serious illness or injury
- b. Exclusion from and/or return to physical education class due to serious illness or injury.
- c. All elevator and sneaker passes. **No elevator or sneaker passes will be issued without proper medical documentation on appropriate letterhead.**

If student is medically excused from physical education class he/she is ineligible to participate in any Holy Trinity athletic team (game or practice).

## Accident/Injury

Any student who is injured or involved in an accident while on school grounds or while engaged in a school sponsored activity off school grounds should submit an accident report to the Health Office within 48 hours of said accident or injury.

## **Insurance**

Insurance coverage is primarily the responsibility of the parent.

Additionally, all students are covered by Excess Major Medical Insurance. In the event of student injury during a school activity, claim forms, which contain a description of the benefits available, will be forwarded to the parent by Network Adjusters, Inc.

Medical expenses incurred during school activities or while participating on a school athletic team must be submitted first to the family's own insurance carrier. The school's policy provides secondary coverage. This coverage is subject to the terms and conditions of the policy, including any applicable deductibles and co-payments. Forms are available in the Health Office and will be provided upon request.

Please report an injury as soon possible to the person in charge of the activity and to the school nurse within 48 hours.

## **Academic Policies**

### **Academic Integrity**

In accordance with the school's philosophy, students are expected to abide by a code of honor when testing and completing assignments.

This code stipulates that a student is responsible for his/her own work and **will neither receive nor give inappropriate assistance.**

Students who violate this code will receive a zero for the work or test.

The individual incident will also be examined, and, based on the severity of the incident, the student may also receive detention, suspension or dismissal.

### **Plagiarism**

Plagiarism is defined as "presenting the ideas or words of another as one's own." This includes copying, downloading or otherwise obtaining information from written or electronic sources, including the Internet, without properly citing the source of the information. Plagiarism is considered cheating. Any student found plagiarizing material will receive a zero (0) on the assignment in which the plagiarism occurred.

The individual incident will also be examined, and, based on the severity of the incident, the student may also receive detention, suspension or dismissal.

### **Homework**

Homework is any assigned work, written or unwritten, that is subject to evaluation.

It is an integral part of the instructional program, and therefore, failure to submit homework will be reflected in the student's grade in a manner determined by the teacher and clearly indicated to the student at the beginning of the school year.

It is expected that students will accept homework assignments as a regular part of their obligation to the school and do their assignments thoughtfully and with care.

While the student must assume the responsibility for completing all homework assignments, parents are encouraged to take an active role in ensuring that their child is completing his/her homework.

The responsibility to make up homework, tests or class work missed because of any absence or suspension belongs to the student. Students should check Google Classroom for assignments,

## **Grading Policy**

Courses operate on a quarter basis. Final quarter grades are issued four times a year. Progress reports are issued at the midpoint of each quarter. Final semester grades are issued in January; final grades for the year are issued in June.

The lowest passing grade is 70%

Final course grades are determined as follows:  $\frac{4}{5}$  of the quarter averages plus  $\frac{1}{5}$  of the average of the mid-year and/or end-year examinations.

All exams, quizzes and assignments given during the quarters will be recorded by teachers and become part of the quarter grade. The teacher will clearly communicate to all students at the beginning of the school year how class grades will be calculated.

Seniors who fail to pass all required courses will not receive a diploma until said courses are successfully completed.

In all Regents and Honors courses where a New York State Regents exam is offered, that Regents exam will be the final examination, and that grade will be included in the final course average.

In certain cases, due to medical emergencies or other unforeseen circumstances, a student may be granted a grade of incomplete for a specific quarter. In such cases, the student will work with the administration and applicable subject teachers to ensure that all appropriate work is made up in a timely fashion.

Freshman, Sophomore and Junior students who fail to achieve a passing grade for the year in a particular course will be required to remediate the course in the summer.

Freshman, Sophomore and Junior students who fail to achieve a passing grade on a particular Regents Exam will be required to retake the exam in August (or the next available testing date).

Students who fail to achieve a passing grade on the Regents Exams in Biology, Global Studies, Algebra I or U.S. History and Government will be required remediate the course and retake the exam in August.

Any Freshman, Sophomore or Junior who receives a failing grade in a specific course for the year or who fails to receive a passing grade on a Regents exam will be placed on Academic Probation for the following year.

Failure to remediate required courses may result in dismissal. Family vacations, summer employment and other such conflicts are not excuses for failure to remediate courses or re-take Regents Exams.

Students who fail to achieve a passing grade on three (3) more subjects will be subject to dismissal.

## **Academic Probation**

The goal of Academic Probation is to provide struggling students with a framework of support to help them achieve to their highest academic potential. Students on Academic Probation are encouraged to take full advantage of all available academic resources.

Students on Academic Probation:

Must meet regularly with their guidance counselor and/or a member of Administration to develop a system that will increase the likelihood of academic success;

May be required to attend extra help sessions;

May be temporarily suspended from after school activities, participation in extracurricular activities or athletic practices and competitions.

Students on Academic Probation will be evaluated at the end of each semester. Students who have successfully passed all of their classes during that semester will be removed from Academic Probation. Students who continue to perform at a deficiency will remain on Academic Probation for the next semester.

Students who remain on Academic Probation for two (2) or more semesters are subject to dismissal.

## **Weighting Of Grades**

Grades are weighted to determine rank in class and eligibility for the National Honor Society and the Honor Rolls.

Weighting is achieved by multiplying the actual report card grade by a numerical factor (Regents Courses: 1.02, Honor Courses: 1.04, College Courses: 1.08, AP Courses 1.12).

## **Academic Honor Roll**

**"A" Honor Roll** - Students achieving a minimum weighted average of 90% with no actual course grade below 85% for the quarter involved.

**"B" Honor Roll** - Students achieving a minimum weighted average of 85% with no actual course grade below 80% for the quarter involved.

## **Academic Award Ceremonies**

At the conclusion of the third quarter, student achievement is recognized:

**Principal's List** - Total weighted average for first three quarters of 95% with no actual course grade below 85%.

**First Honors** - Total weighted average for first three quarters of 90% with no actual course grade below 80%.

**Second Honors** - Total weighted average of first three quarters of 85% with no actual course grade below 80%.

## **Acceptable Use Policy for Computers and The Internet**

Students must be aware that it is their responsibility to use available technology in an appropriate manner.

In compliance with the Children's Internet Protection Act of 2001, filtering through a proxy server is in place to protect the students from inappropriate material on the Internet.

It is expected that all individuals utilizing Holy Trinity's computers and networks will be responsible for their actions and words and will, furthermore, respect the rights and privileges of all network users.

Students need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network and/or computer privileges, suspension, dismissal or legal action.

Any use of the Holy Trinity Diocesan High School name or logo on paper, websites, videos or email is prohibited unless approval is granted by the Holy Trinity administration.

All students are issued a Holy Trinity email account. Students are required to use this account for all school related work and communication.

Students will treat all hardware with the highest degree of care and caution.

Students will print only important information. Students will not print anything containing objectionable language or graphics.

Use of computers for approved class work has priority over other uses.

Each student will be required to sign a *Student Technology and Behavior Policy* form and a *Bring Your Own Device Policy* form, indicating that he/she has read each policy and agrees to abide by their provisions.

### **Bring Your Own Device Policy**

The Bring Your Own Device (BYOD) Policy is an addendum to the Technology Use and Student Behavior Policy.

Holy Trinity Diocesan High School has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Technology Use and Student Behavior Policy. Both the BYOD (Bring Your Own Device) Policy and the Technology Use and Student Behavior Policy must be signed by the student and parent / guardian.

The student takes full responsibility for his or her personal devices. The school is not responsible for the security or care of personal devices.

The student is responsible for the proper care of his or her personal devices, including any costs of repair, replacement or any modifications needed to use the devices at school.

The school reserves the right to inspect and/or confiscate a student's personal devices if there is reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to himself, herself or others.

The student will comply with any teacher's request with regard to personal devices and will only use devices in an area that is visible to and under the supervision of a school faculty and/or staff member.

The student may not use the devices to record, transmit or post photos or video of a person or persons on the school campus. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of the administrator (principal) at the school.

Students are not to call, text message, email, or electronically communicate with others from their **personal device**, including other students, parents, guardians, friends, and family during the school day.

Personal devices used in school are not permitted to connect to the Internet through students' personal data service. Devices used in school must access the Internet via the school's content filtered wireless network.

Students will only use appropriate educational applications on their devices under the direction and supervision of a teacher and/or staff member.

Personal devices shall be charged prior to bringing it to school and shall be capable of running off their own battery while at school.

Cell phones and other devices may be taken from the student if used without permission of the responsible adult in charge, and will be held in the office until picked up by the parent/guardian of the student.

Please note that, unless specifically directed to do so, students are never required to bring in personal devices to school. All students will continue to be able to utilize the school technology equipment for educational purposes, and will not be left out of the instruction practice.

## **Chromebooks**

Beginning with the 2016-2017 school year, all Freshman students will be required to purchase a school-issued Google Chromebook. Transfer students in corresponding cohorts will also be required to purchase a school-issued chromebook. All students and parents must sign the Chromebook Policy for Students before their Chromebooks will be issued.

## **Student Technology Use and Behavior Policy**

By agreeing to this policy the student(s) and the parents and/or guardians of the students) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's technology resources.

Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.

The school's right to review is extended to any use by the student's parents and/or legal guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.



There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the Administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school's technology or personal technology resources the personal information (name, age, gender, address, phone number, e-mail address, etc.) of himself or herself as well as that of any other person.

The student agrees never to arrange for a meeting with any person at any time using the technology resources.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.

The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.

Student behavior is expected to conform to values consistent with the Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or dismissal, and/or legal action.

## **Social Media Policy**

Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

Any technology use or use of social media networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, dismissal and/or legal action.

Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, dismissal and/or legal action.

Bullying via any social media will not be tolerated.

## **Use of Electronics**

Once students enter the building in the morning, smart phones, cell phones, Smart Watches or other audio or visual devices must be turned off and put away until 2:30 P.M.

These devices cannot be used at any time during the school day unless under the supervision of a teacher during classroom instruction.

These items may never be used in the locker rooms or restrooms.

The use of headphones on school property is prohibited unless under the supervision of a teacher during classroom instruction. Headphones should be safely stored in lockers during the school day.

## **Retreat Policy**

Retreat days are an important part of the Religious Education Program at Holy Trinity High School.

They provide our students with the opportunity to experience a form of Catholic community in a relaxed atmosphere which is essential for significant religious education to take place.

Students are responsible for all classroom work and homework that they miss while attending retreat.

## **Extracurricular Activity Policy**

Athletic events and shows form an integral part of the high school experience. Proper behavior is always expected at these activities.

Any students whose conduct is inappropriate en route to or from an event/game or during an event/game may be suspended from that sport, club or activity for the duration of the school year and may be subject to additional disciplinary action.

Any spectator who demonstrates inappropriate behavior at any event may lose his/her privilege of attending future events and/or social functions. Serious disregard of this regulation may result in suspension or dismissal.

For an evening social event, all students should exit the building within fifteen minutes after the conclusion of the activity. Transportation should be arranged beforehand. Students who are not picked up in a timely fashion may be prohibited from attending future evening events.

Students not in compliance with regulations regarding physical grooming (facial hair, hair policy, wearing of jewelry, etc.) will not be permitted to participate in athletics or other extracurricular activities.

## **Trips**

All school sponsored field trips will be supervised by members of the faculty and will require a parental permission slip.

All school regulations will be in force on these trips. A student who demonstrates inappropriate behavior on school trips may forfeit his/her privilege to participate in future school outings or events and will face additional disciplinary action.

Serious disregard of this regulation may result in suspension or dismissal.

Holy Trinity reserves the right to exclude any student from participating on any trip at any time due to disciplinary, attendance or health issues. Holy Trinity will not be liable for any trip expenses that result due to cancellation or exclusion.

Any student who organizes, publicizes or in any way solicits for a non-sanctioned school trip and/or event may incur disciplinary action up to and including suspension or dismissal.

## **Athletic Policy**

The Athletic Department strives to provide as many activities as possible for as many students as possible. Each sport has its special value to the individual, and none is held by the Department in higher esteem than another.

Athletics for girls are equally important as those for boys.

Participation in interscholastic sports is subject to the rules and regulations established by the Catholic High School Athletic Leagues of Nassau and Suffolk counties.

All sports are single gender sports.

Both parents and students are reminded that participation in sports requires an acceptance of injury. In view of the dangers involved in sports, it is necessary to inform athletes of the risks of contact sports. At Holy Trinity, although every precaution is taken to minimize the risks of serious injury, participants and their parents must fully understand that there are risks in participating and that students participate by their own choice. Each student shares the responsibility for sports safety and must avoid the techniques that are detrimental and against the rules.

In case of injury, a coach or other staff member will accompany an athlete who must be taken to a hospital or doctor's office if a parent is not present. In such cases, the parents will be notified immediately and advised where their child has been taken.

No athlete may practice or compete on any school team without a prior physical examination. Physicals are valid for a period of one calendar year. Any student submitting an altered and/or forged physical report will lose his/her athletic eligibility for one-half of the sport season involved.

Any student excused from Physical Education class for medical reasons or issued a sneaker pass or elevator pass will not be permitted to participate in after-school physical activities (practices or games) until such time as he/she is no longer in need of the medical exclusion or pass.

A parental consent form is required for each sport in which a student participates.

Payment must be made for any athletic equipment lost or not returned for any reason.

## **Financial Policies**

To maintain the high quality of educational services for your student, tuition payments are due on the first of every month and the final balance must be completed by May 1.

A late charge of \$25 will be assessed monthly on accounts 30 days past due.

No student may sit for mid-term and/or final exams whose tuition payment is not current.

Students with outstanding tuition balances may be denied the privilege of attending school events.

Seniors with outstanding tuition may not participate in the graduation ceremony, receive a diploma.

Tuition debts from one year cannot be carried over to the next. ***(Any student with an outstanding tuition debt will not be readmitted in September.)***

Any check returned for non-payment is subject to a \$25.00 return check fee in addition to the payment due.

Tuition is a flat annual charge. The amount of the tuition does not change within the length of the school year, nor does it fluctuate based on individual programs of study or upon different patterns of attendance.

Each family is required to be part of our Family Participation Program at a cost of \$275.00 per year. This assessment will be billed monthly, along with the tuition and fees.

## **Dress and Appearance**

In choosing to attend Holy Trinity, students and parents acknowledge a willingness to comply with all dress, appearance and grooming regulations. These regulations are in place to demonstrate that learning is a serious business and wearing the school uniform neatly and properly reflects this attitude. All parts of the dress and appearance code are in place to denote a neat, appropriate and business-like appearance. Students who are not in conformity with the code of Dress and Appearance may not be permitted to attend classes.

### **Personal Appearance (Boys)**

The hair is to be neatly kept, combed properly without covering the face and may be neither excessively long nor too short. Hair would be too long that touches the shirt collar when the collar is buttoned.

Hairstyles that entail significant contrasts of longer and shorter hair are not acceptable, nor are hairstyles that involve design, architecture.

#### **Hair may not be dyed any color.**

Sideburns may neither be shaven off nor go below the ear.

Razor cuts for boys should be no lower than #2 length.

The sides of the skull may not be shaved above the ears.

Again, no extremes are acceptable. Hair which involves variations in length that are apparent and distracting is prohibited. Braids, cornrows, tails, mohawks, dreadlocks, etc. are prohibited.

No lines or sharp demarcations may be inserted into the hair.

The top of the hair may not be thicker than one inch.

The hair may not be shaped into tops, steps, or ski slopes nor may any signs, symbols or alphanumeric notions be carved into the hair.

Students are to be clean-shaven every day. Mustaches are prohibited.

Boys may not wear earrings or facial piercings at anytime on school grounds.

Tattoos are prohibited.

The changing styles of day to day, the different values of parents and students, as well as individual interpretation, prevent a detailed description which encompasses every eventuality. This renders adjudication in matters of dress a delicate art. The Dean of Discipline has final decision on the appropriateness of a hairstyle.

### **Personal Appearance (Girls)**

Hair is to be neatly kept and appropriate for a business-like atmosphere.

No lines or sharp demarcations may be inserted into the hair.

**Hair may not be dyed any color.**

Makeup and jewelry are to be in good taste and appropriate for a business-like atmosphere.

Girls may only wear one earring in the lobe of each ear.

Earrings may not be larger than a quarter.

Facial piercings and tattoos are not permitted.

### **Uniform Dress Code**

The dress code at Holy Trinity seeks to exhibit that learning is a serious business. Parents have the responsibility of checking their child's attire before he/she leaves for school. No excuses will be accepted for inappropriate attire (for example, an inoperative washer/dryer, after-school appointments, failure to get to the cleaners, etc.). Inappropriately dressed students will not be permitted to attend classes. Violation of the dress code will result in detention.

### **Uniform (Boys)**

All boys are required to wear the following Flynn and O'Hara issued uniforms:

Gray uniform slacks with black or brown belt;  
Appropriate grade-level embroidered sweater;  
White oxford uniform button-down shirt (blue for seniors);  
Green polo shirt (seasonal option);  
Uniform dress tie;  
White Cross Uniform Shoes (Penny Loafer or Oxford)

### **Uniform (Girls)**

All girls are required to wear the following Flynn and O'Hara issued uniforms:

Appropriate grade-level skirt (**skort must reach the knee**);  
Appropriate grade-level embroidered sweater;  
White oxford uniform button-down shirt (blue for seniors);  
Green polo shirt (seasonal option);  
Solid beige, gray, navy or black stockings or tights (**no designs, patterns, footless, or thigh-high**);  
Or solid navy or black knee socks (seasonal option)  
White Cross Uniform Shoes (Penny Loafer or Oxford)

All uniform clothing should be worn in an appropriate fashion.

Boys' shirts are to be tucked in at the waist and completely buttoned.

Girls' shirts remain untucked and only the top button may be undone.

No other clothing (i.e. hoodies, non-school sweaters, etc.) may be worn in addition to or in place of the prescribed uniform.

Students are responsible for the proper upkeep of their uniforms.

The school uniform should not be altered in any way: **particularly the length and pattern of the girls' uniform skorts.**

Parents will be responsible for purchasing a replacement item for any article of clothing that is altered, and students will be subject to disciplinary action.

Buttons, ribbons, pins, etc., may not be worn.

Violations of the dress code include the defacing of the uniform through coloring, drawing or tearing.

Only plain white short sleeve t-shirts, which must be tucked in, may be worn under the uniform shirts or blouses.

Hats or other headgear, fanny packs or sweatbands, may not be worn in the school building.

**Headbands may not exceed one (1) inch in width.**

Gym uniforms are **required** for Physical Education class.

All uniforms are available in the Bookstore.

Students arriving for Gym class without a uniform will be marked unprepared.

Any student requiring an exemption from any section of the dress code must submit a doctor's certificate indicating the reason for and duration of the exemption. **Doctors' certificates must be updated each quarter.**

When there is any question regarding the appropriateness of attire or personal appearance, the determination of appropriateness will be made by the Dean of Students.

The Dress Code is in effect from the time students arrive on school property until they leave school property.

Students who stay after school must remain in full uniform less sweater and tie.

Note: Club Moderators who have students working on projects where it would be inadvisable for students to wear the uniform may excuse students from this regulation.

The Dress Code is also in effect on all exam days. Students may not be permitted to sit for any examination if they are out of dress code or in violation of personal grooming regulations or may receive detention.

The Dress Code is in effect on all field trips including retreats unless the Dean of Students grants a specific exemption.

Prior to October 25 all students may wear the green polo shirt, and girls may wear knee socks.

Appropriate grade-level sweaters must be worn beginning October 25. From this date, the uniform sweater must be worn throughout the entire school day. (Seniors must wear the Senior Sweater, appropriately monogrammed with student's name and year of graduation.) Knee socks may not be worn after this date.

During the school year, Holy Trinity sponsors Dress Down Days. Participation is optional; any student who does not participate must wear the school uniform.

The following may not be worn on Dress Down Days: midriffs, tank tops, beach attire, shorts, costumes, skull caps, hats, sleepwear, ripped clothing, flip flops, do-rags or t-shirts with inappropriate slogans. Students unsure of whether or not a planned outfit is appropriate must ask an administrator prior to the event. All other rules for personal appearance (including earrings, piercings, etc.) remain in effect.

## **Student Behavior**

Holy Trinity supports and encourages students to do their best in all areas of school life. Our rules and regulations are designed to provide a safe and orderly environment that encourages learning, respect and maturity. These regulations are in place in order to benefit the good of the individual student as well as that of the community at large. Students and their parents are expected to willingly comply and support the philosophy, policies and rules of the school.

### **Parental Cooperation**

Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the attitude of the parent. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis that continuation of the student or enrollment of a student in the school may be impossible. Parents/guardians may respectfully express their concerns about the school operations and its personnel. However they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

### **Fighting**

Fighting and similar physical altercations run contrary to the Mission Statement of Holy Trinity D.H.S. and are serious offences. Students involved in fighting or similar physical altercations are subject to immediate suspension and very likely dismissal.

Glances, verbal comments, etc., (e.g., written comments, online postings, etc.) are not sufficient to warrant a physical response.

Students who are aware of situations which might lead to fighting must seek the intervention of the Principal and/or the Dean of Students immediately. Students who knowingly fail to report such information may be subject to disciplinary action including loss of privileges, detention and even suspension.

### **Bullying**



Since all students deserve to learn in an atmosphere free from bullying, cyberbullying and other forms of intimidation, Holy Trinity endorses the New York State Dignity For All Students Act which states that no student shall be subject to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Acts of bullying and/or cyber bullying will result in disciplinary action which could include suspension or dismissal.

Similarly, students who are aware of any form of bullying should immediately notify the Principal or the Dean of Students.

### **Harassment**

Acts of harassment, verbal or otherwise, will result in disciplinary action which could include suspension or dismissal.

Similarly, students who are aware of any form of harassment should immediately notify the Principal or the Dean of Students.

### **Hazing**

Hazing in any form is prohibited. Any breach of this regulation will result in disciplinary action which could include suspension or dismissal.

### **Theft/Vandalism**

To steal, to destroy or to deface the property of the school or others or to be in possession of another's property without permission is to violate their rights. Violation of these rights will demand restitution and may result in detention, suspension or dismissal.

### **Inappropriate/Unsafe Items**

Items which are not conducive to an academic environment or which are hazardous to the safety of others are not permitted in school or on school grounds at any time. Possession of any such devices may result in detention, suspension or dismissal.

### **Lying**

An Administrator has the right to interview any student regarding any school issue. Students who misrepresent the truth to any faculty member or to the administration may be subject to suspension or dismissal.

### **Detrimental Behavior**

Any student involved in behavior deemed detrimental to the school, whether within or outside the school community, is subject to detention or exclusion from after school activities. Serious violations may lead to suspension or even dismissal.

### **Foul/Inappropriate Language**

Foul/inappropriate language is never accepted at school or at school functions. Students who use foul/inappropriate language will be subject to detention.

## **Accidental Damage**

Any accidental damage to school facilities through the fault of the student will be repaired with the student sustaining the cost.

## **Card Playing/Gambling**

Card playing and/or gambling is not permitted in school at any time.

## **Peddling and Panhandling**

Peddling of merchandise and panhandling of any kind is not permitted in school or on school grounds.

## **Loitering**

Students may not loiter and/or congregate in areas adjacent to the school before or after school. (These areas include but are not limited to Dutch Lane, neighborhood parks and the vicinity of the local businesses.) Students found loitering will receive two (2) detentions and may lose after-school privileges.

## **Cell Phones**

Cell phones may not be used before the school day begins anywhere in the building. During the school day, cell phones may be used with the permission of a teacher in classrooms only and only for academic purposes. Students may not use cell phones in the hallways, bathrooms, the cafeteria or other public spaces during the school day. Failure to adhere to these rules will result in detention.

## **Smart Watches**

Smart Watches are prohibited before school and during the school day.

## **Gum Chewing**

The chewing of gum is not permitted in the school building.

# **Progressive Discipline Policy**

## **Detention**

Detention is the logical consequence for infraction of school regulations. Detention is held after school from 2:45-4:45 p.m. every Tuesday, Wednesday, and Thursday. A student must report to detention on the assigned day, on time and in complete school uniform. Failure to do so will result in an additional detention being assigned.

Students who accumulate more than five (5) detentions in a year will be subject to disciplinary probation for the remainder of the school year.

## **Disciplinary Probation**

Students placed on Disciplinary Probation may be denied participation in school activities, trips or school honors. A student who is on Disciplinary Probation who continues to violate school policies is subject to suspension.

## **Suspension**

Suspended students may not attend classes, come on school grounds, or attend or participate in any school activities or functions after school during the time of their suspension. Additionally, suspended students are required to make-up all work that they miss during their suspension. Suspended students will be expected to take all missed exams and quizzes on the day they return to school. Failure to hand in assignments or sit for exams or quizzes on the day of return will result in a zero (0) for said assignment, exam or quiz.

## **Dismissal**

The school retains the right to dismiss any student who consistently violate the school's attendance policy, is not making satisfactory academic progress, has engaged in conduct that is contrary to the mission of the school, or whose parent engages in conduct contrary to the mission or philosophy of the school.

Any student involved in behavior detrimental to the school, whether within or outside of the school community, is subject to dismissal.

The school reserves the right to place a student accused of serious wrongdoing on a home study program pending a determination of guilt.

In the event a student is considered for dismissal, the Dean of Students shall conduct an investigation into the circumstances and shall provide the student and his/her parents with the opportunity to present their case. The Dean will make a recommendation to an administrative committee who will make a final determination regarding dismissal. Thereafter, appeals may be made to the Principal in writing. The Principal's decision is final.

# **Guidance Department**

## **Student Records**

Parents of students and eligible students (18 years of age or attending a post-secondary school) may inspect and review their education records by making an appointment through our Guidance Department.

No educational records will be released to any third party without the prior written consent of the parent or eligible student.

A reasonable fee will be charged for the reproduction of any records.

Students who apply to colleges using the assistance of the Guidance Department give permission to the Holy Trinity Guidance Department to forward transcripts and records. A charge of \$5.00 will be assessed for requested transcripts.

## School Code

The Holy Trinity code for the SAT (Scholastic Aptitude Test), ACT (American College Test) and the SAT Subject test is 332-363.

## Course Selection

Students will meet with guidance counselors to review course offerings for the following school year in the beginning of January. Course selection sheets will be due to the Guidance Department near the end of January. Programming will take place in February and March. Students are responsible for meeting all applicable deadlines which are published in the school calendar.

## Course Change

The final dates for course changes are: Fall semester - September 15 (No full year course may be changed after this date.); Spring semester - February 5 (This applies only to second semester - 1/2 year courses).

The fee for a parent and/or student initiated course change is \$100.

## Special Requirements

Due to our specialized curriculum, Holy Trinity may be unable to modify its programs and classroom structure to fulfill Individualized Education Programs (IEP's and 504's) developed through public schools.

**If you suspect that your child may have a disability or handicapping condition that interferes with learning, please contact the Hicksville School District. You may phone the Director of Special Education at (516) 733-6650.**

If there is any pertinent data pertaining to a student's educational and/or behavioral history that is withheld by the parent at the time of enrollment, the school retains the right to terminate its relationship with the student.

A student is not permitted to take courses for credit outside Holy Trinity High School without pre-approval from school administration after consultation with his/her guidance counselor.

## Honor Societies

### National Honor Society

This is an organization which gives recognition to students who have achieved outstanding performance levels in scholarship, leadership, character and service. During the spring semester of their junior year, academically qualified students are invited to make application to the Society. To be nominated a student must:

- a. Complete one semester at Trinity immediately prior to candidacy.
- b. Have a weighted average of 92% for 2 1/2 years at the time of nomination.

- c. Respond to his/her nomination within the designated time period.

Successful candidates must have a demonstrated history of school leadership, participation in extracurricular school activities and service to the school.

### **Foreign Language Honor Societies**

These organizations give recognition to students who have demonstrated outstanding performance in the study of Foreign Language. During the fall semester of their enrollment in the St. John's University College courses or Level IV courses, academically qualified students are invited to make application. To be nominated, a student must:

- a. Have a cumulative three year weighted average of 90% in the study of foreign language.
- b. Be recommended by prior language teachers based on evidence of independent study and consistent class participation.
- c. Demonstrate a strong interest in continuing the study of foreign language through skill in speaking, listening, reading and writing.
- d. Have participated in World Language Week Activities, the Spanish and/or French Club and the National exams.
- e. Fulfill specified service requirements.
- f. Respond to his/her nomination within the designated time period.

### **New York State Mathematics Honor Society**

The Mathematics Honor Society gives recognition for achievement in mathematics, creates enthusiasm for scholarship at all levels and encourages talented students to help others develop mathematical skills and interests. Candidates making application must:

- a. Actively participate in one or more Math Leagues.
- b. Fulfill specified tutoring requirements.
- b. Complete three years of high school math with a cumulative average of 93%.
- c. Have a cumulative average of 85% in all subjects.
- d. Submit all documentation, including two math faculty recommendations, by the designated date.

### **Science National Honor Society**

The Science National Honor Society was established to engender a new group of young thinkers who will be the future of industry, research and scientific exploration for America. The main objective of the society is to encourage students to participate in community service and in turn, encourage a dedication to the pursuit of scientific knowledge. To be eligible, a student must:

- a. Be a junior or senior.
- b. Enrolled in at least one Honors or AP level Science class during or prior to 11<sup>th</sup> grade.
- c. Continue your Science coursework in the 12<sup>th</sup> grade (must complete 3 full credit courses in Science).
- d. Have a cumulative average of 88% in all Science courses.
- e. Have a cumulative average of 85% in all courses.

- f. Fulfill specified service requirements by established deadlines.

### **Tri-M Music Honor Society**

This is the international honor society for music students. Qualified students are invited to make application. To apply, a student must:

- a. Have a 90% average in all performance classes.
- b. Have a cumulative average of 85% in all subjects.
- c. Have performed in four concerts.
- d. Demonstrate community service in the area of music.
- e. Have the recommendation of Department staff.
- f. Submit all application materials within the designated time period.

### **Quill And Scroll Honor Society**

This international honor society seeks to recognize the contributions of high school journalists. To be eligible for membership, a student must:

- a. Be an active member of the *Tribute*, *Triangle* and/or *Prism* staff.
- b. Rank scholastically in the top third of the junior or senior class.
- c. Accomplish superior work in some phase of high school journalism.
- d. Be recommended by a committee of publication moderators.

### **Thespian Honor Society**

The Thespian Honor Society has been established to honor secondary school students for outstanding work in theatre. Thespian membership is granted through a point system for the performance of meritorious work in theatre arts including acting, directing, performing, writing and technical achievements which meet the Society's general guidelines.

To attain Thespian membership a student must be in two (2) main stage productions or one (1) main stage and one (1) one act play and maintain a 90 average in all performing arts classes. Additional points may be earned whereby each point is equal to 10 hours of work.

After thespians have attained membership, further recognition for their outstanding work in theatre arts may be recognized by awarding stars for each additional ten points to a maximum of four stars.

### **National Art Honor Society**

The National Art Honor Society gives recognition to students who have demonstrated outstanding performances in the study of the Visual Arts. Its purpose is to assist student members to attain their highest potential in all forms of Arts, and to raise awareness of Art Education throughout the school and community. To be eligible for membership, a student must:

- a. Have a 90% or higher average in all Visual Art classes.
- b. Have a cumulative average of 85% or higher in all subjects.
- c. Have taken at least 3 full credits within the Visual Art curriculum.
- d. Submit all application materials within the designed time period.
- e. Demonstrate community service in the area of Art.

- f. Demonstrate a strong interest in continuing the study of Art.
- g. Be recommended by prior Art teachers based on evidence of independent study and consistent class participation.

### **National Honor Society For Dance Arts**

The primary mission of the National Honor Society for Dance Arts is to promote and honor outstanding dance achievement in middle and high school level students.

Student membership is awarded on the basis of points earned for meritorious work in dance that meet the honor society's general guidelines. In addition, the prospective member's demonstration of collaborative teamwork, motivation, and participation in the many aspects of dance (choreography, performance, teaching, production, etc.) is a factor in the determination of eligibility for membership.

To qualify for membership, a student must earn 30 points, at least 20 of which should be earned while participating in dance activities at Holy Trinity. A student may earn up to 10 points while participating in community dance activities or other activities in the performing arts outside of school.

After a student has been inducted, he/she may continue to accumulate points toward the awarding of stars for continued meritorious work in dance. Up to 5 stars can be awarded, 1 star for every 10 points earned.

**PARENT/STUDENT**  
**HANDBOOK DECLARATION**

**THIS FORM MUST BE RETURNED TO YOUR HOMEROOM TEACHER  
ON FRIDAY, SEPTEMBER 8, 2017**

Parent/Student Declaration

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

We have received the 2017-2018 Holy Trinity Diocesan High School Handbook. We are responsible for ensuring that all the policies and regulations in the Holy Trinity Diocesan High School Handbook are adhered to by the above named student and any parents/guardians of the student. We have read, reviewed and discussed the policies and procedures contained in the handbook.

There have been some changes in certain sections of the handbook which are important for you to know. Please initial on the line next to each section below to denote that you have read and are aware of the **policy changes**:

- |  |                          |
|--|--------------------------|
| <b>A. Attendance (pp. 8-11)</b>  | Student Initials - _____ |
|  | Parent Initials - _____  |
| <b>B. Academic Policies (pp. 20-23)</b>                                  | Student Initials - _____ |
|  | Parent Initials - _____  |
| <b>C. Dress and Appearance (pp. 29-32)</b>                               | Student Initials - _____ |
|  | Parent Initials - _____  |
| <b>D. Student Behavior/Progressive<br/>Discipline Policy (pp. 32-35)</b> | Student Initials - _____ |
|  | Parent Initials - _____  |

We understand that by signing this declaration, we acknowledge that we have read the handbook in its entirety and understand the school regulations discussed in the handbook and that our child understands and will comply with the provisions contained in the handbook.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## EMERGENCY INFORMATION SHEET

**This form must be returned to your homeroom teacher  
on Friday, September 8, 2017**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Mother/Guardian Name:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Father/Guardian Name:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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### **Emergency Contact**

If we are not able to contact either parent, please provide an **Emergency Contact**:

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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### **Release/Pick up Information**

In order for Holy Trinity to be able to protect your child, we need to know who your child can be released to or picked up by in the event that a parent or legal guardian is not available. We are not able to allow a child to be picked up by any other person without prior written approval. We need the following people to be able to present photo ID.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_