

Holy Trinity Catholic School

*“Let the children come to me. Do not hinder them.
The kingdom of God belongs to such as these.”
Matthew 19:14*



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Welcome to Holy Trinity Catholic School!

Our goal is to provide an education based on Christ’s teaching and the Catholic faith. We aim to not only focus on forming a solid moral character but to further academic excellence. Our Christian education is intended to make our faith living and active through the light of instruction. A Catholic school is the unique setting where our students can realize the ideals of Christian education in their everyday lives.

In partnership with all stakeholders, we will work together for the good of our children and school. 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.

The Catholic Diocese of Biloxi governs our school by General Policies that apply to all schools within the Diocese. This handbook is a synopsis of the policies and procedures laid out to ensure the most efficient way to reach our goals. While this Handbook is an excellent outline of expectations, it is not intended to be all-inclusive. *The principal reserves the right to amend the handbook.* You will be notified of any changes to the school’s policies, procedures, or schedules in writing.

Through this partnership, we feel that this year will be one of spiritual and intellectual growth for all members of our school community. It is imperative that you support our school and our community in every word and through social media.

Yours in Christ,
The Administration, Faculty, and Staff of Holy Trinity Catholic School

Fr. Michael O’Connor

Pastor, Our Lady of the Gulf

Fr. Braxton Necaize

Pastor, St. Clare

Fr. Anil Thomas, SVD

Pastor, St. Rose de Lima

Administration Information

Principal	Haleigh Cuevas	hcuevas@holytrinitybsl.org
Asst. Principal	Natalie Chiniche	nchiniche@holytrinitybsl.org
Office Manager	Alexa Renz	arenz@holytrinitybsl.org
Guidance Counselor/Admissions	Jordyn Kapidzic	jkapidzic@holytrinitybsl.org
Business Manager	Ashley Dedeaux	adedeaux@holytrinitybsl.org
Receptionist	Maycee Eargle	meargle@holytrinitybsl.org

DIOCESAN MISSION STATEMENT

The Catholic schools of the diocese of Biloxi will provide an education grounded in the moral teachings of the Catholic Faith, fostering Intentional Disciples of Jesus Christ and ensuring academic excellence.

DIOCESAN VISION FOR CATHOLIC SCHOOLS

Catholic schools of the Diocese of Biloxi recognize themselves as integral to the mission of the church and as the responsibility of the entire church.

- God is the center, foundation, author, and source of all learning.
- Trustworthiness, respect, responsibility, fairness, caring, and citizenship are essential to the well-being of individuals and society.
- All persons have intrinsic value, and each person can contribute something of worth to society.
- Each person is responsible and accountable for choices and decisions made.
- Catholic schools are positioned as the heart of church life and, as such, share in the responsibility of being church to the world.
- High expectations lead to higher performance which in turn empowers the individual and strengthens society.
- Learning is a lifelong process essential to a productive and enriched life.
- It is each individual's responsibility to respect oneself as Christ teaches, respect others in a Christ-like manner, and respect one's school as a gift from God.
- The Catholic schools of the Diocese of Biloxi nurture personal growth, scholarship, life-long learning, and service.
- To form intentional discipleship

Most Reverend Louis F. Kihneman III
Bishop of Biloxi

Mrs. Tricia Harvey
Assistant to the Superintendent

Mrs. Jennifer Broadus
Superintendent of Schools

Mrs. Amber Buckley
Director of Religious Education

Holy Trinity Vision 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.

Holy Trinity School Song

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

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 your review in the school office. It is expected that the handbook, local policies, and general diocesan policies are consistent; however, conflicts could arise at certain times due to human error and/or amendments to various parts. To the extent that a conflict exists, general diocesan policies shall take precedence, followed by local school policies and, finally, this handbook.

The Handbook of Catholic School Policies dated June 2025 delineates the roles of Pastors, Principals, School Advisory Councils, and Parent Teacher Organizations.

Principals' decisions are final, and appeal to the Diocesan School Advisory Council is for expulsion cases only.

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

The principal reserves the right to amend the handbook.

PHILOSOPHY OF EDUCATION

The philosophy of Holy Trinity Catholic Elementary School endeavors to provide a faith-based 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.

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. This institution is an equal opportunity provider.

<https://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translations>

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.

Like the parish council, the School Advisory Council only operates in formal sessions 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 ten days prior to the scheduled meeting. The President and principal may limit the format and length of the individual's presentation.

2025-2026 School Advisory Committee: President- Julie Timberlake , Secretary-Connie Roth

Members: John Shinn, Mary Ann Pucheu, Robbie Brewer

PTO President: Elise Boxx

Honor Code

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.

OBJECTIVES AND COMMITMENTS

In the faith-based community we create at Holy Trinity Catholic Elementary; we encourage people to become the fully unique individuals they are destined to be. This belief involves acknowledging that we are not the primary educators of children but rather participants in a growth process that 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

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 honest, responsible, and polite
- ◆Use time wisely

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

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

POLICIES AND PROCEDURES

When no policy or procedure exists that specifically addresses a particular situation, a principal should proceed with a course of action based on other policies and procedures dealing with similar, related, or parallel situations and the mission, philosophy, objectives, and/or procedures of the school. The policies and procedures of the Catholic Diocese of Biloxi will take precedence if there is a conflict in the policies of the school.

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 the administration, and a decision of withdrawal may be made.

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

FINANCIAL OBLIGATION POLICY

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

ADMISSION POLICY

PreK students must be the respective age of their program by September 1 (i.e. 1 by Sept 1 for PreK1, 2 by Sept 1 for PreK2, 3 by Sept 1 for Prek3, 4 by Sept 1 for Prek4).

Kindergarten students must be 5 by Sept 1, and first grade students must be 6 by Sept 1 of the year they are enrolled in school.

Once an application is submitted, 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 FACTS application
2. Birth certificate
3. Mississippi Certificate of Immunization Compliance
4. Baptismal certificate, if Catholic
5. First Communion certificate, if Catholic
6. Transcript, if transferring from another school
7. Non-refundable registration fee
8. Current/previous grades, attendance, and discipline

**Screening and placement tests may be given to all students entering HTCS upon application. Notice of placement testing will be provided for the parent/guardian no less than 5 days prior to placement testing administration, unless the parent waives the 5 day window. Students transferring from a home school program or non-accredited school must take a placement exam, as determined by the principal, before being considered for admission. HTCS currently uses RenPlace STAR Math and Reading testing to determine placement. The transfer student will be informed of his/her placement within 30 days of application.

DIOCESE ENROLLMENT POLICY-Section 11: Updated June 2025: No child shall be enrolled or admitted to the first grade during any school year unless he/she will reach his/her sixth (6th) birthday on or before September 1 of said year. No child shall be enrolled or admitted to kindergarten during any school year unless he/she will reach his/her fifth (5th) birthday on or before September 1 of said year. No child shall be enrolled or admitted to pre-kindergarten during any school year unless he/she will reach his/her third (3rd) or fourth (4th) birthday, which is consistent with that program, on or before September 1 of said year. However: Any child who transfers from an out-of-state school whose state law provides for a first grade or kindergarten enrollment date subsequent to September 1 may be allowed to enroll in a Mississippi school if provisions of MS CODE 37-15-9 are met: 1. the parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring; 2. the out-of-state school from which the child is transferring is duly accredited by that state's accrediting authority; 3. such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and 4. the superintendent of the school in the applicable Mississippi school district (Parochial Diocese) or (the principal of the local parochial school) has determined that the child was making satisfactory educational progress in the previous state. (Standard 11) (Mississippi Code 37-15-9)

The Diocese of Biloxi requires all students of Catholic schools to receive the immunizations mandated by the State of Mississippi for entry to school unless a student is entitled to a medical exemption. A medical exemption is allowed when a child has a medical condition that prevents the child from receiving a vaccine. No other exemptions will be allowed. The

purpose of this policy is to fulfill Christ’s commandment to “love one another” and uphold the sanctity of life by endeavoring to protect our students and families through immunization.

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.holytrinitybsl.org

SCHOOL HOURS

School officially starts at 8:00 a.m. daily and will end at 2:45 p.m. daily. Any student arriving after 7:55 will need a parent to sign them in through the front office.

Morning assembly will begin at 8:00 a.m. every Monday.

BEFORE CARE:

A before-care program is available for PreK4 - 6th grade students. Students must arrive between 7:00 & 7:10 a.m. and will be supervised by a designated staff member. Anyone arriving after 7:10 will need to wait in the car line lane until it begins at 7:30. Students at before care will be released to class at this time.

AFTERCARE:

Holy Trinity offers an After School Care Program from 3:15 p.m. until 5:30 p.m. for students in grades PreK4 - 6th grade. The monthly fee is \$200 per child, \$275 for 2 children, and \$350 for 3 or more.

- Daily drop-in charge of \$15 for students that attend less than 5 days a month. After the 5th day of attendance, a monthly fee will be assessed.
- Also, a \$25.00 late fee will be assessed when children are not picked up on time. Upon the 3rd late pickup (prior to 5:45) or one pickup later than 5:45 p.m., a meeting will be held with the principal to discuss possible removal from aftercare.

If a child has not been picked up by 5:45 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.**

TUITION AND REGISTRATION INFORMATION AND POLICY

Tuition is based upon the per-student cost of education and is reviewed annually. Needs Based Assistance is available for in-parish families from their home parish. In order to be considered for Needs-Based Assistance, a family shall apply each year by completing the appropriate form. Applications should be submitted via FACTS at <https://online.factsmgt.com/signin/4J8R1>. It will be the responsibility of the families to complete the Active Catholic subsidy form with the pastor's signature to determine 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 15
2. One half by July 15 and the balance by November 15
3. In 10 monthly payments beginning July
4. Tuition will not be prorated if late registration occurs

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

Children will not be allowed to return to school once tuition accounts are in arrears. If tuition payments are 2 months in arrears, your student may not be able to attend the first day of the following month. May's tuition must be paid in full by May 15th, or the student will not be allowed to return to school on May 17.

REGISTRATION FEE (NON-REFUNDABLE)

NEW STUDENT REGISTRATION FEE: \$350.00 2/9/26-5/31/26

RETURNING STUDENT REGISTRATION FEE:

Before 2/09/26: \$300.00 per child. From 2/09/26-5/31/26: \$350 per child.F

Beginning 6/01/2026: \$400 per child for new and returning students.

****Registration fees are due and payable at the time of enrollment to hold a place for your child in the class.**

TUITION RATES 2026-2027

PreK-6th Grade Rates	1 Child	2 Children	3 Children	4 Children
PreK 1, PreK 2, and PreK 3 Program	\$7,950			
PreK 4 Program	\$7,550			
K-6th Grades *Active Catholic Rates	\$5,999	\$10,230	\$15,350	\$20,470
K-6th Grades Standard Rate	\$7,500	\$13,890	\$19,675	\$27,775
800 Club-Every family is required to purchase or sell 20 tickets @ \$20 per ticket.				

** To be considered for the Active Catholic Rate, a church subsidy form must be submitted to your home parish office to be signed by the pastor. All forms must be returned to the school before May 1st, 2026.*

Tuition payments require enrollment in the FACTS Management Tuition Payment Plan

SCHOOL UNIFORMS

BOYS		
	PreK1-4	K-6th
Pants/Shorts	Khaki pants or walking shorts. All must be uniform Khaki color - no cargo or cell phone pockets - no elastic around the ankles.	
	PreK1-4 must have elastic waist	K may have elastic waist. 1st-6th may not.
Belt	N/A	Black or Brown
Shirts	Navy blue short or long sleeve polo with the school logo purchased from Educate and Celebrate or Southern Printing. K - 6th: Shirt must be tucked in at all times.	
Sweatshirts/Fleece/Cardigan	Navy sweatshirt, gray fleece, or gray cardigan with school logo purchased from Educate and Celebrate or Southern Printing.	
Socks	Solid black CREW socks - No color stripes or logos on the socks.	
Shoes	PreK 1-4: Solid black athletic shoes with velcro closure only.	K-6: Solid black athletic or dress shoes - No Crocs. No lights, wheels, shocks, stripes, designs, etc.
	If you have any questions about a specific shoe, please bring it to the school office.	

GIRLS				
	PreK 1-2	PreK 3	PreK 4	K-6th
Dress/Skirt	Baby doll plaid or navy polo dress with school logo	Navy polo dress with school logo	Navy polo dress with school logo	K-2: Plaid jumper only with white HTCS shirt underneath. Must not measure more than 2" above the kneecap. Shorts are to be worn underneath. 3-6: Plaid skirt only with uniform shirt. Must not measure more than 2" above the kneecap. Shorts are to be worn underneath.
Tights	During cold weather girls may wear white, black, or navy tights under their dress/skirt.			
Pants	Khaki long pants may be worn in extremely cold weather but not on mass days. They must be uniform khaki color, with belt loops, and worn with a black or brown belt. They may be worn in cold weather ONLY - NO STRETCH OR KNIT PANTS			
Shorts/Skort	PreK1-PreK4: Khaki shorts or skort with elastic waist - Must be uniform khaki in color			3rd-6: Plaid only. Must not measure more than 2" above the kneecap.
Shirts	Navy blue short or long sleeve polo with the school logo purchased from Educate and Celebrate or Southern Printing. K - 6th: Shirt must be tucked in at all times.			
Sweatshirts/Fleece/Sweater	Navy sweatshirt, gray fleece, or gray sweater with school logo purchased from Educate and Celebrate or Southern Printing.			
Socks	Solid black CREW or CUFF socks (no no-shows or anklets).. No color strips or logos on the socks.			
Hair Accessories	ONLY navy blue, gold, or white hair ribbons/bows or barrettes may be worn.			
Shoes	Solid black athletic or dress shoes-No crocs. No lights, wheels, shocks, stripes designs, etc. If you have any questions about a specific shoe, please bring it to 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 posing 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 or makeup of any kind. Natural-colored nail polish is permitted.

Boys and girls may wear a silent watch, one religious necklace, and/or bracelet. Smartwatches are not permitted.

Uniforms may be purchased through the following suppliers:

Southern Printing	230 Davis Avenue Pass Christian, MS 39571	228-452-7309
Educate & Celebrate	311 Cowan Road Gulfport, MS 39507	228-206-1901 228-547-0811

Educate & Celebrate offer onsite visits to schools where parents are able to "pre-order" (offering great DISCOUNTS to parents who pre-order), in-store appointments/sales, and open Monday-Saturday and even later in the evenings during the summer. In addition, there is a uniform website for those that would like to order online:
online.educateandcelebrate.myshopify.com

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 GUIDELINES

Boys must wear standard uniform with long pants on mass days - no shorts.

Girls must wear standard uniform dress/skirt on mass days - no shorts.

SCHOOL SPIRIT DAYS

On certain days during the school year, students will have a school “spirit shirt” day. On these announced days students may wear their class spirit shirt with standard uniform bottoms and shoes. (Shirt may be worn over the romper in K-2).

FREE DRESS DAYS

On the occasion where a student has free dress, the following guidelines must be met:

- No leggings
- No spaghetti strap or open shoulder shirts
- Shorts, skirts and dresses must be fingertip length or longer
- No open-toe shoes
- No hats are to be worn inside the building

UNIFORM REMINDERS

- Students need to have all clothing properly labeled.
- Uniforms must be kept neat and presentable at all times. This includes shirts, bottoms, and shoes.
- Students must wear the prescribed uniform at all times.
- The uniform policies will be strictly enforced. This includes hair, socks, shoes, belts, length of skirts, etc.
- **Uniform notices will be given for violations. After the 3rd uniform notice, a student will be given a conduct referral.**

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.

ATTENDANCE

MS Code 37-13-91 covers compulsory school attendance. This law requires all individuals ages 6-17 to enroll in and attend school - public, private, or home school. This also applies to 5 year olds who enroll in a full-time kindergarten program.

ABSENCES

Catholic Diocese of Biloxi Handbook - Section 42: It is imperative that every student attend school each and every day of the school year. Students are afforded the best opportunity to become successful when parents ensure their child attends school on a regular basis. The ultimate responsibility for attendance of all school children belongs to the parents/guardians.

Parents are asked to call the school office or communicate with the classroom teacher between 7:30 and 9:30 a.m. on the day of a student's absence. In order for an absence to be excused, parents must submit either a doctor's note or written parent note upon the student's return to school. This documentation must be received within 5 school days of the absence. Students missing five consecutive days of school and/or a total of ten (12) days of unexcused absences will be reported to the State Attendance Officer in accordance with Mississippi Code Section 37-13-91, As Amended (1972).

- **Students must have 60% attendance in order to attend any after school activities that day - this includes CYO sports.**

EXCUSED ABSENCE-Excused absences are defined as those involving school business, illness or injury, death or serious illness (immediate family), court proceedings, medical appointment or religious observances. In all cases of excused absences, the teacher will assist the student in making up class work and tests missed. Upon returning to school, the student must bring a dr. note or note from home stating the reason for the absence.

UNEXCUSED ABSENCE-Unexcused absences are those deemed non-medical, non- emergency (including vacations) and/or not cleared and approved by the principal. The teacher is not obligated, but may assist the child in making up missed work for any unexcused absence. Make-up work will be due within the same number of days that the student missed. In all cases of unexcused absences, the teacher is not obligated to assist the child in making up missed work/tests.

TARDINESS

The school day begins promptly 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. Car line closes at 7:55 to allow students time to get to class before 8:00. After 7:55, a parent must walk the student into the office and sign in. Parents may have to wait with prek children until after announcements have been made and/or a teacher has come to retrieve the student.

Upon the 5th tardy, a conference may be required with the principal.

On the days we have school Mass our front office closes; therefore, any student arriving late to school must be brought to the church by the parent to attend mass (parent will be responsible for finding the teacher at the church) or check-in at the school after mass has ended.

EARLY DISMISSAL POLICY

Parents and/or visitors wishing to check out a student or return a student to school must do so at the office by signing the student in/out. No teacher or teacher aide is to release a student to a parent or visitor. No checkouts will be granted after 2:30 p.m. Beginning at that time, parents must go through the car line.

Early dismissals should only be for emergencies. Early dismissals cause class disruptions and missed work. Teachers are not allowed to stop teaching to get assignments together for children being dismissed early. Students will be responsible for gathering their own assignments they miss for leaving early. No additional time will be allotted to turn in assignments missed due to early dismissals.

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 tests within the number of days absent plus one. (Ex. one day absent = 2 days to complete missed assignments and tests.)

*** All make-up quizzes and tests will be completed at teacher discretion and designated time.**

*** Students must maintain passing grades on all reports to participate in CYO Sports**

BELIEF STATEMENT

Holy Trinity Catholic School has formulated a discipline plan based on a statement of beliefs that 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 of 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 against 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 polite
- Students are expected to be responsible
- Students are expected to use time wisely

CAMPUS EXPECTATIONS FOR ALL STUDENTS:

- **Be Kind**
- **Be Safe**
- **Be Responsible**
- **Be Respectful**

DISCIPLINE PLAN

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 to strict disciplinary action.

Communication to parents regarding student misbehavior is accomplished through the following system of written categories, which graduate in severity based on the behavioral infraction.

- Category 1: Minor Conduct Incident Referral (Infraction form - written notice of behavior warning) sent home to parent for signature as notification for behaviors that are disruptive, disrespectful, or defiant. However, three (3) Conduct Incident Referrals within a 4-week period will result in a possible after-school detention. Parent conferences are required with a teacher if after-school detention is assigned.
- Category 2: Office Behavior Referral - may be given by teacher after three (3) after-school detentions within a nine (9) week period as it may be considered chronic if the behavior is repetitive, also may also be possible for more serious behavioral infractions that are considered habitual or in violation of school conduct/safety code. A student receiving two (2) Category 2 referrals to be considered habitual (repetitive behavior) within a 9-week period will receive an in-school suspension and required parent conference with the principal. Decisions will be made in each situation to ensure appropriate consequences.
- Category 3: Office Discipline Referral are most severe and may result in an in-school suspension/intervention, meeting with the principal and/or Pastor, out-of-school suspension or expulsion.

AFTER SCHOOL DETENTION

- A student will attend detention as assigned on the closest day available to the incident
- 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 aftercare and charged accordingly
- Any student who fails to appear for his/her scheduled detention may be subject to additional disciplinary action

IN-SCHOOL SUSPENSION/INTERVENTION

Students may be assigned to an In-school Suspension/Intervention in lieu of suspension from school. Students will follow the regular school hours during the assigned day. Students will be counted as present for the day, will be required to complete any missed schoolwork for credit, and will complete all work assigned by the principal. It is the student's responsibility to complete all classwork assignments and to return them to the teacher upon return to class.

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 that specifically addresses a particular situation, the principal will proceed with a course of action that 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.

GRIEVANCES

The ordinary procedure for grievance resolution is to discuss the problem with the person involved at the earliest possible opportunity.

Procedures for Problem Solving

1. Speak to the appropriate teacher about any concern(s).
2. If the problem is not resolved, call or email the administrator.

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.

BULLYING/HARRASSMENT

It is the policy of the Catholic Church in the Diocese of Biloxi that the school environment be a Catholic, Christian community that reflects Christ-like care and concern. The inherent dignity of and respect for each and every human person is essential to Catholic Education. Harassment of others, whether based upon gender, color, race, age, national origin, disability, or otherwise, is disruptive and immoral and will not be tolerated. Further, harassment or bullying of anyone will not be tolerated. Jesus Christ clearly commands us to “love your neighbor as yourself.” Mt. 22:39. Therefore, the Diocese of Biloxi adopts an Anti-Bullying Policy in order to preserve the dignity of all and to promote the Gospel and teachings of Christ. The Diocese of Biloxi has a zero-tolerance policy for bullying, harassment, threats and any such behavior will not be tolerated. All students, faculty and staff shall take appropriate measures within the scope of their capacities to prevent bullying.

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action, expression or communication intended to cause harm, fear, or distress to another person or group of persons. An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing but may constitute ongoing conduct as well.

Examples of bullying includes but are not limited to the following:

- a. Verbal: Name calling, put-downs, insults, racial comments, harassment, sexist comments, teasing, taunting, threatening, extortion;
- b. Physical: hitting kicking, spitting, pushing, inappropriate gestures, tripping, damaging and/or unauthorized use of personal property;
- c. Social/Emotional: Relational aggression, manipulating friendships, gossip/spreading rumors, exclusion/shunning, intimidation, guilt-tripping, patronizing, written bullying through notes, messaging, text message, cyber-bullying, bullying by proxy, bullying through code words, shaming, and other forms.

Harassing behavior is any pattern of gestures or written, electronic or verbal communication, or any physical act or threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiation characteristic that:

- (a) Places a student in actual or reasonable fear of harm to his or her person or damage to his or her property, or
- (b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s performance, opportunities or benefits.

Bullying is a form of harassment.

Mississippi Code Ann. § 37-7-301-e allows schools to discipline for misconduct that takes place in the school, on school property, on the road to and from school, on any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct, in the determination of the superintendent or principal, renders the offending person’s presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole.

Care must be taken to ensure that the atmosphere of the school is one which fosters a caring and nurturing atmosphere in which young minds can grow in knowledge and wisdom as Children of God and in a sanctuary of learning. Bullying is antithetical to this premise and will not be tolerated.

BULLYING AND CYBER-BULLYING

Any action, word, expression or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (“Cyber-bullying”) as a tool to harass or cause harm. Cyber-Bullying of a student, faculty, and/or staff member, through computers, cellphone and/or other electronic devices, social media, or otherwise, is strictly prohibited.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a computer, a computer network, or other similar electronic equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school. If, in the discretion of the Principal, a finding is made that cyber-bullying or any other type of bullying has taken place which has a negative effect and/or impact on the School environment, or inhibits in any way the School’s purpose and mission to provide a safe school environment, and that the person who committed the cyber-bullying is a member of the student body, school administration, faculty or staff, upon another member of the student body, school administration, faculty or staff, the Principal may take appropriate disciplinary action.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyber-bullying”), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- 1) placing the student or students in reasonable fear of harm to the student's or students' person or property;
- 2) causing a substantially detrimental effect on the student's or students' physical or mental health;
- 3) substantially interfering with the student's or students' academic performance; or
- 4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyber-bullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos & social media (i.e. Facebook, Twitter, Instagram, Twitter, Snapchat, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student’s school. Bullying will not be tolerated in the Diocese of Biloxi.

ARTIFICIAL INTELLIGENCE

REFER TO BISHOP KIHNEMAN'S DECREE OF PROMULGATION "POLICY OF THE DIOCESE OF BILOXI REGARDING THE USE OF ARTIFICIAL INTELLIGENCE"

Students may not use AI at any time unless expressly authorized and directly supervised. Appropriate disciplinary actions will be taken for violations of this policy and may also result in a failing grade.

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

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 S.I.S. Messenger, newsletter, email, etc. as the occasion requires.

Holy Trinity Catholic School maintains a website at www.holytrinitybsl.org. 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.

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

Additional teacher conferences can be scheduled after 1 p.m. on the following days:

September 4, October 30, November 20, February 5 (communicate with the teacher to schedule a conference on these dates)

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 recommendations for student retention:

- Parent conferences will be held to discuss academic and behavioral issues that may arise. All efforts will be made to identify and intervene as early as possible, to assist any student in danger of retention.
- If a child misses more than 5 days (excused or unexcused), in a 9 week period, a conference may be held with 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 religion, reading, English, math, science, and social studies.
- 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.
- The 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.

GRADE ADVANCEMENT

In the event that a parent requests 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.

GRADING POLICY

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

90-100	=	A
80 – 89	=	B
70 – 79	=	C
65 – 69	=	D
64 – Below	=	F

HONOR ROLL

Honor roll certificates are distributed to 1st – 6th-grade students at the end of each grading period.

HIGHEST HONORS: A student with all A's in all academic subjects, including Religion, and E's in nonacademic subjects and conduct.

HONORS: A student with all A's and B's in all academic subjects, including Religion, and a minimum of G's in nonacademic subjects and conduct..

***No C's for Honor Roll Recognition**

PROGRESS REPORTS AND REPORT CARDS

All progress reports and report cards will be emailed to parents. Progress reports may be sent as the teacher deems necessary to keep the parents informed of the student's progress. Conferences may be requested by teacher or parent at any time during the year and are highly encouraged. Parents should call the school during office hours to schedule conferences with teachers and/or the principal.

Final Report Cards will be printed. This will not be provided until account balance is **paid in full**.

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

HOMEWORK

Homework is given on a regular basis to all students in 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.

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 outs.

TESTING

Each student in grades 2 -6 takes 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.

All students will also be given universal screeners at scheduled intervals throughout the school year.

TEXTBOOKS

Student 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.

ENRICHMENT GRADING

Conduct/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. The student has trouble following classroom and school rules and procedures or has received two or more conduct referrals during the grading period.

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

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.

CAFETERIA

Holy Trinity has a fully operating cafeteria via FACTS. Breakfast and hot lunch may be purchased through the FACTS account only and must be paid on a monthly basis.

CAFETERIA COST

Hot lunch and milk	\$4.00
Milk only	.50
Breakfast	\$3.00
Extra entrée	\$2.00
Extra fruit/vegetable	.50
Juice	.50

Students who do not wish to buy 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 lunch boxes 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.

TRANSPORTATION

Any changes to daily transportation must be submitted in writing to both the teacher and the office by 2:00 PM. All changes must be **signed** and **dated** by the child's **parent or legal guardian**. Emails will be accepted from a legal guardian email address only.

TRAFFIC CONTROL

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. Cars are not to park in the left lane as it will be utilized for moving traffic for before-care drop-off and pick up. To help expedite the pickup process, **please have your car rider sign displayed properly. For the safety of all children, please do not get out of your car in the car line. Those dropping off and picking up in the car line are prohibited from using cell phones. This is for the safety of our children, teachers, and parents.**

Car Riders: All PK1 and PK2 parents will enter from Beach Blvd up the road next to the Community Center. Follow the signs into the crab fest grounds to park near the Preschool Building by the sidewalk. All PK1 and PK2 students will be walked to the back (East) entrance of the Preschool Building. Please exit to 2nd Street and follow the one-way traffic when exiting the parking area.

All PK3 – 6th grade students must be dropped off and picked up through the carline.

***All siblings will arrive and be dismissed according to the youngest sibling.**

***At all times, please follow the directions of the duty teachers/traffic guards. Ensure that all students are properly secured in the vehicle with a seat belt/car seat before exiting the car rider line.**

***For safety, please do not use cell phones while dropping off or picking up students in the car line.**

Neighborhood Walkers: Students who live within one block of the school may be considered Neighborhood Walkers and may enter at the main lobby each day with a parent present. For consideration of this designation, please complete the transportation form in the office for principal approval.

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.

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

OLA/SSC Walkers (students who will be picked up by their OLA/SSC sibling) will be picked up from the HTCS cafeteria. **Any student who is not picked up by 3:15 p.m. will be sent to After Care and charged accordingly.**

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 a 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 assigned an in-school suspension or out-of-school suspension, part of the consequence is the loss of field trip privileges.

All students *will* ride the bus to the field trip destination but may be signed out by their parent at the end of the field trip. Only a parent of a child or an authorized person on file at the school will be permitted to sign a child out from a field trip.

In the event that the bus is not available, the school depends on parent-volunteer drivers for field trips. Specific procedures are in place for the safe transport of the children, and it is imperative that these procedures be followed and all insurance information is on file with the office.

If a child requires medication during a field trip, it must be submitted to the front office, along with detailed instructions, at least two days prior to the field trip to allow the teacher time to plan and organize for its distribution on the day of the field trip.

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.

PARENTAL SUPPORT

Holy Trinity Catholic School is considered a family. We work very hard to provide the highest level of academics and to form intentional disciples of Jesus Christ. The education of a child is a partnership between parents and the school. If, in the opinion of the school administration, that partnership is irreparably broken, parents may be required to withdraw their child(ren) from our Catholic school. This conduct includes, but is not limited to, spreading negativity about any aspect of the school, physical behavior, social media activities, internet posts and interaction with local and national media.

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 and complete the Safe Environment Program.

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.

PARENT TEACHER ORGANIZATION

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.

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.

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.

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.

CAMPUS SECURITY

All exterior doors remain locked. Upon arrival, sign in at the office to receive a visitor's pass.

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.

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 for repairs or replacement.

The student will also be subject to disciplinary consequences.

HEALTH AND MEDICAL POLICIES

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

Parents are asked to inform the school of any serious or chronic ailments a student may have. • A child may not attend school with any of the following symptoms: fever, undiagnosed rash, vomiting, lice, diarrhea, inflamed eyes and severe cold or sore throat. They should be free of any symptoms for 24 hours OR have a doctor's excuse with suggested date of return to school. • A child must be fever free for 24 hours without fever reducing medication before returning to school. Per HTCS a fever is defined as 100.4°F • The school administrator is authorized to take the temperature of a student. If parents cannot be reached, the staff will attempt to contact other individuals listed on the emergency contact list. • Parents are required to keep emergency information current. • If a child becomes ill or injured while at school, the parent will be called and the child will rest near the front office until picked up. • In the event of a serious accident or injury, HTCS staff will contact 911

immediately and then the parent. Paramedics will decide on the appropriate action. If the child needs emergency treatment, he or she will be taken to the nearest available medical facility that is capable of providing the necessary treatment. The parent will be responsible for all medical charges.

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 student who is enrolled at Holy Trinity Catholic School has secondary insurance coverage through the Diocese of Biloxi. In the event of a student's accident or injury at school, necessary claim forms will be sent home to the parent with instructions on how to file. 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, and head lice.

MEDICATION

Students are not allowed to have any medications, prescriptions, or non-prescription, in their possession at school. Medications may not be left with the child's teacher nor should students bring medications to school in their backpacks. Parents are required to personally bring any medication and instructions directly to the front office, where the child will report to receive his/her proper dose.

HTCS staff will only administer medication that has a current medical release form on file at the front office.

The following requirements must be met for medicine to be administered at school:

1. The medication must be in the original container and provided by the parent.
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-old 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. Refrigeration is available.
6. Medications must be administered by the office staff.
7. Liquid medication requires a measuring device to be sent by the parent.

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).

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, Smart Watches, and other similar distracting objects that serve no purpose at school must not be brought on campus. Bringing 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.

CELL PHONE USE

Students are discouraged from bringing cellphones to school. No cell phone will be allowed in a classroom or on field trips at any time. If a student needs a cell phone for safety reasons **(the student is walking home or will be picked up by someone other than a parent)**, 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. Please read the following policy:

CELLULAR PHONE POLICY

Diocese of Biloxi Policy - Section 44 - Schools within the Diocese of Biloxi prohibit the use of all personal telecommunications devices, including cellular phones, by its students during the school day, unless an exception applies such as an emergency or exigent circumstances and the Principal expressly authorizes said use. 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 devices as cellular phones, but the following conditions must be strictly adhered to:

1. Cellular phones may be used only before and after the school day as defined above.
2. Cellular phones must be locked in the student's locker*. If the student drives to school, the phone may be left in the car.
3. Cellular phones must be in the 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, et cetera.
5. Schools are not responsible for the loss of, damage to, or theft of cellular phones 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 and 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 school or be subjected to expulsion.

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. Administrators are afforded latitude in disciplinary matters as the circumstances would dictate.

The administration of the school reserves the right to grant permission for the usage of telecommunication devices for educational purposes. These educational purposes will be handled as exceptions and must not undermine this policy.

**Where there are no lockers for students, the principal must develop a plan for collection and dissemination of cellular phones for beginning and ending of school day.*

Note: This policy is not limited to cellular phones but also applies to other electronic communication devices, such as iPads, laptops, Apple or "smart" watches, et cetera, that can be used for emailing, texting, or any other way not yet known by electronics, digital, either wireless or hardwired.

**SCHOOL POLICY FOR THE
DIOCESE OF BILOXI
REGARDING GENDER AND
THE DIGNITY OF THE HUMAN PERSON**

Brothers and Sisters in Christ:

God made us in his image: *imago Dei*. He created us male and female. Gen. 1:27. The Church's teaching on gender and sexuality is so rich and parents and students are encouraged to learn more about these profound truths as a family. Parents are charged with the sacred obligation to teach their children and pass on the Catholic faith. At our Catholic schools, we are blessed to be able to pass on these sacred truths by passing on the faith in our classrooms.

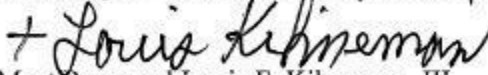
Accordingly, the Church rejects the modern fallacy and heresy that a person can subjectively choose to be a sex different than the one God gave that person. This is contrary to Catholic teaching. In endeavoring to ensure a nurturing Catholic school environment, the Diocese of Biloxi is promulgating the following policies regarding matters of gender and the dignity of the human person as they relate to Catholic schools in our Diocese.

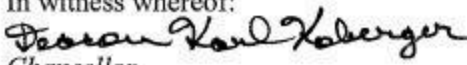
This policy applies to all offices, parishes, parish schools, and diocesan schools of the Catholic Diocese of Biloxi (each an "institution") as well as their employees, personnel, volunteers, students, and youth participating in parish or institutional faith formation. For the purposes of this policy, a "parish school" and/or "Catholic school" is any Catholic school in the Diocese of Biloxi founded or operated by a parish or for which the pastor of a parish holds an ex officio appointment in regard to the school, including without limitation any inter-parochial schools that have resulted from the merger of any two or more parochial schools.

1. **Teaching:** Those who teach, make presentations, counsel, or facilitate discussions on Church property or on behalf of the Church shall conduct themselves in accord with their biological sex and conform their lessons, materials, guidance, and discussions to the teachings of the Catholic Church. If a teacher at a Catholic school intentionally attempts to teach in a manner contrary to Catholic magisterium, this may be grounds for immediate termination.
2. **Legal Names:** Legal names are to be used on official documents and Catholic school records. Pronouns used at Catholic schools are to be those that align with a person's biological sex. Only pronouns that accurately reflect a person's God-given biological sex shall be used when addressing that person. No person may designate a "preferred pronoun" in speech or in writing, and no institution shall permit such designation by any person on institutional email, correspondence, or other communications. Legal names, or abbreviated versions of a legal name (*e.g.*, Dan, instead of Daniel), when requested by a person, should be used when addressing a person.
3. **Bathrooms and Facilities.** When using an institution's bathrooms or facilities, including locker rooms, all persons must use the bathrooms or other facilities that correspond to their God-given biological sex.

4. Single-Sex Institutions, Programs, and Activities. A person may only be admitted to an institution that is designated as single-sex consistent with his or her God-given biological sex. A person may only participate in institutional activities (whether curricular or extracurricular, athletics, ministries, or other programs) that are designated as single-sex consistent with his or her God-given biological sex.
5. Parish or School Dances. No person may attend a dance, mixer, or similar event sponsored by an institution with a date of the same God-given biological sex.
6. Personal Appearance & Dress. Every person is expected to present and conduct himself or herself in a manner consistent with their God-given biological sex. Specifically, this means that every person is expected to refrain from acting in a manner the purpose of which is to hold themselves out as being a sex or gender that is inconsistent with the person's God-given biological sex or which, regardless of intent, has the effect of causing confusion or scandal regarding the person's sex or gender relative to the person's God-given biological sex. This includes, but is not limited to, dressing consistent with their God-given biological sex and complying with any applicable sex-specific dress code. Dress code requirements shall conform to the Diocesan handbook and each respective Catholic school handbook as applicable.
7. Prohibition on Student Sex/Gender Transition. No student of a Catholic school may engage in so-called social transitions, surgeries, or medical treatments that seek to "transition" the person to a sex or gender inconsistent with his or her God-given biological sex. If this section is violated, the student may be expelled immediately.
8. This policy incorporates by reference the Catechism of the Catholic Church and its teaching on gender and sexuality, and the *Theology of the Body* of Pope St. John Paul the Great.
9. This policy may be amended from time to time at the discretion of the Bishop of Biloxi.
10. Families who are in need of referrals and resources should reach out to the school office.

I, in accord with Canons 386, 392, and 806, §1, and applicable Canon Law, hereby promulgate the Catholic Diocese of Parish and School Policy on Gender and the Dignity of the Human Person, effective immediately, and given at the Pastoral Center of the Diocese of Biloxi this 21st day of May 2024, A.D. 202 .


 Most Reverend Louis F. Kihneman, III
 Bishop of Biloxi

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 In witness whereof:

 Chancellor

Pre-K Addendum

Facility Licensure: HTCS PreK1 & PreK2 programs operate under the laws and policies outlined in the Mississippi Department of Health “Regulations Governing Licensure of Child Care Facilities.”

I. Snacks/Lunches

- A.** Pre-K 1, Pre-K 2, Pre-K 3: Students receive two snacks and a lunch daily. This is figured into the tuition cost. (per MS State Dept of Health students must receive these items from the school cafeteria and cannot bring them from home). Snacks will be served at approximately 9:00 a.m. and 2:00 p.m. Lunch will be served at 11:30 a.m. Water is always accessible to the children, and water, juice and/or milk will be served during eating times. Water bottles that are leak-proof, shatter-proof, and have a closed lid will be allowed. (No straw tumblers). Other than the water bottles, no other outside food, drinks, sippy cups, or bottles will be allowed.
- B.** Pre-K 4: Students may choose to bring their own lunch or eat a hot lunch from the cafeteria. The cost of lunch items will be charged via FACTS.
- C.** If any student needs to eat breakfast, please let us know in writing and we will make sure that he/she receives a tray.

II. Drop-off/Pick-up

- A. Pre-K 1 & 2:** Students must be signed in upon arrival and out upon dismissal each day. A table will be set up at the rear (East side) of the PreK building, where parents will bring students and sign them in/out. Drop-off will be from 7:30-7:55 a.m. School starts promptly at 8:00 so please make every effort to arrive on time. After 7:55 you will need to go to the main office of the school to sign your child in. Please note you may have to wait on available staff to walk your child to the pre-k building, or you may need to walk them over yourself after signing in. Pick-up begins at 3:00, and all students must be picked up no later than 3:30 p.m.
- B. Pre-K 3 & 4:** Students will be dropped off and picked up in the main carline.

III. Communication

Each child will receive a blue communication folder. Please check this folder on a daily basis. All communication from the office and class, as well as, your child’s work will be sent through this folder.

IV. Curriculum

Holy Trinity Catholic Preschool uses whole group instruction, small group instruction, individualized instruction, instructional learning centers, classroom activities, and teacher interaction to reinforce the goals and objectives for each unit. Units of study are developed in which the child can relate to in a meaningful way. *The Mississippi Early Learning Standards* are to be used to provide the framework

for all program curriculum. *The Mississippi Early Learning Standards* are to align with curriculum goals and objectives.

V. Behavior Expectations

We strive to set an example of Christian conduct. Behavioral issues will be addressed as needed, and a reminder of the proper way to behave will be given. Children are encouraged, individually and as a group, to generate possible solutions to conflicts, to predict various outcomes, and to choose alternative behaviors. We offer choices, try to redirect, point out consequences of different behaviors, and help the student to problem solve. Parents will be contacted to set up a conference if a problem persists or is more severe (e.g. scratching, breaking the skin or other physical behavior). The parents, principal and teacher will discuss ways to correct the behavior in a positive way. Should the behavior continue or become worse, the principal may take action as deemed appropriate, including potentially asking that the child be removed from the program.

VI. Supplies & Book Bags

The supply list can be found on the school website (www.holytrinitybsl.org). Book bags need to be large enough to transport your child's work and bedding but must also fit into a shared cubby. Please make sure your child's mat follows regulation...thin Kindermat (5/8"x19"x45"). Please no thick mats (blue/green). You may send in a small blanket, small pillow, and a sleep buddy for naptime. All of these things have to fit in their cubby. Pre-K will send home all naptime items every Friday for cleaning.

Pre-K 1 parents will be responsible for providing diapers/wipes and a change of clothes. Reminders will be sent when these items are running low. After the notice is sent, if we are still in need of diapers and have to use out of the school supply, a fee of \$1 per diaper will be charged via FACTS.

VII. Money

If money is to be sent for any reason, please send it in a sealed envelope with your child's name, teacher's name, and purpose.

VIII. Labels

Please label ALL clothing, book bags, etc.

IX. Change of Clothes

A. Pre-K 1 and Pre-K 2: Parents must provide a change of clothes.

B. Pre-K 3 and Pre-K 4: Students are required to be potty trained, but accidents do occur.

In the event of an accident your child will have to change themselves. The soiled clothes will be sent home for you to wash. Please send these cleaned clothes back to school promptly so they will be available if needed.

**Pull-ups are not permitted. If accidents are occurring frequently, you may be asked to keep your child at home for an extended time to work on this issue.

X. Bathroom Policy

A bathroom is located in the Pre-K classrooms. Students are instructed to use it as needed.

XI. Potty Training

Teachers in Pre-K 1 and Pre-K 2 will assist children in the potty-training process. A toilet training conference with the teacher will be required before beginning.

XII. Birthdays/Invitations:

A special treat/snack may be sent in for your child's birthday. Store bought birthday treats are recommended. Please let us know ahead of time. If you plan to send in invitations for a party, it **MUST** be sent home with **EVERY** child or with **ALL** boys or **ALL** girls.

XIII. Conferences

Pre-K parents will have a conference day scheduled mid-year (January) and at the end of the year (May). You will be notified of the specific date and time. Conferences will be a time to discuss your child's progress, parent concerns, and goals for your child. Evaluation results from assessments will be shared at this time. These will be offered as either phone or in-person.

XIV. Naptime

Pre-K1 and Pre-K2: Naptime is from approximately 12:15pm to 2:15pm. Children will sleep on cots with a pillow and blanket sent from home. Children may bring a naptime security item such as a stuffed animal or pacifier, but the item must be left at school for the week until sent home for cleaning. These items will **ONLY** be used during naptime. All naptime items will be sent home every Friday for cleaning.

XV. Biting

Biting occurs at a specific developmental period in a child's life. It is an age/stage related occurrence and generally happens during the toddler years. If a child is bitten, the bite will be cleaned with antiseptic soap and a bandage will be applied if needed. An injury report will be filled out on each and every bite, but due to confidentiality rules we cannot and will not reveal the name of the biter to the victim's parents. If the biting continues, a conference will be scheduled with the parent(s), teacher and school principal, to determine the proper consequences for the child. After three bites you will be asked to come pick up your child for the day.

XVI. Outside Time

PreK-1 and PreK-2: We will go outside and play on the playground daily for 30-90+ minutes a day weather permitting. Teachers will also take children for walks in our six person stroller. Permission slips will need to be signed by parents authorizing children to leave school premises via stroller, with the supervision of the teacher.