

2023-2024

PARENT/GUARDIAN AND STUDENT

HANDBOOK



Holy Trinity
Catholic School

A Ministry of Our Lady Star of the Sea Parish

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North Myrtle Beach, South Carolina 29582
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A Ministry of:
Our Lady Star of the Sea Catholic Parish
1100 8th Avenue N.
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Dear Parents, Guardians, and Students,

Welcome to Holy Trinity Catholic School! In choosing Holy Trinity, you have demonstrated a commitment to a values-based educational environment. The Parent or Guardian/Student Handbook reflects the policies of Holy Trinity Catholic School. Please read this document carefully and retain a copy for your records. This agreement states that you intend to abide by the policies of Holy Trinity Catholic School.

The faculty and staff of Holy Trinity Catholic School look forward to working with you and your children to promote spiritual development and academic excellence. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessings,

Mrs. Karen Luzzo, B.A., M.S.

Principal



“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Diocese of Charleston Elementary Schools Statement of Common Belief

The elementary schools of the Diocese of Charleston offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”. This foundational belief informs the schools’ missions, visions, and approaches.

Similarly, all the schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.” *Catechism of the Catholic Church, 2270-2275.*

Based upon this belief of human life the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. (See <https://sites.google.com/stanneschool.net/doc-teacher-toolbox/catholic-identity/diversity-equity-and-inclusion>). Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political

background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely, to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated” (US Conference of Catholic Bishops, 2005).

Mission Statement of Holy Trinity Catholic School

Holy Trinity Catholic School, a ministry of Our Lady Star of the Sea Parish, offers to early childhood and elementary school students of diverse ethnic, economic, and religious backgrounds a superior academic program based on Gospel values. Within a family atmosphere, the school strives to develop the spiritual, academic, personal, creative, and physical growth of each student.

Belief Statements

- That each student is a unique child of God
- That a Catholic school reflects the integration of the Catholic faith, traditions, and values with learning and life
- That students learn in a variety of ways and instruction needs to be individualized to meet the needs of each student
- That student-engaged activities and opportunities for success are important and fundamental components of student learning
- That mutual respect among all creates a positive and nurturing learning environment

Vision Statement of Holy Trinity Catholic School

Holy Trinity Catholic School students will be fully prepared to transition to middle school possessing critical thinking skills, an ability to work independently as well as collaboratively, and an awareness of what it means to actively live the Gospel values.

Who We Are at Holy Trinity Catholic School

Holy Trinity Catholic School is a ministry of Our Lady Star of the Sea Parish as well as a part of the Diocese of Charleston. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teachers. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Holy Trinity Catholic School, we try to model our teaching on the Master Teacher, Jesus.

The Diocesan curriculum guidelines, consistent with the State of South Carolina guidelines and national standards, are followed for the teaching of all subject areas except Religion. The Religion guidelines are

those issued by the Diocese of Charleston. The school curriculum is marked by current content and fresh approaches to methodology. There is an emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading materials, and a multi-text approach to the content areas.

Our History

Holy Trinity Catholic School opened in August 2009. The Rev. Robert Higgins was the Pastor of Our Lady Star of the Sea Parish when the school was established, and Ms. Colette Ott was the first Principal of the school.

In 2010 the Rev. D. Anthony Droze was appointed Pastor of Our Lady Star of the Sea and Ms. Sheila Durante became the Principal of the school. At that point, a new teacher was added and in the 2012 school year another full-time teacher plus a part-time teacher were added and the student population grew from 26 at the end of the 2011 school year to 44 for the 2011-2012 school year.

At the end of June 2016, Ms. Sheila Durante retired from her position as Principal of Holy Trinity Catholic School and Mrs. Karen Luzzo assumed the leadership role. Enrollment at the school continued to increase and a new K3 program was added.

In April 2018, Fr. Droze was assigned to a new position as parochial vicar in Charleston and the Rev. Raymond Leonard took over the pastoral responsibilities of Our Lady Star of the Sea and Holy Trinity Catholic School. Fr. Ray's commitment to Catholic education is instrumental in growing Holy Trinity Catholic School, especially as it embarks on its tenth year of educating students.

In September 2018, flood waters from Hurricane Florence overtook the school campus in Longs and forced the school to move to a new location at Our Lady Star of the Sea Catholic Church in North Myrtle Beach. This has been a great way to better unite the church and the school and make our presence known as a viable option for Catholic education in the Grand Strand area.

In the 2019-2020 academic year, many new programs were instituted at Holy Trinity including Homework Club, Study Skills, Plans of Action for Student Success (PASS), Second Step, and Guidance. These initiatives allowed the school to strengthen its commitment to meet the needs of its students by providing programs that assist them both academically as well as socially-emotionally.

At the end of the 2019-2020 year, in the midst of a worldwide pandemic, with increasing demands for Preschool and Kindergarten classes, it was decided that Holy Trinity would become a PreK3 through 5th grade school, focusing on the early childhood and elementary education years.

The 2020-2021 and 2021-2022 school years were challenging ones as our world continued to battle the impacts of Covid. HTCS faculty and staff decided to return to five-day/week in-person instruction at the beginning of the 2021 year and this decision proved to be the best one for our students and their families. Happy students and outstanding MAP scores in both Math and Reading reinforced that this was the right decision.

At the end of the 2022 school year, it was decided to eliminate the K3 program. Lower enrollment and continued issues with students not being potty trained and/or ready for our program put unnecessary stresses on the school and took away from the ability to enroll more K4 students. It was decided Holy Trinity would focus on K4-5th grades.

In 2023 our school was accepted into the 4K First Steps state funded program which provides free tuition to qualified 4-year-old preschool students. This will be a huge benefit for many of our youngest students.

Today, our K4-5th grade students continue to thrive in the nurturing environment we provide which offers small class sizes, lots of one-on-one attention, and individualized instruction. The introduction of new programs like AR (Accelerated Reader), IXL, and ACES (Academic Curriculum Enhancement for Students) provide academic reinforcement for all students. As we continue to grow, our goal will always be to provide our students with whatever they need to reach their full potential.

Accreditation

Holy Trinity Catholic School is accredited through Cognia (previously Southern Association of Colleges and Schools). Annual reviews and periodic visits ensure established standards for excellence are being adhered to at all times.

Our Catholic Identity

Principles of Catholic Identity in Education

Principles of Catholic Identity in Education articulate the elements the Church expects to find in all Catholic schools, and which distinguish them from other schools. The principles are derived from Church documents related to education, including the documents of Vatican II, the documents from the Vatican Congregation for Catholic Education, and the writings of various Popes. The five principles are:

- Principle I: Inspired by Divine Mission
- Principle II: Models Christian Communion and Identity
- Principle III: Encounters Christ in Prayer, Scripture & Sacrament
- Principle IV: Integrally Forms the Human Person
- Principle V: Imparts a Christian Understanding of the World

Marriage and Family, Pro-Life, and Social Justice

Holy Trinity Catholic School is committed to following the Catholic Church's teaching on marriage and family, pro-life, and social justice, as outlined in the Catechism of the Catholic Church (para 1601-1658, 2259-2283, 2331-2391, 2402-2449) and other Magisterial documents of the Catholic Church. Because families enter into a partnership with the parish and the school, clergy, and staff, it is important that all

families understand that their children will be taught in accordance with Catholic teaching on these issues.

The school reserves the right to remove or not admit students: 1) who are publicly engaging in scandalous actions that are contrary to the teachings of the Church or 2) whose parents are publicly engaging in scandalous actions that are contrary to the teachings of the Church.

Admissions

Admissions Policies

As openings become available, the following priorities will be used to accept students to Holy Trinity Catholic School:

1. Members of Our Lady Star of the Sea Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Children entering K4 must be four (4) years of age by September 1st and must be completely potty trained as per Diocesan and DSS Policies. Children entering Kindergarten must be five (5) years of age by September 1st per Diocesan Policy. New students seeking admission to Holy Trinity Catholic School are evaluated on the basis of interviews, current standardized test scores, report cards, and an entrance evaluation.

Probationary period for new students: All new students will be given a 30-school day probationary period in which to prove herself/himself both socially and academically. If problems arise during this probationary period, parents may be asked to withdraw the student from Holy Trinity Catholic School.

Re-enrollment of current students: In March, all currently enrolled students will be automatically re-enrolled and charged the non-refundable enrollment fee. *Parents who do not intend to re-enroll their child(ren) for the new year must contact the principal in writing by March 1 to avoid being automatically re-enrolled.*

Non-Discrimination Policy: Holy Trinity Catholic School admits students of any race and national or ethnic origin to all the rights, privileges, programs, and activities accorded to students at the school. It does not discriminate in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Transfer Policy: Families must notify the principal in writing as soon as possible if a student is transferring to a new school. A transfer of records form must be requested from the new school and

sent to us. After the request is received, and all accounts have been settled, records will be sent directly to the new school.

Withdrawal Policy: Families must notify the principal in writing as soon as possible if a student is withdrawing from the school.

- Registered students who withdraw before the first full day of school are responsible for all fees plus the first month's tuition.
- Registered students who withdraw between the first day of school and December 15th are responsible for all fees plus half ($\frac{1}{2}$) of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for all fees plus the remaining tuition amount due.
- Registration and book fees are always non-refundable.
- The school will not forward records for students who withdraw with an outstanding balance.

Admission of Students with Special Needs

Holy Trinity prides itself on being open to accepting students with diagnosed special needs. A special need is "professionally diagnosed" by someone qualified in the appropriate field of medicine or education who can provide documentation to assist parents and the school in better meeting the needs of the child. These guidelines apply whenever a parent or guardian requests or requires any exceptions, adjustments, or accommodations to the teacher's ordinary classroom expectations or classroom management strategies, or to the school's standard policies.

1. When a student with a professionally diagnosed need applies for enrollment, the family should disclose this to the school as part of the application process. The Director of Academic Programs will meet with the parents to define the student's needs and the school's ability to meet those needs. These needs must be identified with the assistance of documentation and recommendations provided by a qualified professional. If an IEP or 504 plan is in place, a copy of the plan should be provided to the school.
2. Classroom inclusion of a student with professionally diagnosed needs requires the cooperation of both the school and the parents, and the realization by both that circumstances and available resources may make such inclusion of a particular student impossible. "Inclusion" means including the student in a regular classroom and classroom activities according to a teacher's usual learning and classroom management expectations.
3. An annual plan (SAP) should be developed, reviewed, and agreed upon by the school and parents at the beginning of each academic year. The SAP will set forth specific goals and expectations of the student and the responsibilities of the school and family. The plan will be based on the recommendations provided by a qualified professional to the family and the principal, the Director of Academic Programs, the Director of Student Services, the Intervention team, and the teacher.

4. Special arrangements for homework, preferential seating, grading, promotion, and other identified exceptions, adjustments, or accommodations will be developed and described within the annual agreement.

FACTS Tuition Management

Holy Trinity Catholic School utilizes the services of FACTS for our enrollment management, collection of all fees and tuition, after care and club payments, lunch fees, housing student records, and maintaining family information. The utilization of FACTS helps keep costs down for our school. The fees charged by FACTS will be incurred by our families each year. Please see FACTS Management for exact fees. All families are required to register with FACTS unless the tuition and all fees are paid in full by July 1. Information on registering with FACTS is given to each new family when they complete the registration process for Holy Trinity Catholic School.

Financial Aid/Tuition Assistance

The tuition schedule for the new school year is announced in February. Financial aid is available on a limited basis and forms will be sent in February. Catholic families seeking aid are required to complete all forms, including the St. Elizabeth Ann Seton Grant form and the application for financial assistance on FACTS. Non-Catholic families seeking aid are required to complete all forms and the application for financial assistance on FACTS. Non-Catholic families do not complete the St. Elizabeth Ann Seton Grant form as this grant is for Catholic families only. Families who do not complete the necessary application steps on time will not be considered for financial aid.

Families who receive financial assistance in any amount are required:

- To leave a positive review for our school on Niche.com, Google, or any other forums requested
- If Catholic – To attend Mass on a regular basis and to support the church through the envelope collection system
- To attend and support school and church sponsored activities, including all parent PTO meetings
- To serve as a volunteer for school and church activities (recess/lunch duty, parties, etc.)
- To convey to my student (s) that all school regulations are to be followed and that they will put forth good effort in all subject areas
- To cooperate with all school regulations and initiatives and be a positive supporter of the school, teachers, and administration
- To pay all school costs not covered by this award in a timely manner

Financial Obligations and Information

Tuition for Parish / Non-Parish Catholic students (registered with a local parish and contributing to parish weekly collections either on-line or by using the envelope system). Non-parish families will be asked to have their pastor complete a verification form.

	1 st Child	2 nd Child	3 rd Child	4 th Child
Family Responsibility	\$5755	\$5555	\$5355	\$5105

Tuition for Non-Catholic students

	1 st Child	2 nd Child	3 rd Child	4 th Child
Family Responsibility	\$6900	\$6700	\$6500	\$6300

To secure your child’s spot, upon enrollment a non-refundable \$100/student portion of tuition is due. Each April, all currently enrolled families will be automatically rolled over for the next school year and charged the non-refundable \$100/student portion of tuition. Parents who do not intend to return for the next school year MUST notify the Principal by March 15 to avoid automatically being rolled over and charged the non-refundable \$100/student portion of the tuition.

Payment option 1: The balance of tuition due may be paid in full by July 31 to receive a 10% discount.

Payment option 2: The balance of tuition due may be divided over eleven monthly payments (July-May).

Tuition for preschool students - includes registration fees

	Per child
Family Responsibility	\$6770

To offset the subsidy the school receives from OLSS, all families are expected to support all school fundraisers including, but not limited to, the annual PTO golf tournament, the #iGiveCatholic Giving Day, and the Annual Fund Campaign.

All tuition and fees will be paid through the *FACTS* tuition management program found on-line at www.factsmgt.com. Our school code is: htc-sc. Parents of new students must register for the program as soon as the new child has been accepted for enrollment at Holy Trinity Catholic School.

Educational Program

Academic Curriculum

The Diocesan curriculum guidelines, consistent with the State of South Carolina guidelines and national standards, are followed for the teaching of all subject areas except Religion. The Religion guidelines are those issued by the Diocese of Charleston.

Holy Trinity Catholic School offers students opportunities for growth in the following subjects: Religion, English Language Arts, Math, Science, and Social Studies. In addition, the school offers enrichment classes (Specials) in Music, Art, Physical Education, STREAM, and Spanish.

Preschool: Our preschool students enjoy a special program at Holy Trinity where learning through play is the central focus. They develop their reading, math, science, and problem-solving skills through

various fun and creative activities. Through these activities, they develop the skills necessary for success in their future academic years, as well as an awareness of the world around them. They also participate in enrichment classes in Music, Art, Physical Education, and STREAM. As per DSS policies, they are tracked throughout the day using a tracking sheet located in the classroom. Teachers write the time of each students' arrival, dismissal, Specials, and bathroom breaks on this sheet.

ACES (Academic Curriculum Enhancement for Students)

Holy Trinity does its very best to provide additional academic support for students who require it. This support is provided through our ACES Intervention program which focuses on subject specific skill development and study skills strategies. Students participating in our ACES program may receive services through "push-in" support in their homeroom or through "pull-out" support in the ACES classroom.

Awards

Students at Holy Trinity participate in a variety of academic competitions during the course of the school year including, but not limited to, a Science Fair, Spelling Bee, and the Math Olympics. Students are eligible to receive awards for these competitions, as well as other academic awards such as Honor Roll and Merit Roll. Students are also recognized in a variety of non-academic areas by their teachers and their principal at the end-of-year awards ceremony.

BIP (Behavior Intervention Plan)

A Behavior Intervention Plan will be written for students who are struggling to demonstrate the expected behavior of a Holy Trinity student. The plan will outline steps to be taken in school and at home to assist with student improved behavior. A meeting will be held with the academic team, school leadership team, parents, and student to discuss and sign the plan. The plan will be followed until it is no longer necessary. Changes may be made to the plan throughout the year as needed. On-going unacceptable behavior will not be tolerated and may be cause for disenrollment.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Leadership team, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. These students will be expected to come to school as normal. Classwork and teacher supervision will be provided for them throughout the day.
5. An official permission slip, signed by the parent, is required *before* a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted, but a signed emailed copy of the form can be accepted.

6. A field trip permission slip is included with the other forms. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may use a copy of the form. Call the school for information needed to complete the form.
7. A telephone call will not be accepted in lieu of the proper field trip permission slip. An emailed copy is acceptable.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the form. Students whose parents do not allow them to attend a field trip are expected to report to school as normal for a regular day. Work will be left for them to complete.
9. All monies collected for the field trip are non-refundable.
10. Cell phones are not allowed on field trips. If a cell phone needs to be brought to school for after school purposes, it must be turned in to the homeroom teacher or Director of Student Services upon arrival.
11. Students will be counted as they board the transportation provided for the trip and when they arrive at the location of the field trip. They will be assigned to approved chaperones during the trip who will periodically do headcounts. When leaving, they will be counted as they board the transportation provided back to school, and again when they get off the transportation provided and heading back into the school.

Grading Scale

Students in K4 receive individualized progress reports in accordance with 4K/First Steps protocols. Students in grades Kindergarten through fifth grades receive individualized quarterly report cards utilizing assessment tools and grading scales appropriate for their ages.

The grading scale for Grade K is:

M – Meeting Consistently	P – Progressing
B – Beginning to demonstrate	NI – Needs Improvement
NA – Not applicable at this time	

The grading scale for Grades 1 and 2 is:

E = Excellent Progress (92-100)	G = Good Progress (83-91)
S = Minimum Satisfactory Progress (70-82)	W = Weak Progress (69 and below)

The grading scale for Grades 3, 4, and 5 is:

A+ = 98-100	B+ = 89-91	C+ = 80-82	D = 70-73
A = 95- 97	B = 86-88	C = 77-79	F = below 70
A- = 92- 94	B- = 83-85	C- = 74-76	

MAP (Measures of Academic Progress)

The MAP test is a useful tool for both teachers and students. It measures student progress so that teachers can pinpoint weaker areas to work on and stronger areas where students need to be challenged. It can be used to compare a group of students in the same classroom or to predict individual achievements. MAP tests are also used to place students in special programs based on their progress. Holy Trinity's students in grades 1-5 take the MAP tests three (3) times each school year (fall, winter, spring). Students in K4-K are assessed periodically using other more age-appropriate methods. HTCS faculty and staff reserve the right to use other assessment tools in addition to MAP in order to best meet the needs of our students.

PASS (Plan of Action for Student Success)

A temporary plan for students who are struggling academically will be written when needed. The plan will outline steps to be taken in school and at home to assist with improved student performance. A meeting will be held with the academic team, school leadership team, parents, and student to discuss and sign the plan. The plan will be followed until it is no longer necessary, typically 2-4 weeks. Changes may be made to the plan as needed.

Promotion Policy and Retention Policy

A student's advancement in a subject area is based on their daily performance, test results, recommendations of teachers, their ability to complete work successfully on a more advanced level and their attendance record.

Promotion to the next grade depends on successful completion of all subject areas and attendance. The Administration may recommend the repetition of a grade, tutoring, or summer enrichment classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards

Report Cards are an important tool for communication. Report Cards will be issued four (4) times during the academic school year or every nine (9) weeks for grades K through 5th. K4 students will be issued report cards three times during the school year (October, January, and May). After the first marking period, conferences will be held with parents, teachers, and students. If all financial obligations have been met, end-of-year report cards will be mailed after school ends. 1st through 5th grade parents have access to their student's grades every day using the RenWeb program. No student will be given a Report Card if tuition, library fines, or After Care Program fees are in arrears and arrangements have not been made to correct the situation.

Student Expectations

Absence / Attendance / Attendance Intervention Plan

South Carolina State law requires 170 of 180 days of attendance. Students must attend school for at least half of the school day (3-½ hours) to be counted “present” for the day. If the student is in school less than 3-½ hours, he/she will be marked “absent” for the day. Students must arrive at school prior to 11:20 AM and should not leave prior to 11:25 AM to be considered present for the day.

The South Carolina Educational Improvement Act of 1984 states: Student absences may be excused ONLY under the following conditions:

1. Illness—if absences exceed three consecutive days, a doctor’s verification is required.
2. Serious illness or death in the immediate family.
3. Recognized religious holidays of their faith.

After five (5) or more unexcused absences occur, the parent/guardian will be notified and/or additional action will be taken. Unexcused absences exceeding 10 days per year may result in failure for the year.

To be promoted to the next grade, a student may not have more than ten (10) absences unless the absences are excused. An absence is considered excused if:

- a valid medical doctor’s note is provided to the school within three (3) days after the absence
- it is due to bereavement, due to a death in the student’s immediate family, and a copy of an obituary or program of service is provided within three (3) days after the absence.
- It is in recognition of a nationally recognized religious holiday of the student’s faith and prior approval from the Principal and/or Director of Student Services has been granted.
- a hardship has been experienced and approval from the Principal and/or Director of Student Services has been granted.

A student is considered truant:

- after three (3) consecutive all-day absences, five (5) cumulative all-day absences, or five (5) cumulative class absences within the same class period, which are not excused.
- after ten (10) or more unexcused tardies or early release days.

After a student reaches truancy status, an Attendance Intervention Plan (AIP) is required. A parent/guardian will be requested to attend an AIP conference for the purposes of developing a plan for both the parent and the school in order to improve the student’s punctuality and attendance. Failure to comply with this plan will result in reporting the habitual truancy to the South Carolina Department of Social Services as well as potential retention of the student.

If a student is going to be absent for three or more days due to an illness, bereavement, or hardship situation (not a trip or vacation), a parent may call or email the Director of Student Services to arrange for assignments. Once ready, assignments may be picked up in the front office between 3-3:30 PM or sent home with a sibling. Please note: Teachers are not required to give make-up tests or assignments for absences due to vacations.

NO CHILD WILL BE DISMISSED BETWEEN 2:40 PM AND DISMISSAL AT 2:50 PM as this disrupts the end of the day and dismissal procedures.

Students who are absent will not be allowed to attend after care or after school events and/or clubs that day. Students who are absent on Friday will not be permitted to attend weekend events/clubs.

Academic Probation

A student whose academic performance indicates serious deficiencies (D or F) in any class, will be placed on academic probation. Students on academic probation will not be eligible to participate in school activities such as field trips, after school clubs, and special events. A Plan of Action for Student Success (PASS) will be created outlining the steps that must be taken to improve performance. At the end of a two-week period, the student's progress will be assessed. A student who fails (F) a subject for the year (overall average grade at the end of all four quarters) may be retained and/or additional summer work may be required. This will be determined by administration and teachers.

Cell Phones and Other Personal Property Items

If a student needs a cell phone after school for any reason, he/she should leave the turned off cell phone with the homeroom teacher in the morning. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in his/her possession including in a locker or a backpack. Student phones should be labeled with the child's name so that it is easily identified as the teacher may have a number of phones to return at dismissal.

Items such as, but not limited to, questionable books and pictures, toys, real knives, guns, explosives, matches, cigarettes, radios, trading cards, laser lights, iPods, watches/health trackers with texting capability, other electronic devices, or anything that will detract from a learning situation are not allowed at school at any time.

Administration will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) at a later time—usually a week later if it is the first offense. Second offenses will *wait at least one month*.

Christian Conduct

The education and Christian formation of a student relies on a strong partnership between the parents, students, and the school. This partnership must be based on mutual respect and confidentiality which are at the very service of charity and brotherly love.

In accordance with the mission of the school which emphasizes deep respect for the human dignity and uniqueness of every individual, each student and parent at Holy Trinity Catholic School is called to a higher standard of conduct. They are expected to conduct themselves in a Christian manner at all times, whether at school or off campus. They will display respectful manners, be considerate of the

rights and boundaries of others, and cooperate with the spirit and policies of the school. These policies are designed to foster mature development, personal responsibility, and resiliency.

Blogs and Social Media Channels: Students engaged in online blogs and social media outlets such as, but not limited to, Tumblr®, Blogger®, Instagram®, Xanga®, Friendster®, Facebook®, Twitter®, Snapchat®, Tik Tok®, VSCO®, Discord®, etc. may face detention, suspension, and/or expulsion if the content of the blog includes defamatory or negative comments or gossip regarding the school, the faculty, other students, or the parish.

Bullying and Cyber-Bullying: Bullying, including cyber-bullying, is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or to gain real or perceived power. It can be defined as, but no limited to:

- Fighting, threatening, name-calling, teasing, or excluding someone repeatedly and over time
- Creating an imbalance of power
- Causing physical, social, and/or emotional harm
- Hurting another person to get something

Bullying is NOT:

- Not liking someone
- Being excluded for a single event
- Accidentally bumping into someone
- Disagreements or differences of opinion between two or more people or groups
- Single acts of telling a joke about someone or their interests
- Expressions of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behavior, intimidation, or meanness

Verbal or written threats or harassing comments made against the physical or emotional well-being of any individual undermine the mission of the school. Students making such threats or comments (seriously, in jest, through text messaging, or online) face detention, suspension, and/or expulsion.

Cheating: Students who choose to cheat or use another's work without proper acknowledgement (plagiarism) may face a failing grade, detention, suspension, and/or expulsion.

Fighting: It takes two to fight! In cases of physical altercations between students, all parties involved will be held accountable for their actions. Students who engage in physical violence may face detention, suspension, and/or expulsion.

Harassment: Harassment is any unwanted behavior, physical or verbal (or even suggested) that makes a reasonable person feel uncomfortable, humiliated, and/or mentally distressed.

- It is the intentional act of annoying, threatening, intimidating, or causing fear in another person.

- Harassment happens when someone is targeted because they belong, or appear to belong, to a *protected class*, including socio-economic status, and when the conduct is so serious that it creates a hostile environment.
- Harassment is considered a form of discrimination and is punishable by law.
- This includes:
 - Intimidating
 - Teasing
 - Making improper propositions
 - Verbal abuse, such as name calling, slurs, taunts, insults (including visual insults)
 - Graphic or written statements, demeaning comments, cartoons, pictures
 - Physical assault, including physically impeding or blocking behavior
 - Threatening or discriminating against a person due to race, religion, age, gender, physical appearance, socio-economic status, or academic pursuits

Sexting: Students involved in possession or transmission of inappropriate photos or texts on their cell phones or other electronic devices may face detention, suspension, and/or expulsion.

Should a conduct issue arise, the school will treat all allegations seriously and in a confidential manner. Any disciplinary measures necessary will be determined by the Administration.

Discipline

A disciple is one who is disciplined in the Gospel and who sits attentively at the feet of Jesus. All forms of discipline are intended to perfect us in our discipleship.

Discipline and Behavior Management - Corporal punishment will NOT be used according to DSS Regulation No. 114-506.B(2). Below are acceptable manners of handling discipline at HTCS. Signing this handbook acknowledges your understanding and acceptance in order to implement the discipline and behavior management policy.

Detention - When a verbal and/or written warning has been unsuccessful, a detention may be issued for a breach of classroom and/or school expectations. Parents are provided with written notification of the reason for the detention as well as the day, date, and time of the detention. Note... detention takes precedence over practices, lessons, tutoring, etc.

Suspension - When a verbal and/or written warning and/or detention has been unsuccessful, or when an infraction is extremely serious, a student may face suspension. These infractions include willful harm to another person, damage to the school or other property, habitual cheating, continued display of disrespect and refusal to live up to the school policies and expectations.

Students who are given an in-school suspension are required to report to school each day and work with a substitute teacher paid for by the suspended student's parents (\$85.00/day). Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

Expulsion - Students who pose a threat to themselves or to others may be permanently expelled from Holy Trinity Catholic School.

Should the need for disciplinary action become necessary, the appropriate course of action will be determined by the Principal and the pastor. All forms of discipline action are considered confidential. Administration and faculty will only discuss discipline issues with the student and their parent/guardian.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. A student who is in possession of drugs and/or alcohol will be unable to participate in any school sponsored activities. Any disciplinary actions necessary will be determined by the Administration.

Homework

Required homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences and should be done and handed in to the teacher on time. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Lockers

Each student in our 3rd-5th grades is assigned a locker in which to store lunches, clothing, and backpacks. Lockers should be kept neat and organized with no decorations on the outside. No food or drinks should be left in lockers overnight. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

Service Projects

Students at Holy Trinity Catholic School participate in various service projects throughout the school year. The intent is to provide students the opportunity to make a difference in our Church and surrounding communities through various service projects and support programs.

Smoking

Smoking of any type by anyone is not allowed anywhere on school property.

Technology

The use of school provided technology is a privilege. Parents agree to release HTCS and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use,

the school technology, including but not limited to, claims that may arise from the unauthorized use of the Chromebook and/or iPad to purchase products or services. They also agree to the following:

- An understanding that it is impossible for HTCS to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network. They agree to report any inappropriate Chromebook and/or iPad use to the school administration.
- Acceptance of full responsibility if/when their child's use of technology is not in the school setting and understand that their child is subject to the same rules and agreements while not in school.
- That the Chromebook and/or iPad is to be used by their child only in a respectful and responsible manner for school purposes only as directed by the teachers.
- Acceptance that their child will receive technology in good working condition and that they are responsible to pay for the replacement of any broken, damaged, or lost Chromebook and/or iPad, and/or charger as deemed appropriate by the school.

Student Rules for Use of Technology

- Technology must only be used during class time. No technology should be used during breaks (recess/lunch) or between classes except with teacher permission.
- Technology must be fully charged at the beginning of each school day.
- Technology may not be used for games at any time either during the school day unless they are educational AND approved for use by a teacher.
- Technology must be completely open and at full brightness at all times when in use. There is no need to lower the brightness to save the battery, as technology will be fully charged at the beginning of each school day.
- Technology must be closed and carried with the charger when moving around the classroom or hallways. The student should have a secure grasp on the technology when moving around.
- Technology must be kept on a table, desk, or sturdy shelf at all times. It should never be placed on a student's lap or on the floor.
- When not being used, technology should be stored in a safe place in the classroom as per the teacher's direction.
- Drinks and food should never be consumed near technology.
- Students may only use/touch the technology that has been assigned to them. At no time should a student use/touch another student's technology.
- The Leadership team and teachers have the right to look at students' technology, including browsing history, at any time. Therefore, students may not delete their browsing history.

Health Information and Student Care

Allergy Policy

Holy Trinity Catholic School recognizes that asthma and allergies are important conditions affecting many school children. Teachers and staff will be made aware of your child's condition.

Immediate access to reliever inhalers and Epipens is vital. Parents are asked to ensure that the school is provided with a spare reliever inhaler and/or Epipen labeled by the pharmacy. All inhalers and Epipens must be labeled with the child's name according to the medication policy and will be kept in the nurse's office.

Information will be kept about students' food allergies in the classroom and lunchroom, accessible by teachers, substitutes, or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food and snacks for his/her own child. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food. If necessary, a "nut-free" table will be established and maintained as an option for students with nut allergies.

Teachers will be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history) the school's Emergency Response Plan will be activated. Emergency medical services will be called immediately.

Head Lice

Head lice are a nuisance which affect all schools from time to time. We work very hard to keep our school and students 'lice free' and appreciate your concern and assistance in this matter. It is important for you to check your child's head for lice or nits on a regular basis. Head lice do not carry disease nor does their presence mean your child is dirty. Head lice can be transmitted in a number of ways: borrowing a comb or brush, using someone's hat, ribbons, or scarves, and sharing towels or pillowcases. If you suspect head lice, treatment should be started at once. It is important to treat all family members, personal belongings and the household environment. Notifying the school office enables us to check the children in the same class to prevent further spreading of lice and to disinfect classroom furniture and carpeting if needed. Students infected with head lice are not admitted to school. In order to attend class, your child must be 'lice free'.

Illness

If a student has been absent due to an illness with a fever or vomiting, the student should be fever free without medication and no incidents of vomiting for 24 hours before returning to school. Students who are sent home during the school day with a fever or for vomiting will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

Medication

If a medication prescribed by a doctor must be taken during school hours, appropriate school personnel are able to administer the medication with the appropriate form completed. We encourage medication to be given before and after school when possible. Non-prescription medication may be disbursed to students if the appropriate form is completed.

Required Diocesan forms are available from the nurse if a student has specific medical needs such as: Asthma, Allergies, Inhaler, EpiPen, HypoGlycemia, HyperGlycemia, or other Medications.

General Information

Birthday Observances

Students may come to school dressed “out-of-uniform” on their birthday or on the appointed summer birthday day, *even if it falls on a mass day*. Birthday treats may be brought to school, but parents should contact their child’s teacher in advance to coordinate this. Birthday treats should be small portions and as healthy as possible keeping in mind that we want to stay within healthy guidelines for eating.

Birthday Book Donations

If you wish to share the gift of reading with our students, feel free to donate a children’s book to the library on your child’s birthday. A sticker will be placed in the front of that book denoting your donation (i.e.: This book was donated by the Smith Family on John Smith’s 7th Birthday.)

Breakfast and Lunch

We have a hot lunch program which students may take advantage of as little or as often as they like. We do not have a breakfast program, except in the case of qualifying 4K First Steps preschool students. All other students should eat breakfast before coming to school. They should bring a morning snack, lunch (if not ordering from school), and drinks for the day (in sealable bottles ONLY – no fast-food cups with straws and plastic lids). *If bringing lunch from home, please make sure plastic forks/spoons and napkins are in lunch boxes as needed; the school does not supply them.*

Due to the amount of disruption caused in the front office, as well as for campus security reasons, food deliveries will not be accepted for students. If your child does not have a snack or lunch, appropriate food will be provided by the school and parents will be billed via FACTS. Costs for the school providing food/drink for a student are: Snack: \$2.00, Lunch: \$6.00, Water: \$2.00. Prices are subject to increase for those who repeatedly come to school without the necessary food and drinks.

Child Abuse Laws

Holy Trinity Catholic School abides by the Child Abuse laws of the State of South Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. Besides the laws of the State of South Carolina the school abides by the Child Abuse Policy of the Diocese of Charleston.

Communication with Families

The school utilizes various forms of communication to keep parents informed. The school website and Facebook page are great resources for information. In addition to these, the school utilizes emails, text messaging, and automatic phone messaging to communicate to our families.

Confidentiality

We take confidentiality very seriously at Holy Trinity. Student records and enrollment forms are kept in a locked cabinet in the front office. All student medical information is kept in a locked cabinet in the nurse's office. Only those on the leadership team or employed in administrative roles have access to these files.

All conversations regarding specific students or issues that may arise are always kept confidential. We will not share your child's information with another family or school without reason and without parent/guardian consent.

Contacting Teachers

Parents wishing to contact a teacher should do so by e-mail or school phone. E-mail is the most efficient way to reach the teachers as they *might* be able to respond during a time when they are not working with the students.

If you prefer to make contact by school phone, please leave the following information with the school Administrative Assistant:

- 1) *Your name*
- 2) *Child's name/Grade*
- 3) *Phone number (or numbers) where you can be reached*
- 4) *At what time(s) you can be reached at that number(s)*
- 5) *Name of person from whom you would like a return call*

Every effort will be made to return your message within 24 hours.

Crisis Plan

Holy Trinity Catholic School has implemented "crisis plans" in case of fire, intruder, weather or any other emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. Drills are practiced periodically throughout the school year to ensure students know what to do in different types of emergencies.

Distance Learning Plan (Virtual School)

The school has developed a Distance Learning plan to be instituted whenever it becomes necessary for school to be closed due to county and/or state mandates. It is important for parents to support their children during these times to keep them on track with their learning.

Drop Off (7:35 AM-7:55 AM) and Dismissal (full day: 2:50-3:05 PM; half day: NOON)

Students are to be dropped off and picked up between the appropriate times listed above. Staff members will be on duty outside to greet students in the morning and to assist getting them to their cars in the afternoon. All drivers are to remain in their cars and off their phones while in the car line. PLEASE STAY SINGLE FILE (EXCEPT ON HALF DAYS WHEN THERE IS NO AFTERCARE) AND DO NOT PASS OTHER CARS (UNLESS INSTRUCTED TO DO SO BY A FACULTY MEMBER). THIS IS FOR THE SAFETY OF OUR STUDENTS AND STAFF. *Each car is to have a "terra green" sign with the student's name on it in the window on the driver's side of the front windshield. **Only the 23/24 "terra green" sign will be accepted. Please throw away all previous years' signs. If you need more signs, please contact Ms. Nicole in the front office or email her at nnealey@charlestandioocese.org***

AM Drop Off: If a student arrives after the gate closes at 7:55 AM, the student is considered tardy. The parent must come into the school office to sign the student in and indicate the reason for the tardiness. Excessive tardiness will not be tolerated as it causes a disruption to the class and hinders the student from starting the day in a positive manner.

PM Dismissal: No student will be dismissed from the front office between 2:40-2:50 PM as it causes a disruption to the end of day procedures.

If you need to speak to the Principal or one of the teachers, please schedule a conference. Do not interrupt the arrival or dismissal process to speak to the Principal or teachers as this distracts them from their responsibilities of getting students in/out of their cars safely.

All student dismissal changes must be given to the classroom teacher in writing either via a note or e-mail. An e-mail should also be sent to the Director of Student Services and to the front office. This includes the change of person picking up the student, if the student is going home with another student, or if the student is going to After Care. Any driver not known by the faculty/staff will be asked to show identification and must be listed on the Authorized Pick Up form.

Early Dismissal

Parents are strongly encouraged to schedule all appointments and vacations according to the school calendar. Should it be *absolutely* necessary for your child to leave early for a medical appointment, a written note (or e-mail) from the parent is required in advance. Parents are to come into the front office to sign the child out for the appointment. If the child returns to school the same day, the parent must come into the office to sign the child back in. The child should bring a note from the doctor upon returning to school.

Note: Students who are signed out early will not be allowed to attend after care or after school events and/or clubs.

Emergency Drills

Fire drills will be held on a regular basis. The procedures are:

1. Rise in silence when the alarm sounds
2. Teacher turn off lights and close doors
3. Walk to the assigned place briskly, in single file at all times, and in silence
4. Return to building when signal is given

Weather drills are held on a regular basis. The procedures are:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Sit, back against wall, and put hands over head
4. Return to classroom when signal is given

Lockdown drills are held on a regular basis. The procedures are:

1. When the “lockdown” is announced, all classrooms will be secured
2. All office, school, and classroom doors will be locked
3. Students in halls will proceed to the nearest bathroom, classroom, or closet for lockdown
4. Students in bathrooms will lock the main bathroom door, go in a stall, lock the stall door, and crouch on the toilet seat if possible

Do *NOT* come to the school during a lockdown as we will not open the doors to allow you in or to allow your child out.

Emotional Support Animals

Students will not be permitted to bring personal emotional support animals to school. Teachers may schedule visits with a church provided certified and trained service dog upon approval from the principal.

Exceptional SC Grant

Students with diagnosed disabilities that impact their learning may qualify for the Exceptional SC grant. To receive the grant, parents must apply on-line at: <https://www.exceptionalsc.org/>. The funds received from the grant (if any) are used to cover the cost of the ACES Interventionist and materials that provide the additional academic support for student success. All students qualifying for the Exceptional SC grant will have a written SAP (Student Academic Plan) and will participate in the ACES program.

Grievances

Parents and/or other family members are not allowed to post negative or defamatory remarks about the school or school personnel on any social media or public format. They should also never engage in negative conversations about the school with other people. These behaviors are counterproductive to the positive relationship between school and home which is necessary for student success. Open communication is always welcome should there be a concern or question. All such issues should be brought to the attention of the principal for resolution.

Home and School Communication

Communication from Holy Trinity Catholic School to parents is done through e-mail and the school Facebook page. Communication from teachers is done through notes, telephone calls, email, Google Classroom, SeeSaw, and/or other approved communication formats. It is important that parents read all communications from the principal and teachers in a timely manner!

Invitations

Invitations for parties should be sent to the homes of students outside of school unless an invitation is being given to every student in the entire grade.

Items Brought to School

Holy Trinity Catholic School reserves the right to search any items brought to school. We strongly encourage personal items unrelated to the educational process not to be brought to school.

Library

Students are encouraged to use the library for curricular enrichment and pleasure reading. Borrowed books are to be returned on time and in good condition. Books damaged or lost must be paid for by the student before any other materials may be checked out.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school Administrative Assistant in the front office. Every effort will be made to find the owners of the items. Students who lose a reading book, textbook, workbook, planner, or any piece of technology must pay the replacement cost of the item plus shipping.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, phone numbers of emergency contacts and those who pick students up at dismissal. This will guarantee that office records are accurate, complete, and up to date.

Parent Conferences

Formal Conferences are scheduled in the fall. If you are concerned about your child's academic progress, please contact the teacher involved. Parents are encouraged to communicate regularly with the faculty regarding the welfare of their child. Please do not try to have a conference with a teacher while he/she is supervising students or during arrival and/or dismissal. The teacher will not be able to give you the full attention you deserve.

Parents as Partners

As partners in the educational process at Holy Trinity Catholic School, we ask parents:

1. To set rules, times, and limits so that your child:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Dressed in accordance with the school dress code
 - Completes assignments on time
 - Has a nutritional snack/lunch every day
 - Limits amount of time spent using electronic media
 - Takes prescribed medications
 - To actively participate in school activities such as Parent-Teacher Conferences;
2. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
3. To notify the school with a written note when the student has been absent;
4. To notify the school office of any changes of address or important phone numbers and e-mails;
5. To meet all financial obligations to the school
6. To inform the school of any special situation regarding the student's well-being, safety, physical or mental health;
7. To complete and return to school any requested information promptly;
8. To read school notes and newsletters and to show interest in the student's total education;
9. To check RenWeb frequently throughout each quarter to be aware of your child's grades;
10. To support the religious and educational goals of the school;
11. To support and cooperate with the discipline policy of the school;
12. To support the Parent Teacher Organization fundraising efforts and become involved;
13. To treat teachers with respect and courtesy in discussing student problems;
14. To not post negative comments about students, teachers, the administration, or the school on any social media;
15. In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

Parent's Role in Education

We, at Holy Trinity Catholic School, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators. You as parents and guardians are the

primary role models for the development of your child-- physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Trinity Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Leading by good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church and school communities will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Trinity Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical development. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good communication and positive relationships.

Students are naturally eager to grow and learn. As this natural process occurs, the student needs both understanding and consequences. At times, your child may perceive consequences as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for the grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to a positive partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parent Teacher Organization (PTO)

All parents, faculty, and staff are members of this group. Functions of the Parent Teacher Organization include social events, educational events, and fundraising activities. It is required that all families participate in the activities of the Parent Teacher Organization including attending meetings, participating in the fundraisers, and assisting with PTO sponsored events. Parents who do not wish to, or cannot for whatever reason, participate in supporting PTO events may elect to pay a \$350 fee instead. It is hoped that all families will support the PTO events in lieu of writing a check, as this builds and strengthens the school community, but it is an option.

Parties

Students are permitted periodic class parties as determined by the teacher. Parents whose *Safe Haven paperwork is in order* may assist the classroom teacher with these parties if the teacher wishes. We

request that treats be already prepared into individual servings. Knives and other utensils are not available to use in the classroom.

Release of Students

As per DSS Regulation No. 114-503.F(2): We have a security system in place which includes cameras inside and outside the school building to prevent the inappropriate release of a child to an unauthorized person. Every family will be issued car signs to be placed in the front windshield of their cars when in the car line. These signs make it easier for us to keep the line moving quickly and efficiently, and to ensure students are released to the proper family. Students will only be released to those listed on the enrollment forms as authorized pick up people. IDs will be checked if we do not recognize someone attempting to pick up a student.

Returning to School after Dismissal

Students are not permitted to hang around and/or return to the school grounds or buildings after dismissal. Do not go to the Aftercare door for any reason other than to pick up students in Aftercare.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Holy Trinity Catholic School. Preparations for Reconciliation and Eucharist form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. In place of attending Religious Education in their parish, all Holy Trinity Catholic School students will have religion during the school day.

School Hours

On full days of school, the school day runs from 7:55 AM-2:50 PM. All students are to be dropped off between 7:35 AM-7:55 AM on full days of school. Students not in the building at 7:55 AM are considered tardy and must be signed in by a parent. All students not attending after care or an after school club or choir on full days of school are to be picked up between 2:50 PM-3:05 PM. Students not picked up by 3:05 PM will be sent to after care and charged the appropriate fees.

On half days of school, the school day runs from 7:55 AM-12 noon. All students are to be dropped off between 7:35 AM-7:55 AM on half days of school. Students not in the building at 7:55 AM are considered tardy and must be signed in by a parent. All students are to be picked up at noon on half days as there is no after care.

At Holy Trinity Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child/children to exit the car and enter the school

building on their own each morning. Various activities and events invite parent involvement or visitation throughout the school year.

Each school day at Holy Trinity Catholic Schools begins with morning prayer. The school day ends with closing prayer. Holy Trinity School offers an After Care Program until 5 PM on full days of school. There is an additional fee for students who attend after care.

Students not picked up on time (by 5 PM from aftercare on full days or by noon on half days) will be charged a late pick up fee of \$1.00/minute per student, with a minimum charge of \$5. Repeated late pick ups may result in disenrollment.

School Office Hours

On full days of school, the office is open from 7:30 AM-3:30 PM. On half days of school, the office is open from 7:30 AM-12:30 PM. Summer hours are most Tuesdays, Wednesdays, and Thursdays from 10 AM to 1 PM. Phone messages and e-mails are checked frequently.

School Property

Parents/guardians are responsible if their child destroys or damages any furniture, equipment, buildings, or another's personal property and will be obligated to pay the full amount of repairs and labor or replacement. Hardcover textbooks and library books that are used from year to year, should not be written in or damaged upon return.

Search

The school reserves the right to search anything brought or kept on school property. This includes backpacks, bags, food/drink containers, lockers, cell phones, and other electronic devices.

State or City Ordered School Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the Principal should be notified as soon as possible to create a payment plan.

Student Records

Holy Trinity Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent once the signed records request form has been received from the new school. All records will be sent through US Mail or via email directly to the student's new school. No records will be given to parents to transport to the new school. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Student Safety and Supervision

At Holy Trinity Catholic School, we work diligently to protect the safety of our students throughout the school day. All students are supervised by at least one teacher or staff member during the school day when they are in the classrooms and hallways, in the school hall, or in the church. During recess, students are supervised by teachers and volunteers. Whenever leaving campus for field trips and/or functions held at Our Lady Star of the Sea, additional supervision is secured. All teachers and staff members who are responsible for supervising students are background screened, Safe Environment (Safe Haven or VIRTUS) trained, and familiar with all school policies.

In an added effort to provide a safe environment for our children, any parent/guardian whose child is enrolled at our school and who is known to be listed on a sex offender registry is required to sign an agreement restricting that individual's access to our campus. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Surveillance Cameras

Holy Trinity Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Tardiness

Tardiness disrupts the school environment and puts the student who is late at a disadvantage because they are not ready to begin the school day. Tardiness is cumulative and becomes part of a student's permanent record. Students who are late must be signed in by a parent and secure a tardy slip to be presented to their teacher. Excessive tardiness will not be tolerated and may be cause for retention or dismissal from Holy Trinity.

Telephone

The office phone is a business phone and students are not permitted to use it. Parents will be contacted by either the principal or administrative assistant. The telephone in a teacher's classroom is for the use of the teacher only. Forgotten homework, athletic equipment, snacks/lunches etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Title IX

Holy Trinity Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Tracking Students

Students are greeted and monitored by faculty as they enter the school building and head to their classrooms each morning, where teachers log them as present in the RenWeb attendance program. K4 students are also logged in on a tracking sheet. Students arriving late are greeted in the front office and given a pass to class.

At the end of the day, students are monitored by faculty as they leave the school building and get in their cars. Students staying in aftercare are signed out on a tracking sheet by whomever picks them up.

Students who leave early via the front office are signed out on a tracking sheet on the front counter.

Transgender Students

Parents whose transgender students present for admission or continuing enrollment in Holy Trinity Catholic School, will be requested to:

1. Present documentation that their child has been diagnosed with gender dysphoria.
2. Attend a conference with the pastor, Principal, and diagnosing physician.
3. Understand that the student will be held to the same expectations for conduct, in and out of the classroom, as outlined in the Holy Trinity Parent/Student Handbook.
4. Support the school in requiring the student to use the faculty restroom located near the kitchen. No adults will be allowed in the restroom while a student is in there.

This policy has been developed with consideration given to the psychosocial development of each student and with deep respect for the dignity of each person.

Uniforms

HOLY TRINITY CATHOLIC SCHOOL UNIFORM DRESS CODE 2023-2024 - Uniforms identify our students as members of the Holy Trinity school community and should reflect a sense of pride. There are plenty of options, so no student should come to school out of uniform. ONLY HTCS logo items may be worn at school. No other schools' logos or company logos may be worn except on a dress down day.

- French Toast is our official uniform provider. Please go to www.frenchtoast.com to place orders. The source code is **QS5TELU**. Items with * are mandatory to purchase from French Toast as they have the school logo or are the acceptable plaid. All other items may be purchased elsewhere, as long as they are uniform code (style and color).
- **Shoes** must be white, navy, or black with rubber soles. No lights, other colors, boots, crocs, or heels of any kind.
- **Socks** must be white, navy, or black and visible above shoes.
- **Sweatshirts, sweaters, and fleece** worn in the classroom must be Trinity logo items OR solid navy or white (NO STRIPES on the sleeves). The ONLY logo allowed on the sweatshirt, sweater, or fleece is the Holy Trinity logo.
- **Belts** for 1st-5th boys' and girls' pants/shorts are NOT OPTIONAL if they have belt loops (THEY ARE OPTIONAL for K4 and K if they cannot do them on their own)
- Girls may wear navy or white **leggings** or **tights** under skirts in colder weather. No other colors and no sweatpants.

- **Hair bows and headbands** must be white, navy, yellow, brown, or black – no other colors.
- **Nail polish** should be light, natural colors (pink, tan, or white). No dark or bold colors are allowed.

PRESCHOOL-5th GRADE BOYS DAILY UNIFORM (EXCEPT ON MASS DAYS)

- Khaki or navy pants/shorts with a *navy, yellow, white, or light blue polo with Trinity logo

KINDER-5th GRADE BOYS MASS DAY UNIFORM (PRESCHOOL DOESN'T HAVE A MASS DAY UNIFORM)

- Khaki or navy pants/shorts with a yellow, white, or light blue dress shirt
- *Plaid or solid navy traditional tie or bow tie

PRESCHOOL-5th GRADE GIRLS DAILY UNIFORM (EXCEPT ON MASS DAYS)

- Khaki, navy, or *plaid scooter/skirt with a *navy, yellow, white, or light blue polo with Trinity logo
- Khaki or navy shorts/pants with a *navy, yellow, or white polo with Trinity logo
- *Plaid jumper/navy or khaki peter pan dress with a *navy, yellow, white, or light blue dress shirt OR polo – logo optional on polo
- *Navy polo dress with Trinity logo

KINDER-5th GRADE GIRLS MASS DAY UNIFORM (PRESCHOOL DOESN'T HAVE A MASS DAY UNIFORM)

- Khaki, navy, or *plaid jumper, *plaid scooter/skirt with a white, yellow, or light blue dress shirt
- Khaki or navy peter pan dress/pants/shorts with a white, yellow, or light blue dress shirt
- *Plaid or solid navy cross tie

ALL GRADES/ALL STUDENTS PE UNIFORM

- Solid navy or black shorts (minimum 3" inseam) or pants OR Trinity logo shorts or pants
 - PANTS OR SHORTS MAY HAVE A WHITE STRIPE, BUT NO OTHER COLORS ARE ALLOWED.
- A **Holy Trinity** navy t-shirt
- Appropriate athletic shoes (ANY COLOR) with rubber soles for safe play

Trinity shirts with solid navy, khaki, black, or yellow shorts/pants or jeans (denim) are acceptable for Spirit Fridays – these are Spirit Days, not dress down days!

*** Coaches Corner is our authorized PE and Spirit Wear provider.**

<https://www.coachsteamsports.com/school-spirit/>

Weather Emergencies

If it should be necessary to close the school, or delay an opening of the school, because of weather conditions, Holy Trinity Catholic School typically follows the same announcements as Horry County Schools. Listen to local radio or television stations for updates, but also check your email, the school

Facebook page, text messages, and automatic phone messages for updates in case we deviate from the public school plans. Prepare to come for your child if the school needs to close earlier than scheduled.

Visitors

School visitors must be pre approved by a member of the Leadership team and must come to the school office. For safety and security reasons, each person is required to sign in and sign out at the office when he/she enters the building for any reason. School visitors will also be asked to wear a visitor pass.

Volunteers

All individuals who volunteer in the school will be asked to complete the Diocesan mandated background check as well as the Diocesan mandated “*Safe Haven*” training. The training can be done online at: <http://charleston.CMGconnect.org>. Once complete, a certificate will be issued. The certificate must be e-mailed to the school or printed and dropped off.

Volunteer / Fundraising Hours for Parents

The income for Holy Trinity Catholic School that assists in keeping tuition costs down, provides tuition assistance for our families, and offsets the subsidy provided by Our Lady Star of the Sea Church comes from various types of fundraising. The fundraising for the school is done mainly through the Parent Teacher Organization whose members are the parents and guardians of the students who attend Holy Trinity Catholic School. All parents/guardians are required to assist with raising those funds by securing a sponsor for each of the major fundraising events sponsored by the Parent Teacher Organization, by attending Parent Teacher Organization meetings, and by helping with the various Parent Teacher Organization events. The Parent Teacher Organization will present the fundraising events and meeting calendar at the back-to-school meeting and parents/guardians are asked to sign up for the events with which they would like to assist.

A record will be kept of parent participation for each PTO fundraiser, event, and meeting by one of the Board members. If at least one representative from your family does not assist with the fundraisers, attend the PTO meetings, and help with events your family’s FACTS account will be billed \$350. It is hoped that each family will volunteer their time and attend the meetings instead of being billed as assisting at events brings in additional funds for the school and builds community spirit which is a very important aspect of Holy Trinity Catholic School

After-school Programs and Activities

Aftercare

Aftercare is available for our working parents and for our families who have students taking the bus back from Seton. Students are expected to have the same behavior in aftercare that they are to have during the day. Because aftercare works with a limited staff, they cannot be expected to manage

students who do not follow the rules and/or display appropriate behavior. Students who cannot adhere to the expectations will not be permitted to attend aftercare. Reminder... Aftercare closes promptly at 5 PM each day, except on half days when there is no aftercare.

Aftercare Fees

HTCS students without siblings at Seton may stay in after care for a nominal fee until 5 PM every day, except on half days and days when the school is closed and there is no after care. They will have time for homework and will be provided a snack.

	1st Child	2nd Child	3rd Child	4th Child
Family Responsibility	\$7/hour	\$12/hour	\$16/hour	\$19/hour

HTCS students who pay to use the bus transportation to / from Seton may stay in aftercare for no additional fee until the Seton bus arrives to pick them up and bring them back to Seton, except on half days or days when Seton and/or HTCS is closed. They will have time for homework and will be provided a snack while they wait. See bus contract for more details.

HTCS students waiting for siblings to return from Seton may stay in aftercare for no additional fee until the bus arrives, except on half days or days when Seton and/or HTCS is closed. They will have time for homework, but should bring a snack as one will not be provided for them.

Parents picking up students from aftercare and/or the Seton bus after 3:05 PM should park in a parking space behind the church (where we do the car line) so as not to block or impede the flow of traffic.

- **If picking up students from the Seton bus**, parents should wait in their parked cars until the bus arrives.
- **If picking up students from aftercare**, parents should go to the back door of the school building (near the K4/K fenced in play area), and ring the aftercare bell. A teacher will come to the door to dismiss the student and have the parent sign the student out.

Aftercare services will be billed via FACTS.

Arrangements to use the after care program must be made in writing by sending a note or e-mail to the classroom teacher and Administrative Assistant, or by calling the front office.

Choir, Clubs, and Sports

A student choir, directed by our Music teacher, is organized every year. The choir performs before Mass every Wednesday, at special school Masses, at the Christmas show, and at the end-of-year ceremony. Being in the choir is an honor and a responsibility. Students are invited to audition to participate in the choir which rehearses after school every week. If a student auditions and is accepted into the choir, he/she may not leave choir to attend other clubs that may take place on the same day as choir. Various clubs and sports are offered throughout the school year. Information is sent home in advance so students can decide which clubs they would like to attend. Only students in good academic standing

and who are current with all financial accounts are allowed to participate in clubs and/or sports. Applicable fees will be associated with all clubs and sports.

SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND

Any student action that is not in keeping with the philosophy/objective of Holy Trinity Catholic School is subject to the review of the administration and may lead to withdrawal from school. Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change, or modify the policies as needed. Parents and students will be notified of any amendments. Administration is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his and/or her discretion.

PARENT/GUARDIAN AND STUDENT AGREEMENT FORM 2023 - 2024

You and your child(ren) are asked to read and retain a copy of the PARENT or GUARDIAN/STUDENT HANDBOOK. Please sign below indicating that you have done so and return this form to school by **August 31, 2023**. All forms will be kept on file. If your child is in K4 or Kindergarten, a parent/guardian signature is sufficient.

We have read this handbook and agree to follow the school policies and procedures as stated.

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Student Signature

Student Signature

Student Signature

Date: _____