

PARENT OR GUARDIAN/STUDENT HANDBOOK



2021-2022

Holy Trinity Catholic School
1100 8th Avenue N., North Myrtle Beach, South Carolina 29582
Phone: 843-390-4108
Web Address: www.htcatholicschoolmyrtlebeach.com

A Ministry of:
Our Lady Star of the Sea Catholic Parish
1100 8th Avenue North
North Myrtle Beach, SC 29582
Phone: 843-249-2356 FAX: 843-249-8514
Web Address: www.olssnmb.com

Dear Parents, Guardians, and Students,

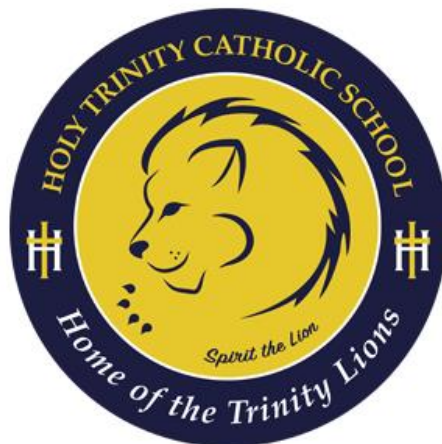
Welcome to Holy Trinity Catholic School! In choosing Holy Trinity, you have demonstrated a commitment to a values-based educational environment.

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
Principal



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

St. John Chrysostom

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.

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 PreK3 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 social-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 school year was a challenging one as our world continued to battle the impacts of Covid and most schools around us continued to do virtual learning. HTCS faculty and staff decided to return to five-day/week in-person instruction at the beginning of the 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.

Mission Statement of the Catholic Schools Office

To serve, support and challenge the leaders of Catholic education in the Diocese of Charleston toward continual growth in Catholic identity, academic excellence, community support and financial viability.

Mission Statement of Our Lady Star of the Sea Parish

The mission of Our Lady Star of the Sea Parish is to serve the spiritual needs of both seasonal and year-round residents. The parish endeavors to proclaim to all the Gospel of Jesus Christ through the faithful celebration of the Sacred Liturgy and the Sacraments, as well as acts of charity, Christian education of all ages, various outreach programs, and above all, through a lived, visible love of God and neighbor.

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.

Philosophy

Holy Trinity Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a

strong academic program in accord with the curriculum for Catholic Schools in the Diocese of Charleston.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic theology, Scripture, liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.

The Diocese of Charleston Non - discriminatory School Policy Notice

The schools in the Diocese of Charleston admit qualified students of any race, color, national origin, sex, or disability to all the rights, privileges, programs, and activities generally accorded or made available to the students at the schools. The schools in the Diocese of Charleston do not discriminate on the basis of race, color, national origin, sex, or disability in administration of educational policies, admissions policies, local programs, athletic, and school administered programs.

POLICIES & INFORMATION

(Listed in Alphabetical Order)

Absence/ Attendance

Regular attendance and punctuality are an important part in developing good habits and positive attitudes of responsible behavior. The school calendar provides for extended weekends and vacations throughout the school year. Parents should schedule trips, appointments, and family outings during these times because not doing so interrupts a child's learning process.

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.

If a student is going to be absent from school, a parent MUST call the office or send an e-mail to the homeroom teacher, administrative assistant, and principal (ALL three (3) people) by 8:00 AM each day of the absence. If a student has been absent due to an illness with a fever or vomiting, the student should be fever free with 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.

Upon returning to school from any absence, a written note from the parent or a doctor's note explaining the reason for the absence **MUST** be sent to the student's homeroom teacher. **If a student does not present a written note from the parent or a doctor's note regarding the absence upon returning to school, a call home will be made to request the note.**

Missed assignments due to absences are the student's responsibility. Teachers are not required to provide assignments beforehand or administer make-up work. Quizzes/tests will be made up at the teacher's discretion.

When a student is going to be absent for **three or more days due to an illness (not a trip)**, a parent may call the school office by **8:00 AM** to arrange for assignments. Assignments may be picked up at the school office between **3-3:30 PM ONLY**.

Teachers are not required to give make-up tests or assignments for absences due to vacations. **Assignments will not be given ahead of time in anticipation of a vacation.**

We ask that whenever possible parents schedule appointments for students before or after school, or on days when there is no school. **Students needing a medical appointment during school hours require a written note or e-mail by the parent to let the school know.** Parents are required to sign their child out from the front office. If the child returns to school during the same school day, he/she must be signed back into school in the office. A doctor's note for the time away from school is required.

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.

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

It is imperative that parents NOT send their children to school if they have any signs or symptoms of illness.

Preschool students will be 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. This is done as part of the DSS policies for preschool programs registered with them.

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 in Music, Art, Physical Education, STREAM+, and Spanish (or ACES in lieu of Spanish).

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.

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.

ACES (Academic Curriculum Enhancement for Students)

Holy Trinity Catholic School is committed to accepting students with different needs and abilities. Whether officially diagnosed or not, HTCS does its very best to provide additional academic support for any student who requires it. This support is provided through our ACES program which focuses on subject specific skill development and study skills strategies.

Admission Information

Nondiscriminatory 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 of the school. It does not discriminate in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

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

Financial aid is available on a limited basis. All information pertaining to financial aid given by the school and/or the Diocese is distributed at the time of registration and re-registration.

Children entering K3 must be at least three (3) years of age by September 1st and must be completely potty trained as per Diocesan and DSS Policies. K4 students 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. Students will be conditionally accepted into Kindergarten contingent on displayed

readiness. New students in upper grades seeking admission to Holy Trinity Catholic School are evaluated on the basis of current standardized test scores, report cards and an entrance evaluation.

Registration requirements include:

- *If Catholic - Verification of active parish affiliation/stewardship
- *SC Immunization Record Certificate (original)
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards (will be requested)
- *Standardized Test Results (will be requested)
- *Special Needs Records—Individual Evaluation Plan (IEP)
- *Student interview, evaluation, assessments

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.

Financial Obligations: TUITION SCHEDULE

The tuition schedule for each school year is announced in February. All tuition payments are collected by FACTS Tuition Management Company. 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 Assistance forms are available through FACTS at www.factstuitionaid.com. The application deadline to FACTS® Grant and Aid Assessment is published in January.

Withdrawal Policy

- Families must notify the Principal 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 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- Registration and book fees are non-refundable.
- The school will not forward records for students who withdraw with an outstanding balance.

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 is vital. Parents are asked to ensure that the school is provided with a spare reliever inhaler labeled by the pharmacy. All inhalers must be labeled with the child's name according to the medication policy.

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. The emergency medical services will be called immediately.

Awards

End-of-year awards are given by teachers on the last day of school at the closing ceremony. All are invited to attend this ceremony.

Birthday Observances

Students may come to school dressed "out-of-uniform" on their birthday or on the appointed summer birthday day, *even 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 do not have a breakfast or hot lunch program at this time. Students should eat breakfast before coming to school and they should bring their morning snack, lunch, and drinks for the day (in sealable bottles ONLY – no fast-food cups with straws and plastic lids). *Please make sure plastic forks/spoons and napkins are in lunch boxes as needed; the school does not supply them; nor do we have microwaves to heat up food.* Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Due to the amount of disruption it causes in the front office, food deliveries will not be accepted for students. If your child does not have a snack or lunch, something will be provided by the school and parents will be billed.

Cell Phones and Other Personal Property Items

Items such as, but not limited to, questionable books and pictures, toys, real knives, guns, explosives, matches, cigarettes, radios, trading cards, laser lights, palm pilots, CDs, iPods, mp3 players, 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.

The principal and pastor 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 is the first offense. Second offenses will wait at least one month.**

Cell Phones: *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.*

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.

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®, MySpace.com®, Xanga®, Friendster®, Facebook®, Twitter®, Snapchat®, Tik Tok®, 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**
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.
- **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.

Parents and/or other family members should never post negative or defamatory remarks about the school or school personnel on any social media or public format. This is counterproductive to the positive relationship between school and home which is necessary for student success.

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 principal and the pastor.

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.

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.

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.

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 / Dismissal

DROP-OFF PROCEDURE: (7:35 AM-7:55 AM) – PLEASE DO NOT USE CELL PHONES DURING ARRIVAL

Students are to be dropped off between **7:35 AM-7:55 AM**. A faculty/staff member will be on duty outside to meet the students. 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 in order 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.

All drivers are to remain in their cars while in the car line and must obey the posted speed limits and flow of traffic. PLEASE STAY SINGLE FILE DURING DROP OFF 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.

DISMISSAL PROCEDURE (full day: 2:50 PM; half day: NOON) – PLEASE DO NOT USE CELL PHONES DURING DISMISSAL

1. On full days, dismissal for all grades will begin at **2:50 PM**.
2. On half days, dismissal for all grades will begin at **noon**.
3. Parents picking up students will form a single file car line and remain in their cars while waiting. They will be directed when to pull up.

Each car is to have a yellow sign with the student's first name on it in the window on the passenger side of the front windshield.

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

All student dismissal changes must be given to the classroom teacher in writing (or e-mail) prior to the change. This includes 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.

Procedures for students going to After Care and Students not picked up during dismissal

1. Once the car line dismissal process has been completed all remaining students will go to After Care.
2. Parents picking up a child from After Care should park and come to the back door of the school building (near the K3/K4 fenced in play area).
3. Ring the After Care bell to be let in to pick up/sign out your child.

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 principal and the pastor.

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. Please note... **No student will be dismissed from school between 2:40-2:50 PM as it causes a disruption to the end of day procedures.** *The school policy on unexcused absences will be strictly enforced.*

Emergency Drills

Fire drills will be held on a regular basis. During the fire drills, students should:

1. Rise in silence when the alarm sounds
2. 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.

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/bathrooms will proceed to the nearest classroom for lockdown

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

No emotional support animals will be permitted in school due to allergy concerns of others.

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 teacher(s) 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.

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 Principal, 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. A written **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.
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. **Note:** a fax does not take the place of an original signature.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students whose parents do not allow them to attend a field trip for whatever reason are to remain at home and will be marked as absent for the day.
9. All monies collected for the field trip are **non-refundable**.
10. **Cell phones** are **not allowed** on field trips.

Grading Scale

Student in grades K3, K4, and K have individualized quarterly reports and assessment scales appropriate for their age.

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	

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 "nit" free.

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, Google Classroom, SeeSaw, and/or e-mail. **It is important that parents read the communications from the Principal and teachers in a timely manner!**

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.

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 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.

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 at all times with no decorations on the outside. At the end of each day, all items should be removed from lockers. 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.

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 in order to receive a new copy.

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 K3-K are assessed periodically using other more age-appropriate methods.

Medication

If a medication prescribed by a doctor must be taken during school hours, the nurse is 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.

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 schoolbooks 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/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.

PASS (Plan of Action for Student Success)

A 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 student success. A meeting will be held with the academic team, school administration, 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.

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 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 important tools for communication. Report Cards will be issued four (4) times during the academic school year or every nine (9) weeks. 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. Parents have access to their

student's grades every day using the RenWeb program, so there should be no surprises when report cards are issued. 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.

Returning to School after Dismissal

Students are not permitted to return to the school grounds or buildings after dismissal unless accompanied by a parent who must first *check in* at the front office. The front office closes at 3:30 PM. Do not go to the After Care door for any reason other than to pick up students in After Care.

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

All students are to be dropped off between 7:35 AM and 7:55 AM. **Students not in the building at 7:55 AM are considered tardy.**

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 5:30 PM for an additional fee.

Students not picked up by the end of the dismissal process will be sent to the After-Care program and a fee of \$5.00 will be applied if the student remains there for 15 minutes or more. If the student is still there after 20 minutes, the charge will be the same as a regular After Care student.

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.

School Office Hours

The school office is open on school days from **7:30 AM-3:30 PM**. Summer hours are Tuesdays, Wednesdays, and Thursdays from 10 AM to 2 PM.

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. Hard cover 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.

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.

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 Directory

Each family receives a Student/Family Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories are not be **used** or **sold** for other purposes. **If you do not want your information in the directory, please put a note on your directory information form and we will omit that information.**

Teachers with students at Holy Trinity should only be contacted via their SCHOOL e-mail or the SCHOOL phone. No teacher should be contacted using their personal information or social media accounts. In addition, boundaries related to teachers' personal time should be observed.

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 through the US Mail. No records will be given to parents to transport to the new school.

Parents requesting student records/transcripts/recommendations must make a three school-day request to the School Office in writing. All forms should be submitted to the Holy Trinity Catholic School office for distribution. Completed forms will be sent via the U.S. Mail. **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 two teachers and at least one volunteer. 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.”

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 individual restroom located near the kitchen.

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.

Transfer Students

Parents must notify the school in writing if a student is withdrawing from the school and must sign *a form for the release of the student’s records* in order to allow Holy Trinity Catholic School to forward them to the receiving school. All tuition obligations must be paid.

Tuition and Fee Schedule

Tuition for Parish / Non-Parish Catholic students (registered with a local parish and contributing to weekly collections either on-line or by using the envelope system)

	1st Child	2nd Child	3rd Child	4th Child
Cost Per Pupil	\$9000	\$9000	\$9000	\$9000
<i>OLSS Subsidy</i>	<i>\$3850</i>	<i>\$4150</i>	<i>\$4450</i>	<i>\$4750</i>
Family Responsibility	\$5150	\$4850	\$4550	\$4250

Tuition for Non-Catholic students

	1st Child	2nd Child	3rd Child	4th Child
Cost Per Pupil	\$9000	\$9000	\$9000	\$9000
<i>OLSS Subsidy</i>	<i>\$2750</i>	<i>\$3050</i>	<i>\$3350</i>	<i>\$3650</i>
Family Responsibility	\$6250	\$5950	\$5650	\$5350

Registration fee: \$100 per student due and collected via FACTS in April 2021 (or upon enrollment if after April).

Other fees: \$450 per student (books, insurance, materials, etc.)

Exceptional SC fee: \$2500 per student applying for Exceptional SC grant (cover additional cost of ACES teachers, material, etc.). If Exceptional SC application is not submitted on time, the family is responsible for this fee.

All fees are non-refundable. Applicable fees (except registration) along with the tuition will be added together and divided by eleven monthly payments (July-May) to calculate the monthly payment amount.

All tuition and fees will be paid through the *FACTS* tuition management program found on-line at www.factsmgt.com. 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. Parents already enrolled will automatically be re-enrolled each year.

Uniforms and Dress Code

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 ever come to school out of uniform.

- French Toast is our official uniform provider. Please go to www.frenchtoast.com to place orders. The source code is **QS5TELU**. Please be sure to always click the correct page for your child's grade/gender prior to ordering. Items with * are mandatory to purchase from French Toast. All other items may be purchased elsewhere, as long as they are uniform code.
- Dress shirts/ties may be worn on any day instead of polo shirts. They are required on mass days.
- Shoes must be white, navy, or black with non-marking soles. No flashing lights or bright colors. No boots or heels.
- Socks must be white, navy, or black and visible above shoes.
- 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.
- Sweatshirts, sweaters, and fleece worn in the classroom must be solid navy (NO STRIPES on the sleeves) and the ONLY logo allowed on the sweatshirt, sweater, or fleece is the Holy Trinity logo.
- Any jacket may or Spirit Wear be worn outside for recess.

PRESCHOOL BOYS

Khaki/navy pants/shorts with *navy/yellow polo
Belt – OPTIONAL

PRESCHOOL GIRLS

*Khaki/navy/plaid scooter/skirt/jumper w/
*navy/yellow/blue polo
Khaki/navy shorts/pants with *navy/yellow polo
*Navy/Khaki peter pan dress with
white/navy/yellow/blue polo OR
with white/yellow/blue dress shirt
*Navy polo dress

KINDER-5TH GRADE BOYS

KINDER-5TH GRADE GIRLS

Khaki/navy pants/shorts with
*navy/yellow/white polo
Belt – NOT OPTIONAL

*Khaki/navy/plaid scooter/skirt/jumper w/
*navy/yellow/white polo
Khaki/navy shorts/pants with *navy/yellow/white
polo
* Navy/Khaki peter pan dress with
white/navy/yellow/blue polo OR
with white/yellow/blue dress shirt

KINDER-5TH GRADE BOYS MASS DAY

Khaki/navy pants/shorts with
white/yellow/blue dress shirt
*Plaid tie
Belt – NOT OPTIONAL

KINDER-5TH GRADE GIRLS MASS DAY

*Plaid scooter/skirt/jumper with
white/yellow/blue dress shirt
Khaki/navy jumper with white/yellow/blue dress
shirt
Khaki/navy pants/shorts with white/yellow/blue
dress shirt
* Navy/Khaki peter pan dress with
white/yellow/blue dress shirt
*Plaid cross tie – NOT OPTIONAL

PE UNIFORMS ALL GRADES/GENDERS *some items are available through French Toast*

- Solid navy or black athletic shorts or pants. Shorts must be no more than 3 inches above the knee.
 - o Leggings under shorts are not allowed. If it is too cold for shorts, please wear pants.
 - o PANTS OR SHORTS MAY HAVE A WHITE STRIPE, BUT NO OTHER COLORS ARE ALLOWED.
- ANY Holy Trinity issued T-shirt (Navy or Gold PE shirt, Field day shirt, robotics shirts, HTCS spirit shirt), or a solid yellow or navy t-shirt.
- Appropriate athletic shoes (ANY COLOR) with rubber soles for safe play.
- Spirit Wear is acceptable for Spirit Fridays and PE days.

Boy's hair MUST always be cut neatly **above** the collar, not touching the collar. No chains or jewelry except for a watch and/or a cross.

Girl's hair should always be neat, and any ribbons, headbands, and bows worn should be simple and either navy, gold, white, brown or a combination of those colors. No chains, scarves, jewelry, dark or wildly colored nail polish, or noticeable make up/false eyelashes are allowed. A watch and/or a cross may be worn. No dangling earrings or hoops are allowed.

As long as protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school when social distancing is not possible. This means when walking into/out of school and moving in the hallways. Masks must not contain any offensive messages, fabrics, or be distracting to the learning environment.

When a student is celebrating a birthday, they do not have to wear their uniform. Their attire for that day should be in line with acceptable standards for a Catholic school. Students may not wear sandals, flip flops, or tee shirts with inappropriate pictures or writing. All clothing should be neat and tasteful.

Visitors

School visitors 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 you 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 the three 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 will be required to write a check for \$350 to the Parent Teacher Organization. It is hoped that each family will volunteer their time and attend the meetings instead of having to write a check as assisting at events builds community spirit and that is a very important aspect of Holy Trinity Catholic School.

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 e-mail and the school Facebook page 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.

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.

The Principal and/or Pastor is/are the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his and/or her discretion.

May 2021

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's [From the Chalkboard to the Chatroom](#)

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Holy Trinity Catholic School.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I shall not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer room, I will talk softly and work in ways that will not disturb other users. I shall keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I shall not give, lend, or sell copies of software to others. I understand that I shall not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I shall protect the privacy of others by not trying to learn their password; I shall not copy, change, read, or use files from another user without prior permission from that user; I shall not attempt to gain unauthorized access to system programs for computer equipment; I shall not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I shall not use bulletin boards nor chat lines for personal use. In addition, I shall not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.



PARENT or GUARDIAN / STUDENT AGREEMENT FORM

2021 - 2022

You and your child (children) 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**. All forms will be kept on file. If your child is in K3, 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: _____

SIGNED FORM DUE TO FRONT OFFICE BY AUGUST 31, 2021.