



STUDENT/PARENT HANDBOOK

Holy Trinity Catholic School

301 South Second Street

Bay St. Louis, Mississippi 39520

Phone: 228-467-5158

Fax: 228-467-9742

Principal's Email: principal@holytrinitycatholic.net

Web Address: www.holytrinitycatholic.net

Ms. Desiree Lizana

Principal

Fr. Michael O'Connor

Pastor, Our Lady of the Gulf Parish

Fr. Michael Marascalco

Pastor, St. Clare

Rev. Augustinus Seran, SVD

St. Rose de Lima

Dr. Mike Ladner

Diocese of Biloxi Superintendent of Education

Dr. Rhonda Clark

Assistant Superintendent

Dear Parents,

Welcome to Holy Trinity Catholic School. This handbook is designed to be a synopsis of the policies and procedures of this school and is not intended to be all inclusive. The school is governed by General Policies applicable to all schools within the Catholic Diocese of Biloxi.

Please read the handbook thoroughly with your child. We know that rules are necessary so that our activities and relationships with other people will be orderly and comfortable, and to ensure the safety of all concerned. We hope that the procedures in this handbook will facilitate good relationships among school personnel, parents, and children.

You will be notified of any changes to the school's policies, procedures, or schedules. Changes will be posted in our newsletter.

It is imperative that we remember that we are a Catholic school. Our Christian education is intended to make our faith become living and active through the light of instruction. A Catholic school is the unique setting where this ideal of Christian education can be realized in the everyday living of young people.

In partnership, we will work together for the good of our children and school. Through this partnership, we feel that this year will be one of growth, both spiritually and intellectually, for all members of our school community. It is imperative that you support our school in our community in every word, and through social media.

Yours in Christ,

The Administration, Faculty and Staff of Holy Trinity Catholic School

School Song

Holy Trinity

Chorus

Holy Trinity, Father, Spirit, Son
We come together here as one
To pray, to learn, and to grow
In the loving kindness that you know.

Come with us to work and play together

We are all a part of one big family,
In a school filled with joy, spirit, peace
Our love will grow as you can see.

Repeat Chorus

Sharing God's love as a community
Each day we work to build a unity
Caring and loving others as we go
Just as Jesus taught us years ago.

Repeat Chorus

Mission Statement

Holy Trinity Catholic School is committed to:

Teaching and modeling Catholic Christian morals and values

Creating a safe, caring, and respectful environment that

Supports academic excellence while fostering a love of learning.

DIOCESAN MISSION STATEMENT

The Mission of the Church of Biloxi is to live and teach Christ's message. WE are called to love one another, to be disciples, and to spread the "good news. "

The Catholic Schools of the Diocese of Biloxi, as extensions of the parishes, participate in its mission to teach, preach, and make holy. Within a faith community and a stable, nurturing environment, the schools: enable students to reach their full potential, and prepare the students to love and serve others in a changing, technological, and multi-cultural society.

PHILOSOPHY OF EDUCATION

The philosophy of Holy Trinity Catholic Elementary School endeavors to provide a faith community that fosters spiritual enlightenment, intellectual growth, academic excellence, emotional development, and social adjustment. We believe it is of primary importance to promote high Christian standards and strive to empower students and parents to model Christ's values. We believe parents are the first and foremost educators of their children.

"Let the children come to me.

Do not hinder them. The kingdom of God

Belongs to such as these."

Matthew 19:14

The New American Bible

"Whoever welcomes this little child

On my account welcomes me, and whoever welcomes me welcomes

Him who sent me; for the least

One among you is the greatest."

Luke 9:48

The New American Bible

OBJECTIVES AND COMMITMENTS

At Holy Trinity Catholic Elementary we believe that in the atmosphere of developing a faith community, we are to encourage persons to become more fully the unique individuals that they are destined to be. This belief involves an acknowledgement that we are not the primary educators of children, but rather participants in a growth process, which has begun before us and will continue after us.

By means of specific examples as set forth below, Holy Trinity is committed to helping children to attain:

Intellectual Development

- By providing students with necessary successful educational experiences
- By providing a positive environment where there is love
- By providing an educational program with skills developed in sequential order
- By instilling in each student an appreciation for the nature of knowledge and growth Experiences
- By encouraging greater professional growth among the faculty

Social Development

- By stimulating a sincere, truthful relationship between their peers and their elders
- By encouraging the students to respect the ideas and opinions of other people and to listen with an open mind
- By implanting within each student respect for the rights of others
- By instilling in students a sense of justice and respect for democratic principles and to realize the urgent need for social justice in the world

Physical Development

- By providing a basic knowledge of human growth and development
- By providing opportunities for physical development through organized and free play
- By helping students recognize and develop special talents and interests
- By cultivating respect for the human body and creating an awareness of the dangers of drugs in today's society

Spiritual Development

- By providing religious experiences and instructions, which enable a child's faith to extend from home to school into society
- By encouraging sound moral judgments
- By nurturing within the school and community an atmosphere of faith, love, respect, and concern for others
- By assisting faculty, parents, and children in understanding the teachings of the Church in the light of continuous renewal and growth

Personal Development

- By motivating students to achieve self-discipline and self-expression
- By instilling within the students the realization of their uniqueness and worth as individuals created in God's own image
- By developing a sense of responsibility and leadership in each student
- By helping students understand and accept responsibility for their choices and the resulting consequences
- By developing within each student a positive attitude toward the world of work

School Expectations

- Respect others in a Christ-like manner
- Respect your school as a gift from God
- Provide a safe environment for learning for themselves and others
- Be respectful
- Be honest
- Be polite
- Be responsible
- Use time wisely

NONDISCRIMINATORY POLICY

In compliance with Title VI of the Civil Rights Act of 1962, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Holy Trinity Catholic School, Bay St. Louis, Mississippi, assures that no one shall on the grounds of race, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school.

ASBESTOS NOTICE

Materials containing or suspected of containing asbestos were identified in our school in 1982. In compliance with the requirements of the AHERA (Asbestos Hazard Emergency Response Act), Holy Trinity Catholic Elementary School has completed the required inspections and has developed a specified manual. A copy of the required documentation has been filed with the State of Mississippi and is available for review in the school office. This notice is in compliance with 40cfr 763.93 (G)(4).

NOTICE TO ALL PARENTS, STUDENTS AND OTHER INTERESTED PARTIES

This handbook is designed to be a synopsis of the policies and procedures of this school and is not intended to be all inclusive. General policies applicable to all schools within the Catholic Diocese of Biloxi as well as local school policies govern the school. These are available for you review in the school office. It is expected that the handbook, local policies and general diocesan policies are consistent, however at certain times due to human error and/or amendments to various parts, conflicts could arise. To the extent that a conflict exists, general diocesan policies shall take precedence followed by local school policies and finally this handbook.

The Handbook for Pastors, Principals, and School Advisory Councils dated August 2013, delineates the roles of Pastors, Principals, School Advisory Councils and Parent Teacher Organizations.

Decisions of principals are final and appeals to the Diocesan School Advisory Council are for cases of expulsion only.

No appeals of principal's decisions can be made to the School Advisory Councils.

The principal reserves the right to amend the handbook.

SCHOOL HOURS

School officially starts at 8:00 a. m. daily and will end at 3:00 p.m. daily.

Before Care	7:00 – 7:30 a.m.
Office Hours	7:30 a.m. - 3:30 p.m.
Instructional Hours	8:00 a.m. – 3:00 p.m.
Extended Care	3:30 – 5:30 p.m.

VISITORS

All visitors must report to the school office to sign in and receive a visitor's pass. All visitors must enter through the Second Street entrance and check in at the office.

ADMISSIONS

By state law, children entering Pre K 3 must be 3 years old by September 1 of the year they are enrolled in school. Pre K 4 students must be 4 years old by September 1, Kindergarten students must be 5 by September 1, and first grade students must be 6 by September 1 of the year they are enrolled in school.

The principal will interview prospective parents and their child to ensure that the child's needs can be met by HTCS and will approve or deny the application accordingly.

Priority for admission will be given to those students who meet the following requirements:

1. Children of HTCS employees
2. Children who are siblings of students in attendance of HTCS
3. Children of registered parishioners of Our Lady of the Gulf, St. Rose de Lima, or St. Clare
4. Children who are Catholics who are not members of one of these 3 parishes
5. Children who are non-Catholic

All students entering Holy Trinity Catholic School must present the following information:

1. Completed registration form
2. Birth certificate
3. Mississippi Certificate of Immunization Compliance
4. Baptismal certificate, if Catholic
5. First Communion certificate, if Catholic
6. Social Security card
7. Transcript, if transferring from another school
8. Non-refundable registration fee

Screening and placement tests may be given to students entering HTCS. Students transferring from a home school program or non- accredited school must take a placement exam before being considered for admission.

PROBATION POLICY

All new students are admitted on both academic and behavioral probation. If the administration determines that HTCS cannot meet the academic or behavioral needs of a student, a conference will be held between the parents/guardian and administration, and a decision of withdrawal may be made.

GRADE ADVANCEMENT

In the event that a parent request that a student be advanced in grade level, the following procedure will guide the principal in making his/her decision.

- The principal will review the latest standardized test data and report card data relative to the student's achievement and performance
- The principal will meet with the current grade level teacher(s) and the potential higher grade level teacher(s) to discuss the wisdom of such a decision
- At the parents' expense, a battery of tests may be required to be administered by a child psychologist to determine
 - a. That the child is socially and emotionally mature enough to be advanced one grade level
 - b. That the child has an intelligence Quotient of at least 140 as measured by a reliable test instrument
 - c. That it is in the best interest of the child to advance one grade level
- If all of the above items indicate that the child should be advanced by one grade, the principal may act to advance the child to the next grade level at the most appropriate time in the school year

PARENTAL SUPPORT

Parents who fail to support the policies of the school may be asked to withdraw their child/children. This includes, but is not limited to, verbal or written defamation of character of the school, faculty and staff, or administration via letter, email, text, Facebook, Twitter, etc.

WITHDRAWAL POLICY

1. Notify the school office of the withdrawal date
2. Complete a withdrawal form
3. Return all text and library books
4. Settle all debts: tuition, cafeteria, after care, library fees

TUTION POLICY

Tuition is based upon the per student cost of education and is reviewed annually. Needs Based Assistance is available for in-parish families. In order to be considered for Needs Based Assistance, a family shall apply each year by completing the appropriate form. Forms are available through the school office. It will be the responsibility of the principal to verify with the pastors which tuition classification should be assigned to new families enrolling in Holy Trinity Catholic School.

If a family requests the family discount tuition rate the applicant must have documented legal custody of the children and the children must reside full time with the applicant.

Tuition must be paid in one of the following ways:

1. In full by July 10
2. One half by July 10 and the balance by November 10
3. In 10 monthly payments beginning July 10
4. Tuition will not be prorated

The tuition account of a current student must be up to date in order to register that student for the next school year.

A late fee of \$20.00 will be assessed after the 10th of each month for tuition accounts. Children will not be allowed to return to school once tuition accounts are in arrears.

Preschool and Kindergarten carry an Activity Fee to cover the cost of class parties and classroom activities.

Outstanding financial collection will be handled by the HTCS bookkeeper who is acting for the principal in these matters.

May's tuition must be paid in full by May 10th or the student will not be allowed to return to school on May 11th. No checks will be accepted for tuition after May 10th. Payments after May 10th must be cash or money orders. The administration reserves the right to add any outstanding fees to the final statements.

ATTENDANCE

ABSENCE AND TARDINESS

EXCUSED AND UNEXCUSED ABSENCE-Excused absences may result from the illness, death in the immediate family, circumstance discussed with the principal and the teacher. In all cases of excused absences, the teacher will assist the student in making up class work and test missed. Upon returning to school the student must bring a note from home stating the reason for the absence.

UNEXCUSED ABSENCE-Are any absences that are not medical, non-emergency and/or not cleared and approved by the principal. In all cases of unexcused absences the teacher is not obligated to assist the child in making up missed work/test.

NOTIFICATION OF ABSENCE POLICY-Parents are asked to call the school office between 7:30 and 9:30 a. m. on the day of the student's absence. If an absence is not reported, the school may call the parent at home or work. Upon returning to school the student is requested to bring a note from home to the school office stating the reason for the absence.

TARDINESS-The school day begins at 8:00 a.m. Any student arriving at school after 8:00 a.m. will be considered tardy. Late arrivals are a problem and cause class disruptions, as well as, cause students to miss academic work. **This is a problem. Please see to it that students arrive on time every day.** On the days we have school Mass, any student arriving after their class has gone to church must be brought to the church by the parent.

EARLY DISMISSAL POLICY-The student must bring a note from home when it is necessary to leave school early for medical appointments or other important reasons. This note should be given to the homeroom teacher, who in turn sends it to the school office. No teacher and/or teacher aide is to release a student to a parent or visitor. Parents and/or visitor wishing to check out a student or return a student to school must be cleared by the office by signing the student in/out. The secretary or principal will get the student from the classroom or return the student to the classroom.

Early dismissals should only be for emergencies. Early dismissals cause class disruptions and work dismissed. Teacher are not allowed to stop teaching to get assignments together for children being dismissed early. Students will be on their own to gather assignments missed. No additional time will be allotted to turn in assignments missed as a result of early dismissals.

PROMOTION POLICY-No student shall be promoted to the next grade if he/she has missed more than twenty (20) days of the school year except upon recommendation of the principal.

VISITORS-All visitors must report to the school office to obtain a visitors pass. All visitors must enter through the Second Street entrance.

CAMPUS SECURITY-Parents/visitors are welcome; however, all exterior doors remain locked except for the Second Street entrance. Upon arrival, please check in at the office.

CONFERENCES-Conferences with teachers must be made directly with the teacher. Conferences with the principal, regarding teacher or class issues, can be made by calling the office after a conference has been made with the teacher.

VOLUNTEERS

All volunteers must be given, and sign that they have received, the Policy of the Diocese of Biloxi Regarding Complaints of the Abuse of Minors before they are allowed to do any work with Holy Trinity Catholic School students.

All regular volunteers must sign and submit a background check release form.

Your personal gifts and talents are always needed in the school. The school volunteer never replaces the faculty, or staff, but rather offers supplementary service, which can be beneficial to the school.

The Parent Teacher Organization (PTO) is a great way to become involved. Each family is automatically a member and families are encouraged to attend the meetings and become an active partner.

The best method is to work through the PTO Room Mother/Dad for classroom work, through the Cafeteria Manager for Cafeteria work, or through the office for any other volunteer work

HEALTH AND MEDICAL POLICIES

Students entering PK3, PK4, and Kindergarten need a new compliance form at the start of every school year.

In the event that a child becomes ill or injured at school, parents will be notified. If they cannot be reached the persons listed as emergency contacts for the child will be called.

Serious injury or illness may require an ambulance. At the discretion of the administration, 911 may be called.

If your child has any food allergies we must have a statement from your physician before we can eliminate or replace any food item on the student's breakfast or lunch tray.

Each family must complete an emergency card. In the event of an emergency, parents will be contacted. If they cannot be reached, those listed on the emergency card will be contacted.

State law requirements mandate certain immunizations for students at certain grade levels. A compliance form may be obtained from the Hancock County Health Department or your personal physician. Immunizations are required for DPT, polio, red measles, whooping cough, and Rubella for students entering Kindergarten.

Each student who is enrolled at Holy Trinity Catholic School is automatically insured with the payment of his/her registration fee. During the first week or so of school, students will bring home a brochure from the insurance carrier describing the coverage. Should your child be involved in an accident or injury, please pick up the necessary claim forms from the school office. The insurance carrier also offers a 24 hour plan, which is purchased additionally at the parent's option. The parent will deal directly with the carrier, NOT the school.

A child may not attend Holy Trinity Catholic School with any of the following symptoms:

Fever

Undiagnosed rash

Vomiting

Diarrhea

Inflamed eyes

Head lice

Severe cold or sore throat

MEDICATION

Students are not allowed to have any medications, prescriptions, or non-prescription, in their possession at school.

A medical release form must be completed and signed by the parents for medicine to be administered at school.

The following requirements must be met for a prescription or non-prescription medicine to be administered at school:

1. The medication must be in original container
2. Prescription medication must carry a prescription label with the child's name, drug identity, dosage, name of doctor, and prescription date.
3. The prescription must be current, no longer than 2 weeks old for an antibiotic, or one year for other medications.
4. A note dated and signed by the parent must accompany the medication. It must include the child's name, dosage amount, specific dosing times, and any other necessary instructions.
5. No more than one week of medication may be sent to school at one time.
6. Refrigeration is available
7. Medications must be administered by the office staff
8. Liquid medication requires a measuring device to be sent by the parent.

DISCIPLINE PLAN

BELIEF STATEMENT

Holy Trinity Catholic School has formulated a discipline plan based on a statement of beliefs which will allow students to learn and teachers to teach, keeping in mind always that our school provides our students with a strong foundation in the Catholic faith and Christian values.

The belief statement of Holy Trinity Catholic School states that a school should:

- Provide a strong well-rounded education based on Catholic faith, philosophy, and gospel values
- Provide a clean, safe, and peace-filled environment with caring, kindness, and trust
- Encourage a goal of lifelong learning
- Provide information, opportunity, and knowledge needed for success, both academically and socially

- Develop individual thinking, responsibility, independence, and cooperation
- Provide instruction that is challenging and relevant
- Elicit a respect for self, authority, and others
- Attempt to meet an individual's needs through varied instructional approaches

STUDENT CONDUCT AND DISCIPLINE

The primary purpose for attending school is to learn. All students have the right to learn. A safe and orderly climate must exist to allow all children to learn. Rules are established to facilitate an atmosphere where all students are rewarded for appropriate behavior or held accountable for unacceptable behavior. Disciplinary action will be taken with those students who exhibit behavior that disrupts the learning process.

STUDENT RIGHTS AND EXPECTATIONS

- Respect others in a Christ like manner
- Respect your school as a gift from God
- Students should be able to learn in a safe environment
- Students are expected to be respectful
- Students are expected to be polite
- Students are expected to be responsible
- Students are expected to use time wisely

DISCIPLINE PLAN FOR FOURTH, FIFTH, AND SIXTH GRADE

In order to protect a student and/or the learning environment of the school, it is necessary to establish a discipline plan. The following plan will be in effect for administering appropriate consequences for disruptive behavior.

Disruptive behavior is defined as conduct that is so unruly, disruptive, or abusive that it interferes with a teacher's ability to communicate with the students, with a student's ability to learn, or with the operation of a school-related activity. This also includes any unacceptable behavior not covered by other laws related to violence, or possession of weapons or controlled substances on school property, school vehicles, or at school-related activities. Bullying of any kind will not be tolerated and will be subject of strict discipline action.

Step One: The student will be sent to the office after three conduct referrals

- The student will meet with the principal
- The student will inform a parent of the incident by phone
- The principal will confer with the referring staff member and complete a discipline form to be signed by the parents

Step Two: If a student is sent to the office a second time within a nine-week period, the following will take place:

- The student will again meet with the principal
- The student will again notify a parent by phone
- The student will receive a detention. Parents must sign and return the detention form the next day before the child is readmitted to class

Step Three: If a student is sent to the office a third time within a nine-week period, the following will take place:

- The student meets with the principal
- The student will again notify a parent by phone
- The students will be placed on an in-school suspension until a conference with the parent, teachers, student, and principal is held
- Student loses fieldtrip privileges

Step Four: If the student is sent to the office a fourth time within a nine-week period, or in extreme cases, the principal may determine that the seriousness of the action warrants starting at the step four.

- The student meets with the principal
- The student notifies the parent that an in school suspension of up to three days has been earned. The length of the in school suspension will be determined by the principal.
- A conference will be held with a parent, teacher(s), student, and principal at which time the parent will receive and sign a probation letter before the student returns to class
- All schoolwork missed during the period of suspension must be completed during the in school suspension and before the student rejoins the class
- A probationary period to monitor and review progress will be set once the student is ready to return to class
- If no change occurs in the student's behavior, the student will move to step five of the plan

Step Five: The principal will determine possible expulsion

- The decision to expel a student rest with the principal
- If expulsion is the decision, the student's parent will be notified in writing, the reason(s) for the expulsion

Serious infractions could result in an immediate move to step four or five. Skipping a step on the discipline ladder can occur at the principal's discretion.

Infractions that occur during the last two weeks of a nine-week period will automatically place a student on the ladder during the next nine weeks.

Students will keep their conduct calendar with them on a daily basis. The conduct calendar will reflect their daily grade. When conduct warrants a deduction of points, the student will be given a conduct referral which will state the reason(s) for the loss of points. Conduct referrals must be signed and returned the day after they are received. A conduct referral will result in the loss of 2 conduct points. If it is not returned the next day, the student will be placed on Step One of the discipline ladder.

Detentions that are the result of conduct referrals, or otherwise will equal the loss of 3 conduct points. Detentions resulting from severe disruptive or harmful behavior equal the loss of a letter grade in conduct.

In-school suspension will result in the loss of two letter grades in conduct.

AFTER SCHOOL DETENTION

- After school detention will be held on Wednesday afternoon from 3:00 – 4:00 p.m.
- A student will attend detention on the Wednesday immediately following the receipt of the detention
- The detention form must be signed by the parent
- A student must be picked up promptly at 4:00 p.m. and signed out by an authorized adult
- Any child not picked up by 4:00 p.m. will be sent to after care and charged accordingly
- Any student who fails to appear for his/her scheduled detention may be subject to additional disciplinary action

EXPULSION

The principal has the primary responsibility for the regulation of student behavior and is authorized to create and enforce rules of conduct for all students. When no policy exists which specifically addresses a particular situation, the principal will proceed with a course of action which upholds the mission, objectives, and commitments of the school.

The principal may suspend or expel a student for conduct which threatens the safety of the student or others, or which is seriously disruptive of normal activities of the school. If such an event occurs, the principal will remove and isolate the student from class, contact the parents, and contact the local police department if the principal deems it necessary.

The following offenses that occur at school, school functions, in school uniform, or while on field trips may result in immediate suspension or expulsion:

- Possession of any weapon: knife, sharp instrument, explosive, firearm, or any type of object which may be used as a weapon and is dangerous to oneself or others
- Fighting or violence of any kind
- Possession of any controlled substance including but not limited to alcohol, tobacco, drugs, or inhalants
- Use of threats or abusive language toward a student, teacher, staff member, or administration
- Sexual harassment of anyone in the school setting

Sharp instruments include altered mechanical pencils, pens, paper clips, or any other altered device that may be used to inflict injury. We suggest that parents discuss with their children

that they are subject to disciplinary action if they alter any school supplies into any type of weapon.

These disciplinary actions are guidelines that will be followed under ordinary circumstances. The principal makes the final decision for any disciplinary action taken.

DAMAGE OF SCHOOL PROPERTY

The parents of a child who carelessly or deliberately destroys or damages the property of the school or another individual will be obligated to pay the full amount of repairs or replacement.

The student will also be subject to disciplinary consequences

TEXTBOOKS

Student's textbooks are obtained through state and school funds. Parents agree to assume responsibility for these books. The parents must pay for books that are lost or damaged. All textbooks must be covered. Elastic cover are not allowed because they damage the binding of the books.

CELL PHONE USE

Students are discouraged from bringing cell phones to school. No cell phone will be allowed in a classroom or on fieldtrips at any time. If a student needs a cell phone for safety reasons, the phone must be brought to the office every morning and picked up at the end of the day. **Cell phone use is prohibited on the school campus at any time.**

If a student has a cell phone in their possession during the school day they will face the following consequences as outlined in the recently adopted Cellular Phone Policy in the Handbook of Catholic School Policies. Below is the policy.

CELLULAR PHONE POLICY – Governance No. 40 - Approved May 2015

“Diocesan schools prohibit the use of all personal telecommunications phone, including cellular phones, by its students during the school day. Some restrictions also apply to faculty. In general, the normal school day is defined as starting in the morning hours and ending in the afternoon hours or earlier depending on the bell schedule. This policy may apply to field trips, retreats and other activities at the discretion of the school administration.

Students shall be allowed to possess such phones as cellular phones, but the following conditions must be strictly adhered to:

1. Cellular phone may be used only before and after the school day as defined above.
2. Cellular phones must be locked in the student's locker, or the acceptable policy designated by the principal.
3. Cellular phones must be in the silent or off mode during school hours.

4. Students are banned from carrying cellular phones on their persons and/or in their clothing apparel. Cellular phones are not allowed in the student's school bag, gym bag, or purse, etc.
5. Diocesan schools are not responsible for the loss of, damage to, or theft of cellular phone brought on campus.

The following consequences will follow for any student violating the above conditions.

1. The first violation will result in a conduct detention. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the student after five (5) consecutive days from the infraction, provided that the student arrives in person to retrieve it.
2. A second violation will result in a one day in school suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of fifteen (15) consecutive days, providing the parent/guardian of the student arrive in person to retrieve it.
3. A third violation will result in a one (1) to three (3) day in school suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of thirty (30) consecutive days. The student will lose the right to bring and possess a cellular phone on the school campus for the remainder of the school year. The parent/guardian will be informed that the next violation may result in the student being asked to withdraw.
4. A fourth violation may result in the student being asked to withdraw from the Diocesan school or be subjected to expulsion.
5. Any student attending Catholic schools may be subject to discipline if cellular or other electronic phones are used in any potentially harmful manner. This applies to any person in which the harm seeks to injure someone's reputation outside of the school environment. This can occur when the matter is brought on campus and interrupts the learning/teaching environment. A more severe discipline ladder than the one stated above may apply to these infractions."

Students are not allowed to have in their possession, or wear any device that can be connected to the internet while on the school campus.

SEARCH AND SEIZURE POLICY

The administration may search pupils, their belongings, or their lockers or desks, if the administration has reasonable belief that contraband, illegal substances or objects, or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline has been committed.

INVITATIONS

A student is permitted to bring invitations to non-school events only if every child in his/her class is invited. A boy is allowed to invite only the boys in his class and a girl may invite only the girls.

INAPPROPRIATE OBJECTS ON CAMPUS

Small laser penlight computer pointers, or similar laser lights, fireworks, water guns, inappropriate magazines, trading cards, electronic games, iPod, iPad, MP3 players, Nooks, Kindles, and other similar distracting objects that serve no purpose at school must not be brought on campus. Bring such objects on campus could result in corrective action including suspension and/or dismissal. In addition, any objects in question are subject to confiscation by the school. The school is not responsible for the loss of, damage to, or theft of such objects.

CAFETERIA

Holy Trinity has a fully operating cafeteria managed according to State guidelines. Breakfast and hot lunch may be purchased and must be paid on a monthly basis.

Mississippi State law does not allow breakfast and hot lunch to be purchased on credit except in cases of an emergency, and then not exceeding a period of three days in succession.

CAFETERIA COST

Hot lunch and milk	\$3.50
Milk only	.40
Breakfast	\$2.25
Extra entrée	\$1.00
Extra fruit/vegetable	.50
Juice	.40

Students who do not wish to buy a lunch may bring his/her own lunch from home. They may not bring soft drinks, gum, or candy to school. Fast food may not be brought to school in the original packaging. Milk may be purchased separately. **All lunchboxes must be clearly labeled.**

CAFETERIA RULES

Keeping the cafeteria clean and attractive is respecting personnel as well as school property. To instill pride in our cafeteria we will observe the following:

1. Conversation in the cafeteria is to be in a normal tone of voice
2. Students are to observe good manners while eating
3. Cafeteria lines are to be orderly
4. Courtesy must be shown to cafeteria workers and parent volunteers
5. Lunch litter is to be deposited in the trash cans
6. Trays and utensils are to be returned to the receiving area after scraping the trays
7. Students are to leave the table and floor around their places in a clean condition for others and should clean up any food or drink they spill

PRESCHOOL AND KINDERGARTEN

Most of the items in this handbook also apply to preschool and kindergarten. Other items specific to these levels will be presented to parents in orientation.

SPECIAL AREA GRADING

Non Academic Area Rubric

E-- Excellent: Student does what is asked of him or her. The student has made the extra effort to go beyond the criteria Respects others and follows classroom and School rules and procedures.

G—Good: Student understands the material. The student does what is expected, but may need redirection at times.

S – Satisfactory: Student does what is asked of him or her most of the time and follows classroom and school rules and procedures. Students may or may not have received a conduct referral during the grading period.

N – Needs Improvement: Student sometimes does what is asked of him or her and has to be redirected quite often. Student has trouble following classroom and school rules and procedures or has received two or more conduct referrals during the grading period.

U – Unsatisfactory: Student rarely does what is asked of him or her and requires constant direction. Student has difficulty following classroom and school rules.

GRADING POLICY

The following grading scale is used in Grades 1 – 6:

93 – 100	=	A
85 – 92	=	B
75 – 84	=	C
70 – 74	=	D
69 – Below	=	F

HOMEWORK

Homework is given on a regular basis to all students, grades K – 6. Homework is assigned for the purpose of reinforcement of lessons taught in school. The amount of time needed to complete assignments should be appropriate to the age of the student. Students are encouraged to do homework on their own with minimum assistance from parents. However, parents do play a large role in affording the students the opportunity to drill facts, read aloud, review for tests, etc.

Missed homework assignments will be directly reflected in the student's grade for the grading period. In addition, if a student has five missed or incomplete assignments in a nine week period, they will receive an after school detention.

It is the responsibility of the student to get their assignments and to see that necessary materials, books, etc. are taken home to complete homework. If a child checks out early from school, it is their responsibility to find out their homework and have it completed upon their return. No additional time will be given for assignments missed due to early check out.

MAKE UP WORK

Teachers will provide make-up work for students who are absent. Parents or students are responsible for requesting make-up work upon returning to school. Students will be expected to complete all missed test within the number of days absent. (Ex. one day absent =one day to make up test and missed assignments) The exception being tests scheduled for Friday must be made up on Monday or on the day the child returns to school.

HONOR ROLL

Honor roll certificates are distributed to 4th – 6th grade students for quarterly, semester, and yearly honors. The certificates are distributed on Wednesday after the school Mass. The specific dates will be posted on our school website.

PRINCIPAL'S HONORS: A student with all A's in every academic subject, including Religion, A's in conduct, and E's in nonacademic subjects.

ALPHA HONORS: A student with an A average in all academic subjects, including Religion; A's or B's in conduct; E's or G's in nonacademic subjects; no C's, S's, or lower.

BETA HONORS: A student with a B average in all academic subjects, including Religion; A's or B's in conduct; E's or G's in nonacademic subjects; no C's, S's, or lower.

Any student suspended during the grading period is ineligible for any honor roll recognition.

LIBRARY/MEDIA CENTER

Holy Trinity Catholic School has a central library/media center. The library collection is continually updated and expanded and is maintained by a licensed librarian. Although the students visit the library on a weekly basis, they are encouraged to join and use their local public library. Students are responsible for lost or damaged books.

PROGRESS REPORTS

Progress reports are given to each student between report card distributions. This is intended as a communication of general evaluation of progress, which may result in a conference with the teacher. Progress reports must be signed and returned within 2 days.

PROMOTION AND RETENTION POLICY

A student who has successfully completed the course of study for each grade is eligible for promotion. Criteria for successful completion must include maturity, ability and skills to handle the next grade.

The following guidelines will determine recommendation for student retention:

All efforts will be made to identify and intervene as early as possible, a student with grade problems.

No student shall be promoted to the next grade if they miss more than 20 days of the school year except upon the recommendation of the principal.

If a student fails two or more major academic subjects, the student will not be promoted to the next grade. The major academic subjects include Reading, English, Math, Science, Social Studies, and Religion.

If a student fails one major subject he/she will be required to have 30 hours of remediation by a certified teacher in the summer prior to beginning the next school year.

1st grade students must pass Reading in order to be promoted to the next grade.

The classroom teacher will not promote any student unless he/she has successfully completed the required coursework as set; demonstrates mastery of required skills; and demonstrates a maturity level.

Teacher and principal will consult with parents to fully explain the reason for the recommendation for retention.

The final decision to retain or promote an individual student will be made after a meeting of the teacher, parent, and principal with the interest of the child as primary importance. When there is disagreement, the principal, after consultation with the teacher(s) will make the final decision.

TITLE 1

Title 1 is a federally funded program designed to provide remedial assistance to students who place in a specific below average scale in reading and/or math on a standardized test and meets other guidelines of the assessment team. The Bay St. Louis School District offers this assistance to our students through computer-assisted tutorial program held in Holy Trinity School. The student's progress is monitored through weekly computer readouts. Parents whose children are eligible for this program are notified at the beginning of the school year. The program is offered to students in grades 1 – 6.

REPORT CARDS

Report cards are distributed four times a year for grades 1 – 6 at the end of each grading period. Report cards will not be distributed and Power School access will be denied to students whose families have outstanding debts to the school.

TESTING

Each student in grades 2 -6 take a national standardized test each Spring. The results are given to parents in a special report written for parents.

Screening and placement tests may be given to students entering Holy Trinity Catholic School. Students transferring from a home school program or a non-accredited school must take a placement exam before being considered for admission.

COMMUNICATIONS

Communication is the lifeblood and heartbeat of every relationship, every family, and every community. It is the aim of Holy Trinity Catholic School to have a clear understanding and cooperation between home and school. In working toward this aim, the Administration and staff will:

- Be committed to good communication with the home
- Be open and honest
- Listen attentively and sensitively to parents/students
- Be present and available to parents and students

Parent Teacher Conferences:

Scheduled parent/teacher conferences will be held as necessary. Teachers will arrange conferences with parents/guardians wishing a meeting; parents may call the teacher and arrange a conference anytime circumstances dictate. Meetings must be scheduled before or after school, or during the teacher's planning period.

Parents should hold a conference with the teacher prior to requesting a conference with the principal on academic and behavioral concerns.

General Communications:

Communications will be sent to parents/guardians as necessary. Teachers are to communicate with all parents at least once each week. They are to keep a log of these communications.

PTO messages, and any other important messages from the office, will be sent via School Reach, newsletter, email, etc. as the occasion requires.

Holy Trinity Catholic School maintains a web site at www.holytrinitycatholic.net Information sent home will also be on the website as soon as time allows.

Parent/Teacher/Conferences:

If a parent has a concern about a teacher's action or needs clarification about a classroom situation, the parent should discuss the matter first with the teacher and together decide the most effective way to handle the situation.

After the teacher/parent discussion, if the parent feels dissatisfied with the outcome, the parent needs to contact the principal and set up an appointment. The principal can choose to have the teacher, and if necessary, the student present.

If the parent is reluctant to discuss the situation with a teacher alone, the parent may ask the principal to be present at the conference. The same holds for the teacher. If the teacher is reluctant to discuss the situation with a parent alone, the teacher may ask the principal to be present at the conference.

Parent/Principal Conferences:

If a parent has a concern about the principal's action or needs clarification of an administrative decision, the parent should discuss the matter with the principal.

Decisions of the principal are final and appeals to the Diocese School Advisory Council are for cases of expulsion only.

It is important to remember when situations arise, you should contact directly the person involved, which would be the classroom teacher. If a situation arises in Computer class, the person directly involved would be the Computer teacher. It is the same for P.E., Art, and Music. If it is an administrative situation, the principal would be the one directly involved.

Spontaneous visits to a classroom are not allowed. This disturbs the class and stops the instruction/learning process. If parents want to observe a class, they must first meet with the principal to explain their reason. The decision to allow the parents into the classroom is at the discretion of the principal. If allowed, at the appointed time the parent will come to the school office and the principal will take the parent to the classroom.

If a parent comes to observe a class, no interaction with the teacher is allowed as it takes away from vital teaching time and the supervision the teacher has over the classroom. The parent may make an appointment with the teacher to discuss what she or he observed.

The principal is available from 8:15 a.m. – 3:30 p.m. for scheduled appointments or drop in visits. If another time is needed, it can be scheduled. Please call before coming to make sure the principal is available.

GENERAL ITEM

AFTER CARE:

Holy Trinity offers an After School Care Program from 3:30 p.m. until 5:30 p.m. at a minimum charge. A \$5.00 late fee will be assessed when children are not picked up on time. An information sheet and application may be obtained in the school office.

If a child has not been picked up by 5:30 p.m. the school will make every attempt to contact those individuals listed on the emergency contact list. **If no contact is made after a reasonable time, for the welfare of the child, the principal will be contacted and the proper childcare authorities may be notified.**

BEFORE CARE:

Students arriving between 7:00 a.m. and 7:30 a.m. will be charged a before care fee. This fee will be collected on a weekly basis. The cost will be determined at the beginning of each school year.

EMERGENCY CLOSING

If an emergency arises that warrants the closing of school (hurricane, tornado, etc.) parents/guardian will be notified through School Reach. Emergency closings are also aired over local radio and television stations.

If an emergency is announced over public radio/television, parents are encouraged to come to the school to pick up their children, but must report to the school office/homeroom teacher to sign the child out.

FIELD TRIPS

Field trips are encouraged and must be educational. The principal must approve both the initial planning and final implementation of each field trip. Specific information and parent signature form will be sent home prior to any field trip. No child is allowed on a field trip without the proper signed permission form.

If a child has been suspended, part of the suspension is loss of field trip privileges.

GRIEVANCE

The ordinary procedure for grievance resolution is to discuss the problem with the person involved at the earliest possible opportunity. If this is not possible, a conference with the principal should be made. If the resolution of a concern cannot be made in this manner, Diocesan General Policy, Governance #8, located in the back of this handbook details the current appeals procedure.

Decisions of principals are final and the appeals to the Diocesan School Advisory Council are for cases of expulsion only. No appeals of the principal's decision can be made to the School Advisory Council.

TRAFFIC CONTROL

All students must be dropped off and picked up through the carline. The Second Street doors and back doors facing OLA will not be opened for students arriving prior to 8:00 a.m...

Parents are advised to familiarize themselves with the traffic flow pattern for the morning drop off and afternoon pickup. Parents must approach the school from Beach Blvd. up the road next to the community center. To help expedite the pickup process, please place a sign with your student's name and grade in the dash window. This will allow the car line to move quicker by having the students ready

and waiting when you arrive at the pickup area. Please do not get out of your car in the car line. This can slow the line down tremendously.

Those dropping off and picking up in car line are prohibited from using cell phones. This is for the safety of our children, teachers, and parents.

When there are changes in how your child/children will be transported from school you may call this information into the office before 2:30 p.m. If there is a change of who will be transporting your child you may also call this into the office, if the new person is on your checkout list. If not on the list, you must send the information in writing by a note or fax.

Our traffic flow pattern was devised in conjunction with the Bay St. Louis Police Department in order to ensure the safety of your children. According to the police, it is illegal and a safety hazard, to drop your children off on Second Street. They may take action if you drop your child/children off in the front of school.

Local merchants have requested that parents not park in the spots designated for their businesses.

Walker students will enter and leave through the car line area. Children arriving on Second Street will wait in groups until a carline teacher leads them across. Those arriving from OLA will enter and go to their normal morning area. Reverse procedures will apply for after school walkers. Walkers mean those children who leave Holy Trinity campus to be picked up from the OLA campus or walk home. Please identify by written note if your child will be a walker or needs to wait in the front hallway with walkers to be picked up.

Any student not picked up by a sibling from OLA or SSC by 3:40 p.m. will be sent to After Care and charged accordingly.

Any student, other than those walking to OLA or SSC who are not picked up by 3:30 p.m. will be sent to After Care and charged accordingly.

SCHOOL UNIFORMS

2 Year Olds, PK3, & PK4 Students:

Pants: Khaki elastic waist shorts, skorts, or long pants (must be uniform Khaki color), no cargo or cell phone pockets. Girls may wear the plaid elastic waist uniform shorts.

Shirts: Royal Blue T-shirt with school logo (to be purchased at Southern Printing)

Shoes: Solid white tennis shoes, with Velcro.

Socks: Solid white crew socks, NO color stripes or logos on the socks

Tights: During cold weather, girls may wear white or navy tights

Hair Accessories: **ONLY** Royal blue, gold, or white hair ribbons or barrettes may be worn

Kindergarten through 6th grade BOYS:

Pants: Khaki, long or walking shorts (must be uniform Khaki color, no cargo or cell phone pockets, walking shorts may be worn as long as the child is warm. **Only** Kindergarten boys may wear elastic waist pants

Shirts: Royal Blue, short or long sleeve polo with school logo purchased at Southern Printing. **Shirts must be tucked in at all times.**

Sweatshirts/Fleece: Royal blue with school logo purchased at Southern Printing

Socks: Solid white CREW socks, No color stripes or logos on the socks

Belt: Black or Brown

Shoes: Solid white tennis-no lights, wheels, shocks, stripes, designs, etc. The shoe may have one logo on it: however it cannot be larger than a quarter. If you have any questions about a specific shoe, please bring it by the school office

Kindergarten through 6th grade GIRLS:

Skirt/Skort/Shorts: Plaid-purchased at Southern Printing. **Must not measure more than two inches above the kneecap. Navy shorts are to be worn under the skirt at all times.**

Shirts: Royal blue short or long sleeve logo shirt purchased at Southern Printing. **Shirts must be tucked in at all times.**

Pants: Khaki long pants, must be uniform khaki color, with belt loops and worn with a black or brown belt. **They may be worn in cold weather. NO STRETCH OR KNIT PANTS**

Tights: During cold weather, girls may wear white or navy tights

Socks: Solid white CREW or CUFF socks. No color stripes, or logos on the socks

Hair Accessories: ONLY Royal Blue, gold, or white hair ribbons or barrettes may be worn

Shoes: Solid white tennis-no lights, wheels, shocks, stripes designs, etc. The shoe may have one logo on it: however it cannot be larger than a quarter. If you have any questions about a specific shoe, please bring it by the school office.

Accessories: Only girls may wear earrings. Only stud earrings are acceptable for girls with pierced ears. One pair is permitted. Any other jewelry must be religious in nature. Any items considered inappropriate, incompatible with the uniform (i.e. distracting necklaces), or poses a safety hazard, (looped, rings, or long earrings) will not be allowed. Fad haircuts or distracting styles are not permitted. Girls may not wear false fingernails, fingernail polish or makeup of any kind.

Boys and girls may wear a silent watch, one religious necklace and/or bracelet

HAIR

Hair is to be clean and neatly combed at all times for both boys and girls. No fad or distracting hairstyles are permitted for boys or girls. Bangs must not be so long as to cover the eyes. There is to be no dyed, highlighted, or bleached hair. Shaved heads are not permitted. Boys' hair must be of moderate length. It must not cover the ear on the sides and it must not touch the top of the collar in the back.

MASS UNIFORM

PK3 & PK4:

Students will wear their normal school uniform

Kindergarten through 6th grade boys:

Boys wear standard uniform but **MUST** wear long pants unless otherwise announced

Kindergarten through 6th grade girls:

Girls wear standard uniform but **MUST** wear skirts or skorts-**no shorts**

STANDARD SCHOOL UNIFORM WINTER GUIDELINES

Girls: During the winter girls may wear white or navy tights under their skirts.

Boys and Girls: During the winter, boys and girls may only wear white t-shirts that do not extend past the length of the shirt sleeve. **No long sleeve shirts may be worn under the short sleeve shirts. Only school fleece and sweatshirts can be worn while inside the school building.**

DRESS DOWN/SCHOOL SPIRIT DAYS

Occasionally throughout the year the children are allowed to dress down for certain events. On these scheduled days children may wear their school spirit shirt, with uniform bottom and solid white tennis shoes.

UNIFORM REMINDERS

- Students need to have all clothing properly labeled
- Uniforms must be kept neat and presentable at all times this includes shirts, bottom, and shoes
- Students must wear the prescribed uniform at all times
- Any uniform violation is subject to disciplinary action. Parents do their children and the other students an injustice by permitting any laxity in the uniform requirement
- The uniform policies will be strictly enforced. This includes hair, socks, shoes, belts, length of skirts, etc.

The condition of our student's uniforms reflects on the school. The public will judge our school by the student's looks and behavior well before they see our faith and academics.

SCHOOL CALENDAR

Our school calendar is planned around the Diocesan and state guidelines and coordinated whenever possible with Our Lady Academy and St. Stanislaus school calendars. The calendar is available on our website at www.holytrinitycatholic.net

SCHOOL ADVISORY COUNCIL

The function of a School Advisory Council is to provide a support mechanism to assist the principal in creating school policy. The School Advisory Council makes recommendations to the principal and pastor regarding policy. The principal and/or pastor may choose, for pastoral reasons, not to accept a recommendation of the School Advisory Council.

The School Advisory Council, like that of a parish council, is only operative in formal session, and serves in an advisory capacity.

Non-members who wish to address a council meeting shall submit their request in writing to the President, not less than 10 days prior to the scheduled meeting. The format and length of the individual's presentation may be limited by the president and principal.

PARENT TEACHER ORGANIZATION

The primary purpose of the PTO is to assist the principal in providing additional school activities and events for the enrichment of the educational process and to raise funds to support the school. A close working relationship must exist between the principal and the PTO President. Active involvement of the school staff and parents is a major part of a successful PTO. The President and Vice President must be practicing Catholics.

To ensure that the PTO works effectively towards the goals of the school:

- The principal is the final authority on all PTO activities
- The principal controls the spending of all funds collected by the PTO
- All funds raised by the PTO are school operating funds and may be used at the principal's and pastor's discretion
- All PTO funds must run through the school budget

The PTO serves at the will of the pastors and principal as a method of involving parents in school activities.

DAD'S CLUB

The HTCS Dad's Club serves the school through hands on maintenance of the physical plant. Fundraising events are held on occasion for the purpose of obtaining funds to purchase needed building supplies. Social events are held for the purpose of building community. All are welcome and encouraged to participate.

STUDENT INSURANCE POLICY

Each student who is enrolled at HTCS is automatically covered by a secondary insurance policy that covers the child for accident or injury within normal school and after care hours on school property. Parents will be provided a brochure from the insurance carrier describing the policy. Claim forms may be obtained from the school office if needed. The insurance carrier also offers a 24 hour plan, which may be purchased by parents directly from the carrier, not the school.

The principal may make changes to this handbook at any time during the school year. If changes are made, parents will be notified.