

PARENT OR GUARDIAN/STUDENT HANDBOOK



2020-2021

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

Rev. 6/2020

Dear Parents, Guardians, and Students,

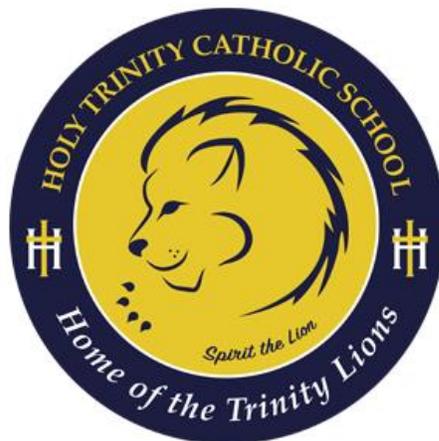
Welcome to Holy Trinity Catholic School! In choosing Holy Trinity, you have demonstrated a commitment to a values-based educational environment.

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 Pre-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, Action Plans for Student Success, 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, 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.

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

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 by 8:00 AM each day of the absence. If a student has been absent due to an illness with a fever, the student should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever 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. Students should make arrangements with classmates to get missed work/assignments. 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 absent for **three or more days due to illness**, a parent may call the school office by **8:00 AM** to arrange for homework 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 by the parent. 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 2:55 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.**

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, Language Arts, Math, Science, and Social Studies. In addition, the school offers enrichment classes in Music, Art, Physical Education, Library, and 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 events. They will be given suggestions for improvement and progress should be seen within two weeks. At the end of the two-week period, the student's academic 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 the Southern Association of Colleges and Schools.

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 PK must be at least three (3) years of age by September 1st and must be completely potty trained as per Diocesan and DSS Policies. TK students must be four (4) years of age by September 1st, must be completely potty trained as per Diocesan and DSS Policies, must have prior PK experience, and must show readiness for the more advanced Transitional Kindergarten program. 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 and evaluation

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, unless it falls on a mass day. If a birthday falls on a mass day, the student may select another day to dress out-of-uniform. In addition, birthday treats may be brought to school. Treats must be individually packaged as utensils to cut treats are not available in the classroom. Birthday treats should be cut into 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.)

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, mp3players, 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.

If a teacher plans a lesson/lessons with student cell phones, the principal should be notified that cell phones will be used for academic purposes on a particular day/period. Teacher lesson plans should also include cell phone assisted instruction. Students who do not possess a cell phone during such lessons will not be academically penalized.

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 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 at a school related function. 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 channels such as, but not limited to, Tumblr®, Blogger®, MySpace.com®, Xanga®, Friendster®, Facebook®, Twitter®, Snapchat®, etc. may face detention, suspension, and/or expulsion if the content of the blog includes defamatory 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.

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.

Contacting Teachers

Parents wishing to contact a teacher should do so by e-mail. 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, e.g. lunch time, etc.

If you prefer to make contact by 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 a “crisis plan” in case of a lockdown or other emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

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.

Drop Off / Dismissal

DROP-OFF PROCEDURE: (7:35 AM-7:50 AM) - NO CELL PHONE USE, PLEASE

Students are to be dropped off between **7:35 AM-7:50 AM**. At least one teacher/staff person will be on duty outside to meet the students. Students may exit cars only if the teacher/staff person on duty is present AND their car is completely stopped. If a student arrives after 7:50 AM, the student is considered tardy and 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: 2:55 PM; half day: NOON) - NO CELL PHONES, PLEASE

1. On **full days**, dismissal for all grades will begin at **2:55 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 in their cars and dismissed safely.

All student dismissal changes must be given to the classroom teacher in writing 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 into the building.
3. Ring the After-Care bell to be let in to pick up 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** 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 2:40-2:55 PM. 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 “code word” 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 unless a student’s SAP specifically states the need for such an extraordinary accommodation and proof of the need for such an accommodation is provided by a medical professional. Proof of the animal’s up to date immunizations must be provided each year to the school prior to the animal coming to school.

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 PK, TK, and K have individualized 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 (70-81)
 W = Weak or Serious Lack of 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, and e-mail. **It is important that parents read the communications from the Principal and teachers!**

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.

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.

Lunch Program

Students at Holy Trinity Catholic School may choose to bring their lunch, or they may order hot lunches in advance using the monthly menu system. If lunches are ordered, there are no refunds for days the student may be absent. *Please make sure plastic forks/spoons and napkins are in lunch boxes as needed; the school does not supply them.* 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.

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 the three annual meetings, participating in the fundraisers, and assisting with**

PTO 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 schools 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.

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.

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 7:50 AM. **Students not in their homeroom 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 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 to the classroom teacher or by calling the school 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 **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.

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. A list of those sex offenders known to the school may be reviewed at the school office during normal school hours.

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 learning 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, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Testing

All Catholic schools in the Diocese of Charleston use *Measures of Academic Progress (MAP)*. The test is used in grades K-8. The tests are given three times per year and dates will be noted on the school yearly calendar. These tests assist teachers in designing lessons, assigning students to appropriate level instruction, and setting goals for the students.

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 *and* attending a local parish)

	1st Child	2nd Child	3rd Child	4th Child
Family Responsibility	\$5150	\$4850	\$4550	\$4250

Tuition for Non-Catholic students

	1st Child	2nd Child	3rd Child	4th Child
Family Responsibility	\$6250	\$5950	\$5650	\$5350

Registration fee: \$150 per student due and collected via FACTS by April 30, 2020 (or upon enrollment if after April.)

Other fees: \$450 per student (Books, Insurance, Technology, etc.)

Exceptional SC fee: \$2500 per student applying for Exceptional SC grant (teacher, resources, etc.). If Exceptional SC application is not submitted on time, the family is responsible for this fee.

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

All tuition and fees will be paid through the *FACTS* tuition management program found online 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

IMPORTANT NOTES:

- 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 may be worn on any day instead of polo shirts. They are required on mass days.
- Shoes should be white, navy, or black with non-marking soles.
- Socks should be white, navy, or black and visible above shoes.
- Navy leggings may be worn under skirts. Tights should be white or navy.

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 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.

If protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school. 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 on line 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. If public schools are closed, Holy Trinity Catholic School will be closed; if public school is delayed in opening 2 hours, then Holy Trinity Catholic School will also have a delayed 2 hour opening. Listen to local radio or television stations for updates. Prepare to come for your child if the school needs to close earlier than scheduled. If school is cancelled, it will be on the radio the evening before or in the morning before school opens. **Also... check our school Facebook page and your e-mail for updates on school closings.**

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.

June 2020

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

2020 - 2021

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 30**. All forms will be kept on file. If your child is in PK, TK, 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 MRS. LUZZO BY AUGUST 30, 2020.