



PARENT/STUDENT HANDBOOK

Holy Trinity Catholic School
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A Ministry of:
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2016-2017

Rev. 7/30/16

Dear Parents 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/Student Handbook reflects the policies of Holy Trinity Catholic School. **Please read this document carefully and sign the attached agreement.** 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. Enrollment at the school has continued to increase so that the school presently has a student population of 78 in Grades K4 to 8.

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 role.

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 elementary 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.

Vision Statement of Holy Trinity Catholic School

Holy Trinity Catholic School students will be fully prepared to transition to high 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.

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 a healthy learning environment is everyone's responsibility
- ✚ That students learn in a variety of ways and instruction needs to be individualized through the use of various teaching strategies along with current and age appropriate technology
- ✚ That the opportunity for success is an important component of student learning
- ✚ That mutual respect among all (faculty, staff, students, and parents) creates a nurturing learning environment

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

When a student is absent from school, a parent should call the office by 8:15 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the students.

Students 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.

A written statement giving reasons for the absence **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office until the end of the school year. **If a student does not present a written note regarding their absence or a doctor's note upon their return to school, he/she will not be admitted to class until the written excuse is brought to the school office.**

The school calendar provides for extended weekends and vacations throughout the school year. Parents **should** schedule trips or family outings during these times because not doing so interrupts a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to provide assignments beforehand or administer make-up work.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments. For example, a student who is absent three days will be given three days to complete the missed 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 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between **3-3:30 PM**.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments will not be given in anticipation of a vacation unless the teacher determines so.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign their child out. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

**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 action may be taken. **Unexcused absences exceeding 10 days per year can 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, Handwriting, Science, and Social Studies. In addition, the school offers enrichment in Music, Art, Physical Education, Library, Technology, and Spanish.

At the end of 5th grade, students will be placed into instructional math groups according to their score on a placement test, their final math average, ITBS math stanine averages, MAP testing results, and teacher recommendations based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either 6th grade Comprehensive Math, 7th Grade Pre-Algebra, OR Comprehensive 7th Grade Math.

At the end of grade 7th grade, students in 7th Grade Pre-Algebra will be eligible to take 8th grade Algebra if the following criteria have been met:

- Final average of at least 86% in 7th Grade Pre-Algebra
- A stanine score of 6, 7, 8, or 9 on the Algebra Aptitude Test
- ITBS Composite Math score from the previous school year
- Recommendations from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.

Upon meeting the criteria listed above, students will be placed in 8th Grade Algebra in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class.

Students in Comprehensive 7th Grade Math will be eligible to take the Algebra placement test if the following criteria have been met:

- A final average of 94% or above in Comprehensive 7th Grade Math
- Teacher recommendation
- A stanine score of 6, 7, 8, or 9 on the Algebra Aptitude Test.
- ITBS Composite Math score from the previous school year.

Upon successful completion of the placement test, students may be placed in 8th Grade Algebra. Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum. This placement is probationary and contingent on ongoing acceptable performance in the Algebra class.

Students not eligible to take 8th Grade Algebra according to the criteria outlined above will be placed in 8th Grade Advanced Math.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students who are failing any subject will not be allowed to participate in any sport, club, or academic competition until the grade has improved to a passing grade of C or higher.

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. 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 K4 must be four (4) years of age by September 1st per Diocesan Policy. Children entering Kindergarten must be five (5) years of age by September 1st. 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 January. 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 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 December.

Withdrawal Policy

- Families must notify the Principal in writing 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.

- 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 labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

Information will be kept about students' food allergies in the classroom and lunch room, 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 peanut allergies.

Teachers must 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 during the last week of school. A closing ceremony is held on the last day of school. Parents and grandparents 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 or cafeteria. 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 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. 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 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 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 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 secretary:

- 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 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 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 (\$75.00/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.

Drop Off / Dismissal

DROP-OFF PROCEDURE: (7:40 AM-7:59 AM) - no cell phones, please

Students are to be dropped off at the front door of the school between **7:40 AM-7:59 AM**. At least two teachers/staff persons will be on duty to meet the students. Students may exit cars only if the teachers/staff persons on duty are present AND their car is at the sidewalk in front of the school. If a student arrives after 8:00 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.

All drivers are to obey the speed limits posted on Star Bluff Road, Living Stones Lane, and the roadway leading to the front door of the school. **PLEASE STAY SINGLE FILE**

DURING MORNING DROP OFF AND DO NOT PASS ON THE LEFT FOR THE SAFETY OF OUR STUDENTS AND STAFF.

DISMISSAL PROCEDURE (full day: 2:40 PM-2:55 PM; half day: noon-12:15 PM) - no cell phones, please

1. On **full days, dismissal** for all grades will be at **2:40 PM** from the front doors of the school.
2. On **half days, dismissal** for all grades will be at **12:00 noon** from the front doors of the school.
3. Parents picking up students will form a car line in front of the school. The first car in line will stop at the end of the sidewalk. Other cars should line up behind the first car. **Please do not block the exit from the faculty parking lot and stay in a single line!**
4. All students will go to the library ten minutes prior to dismissal for closing prayer. After that, the dismissal process will begin. A staff member will signal the first car in line after the faculty parking lot to make a second line next to the first line of cars. **(Do not make a second line until directed to do so by a staff member.)** Once both rows are in place, students will be called out to the cars parked in the first two rows. A staff member will signal the cars to leave once all students have gotten into their cars. A staff member will then signal to the waiting cars to move up and repeat the process until all of the students are dismissed.

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

1. Students going to After Care and students who were not picked by the end of the dismissal process will go to After Care once the car line dismissal process has been completed.

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. No driver is to start the second lane until signaled to do so. Also, please refrain from using cell phones while participating in the dismissal procedures and be patient at all times. If you need to speak to the principal or one of the teachers, please park your car and wait in the school office until dismissal is finished.

All student dismissal changes must be given to the classroom teacher in writing on the morning of 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.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. A student athlete who is in possession of drugs and/or alcohol will be unable to participate in school sponsored sports 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. There are an adequate number of scheduled half days, days off, and teacher in-service days throughout the school year which would allow a student to go to an appointment or on vacation without interrupting the learning process. ***(The school policy on unexcused absences will be strictly enforced).***

Should it be *absolutely* necessary for your child/children 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/children out for the appointment. If the child/children return to school the same day, the parent must come into the office to sign the child/children back in. The child should bring a note from the doctor upon returning to school. Students who are away from school for an appointment, for 3½ hours or more, will be marked as absent for half the day.

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. 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

Tornado drills are held periodically. The procedures are:

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

Lockdown drill procedures include a “code word” that indicates that the school is under immediate lockdown. All students in classrooms will be secured, all office, school and classroom doors will be locked and 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.

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.
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. Permission slips are due in the office forty-eight (48) hours after receipt of the permission slip.
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 tear out and use or copy the form provided. 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 who do not attend a field trip will remain at home and will be marked absent for the day.
9. All monies collected for the field trip are **non-refundable**.
10. **Cell phones** are **not allowed** on field trips.

Gifts/Invitations

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Grading Scale

Student in grades K4 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 Grade 3 and up 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 Association

All parents, faculty, and staff are members of this group. Functions of the Home/School Association include: social events, educational events and fundraising activities. **It is expected that all families participate in the activities of the Home/School Association.**

Home- School Communication

Communication from Holy Trinity Catholic School to parents is mainly done through the monthly newsletter, the school website, periodic e-mails from the Principal, and through the School Messenger automated phone system. Communication from teachers is done through notes, telephone calls and the individual teacher websites. **It is important that parents read the communications from the Principal and teachers!**

Homework

Required home-work 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.

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 5th-8th grades is assigned a locker in which to store clothing and textbooks. 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. Lockers may not be decorated inside or out.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary. Every effort will be made to find the owners of the items. Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

Holy Trinity Catholic School utilizes a cold lunch program. (*No microwavable meals and all lunch containers should have child's name on 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. Please make sure plastic forks/spoons and napkins are in lunch boxes as needed; the school does not supply them.

Medication

If a doctor prescribes a medication for a student that needs to be taken during school hours, the parent of that student must come to school to administer that medication to their child/children. Non-prescription medication is never disbursed to students.

Required Diocesan forms are available at the school office if a student has specific medical needs such as: Inhaler, EpiPen, HypoGlycemia, HyperGlycemia, Asthma, and Allergies.

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
 - To actively participate in school activities such as Parent-Teacher Conferences;
2. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
 3. To notify the school with a written note when the student has been absent;
 4. To notify the school office of any changes of address or important phone numbers;
 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 support the religious and educational goals of the school;
 10. To support and cooperate with the discipline policy of the school;
 11. To support the Home & School fundraising efforts and become involved;
 12. To treat teachers with respect and courtesy in discussing student problems;

Parent's Role in Education

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

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. 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 / Progress Reports

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 and teachers. If all financial obligations have been met, end-of-year report cards will be mailed after school ends. Progress reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, library fines, or After Care Program fees are in arrears.

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. Preparations for Confirmation form the core of instruction in Grade 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Candidates for Confirmation will receive the sacrament of Reconciliation and First Eucharist prior to receiving Confirmation.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist, and Confirmation 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 at the front door of the school between 7:40 AM and 7:59 AM. Students not in their homeroom at 8:00 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 from 2:55 PM to 5:45 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. Parents picking up students from After Care should go to the end of the school building (by the teacher parking lot) and ring the After Care doorbell.

Arrangements to use the After Care Program must be made in writing by sending a note to the classroom teacher.

School Office Hours

The school office is open on school days from **7:30 AM-3:30 PM**. A notice regarding summer hours will be sent to parents/guardians as well as announced in the bulletin for Our Lady Star of the Sea Parish.

School Property

Parents/guardians are responsible if their child/children 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 on school property. This includes lockers, cell phones, and other electronic devices.

Service Projects

The service program for students is to provide them with the opportunity to make a difference in our Church and surrounding communities through various service projects and support programs. **Middle school students are required to do a minimum of 20 service hours per school year.**

Smoking

Smoking of any type is not allowed on school property.

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 should 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.**

At the back of the directory there is a list of businesses that are either owned by school families or are supporters of Holy Trinity Catholic School or Our Lady Star of the Sea Parish. Your support of these businesses is encouraged.

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 chapel. 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 (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.

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. Three incidents of tardiness will be considered as a half day absence. Excessive tardiness may be cause for retention.

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 the school secretary. 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 *The Iowa Test of Basic Skills*. The test is used in grades 3 and higher. The Diocese also requires that certain *other grades* give the *Cognitive Abilities Test*. Parents/Guardians will be notified of which grades will be tested. The tests are given in September of each school year. In addition to the *Iowa Test of Basic Skills* and the *Cognitive Abilities Test*, students take the *Measures of Academic Progress* test three times each year. 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.”

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.

Uniforms and Dress Code

ALL REGULAR UNIFORM PIECES MUST BE PURCHASED ON-LINE THROUGH LANDS’ END

FROM THE START OF SCHOOL IN AUGUST TO OCTOBER 31ST AND FROM MARCH 1ST UNTIL THE END OF SCHOOL:

BOYS AND GIRLS

Navy shorts or navy pants
Gold polo shirt
White or black socks (must show above back of shoe)
Solid black, white, or navy athletic or rubber soled shoes
Black Belt

FROM NOVEMBER 1ST TO FEBRUARY 28/29TH

BOYS AND GIRLS

Navy pants
Gold Polo shirt
White or black socks (must show above back of shoe)
Solid black, white, or navy athletic or rubber soled shoes
Black Belt

GIRLS MAY CHOOSE TO WEAR THE UNIFORM JUMPER AND WHITE BLOUSE ANYTIME DURING THE SCHOOL YEAR. IF THEY CHOOSE TO WEAR THE JUMPER DURING THE COLDER WEATHER, ONLY SOLID WHITE TIGHTS, SOLID NAVY BLUE TIGHTS, OR SOLID WHITE OR SOLID NAVY BLUE REGULAR OR KNEE-HI SOCKS MAY BE WORN UNDERNEATH. NO LEGGINGS OR SWEATPANTS MAY BE WORN UNDER THE JUMPER.

BOYS AND GIRLS MAY CHOOSE TO WEAR THE NAVY BLUE UNIFORM SWEATER, NAVY BLUE UNIFORM VEST, OR NAVY BLUE SWEATSHIRT WITH TRINITY LION LOGO IF WANTED ANYTIME DURING THE YEAR. A SOLID NAVY SWEATER WITHOUT THE LOGO IS ALSO ACCEPTABLE.

UNIFORM FOR PHYSICAL EDUCATION DAY
FROM THE START OF SCHOOL TO OCTOBER 31ST AND FROM MARCH 1ST
UNTIL THE END OF SCHOOL:

ALL STUDENTS

Navy blue shorts (purchased from Lands' End)
Gold Holy Trinity tee shirt (purchased through the school)
Athletic shoes

FROM NOVEMBER 1ST TO FEBRUARY 28TH

ALL STUDENTS

Navy blue athletic pants or sweat pants (purchased from Lands' End)
Gold or Navy Holy Trinity tee shirt (purchased through the school)
Athletic shoes

Boy's hair should always be cut neatly above the collar. No chains or jewelry except for a watch.

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, colored nail polish or noticeable make up are allowed. A watch may be worn.

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 "Protecting God's Children" (VIRTUS) training. Volunteers must also read and sign the Bishop's policy on Abuse of Minors and the school Volunteer Handbook.

The dates for the Virtus training sessions can be accessed by going on line to: www.virtusonline.org. You can register for a training session by **clicking on 'Registration' and following the instructions**. The certificate you receive for completing the training must be brought to the school so that a copy may be taken and kept in your file.

Volunteers who serve in the lunchroom or monitor recess will be invited to meet with the principal at the beginning of the school year.

Volunteer / Fundraising Hours for Parents

The income for Holy Trinity Catholic School that assists in keeping tuition costs down comes mainly from various types of fundraising. The fundraising for the school is mainly done through the Home/School Association whose members are you the parents and guardians of the students who attend Holy Trinity Catholic School. Instead of charging an additional \$200 for tuition, all parents/guardians are asked to assist with raising those funds by volunteering at the various fundraising events sponsored by the Home/School Association. You can assist by being the chairperson for an event, working on the committee for the event or by volunteering at the event. The Home/School Board will present the fundraising events calendar at the orientation meeting that takes place right before school opens. At that time parents/guardians will be asked to sign up for the event with which they would like to assist.

A record will be kept of parent participation for each fundraising event by one of the Board members. Every family **must assist at one fundraiser during the school year**. If you do not assist at a fundraiser you will be asked to donate a check for \$200 to the Home/School Association. It is hoped that you will volunteer your time instead of having to write a check as assisting at an event 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 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.

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.

August, 2017

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
2016 - 2017

You and your child (children) are asked to read this handbook carefully and sign below. After doing so, please **return this form by September 15th**. All forms will be kept on file. If your child is in K4 or Kindergarten, a parent/guardian signature is sufficient.

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

_____	_____
Parent/Guardian Signature	Parent/Guardian Signature
_____	_____
Student Signature	Student Signature
_____	_____
Student Signature	Student Signature

Date: _____

SIGNED FORM DUE TO MRS. LUZZO BY SEPTEMBER 15, 2016.