

HOLY TRINITY SCHOOL HANDBOOK

64 Lamphor Street
Fall River, MA 02721

Tel: (508) 673-6772
Fax: (508) 730-1864



MISSION STATEMENT

Holy Trinity School provides a Christ based, academically challenging education in a safe and nurturing environment. We aim to instill a lifelong desire for learning, to promote respect for self and others, and to recognize diversity that will prepare each child for a productive role in a global society.”

Reverend Bruce M. Neylon, Pastor

Brenda Gagnon, Principal

www.holytrinityfallriver.com



WE BELIEVE AND ACHIEVE and strive for:

IDENTITY- self-discovery

INDEPENDENCE - responsibility for actions

INTIMACY- ability to relate to others

INSPIRATION - to see beyond the ordinary; to dream

INVESTMENT or COMMITMENT - to take personal ownership in causes or people

Holy Trinity School

2015-2016

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Dear Students, Parents, and Guardians,

Holy Trinity School is accredited through the NEASC. We strive to continue building on the strengths of our school and encourage family and parent participation. The purpose of this handbook is to supply the necessary information regarding the safe, appropriate, and orderly operation of this school. It is with this understanding we have provided this handbook.

We strive to instill Catholic values, such as compassion and responsibility, into our students. Our faculty and staff provide an education rooted in Christ. We pray that the education we share with our students will allow them to grow deeper in their faith in Christ while building a strong academic foundation. We ask God's blessing on our every intention and effort.

With every good wish and blessing,



Mrs. Brenda Gagnon
Principal

“All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The **policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.”

**These manuals are available to be read at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720.

Holy Trinity School Student Handbook
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ACADEMIC POLICIES

GRADING PROCEDURES

Holy Trinity School uses a trimester report card system with progress reports issued midterm for grades 1-8. Kindergarten receives a progress report twice a year, in January and June. Student grades are accessible through the online grading program TeacherEase.

Paper packets, which include a student's test and quiz grades for the week, will go out on Friday. These need to be signed by a parent/guardian and returned on the following Monday. Failure to do so will result in a warning followed by a detention. Deficiency slips will be administered when needed.

HOMEWORK

Homework is an important and necessary extension and reinforcement of daily learning.

- All students in grades two through eight are required to use an agenda book at all times. Orders for agenda books are taken in May for the following school year.
- Students in grades three through eight with three missing homework's in any combination of subjects in one month will receive a detention.
- Incomplete homework, as determined by the teacher, is cause for a missing homework slip.
- "Sign and returns" are due by the start of the following school day, or consequences, including detention, will result.

HOMEWORK CLUB

Homework club meets Monday through Thursday 2:45-3:45. There is a \$3.00 fee for this program. A teacher supervises this club.

HONOR ROLL

Students must have A's in all study areas to qualify for Highest Honors, all A's and 1 B for High Honors, and A's and B's for Honors.

PROMOTION AND RETENTION

Students having difficulty mastering the academic requirements of a particular grade level may receive remediation and possible program modification. No student shall be retained in the same grade level more than once, nor shall a student be retained more than twice, in elementary school. Retention is only implemented when it is of clear benefit to the student.

Teachers may mandate fifteen hours of summer tutoring for students who have failed any major subject areas. Parents/guardians shall be responsible to give written notice of successful completion of summer study. Failure to do so may require the repetition of the previous grade level.

Teachers may recommend summer tutoring for students who need reinforcement in a major subject area.

STANDARDIZED TESTING

Standardized testing is administered to grades two through eight each year. Parents/guardians will be provided with copies of their child's test scores.

ADMISSIONS POLICIES

ADMISSION POLICY

Holy Trinity School welcomes persons of any race, national and ethnic origin to all rights, privileges, programs, and activities.

Enrollment preference is given to siblings of current students, children of faculty and staff, and parishioners of Holy Trinity Parish.

Parents/guardians of students enrolling for the first time shall provide birth, baptismal, and medical records, which indicate the completion of a physical and the necessary immunization required for school entrance.

All acceptances are conditional and rooted in the student's ability to adhere to rules and regulations as outlined in this handbook. Further condition is dependent upon the school's ability to provide the proper academic program suited for the needs of each child. The principal shall make final decisions in all matters regarding discernment.

Physical examinations are also required at three or four-year intervals after a student's physical examination upon entrance into a school. (*For example, during kindergarten, fourth grade and seventh grade*) Where appropriate, the principal should follow the guidelines governing the public school district in which the school is located to identify grade levels in which student physical examinations should be conducted.

AGE FOR SCHOOL ENTRANCE

School entrance age shall be the same as that determined by the public school district in which the Catholic school resides. Ages of students in other grades shall be determined in the same way.

Physical exams are also required upon entering kindergarten, fourth grade and seventh grade. Students entering the seventh grade must receive the MMR Booster #2 (*Measles, Mumps, and Rubella*) before the first day of school.

Students from non-traditional or alternative educational programs; i.e., home schooling may be admitted when parents/guardians have provided a written certification of the child's entry level readiness from their local school superintendent. Assessment of program readiness shall be made by Holy Trinity School administration.

COMMUNICATION

IMPORTANT MEETINGS FOR PARENTS/GUARDIANS:

- Opening of School/ Meet and Greet the Teacher Night
- Mid-Year Teacher Conferences
- It is expected that parent/guardian will attend both of these meetings.
- Please refer to the monthly calendar for these dates and any additional meetings.

**The yearly calendar is always tentative*

INFORMATION PACKET

Parent/Guardian shall receive an information packet every Tuesday. It is your responsibility to review all items and return all forms in a timely fashion. Lunch and extended care forms **must** be returned by Friday of the same week.

REPORTING TO PARENTS/GUARDIANS

Student information (*notice of school functions, report cards, parent-teacher conference, etc.*) shall be provided. Parent/guardian contact and conferences are a necessary part of reporting student progress and ensuring parent/guardian awareness. Parents/guardians will receive an information packet on Tuesday of every week.

TEACHEREASE

TeacherEase is an online grading system for Grades 1-8. Parents/guardians are able to monitor their child/children's academic progress. It is the electronic system used for communication between teachers and parents/guardians.

CONFIDENTIALITY

NON-DISCLOSURE POLICY

All addresses and phone numbers of students, parents/guardians, faculty, staff, and alumni are to be considered confidential and shall not be given to a third party without authorization.

SCHOOL CLOSING

All parents/guardians will be notified through School Reach information system regarding school closings due to inclement weather or any other unexpected situation. School closings will also be announced on the radio channel 1480 AM, and TV channels 6, 10, and 12. Please listen specifically for Holy Trinity School's name to be announced.

DISCIPLINE GRADES K-8

DETENTIONS

Parent/guardian will be notified of detentions through detention slips brought home by the student. Slips must be signed by the parent/guardian and returned the following school day. Failure to return a signed detention slip will result in an added detention.

Detentions shall be served from 2:30 p.m. to 3:30 p.m. Detentions are served in assigned supervised locations.

DISCIPLINE

Holy Trinity School students may be held responsible for conduct outside the school's jurisdiction. The principal may hold students responsible for any conduct on or off school property that violates school rules, common decency, or civil laws, and therefore reflects negatively on the school community. Such student behavior may be a cause for student suspension or expulsion.

The following reasons are meant to serve as general guidelines for disciplinary actions. The principal serves the right to issue a detention at his/her discretion. Suspension and expulsion is the sole responsibility of the principal and pastor. Disciplinary actions are not limited to the behaviors listed below.

Grades K-8

Verbal Warnings

- Incomplete uniform
- Borrowing without permission
- Use of inappropriate language
- Unnecessary noise
- Failure to tell the truth
- Failure to observe playground rules
- Passing notes
- Gum Chewing

Inappropriate Behavior Slips

- Any repeated verbal warning offense
- Arguing with authority
- Failure to have necessary school supplies
- Failure to hand in electronic items to the office at the start of school day.

Detention

- Any repeated inappropriate behavior offense
- Biting
- Defacing school property
- Stealing
- Forging parent/guardian signature

- Changing grades on papers or report cards
- Leaving supervised area without permission
- Cheating
- Arguing with authority

Suspension

- Any repeated detention offense
- Possession of any item that is used as a weapon
- Verbal threats made to other students, faculty or staff
- Physical fighting
- Racial slurs

Expulsion

- Any repeated suspension incident

EXPULSION POLICY

Expulsion is a permanent termination of a student's enrollment. The decision to expel a student shall be within the discretion of the principal, after consultation with the pastor.

Both the parents/guardians and the Diocesan Schools Office shall be notified in advance of a potential decision to expel a student. Expulsions cannot take place before the parents/guardians and students are notified. Before the parents/guardians are notified about the expulsion, the Diocesan Schools Office will be informed.

The principal may expel a student involved in any incident or circumstance that is deemed harmful or detrimental to any individual or to the school, especially when the incident or circumstance occurs on school property or at any other school-sponsored or school-related event. Examples of incidents or circumstances that may subject a student to expulsion, include, but are not limited to, the following:

1. use, possession, giving or selling of illegal drugs or alcohol;
2. possession of dangerous weapon on school premises or at a school-sponsored or school-related event;
3. a physical assault on faculty or staff member, or a student;
4. student involvement with a threat to school safety;
5. chronic disregard for school rules and policies;

After the decision has been made, the principal shall provide a written notice, explaining the circumstances of the expulsion, to the Superintendent or his/her designee as soon as possible under the circumstances. Expulsions shall be recorded in the student's record.

FIELD TRIPS

Students shall be given a form requesting written permission from a parent/guardian. Chaperones must take part in the diocesan CORI procedure in order to partake in any school event.

Teachers are in charge of all decisions and disciplinary actions on all field trips. Chaperones are to inform teachers of any situation that may warrant action.

The office must be notified in September if your child will not be attending field trips throughout the year.

HOURS OF OPERATION

EXTENDED CARE PROGRAM

- Extended care is available from 7:00 a.m. to 8:00 a.m. and 2:30 p.m. to 5:30 p.m. on Monday through Friday. It is offered to every family in the school.
- Students arriving at school before 8:00 a.m. or remaining after 2:45 p.m. must go to extended care. Parents/guardians will be responsible for the service charge.
- A free snack will be provided for all extended care students.
- There is no afternoon extended care on days of early dismissal.

The school and the extended care day close at 5:30 p.m. The late fee will be \$5.00 for every five minutes your child is here after 5:30 p.m. Please understand that this is a matter of fairness and respect to our employees.

HOURS OF OPERATION

Holy Trinity School is open from 7:00a.m. to 5:30p.m. Monday through Friday. Parents/guardians are asked to bring their children to the schoolyard between 8:00 a.m. and 8:10 a.m. Please be advised that there is no yard supervision before 8:00 a.m.

- The line-up bell signals school entrance at 8:05 a.m. Once the bell rings, children should proceed to line up. The second bell, at 8:10 a.m., initiates school entrance.
- Students entering school after the 8:15 a.m. bell are considered late. Please do your best to ensure prompt arrival and consistent school attendance.
- Dismissal time:
Pre K 2:15 p.m.
K 2:15 p.m.
1-8 2:30 p.m.
- Students in kindergarten will be dismissed outside at 2:15 p.m. They shall remain in the company of their teachers until a parent/guardian or designated caregiver arrives.
- Students in grades 1-8 will be dismissed outside at 2:30 p.m.
- All students will be sent to extended care if their parent/guardian or caregiver has not arrived by 2:45 p.m.
- The office requires a written note if someone other than a parent/guardian or anyone on emergency contact form will be picking up your child.

- Students in other grades may not remain in the schoolyard after 2:45 p.m. Yard supervision ends at that time, and all students must report to extended care until their parent/guardian or designated caregiver arrives.
- Parents/guardians who wish to dismiss their child/children before dismissal time must report to the office and sign their child out.
- During inclement weather, if the rope across the front parking lot is down, this is the indication that students in grades K-1 will be dismissed from the cafeteria and parents/guardians must come in to pick up their child. All other grades will be dismissed outside.

MEDICAL NEEDS

- Students are not allowed to carry medication or inhalers of any type. This includes prescriptions and over-the-counter medications.
- Emergency medication (i.e. inhalers or epic-pens) shall be given to the student to be administered to himself or herself under the supervision of a staff member with a doctor's written consent form. Medications must also be in an appropriately labeled container by a physician or pharmacy. Medication must also be accompanied by a specific signed order from their physician.
- Parents/guardians are responsible for administering all other medications.
- Cough drops must be kept and consumed in the office, and Chap Stick must be kept and applied in the office.
- **Students dismissed from school with a fever will not be allowed to return to school before 24 hours has passed and is fever free without medication.**
- A student absent for five or more consecutive days due to illness is required to present a doctor's certificate attesting to the student's readiness to return to school. (*Weekends are included in a Friday and Monday absence.*) If a student is absent on Friday and again on Monday, they are considered four days absent.
- Parents/guardians will be called for head and eye injuries, questions of fractures, severe scrapes and bumps. Parents/guardians will also be called for fever, vomiting, diarrhea, and any other symptoms that are deemed contagious. The school nurse may call for any symptoms deemed serious.

As mandated by the Public Health Department, certain illnesses shall be reported to the proper authorities.

Accidents or injuries on school property shall be brought to the attention of the principal, teacher in charge, or office manager. Some accident situations may require that students not be moved until help arrives. Parents/guardians shall be called in all cases considered severe or may involve a broken bone or head injury. Parents/guardians shall inform the principal about communicable diseases contracted by their child.

PARENT COOPERATION

BIRTHDAYS

Invitations for birthday parties need to be distributed outside of school unless the entire class is invited. This also pertains to any other social invitation. Inclusion is an important part of our philosophy.

ROLE OF PARENTS/GUARDIANS

Holy Trinity School encourages parents/guardians to take an active role in their child's educational experience. We believe that the student will only be successful when parents/guardians, teachers, and administration work cooperatively. The administration has the right to ask a student to leave if at any time the school and the parents/guardians cannot agree on what is best for the student.

VISITS TO SCHOOL

The school does not allow the interruption of the school program by unscheduled visits during the school day. Parents/guardians may have access to their child during school hours by reporting to the office to administer medicine or for dismissal due to medical or dental appointments. Schoolyard visits by parents/guardians, family members, or friends are prohibited. These rules are established to protect the safety of all children.

FAITH EXPERIENCE

PRAYER PARTNERS

As part of our Catholic Community of Faith, we share a monthly liturgy with our Parish Family. Each student in grades Pre-K through 3 is paired with a student in grades 4 through 8 for celebration of the Mass. These Prayer Partners also enjoy quality time working on craft projects, going on field trips, and sharing activities throughout the school year.

RELIGIOUS ACTIVITIES

The primary goal of Catholic schools is to form Disciples of Christ. Everything that happens during the school day is meant to foster Christian values and to develop Christian attitudes. Religion is not just one more subject added to our curriculum. Christ did not call his disciples and teach them so they could pass a test. He called them, taught them, and prayed with them so that they could follow His example of loving service to all people. That is why participation in Mass, class or group prayer, service projects and other activities beyond religion "class" are essential to helping form the children as followers of Christ.

Faith Formation begins at home, and parents/guardians remain the primary educators of faith for their children. This is because the strongest influence in a young person's faith life is the way the faith is lived in the person's home. Catholic schools are meant to supplement and enhance the faith formation that is happening at home in daily family life.

SACRAMENTS

Sacraments are celebrations of the Church and are parish-based. The Diocese of Fall River requires two-years of preparation for the celebration of the sacraments of Reconciliation, Eucharist, and Confirmation.

The usual age for celebrating Reconciliation and Eucharist for the first time is seven. Therefore, preparations for these two sacraments usually begin in first grade and are celebrated in second. Children who attend a Catholic school usually have to attend a parish-based sacramental program only during the second year of preparation, but there are exceptions. That is why you need to contact your parish director of religious education at the beginning of first grade.

Students of Holy Trinity School who are also parishioners of Holy Trinity Parish will meet several times during grade two with other children at Holy Trinity Parish who attend public schools. You will be notified through the school as to when those meetings will take place.

If you are NOT a member of Holy Trinity Parish and are not registered at any parish, you are most welcome to join Holy Trinity Parish. This should be done at the beginning of first grade. Registration forms are available in Church.

In the Diocese of Fall River, the recommended age for the celebration of Confirmation is about fifteen, which is usually in grade nine or ten. The Parishes of Holy Trinity and Good Shepherd collaborate in the sacramental preparation for this sacrament, which is celebrated in grade nine. Students of Holy Trinity School who are parishioners of either of these two parishes do not have to attend the first year of preparation (*grade eight*). However, there will be a meeting for parents/guardians and candidates (*students*) in the spring of grade eight regarding the second year of the sacramental preparation. You will be notified through the school.

Any questions regarding sacramental preparation programs should be directed to our parish director of religious education.

SCHOOL POLICIES

ALCOHOL, DRUGS, AND WEAPONS

Holy Trinity School is a smoke-free, drug-free environment. The Smoking Restrictions in School Act prohibits the use of any substance or items that contain tobacco on school grounds. The following are examples of the school's substance abuse and weapons policy for students. Examples and policies are not limited to items mentioned.

INCIDENT

FIRST OFFENSE

REPEAT

Possession of tobacco

Parent/guardian contact,
In-house suspension

Out of school
Suspension

Smoking and other use
of tobacco products

Parent/guardian contact,
In-house suspension

Out of school
Suspension

Possession of alcohol	Parent/guardian contact, Out of school suspension	Expulsion
Sale of alcohol	Parent/guardian contact, out of school suspension, possible expulsion, referral	Expulsion
“Under the influence”	Parent/guardian contact, out of school suspension, referral	Expulsion
Use of inhalants	Parent/guardian contact, police contact suspension or possible expulsion	Expulsion
Sale, possession, use of other drugs	Parent/guardian contact, police contact, expulsion	N/A
Possession of a weapon	Parent/guardian contact, police contact, suspension or possible expulsion	Expulsion
Assault on staff	Parent/guardian contact, possible police contact, or expulsion	N/A

ATTENDANCE, ABSENCE, TARDINESS and VACATIONS

- Excessive tardiness shall be dealt with on an individual basis.
- Students who are tardy shall receive a late slip from the office before going to class.
- Excessive tardiness and absenteeism is a truancy issue. The principal has the obligation to report these problems to the proper authorities.
- *Absences not related to illness are strongly discouraged. Should extended absence be absolutely necessary, advance notice is essential.*
- Parents/guardians shall call the school office for students who are absent. A written explanation of the absence is necessary upon the return to school.
- Students who are absent for five consecutive days or more shall provide a doctor’s permit for reinstatement.
- Students needing early dismissal shall present a note from the parent/guardian. The parent/guardian shall report to the school office to accompany the child’s dismissal and sign the student out. ***Students may not exit the school alone.***
- We ask that medical and dental appointments, during school hours, be kept to a minimum.
- Exclusion is the necessary outcome for students who have not received scheduled immunizations (*i.e. chicken pox*) during a medical situation.
- Vacations taken during school time are strongly discouraged. It is the responsibility of the student to make up all work immediately upon their return. The teacher is not required to provide extra help for missed class assignments due to vacation absence.

ELECTRONIC DEVICES

Cell phones- if it is necessary for a student to have a cell phone, it must be dropped off in the office upon arrival at school. It may be retrieved upon the student's dismissal. Use of cell phones or Blue Tooth devices during the school day or extended care is prohibited. Any student possessing an electronic device during the school day shall hand the device over to the principal. The principal shall contact the parent/guardian to retrieve the electronic device. It will only be handed over to the parent/guardian.

Cameras- Use of cameras at school events will be at the discretion of the principal.

Other electronic devices- IPODS, MP3 players, GameBoys, a walkman, CD player, hand held palm pilot, beepers, tape recorders, etc. are not permitted on school grounds.

Refusal to comply with these guidelines will result in detention or in-school suspension as deemed appropriate by the principal. Items found on students will be given up to the principal. The principal will hold cell phones, cameras, and electronic devices in her office until a parent/guardian claims student's property.

GANGS

Gangs and gang-related activity are prohibited. Gangs or secret groups, which threaten the welfare of others, shall not be part of the Holy Trinity School community. Particular style of dress, trademarks; tattoos, signals or any action that may be attributed to gang activity is prohibited.

Consequences for gang participation may include expulsion, counseling, treatment referral or report to the police or other appropriate authorities.

HARASSMENT/BULLYING

"Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim's property; places the victim in responsible fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

"Cyber-bullying" is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

Regarding the location of bullying, the legislative states that bullying shall be prohibited:

- 1.) On school grounds, property, immediately adjacent to school grounds, at a school sponsored or school related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, or through the use of technology or electronic device owned, leased, or used by a school district for school.
- 2.) At a location, activity, function, or program that is not school related, or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the educational process or the orderly operation of the school.

“Bullying and or cyber-bullying are intolerable. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to, but not limited to, suspension or expulsion. **“Holy Trinity School”** will distribute, for student and parent/guardian signatures a bullying and harassment plan that will be considered part of this handbook.”

“The education of a student is a partnership between the parents/guardians and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.”

LUNCH

Lunch orders are sent home in the information packet on Tuesday. All lunch orders for the following week need to be ordered and pre-paid by Friday. Orders not received by Friday will not be honored. If a child leaves his/her lunch at home, the lunch may be brought to the school office or a sandwich will be provided for your child. We are unable to warm food brought from home, unless there is a medical need. **No fast food items are to be brought into school.**

RECESS

- Parents/guardians, relatives, or friends are not allowed in the schoolyard during recess.
- At no time or for any reason shall a student be allowed to leave the schoolyard. Yard supervisors or teachers shall retrieve any ball or toy accidentally thrown outside of the schoolyard.
- The yard supervisor or teacher has the right to confiscate any balls that are continually thrown into the street.
- Expensive or hazardous toys shall not be brought to school.
- No baseballs, hard balls, or bats are allowed.
- Physical contact is prohibited.
- Holy Trinity students are expected to use appropriate language at all times. Respect shall be shown within competitive sports and games.

RECORDS

- Student records include academic transcripts, standardized testing results, and medical records.
- Parents/guardians who request to see the records of their children must do so in writing twenty-four hours in advance.
- Transfer of records between schools shall be done by mail prior to student's acceptance.
- All financial obligations from other private schools must be met before a student is formally accepted.
- A non-custodial parent/guardian shall have access to records and school-related information. It is the responsibility of the custodial parent to supply a court order to the principal when no information is to be shared.
- The principal or designee shall be responsible for the privacy and security of records.

SEARCH and SEIZURE

When the principal has a reasonable suspicion to believe that a student possesses or is concealing any illegal or harmful item, or any item in violation of school policy, a search may be conducted. The search shall be conducted in the presence of a third party and with respect for the privacy and dignity of the student. Parents/guardians shall be notified of all student searches. If any illegal or harmful material, or any item in violation of school policy, is found as a result of the search, it will be given to the police.

SOLICITATION

Students shall not sell items of any kind to faculty, staff, or other students.

UNIFORMS

General Guidelines

- Shirts and blouses shall be tucked in tight
- Oversized clothing is prohibited
- **No hair coloring or highlights for boys and girls in PreK thru 8th grade**
- **No feathers, artificial braids, or hair extensions, colored or natural, will be permitted for boys and girls in PreK thru 8th grade.**
- Hair styles must be neat – no tails, initials, heavy spiking, mohawks, etc
- Boys hair should be no longer than chin length
- Bangs should not cover the eyes
- Limit amount of simple barrettes and other hair accessories to two. Body piercing and fad jewelry are prohibited
- Make-up, tattoos, false nails, false eyelashes or nail polish are prohibited
- Excessive jewelry is not allowed. A watch, small earrings and rings may be worn

* Holy Trinity gym uniform shall be worn on specified gym day.

Boys Grades K-5

- Hunter green polo shirt with Holy Trinity emblem
- Khaki pants
- Hunter green sweaters, gym sweatshirt, or Holy Trinity School fleece vest/jacket
- White, black or tan socks
- Black belt mandated (Grades 4-5)
- Solid black sneakers or shoes
- No earrings worn with uniform

Boys Grades 6-8

- Khaki pants
- White oxford, short or long sleeves
- Green tie
- Green sweater vest with Holy Trinity School emblem mandatory October 1st thru May 31st
- Hunter green sweaters or Holy Trinity School fleece jacket on cold weather days with the green sweater vests
- Black belt
- White, black or tan socks
- Solid black sneakers or shoes
- No earrings worn with uniform

Girls Grades K-5

- Plaid jumper with white Peter Pan collared blouse (short or long sleeves are acceptable)
- **Jumpers shall be knee length**
- Hunter green sweaters or Holy Trinity School fleece vest/jacket
- Khaki pants with hunter green polo shirt with Holy Trinity School emblem or white Peter Pan collared blouse
- Hunter green or black tights with jumper
- Hunter green or black knee socks with jumper; white, tan or black **crew socks** with pants
- Plain black sneakers or shoes (*no more than 1 inch heels*)
- **NO** open back/open toe shoes of any type are permitted
- Black and white saddle shoes
- One pair of small pierced earrings may be worn. Hoops or dangles are prohibited

Girls Grades 6-8

- Plaid skirt
- White oxford shirt, short or long sleeves

- Green sweater vest with Holy Trinity School emblem mandatory October 1st thru May 31st
- Hunter green sweaters or Holy Trinity School fleece jacket on cold weather days with the green sweater vests
- Khaki pants with white oxford shirt and Holy Trinity School sweater vest
- Hunter green or black tights
- Hunter green or black knee socks with skirt
- White, tan or black **crew socks** with pants
- Plain black sneakers or shoes (*no more than 1 inch heels*)
- **NO** open back/open toe shoes of any type are permitted
- Black and white saddle shoes
- One pair of small pierced earrings may be worn. Hoops or dangles are prohibited
- **Skirts shall be at knee length**

Warm Weather Uniform – All students

- First day of school to September 30th and June 1st to last day of school for all grades K-8
- Pleated-front khaki uniform shorts from **Donnelly Uniform** only (*no cargo, zipper, frayed, Bermuda, or flat-front shorts allowed*)
- Hunter green polo shirt with Holy Trinity School emblem (Grades K-8)
- Black belt (Grades 4-8 mandatory)
- White, tan or black crew socks
- Black shoe or sneaker

**The principal will determine warm weather uniform dates.*

Gym Uniform

All grades K-8 on scheduled gym days will wear

- Donnelly's green tee shirt/sweatshirt and shorts/sweatpants with Holy Trinity School emblem
- Sneakers are mandatory. Any child not in sneakers will not participate in physical education class

WEAPONS and OTHER DANGEROUS OBJECTS

A weapon or dangerous object is any instrument or device, as determined by the principal that is used, or may be used to inflict harm or serious injury. The term weapon or dangerous object includes a facsimile of a weapon. Where appropriate, when there is no threat of injury to self or others, the faculty or staff member discovering the weapon or dangerous object shall confiscate it and deliver it to the principal. The parents/guardians of a student found to be in possession of a weapon or dangerous object on school premises or at a school-related or school-sponsored activity shall be notified by the principal. A student in possession of a weapon or dangerous object on school premises or at a school-related or school-sponsored activity shall be subject to discipline, including but not limited to suspension or expulsion. A report to the police may be made depending upon the severity of the infraction.

VANDALISM

Parents/guardians shall be held liable and financially responsible for all forms of student vandalism when culpability is proven. Vandalism caused by a student shall be subject to discipline, including but not limited to suspension or expulsion.

TECHNOLOGY AND THE INTERNET

WEBSITE

Holy Trinity School maintains a website where parents/guardians can access school calendars, lunch menus, and forms. A photo gallery of the school activities can also be seen.

Any use of school website, school pictures, or school emblems by students or parents/guardians without school administration's knowledge or permission is prohibited. Disciplinary actions will be taken if individuals are found in violation of this rule.

TUITION/ADMINISTRATION

FINANCIAL AID

The Saint Mary's Scholarship provides aid for families in need. The principal shall provide the application. Applications may be requested through the principal or on line. (*E-Mail address www.factstuitionaid.com*)

Parishes may consider giving financial aid to children of parishioners. It is the responsibility of the parent/guardian to meet with their own parish priest to see if any assistance from their parish is available.

TUITION PAYMENT

The payment of tuition and/or fees is required in a timely fashion. There are two options available to parents/guardians;

1. Pay in full by designated date directly to the school with discount
2. FACTS automatic tuition withdrawal program. The FACTS program will provide other pertinent information once the contract with them has been signed.

Monthly payments to FACTS are to be current. If a monthly payment is missed (*ex. If Facts tries to draw on the 20th of the month and the funds are not available in your account*) a call from the Principal will be made advising the Responsible Party of the missed payment, inquiring as to the reason for the missed payment.

If a second attempt is made and payment is still delinquent (*ex. If FACTS tries to draw the payment on the 5th of the month and funds are not available in the account*) the Responsible Payment Party will be contacted by the Principal to determine the status of any mitigating circumstances and to initiate a plan for payment.

If a third attempt is made (*ex. If FACTS tries to draw for a third and final time on the 20th of the following month for the same payment*) the Responsible Payment Party will be asked to meet with the

Principal for an assessment and an arrangement for payment, since at that point, payment will be delinquent by two months. After this meeting and at the determination of the Principal the student may not be able to return to school until this financial responsibility to the School is satisfied.

A student transferring from another school in the Diocese of Fall River shall satisfy all financial obligations previously incurred at the sending school before the student may be enrolled at Holy Trinity School. Before transferring and entering another school, all financial obligations must be met or academic records will be withheld. Students in all grades will not receive report cards at the end of the school year unless all financial obligations are paid. Any graduating students will not receive their diplomas until all financial obligations have been met. Graduating students will not take part in end of year festivities/graduation if there are any outstanding balances.

If a student transfers to another school on or before the 15th of the month, the parent/guardian is responsible to pay half of the tuition for that month. If a student leaves after the 15th of the month, the parent/guardian is responsible to pay full the tuition for that month.

Holy Trinity School

Student Handbook Acknowledgement

I have read the Holy Trinity School Student Handbook. I am aware of and I agree to be bound by the policies and guidelines found therein.

Your acknowledgement and signature will be kept on file for the duration of your child's enrollment. This document should be retained for your ongoing reference.

Parent/guardian Signature _____ Date _____

Student Name _____ Grade _____

Detach and return to school.

Holy Trinity School

Pre-Kindergarten Information

Holy Trinity School is pleased to offer pre-kindergarten classes for three and four-year olds who have reached those ages by September 1st of their school entrance year. Toilet training is a definite expectation. Continued toilet accidents will be cause to question school readiness and the need for further adjustments. Clear communication is necessary for the respect and care needed in these situations.

It is of prime importance that children receive a proper night's rest in order for them to grow and develop to their full potential and enjoy their daily academic schedule.

- Circle time
- Snack
- Recess
- Activity time (*twice a day*)
- Lunch
- Rest time

PHILOSOPHY

Holy Trinity Pre-kindergarten classes provide sensitivity to the spiritual, social, emotional, intellectual, and physical needs of each child. In an atmosphere of safety and trust, we intend the teaching of Christian values and the interpersonal skills, which come from following a daily routine in a group setting. We wish to promote school readiness through high-quality care.

CURRICULUM STATEMENT

We seek to encourage independent learning, which is sparked by enthusiasm and self-confidence. We promote growth in all areas of development, and our curriculum goals are achieved through a variety of activities and conversations such as but not limited to:

Social

Cognitive

Blocks

Math

Portuguese

Art

Science

Computer

Emotional

Physical

Music and Movement

Library

Language Arts

Dramatic Play

Outdoor Play

Physical Education

ROLE OF PARENTS/GUARDIANS

We believe parent/guardian-teacher communication to be vital to children's development. Please know that at any time you may request a meeting with your child's teacher or principal. Sensitive subjects should be reserved for private conferences. Please speak with the teacher to

schedule a meeting. Parents/guardians, relatives, or friends are not allowed in the schoolyard during outdoor playtime.

ALTERNATIVE PICK-UP

If it should become necessary for children to be transported by someone other than a parent/guardian, the principal, office manager, or teacher in charge must be notified. Designated caregivers may be required to give proof of identity.

ARRIVAL AND PICK-UP

We ask that students be on time each day and left in the care of their teacher. Late arrivals and lingering parents/guardians make for a difficult transition and are disruptive to the learning environment.

LATE PICK-UP

Should a child not be picked up by 2:30 p.m. on full days, he or she will be taken to extended care. Late pick-up after 5:30 p.m. or after 11:30 a.m. on half days will result in a late fee of \$5.00 for every five minutes of lateness. Please realize that this is a matter of fairness and respect to our employees.

DRESS CODE

Holy Trinity gym uniform is the pre-kindergarten uniform. Tee shirts, shorts, sweatshirt, and sweatpants with tie sneaker, or tie shoes. Please label all clothing.

CHANGE OF CLOTHES

A shoebox containing a shirt, pants, underwear, and socks shall be kept on reserve.

REST TIME

A blanket and pillow are needed for rest time. Please label.

LUNCH AND SNACK

Lunch orders are sent home in the information packet on Tuesday. All lunch orders for the following week need to be ordered and pre-paid by Friday. If a child leaves his/her lunch at home, the lunch may be brought to the school office. Snack money orders must be contained and labeled in an envelope and submitted daily.

BACKPACK

Children are asked to bring a backpack or bag each day.

TOYS

Violent or unsafe toys are not allowed in our school. A child's special comfort doll or stuffy may be brought to school daily.

REPORTING

Pre-kindergarten progress reports are issued twice per year.

Please refer to the front of this handbook for the following topics:

Absence	Medication	Reporting to parent/guardians
Accidents and Illness	Non-Disclosure Policy	Safety and Security
Emergency Closing	Party Invitations	Visits to School
Extended Care	Records	Hours of Operation
Religious Activities		

Please realize all acceptances are conditional and rooted in the student's ability to adhere to rules and regulations as outlined in the student handbook. Further condition is dependent upon the school's ability to provide the proper academic program suited for the needs of each child. The principal shall make the final decisions in all matters requiring discernment.

Thank you for choosing our school for the care and education of your child/children.

Holy Trinity School

Pre-Kindergarten Information Acknowledgment

I have read the Holy Trinity School Pre-Kindergarten Student Handbook. I am aware of and I agree to be bound by the policies and guidelines found therein.

Your acknowledgment and signature will be kept on file for the duration of your child's enrollment. This document should be retained for your on-going reference.

Parent/Guardian Signature _____ Date _____

Student Name _____ Grade _____

Detach and return to school.

Bullying Prevention and Intervention Plan for the Diocese of Fall River

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.”

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

I. Definitions

The Diocese of Fall River and Holy Trinity School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“**Bullying**” is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that : causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. (Massachusetts General Laws c. 71 § 37O)

“**Cyber-bullying**” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

“Retaliation” against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

“Hostile Environment” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 37O)

“Aggressor” is a student who engages in bullying, cyber-bullying, or retaliation.

“Target” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

“Staff” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs.
(Massachusetts General Laws c. 71 § 37O)

II. Formal Procedure for Reporting

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and

his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- **Safety of the target**

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

- **Protection of the reporter, witness, or provider of information during the investigation**

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

- **Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement**

- a. Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.
- c. Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

III. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

IV. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary. Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

V. **Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation**

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

VI. **Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.**

VII. **At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.**

***Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.*

Holy Trinity School

Bullying Prevention and Intervention Plan Acknowledgement

I have read the **Bullying Prevention and Intervention Plan**. I am aware of and I agree to be bound by the policies and guidelines found therein.

Your acknowledgement and signature will be kept on file for the duration of your child's enrollment. This document should be retained for your ongoing reference.

Parent/guardian Signature _____ Date _____

Student Name _____ Grade _____

Detach and return to school.