

# TRINITY



## Catholic Elementary School

Two Campuses . . . One Christ-Centered Community

## Parent–Student Handbook

A Family Guide to School Policies and Programs

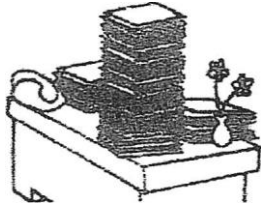
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*We pledge our commitment  
to excel in education,  
to develop the total person,  
and to model Christian values.*

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# ***WELCOME TO TCS!***

## **A Message from the Principal ...**

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It is with pleasure that I extend to each of you a very sincere and warm welcome. My wish for all of us is that we will have a fruitful and rewarding school year. The excellent learning environment that has been Trinity's tradition is made possible by the combined efforts and commitment of faculty, staff, students, parents and the community.

All parents are encouraged to take an active role in the education of their children. This includes getting to know your child's teacher, listening to your child, encouraging good homework habits, and being involved in the school.

Parents have offered much assistance and cooperation in the past that has allowed many things to be accomplished. We appreciate your support and hope that the involvement of parents in the school will continue.

To our students, we wish an enjoyable and productive year. We know that the year ahead will provide each of you with opportunities to continue grow both spiritually and academically as you strive to become the best person you can be.

This handbook was prepared to provide you with information on school policies, rules and regulations that you will need to know in order to be successful at Trinity. In the true spirit of the partnership of home and school, we invite you to contact us at any time during the school year to discuss any aspect of the school program, or any concerns you may have about your child.

Yours in Christ our Hope,

*Rosemary Pierre*

Principal

## **PURPOSE OF HANDBOOK**

It is the responsibility of parents and students to familiarize themselves with this handbook, which is approved by the Trinity Catholic School Board and which includes policies with which you should be acquainted.

The handbook has been prepared by the staff of Trinity Catholic School as a guideline to procedures, policies and practices governing the operation of our school and the behavior of our students. The administration and faculty members believe that it will help both parents and students to be properly informed about matters which concern all of us.

The primary purpose of providing this handbook is to help make your school experiences in this environment more satisfying, because it will tell you what you need to know and what you need to do in order to make this year both pleasant and successful.

## **AMENDMENT TO HANDBOOK**

The Principal retains the right to amend the handbook for just cause. Parents and students will be given prompt notification if changes are made.

## **MISSION STATEMENT**

Our mission is to educate the whole child to serve the world as a responsible Christian.



## STATEMENT OF PHILOSOPHY

Our philosophy of education is based on the Second Vatican Council's document on Christian education which states:

*“Since every individual of whatever race, condition, and age is endowed with the dignity of a person, he or she has an inalienable right to an education corresponding to his proper destiny and suited to his or her native talents, sex, cultural background, and ancestral heritage. At the same time this education should pave the way to kindred association with other peoples, so that genuine unity and peace on earth may be promoted. For a time, education aims at the formation of a human person with respect to the good of those societies of which as an individual, he or she is a member, and in whose responsibilities, as an adult, he or she will share.”*

We believe that the ultimate outcome of education will be for formation of intelligent Christian students who will be able to contribute to society with their Christian values as a frame of reference and thus become instruments of change to promote peace, unity and cooperation within the family, the community and society as whole.

## OBJECTIVES

- To provide fundamental knowledge of the theology of Catholicism, salvation history, biblical and liturgical dimensions of our faith, and the application of Christian principals to daily life situations.
- To train students to become active, participating adults in the Church community, through active participation in liturgies.
- To challenge each student to develop his/her particular God-given talents and abilities.
- To provide a program of instruction suited to the needs of individual students.
- To develop in students a spirit of inquiry, critical judgment, responsible expression of opinion, and creativity in the solution of problems.
- To help students understand the intrinsic value of a Christian approach to all life experiences, cooperation, leadership, responsibility and creativity.

- To promote the development of well-balanced personalities, a sense of democracy, an appreciation of the American heritage as a way of life, respect for the heritage and customs of all people, and a responsible use of freedom.
- To strive to build bridges of mutual understanding, acceptance, cooperation, peace and brotherly love within the Catholic civic community.

In our attempt to fulfill this ultimate design, everyone involved in the Catholic school – parents, pastors, priests, administrator, teachers and students – must endeavor to make it a Community of Faith which is indeed alive, alert and active, trusting not only in ourselves, but also in Jesus Christ, who is the Way, the Truth, and the Life.

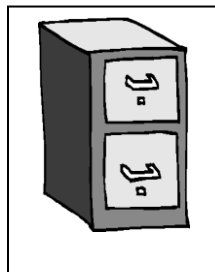
## ADMINISTRATION

**PASTOR(S):** The pastor is the chief administrative officer of the total parish educational program. In this capacity, the pastor(s) is director of the parish school, responsible for defining, promulgating and administering the basic policies by which the school functions. The pastor delegates the immediate direction of the school and its instructional program to the principal.

**PRINCIPAL:** The Principal is the Christian leader and the administrative head of the school and is responsible for the effective operation of the school as an educational institution within the total parish educational program.

**SCHOOL ADVISORY COUNCIL:** Of prime importance is the Trinity Catholic School Advisory Council, whose chief duty is to help formulate the policies, which are to guide the educational programs in the school. This group is an advisory group to the Pastor and the Principal.

## ASBESTOS MANAGEMENT PLAN



The School's Asbestos Management Plan is on file in the school administration office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

## **STATEMENT OF ACCREDITATION**

Trinity Catholic School is fully accredited by the Diocese of Lafayette and the Louisiana State Department of Education.

## **ADMISSION POLICY**

Trinity Catholic School accepts student applications for admission to any grade regardless of race, creed, sex or national origin. There is no discrimination in the administration of educational policies, scholarship programs, and other school-administered programs.

## **PRIORITIES FOR ADMISSION**

Acceptance will be on a first-come, first-serve basis with preference given in priority to:

1. Registered parishioners of St. Martin De Tours and Notre Dame parishes.
2. Children of alumni of the school.
3. Children from other Catholic church parishes
4. Non-Catholic students.

**WAITING LIST** – When no places are currently open in a grade, a waiting list is maintained for that year. Applicants will be notified when the waiting list is the only available option. Conditions leading to student turnover are very difficult to anticipate; thus, it is impossible to predict if and when a space will become available.

## **REQUIREMENTS FOR ADMISSION**

1. In accordance with the laws of St. Martin Parish:
  - To enter Pre Kindergarten, a child must be four years old on or before September 30
  - To enter Kindergarten, a child must be five years old on or before September 30.
  - To enter First Grade, a child must be six years old on or before September 30.

2. A certified birth certificate must be presented for proof of age.
3. Catholic applicants must present a baptismal certificate and verification of reception of any additional sacrament(s).
4. An up-to-date immunization record must be presented.

**NOTE:** The Louisiana Department of Health requires that all students have on file a current record of immunization. Parents who fail to have the records made current will be asked to withdraw their children from Trinity Catholic.

### **TRANSFER STUDENTS**

Parents wishing to transfer children to Trinity Catholic from other schools are required to meet with the Principal prior to admission. A copy of the student's most recent report card should be provided to the Principal at that time. The school must receive student records from the previous school and have the opportunity to review those records before a student can be considered for admission.

### **REGISTRATION**

In-House Registration for currently enrolled students and their siblings is held during the month of February of each school year.

New Student Registration is held during the month of March of each school year.

### **Registration Fees**

**(PLEASE NOTE: THE REGISTRATION FEE IS NON-REFUNDABLE)**

#### **Total Due at Registration**

One Child.....	\$155.00
Two Children.....	\$305.00
Three Children.....	\$455.00
Four Children.....	\$605.00

## TUITION POLICY

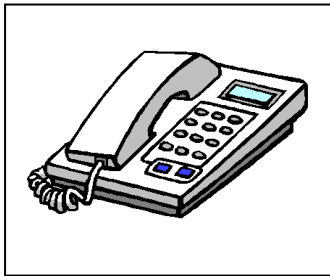
Tuition is paid in ten (10) monthly installments (*July through April*), through the SMART TUITION Program. Monthly tuition is due on or before the 5<sup>th</sup> of each month, but no later than the 16<sup>th</sup> of the month. Payments are considered delinquent and a late charge of \$30 is added to the delinquent bill if received after the 16<sup>th</sup> of the month. Failure to comply with the tuition policy may result in the student's removal from the classroom and or school.

## TUITION RATES

**TABLE 1: Ten Monthly Installments including Technology Fee (July through April)**

PARISHIONERS OF NOTRE DAME OR ST. MARTIN DE TOURS		NON-PARISHIONERS	
1 Child	\$312.50	1 Child	\$318.50
2 Children	\$615.00	2 Children	\$627.00
3 Children	\$917.50	3 Children	\$935.50
Each Additional Child	\$302.50	Each Additional Child	\$308.50

Please contact Mrs. Lisa Delcambre, Trinity Catholic Executive Secretary (337-394-6693), for more information about the SMART TUITION program



## **TUITION ASSISTANCE**

Tuition assistance is available through the Monsignor Paul M. Fusilier Scholarship Fund. Families requesting assistance are required to fill out a confidential Tuition Assistance Application (available from the School Office). The application must be returned to the Principal by **April 30** of each year. Applications will not be accepted after that date. Once the applications are in, the Scholarship committee will meet to make a determination on the qualification of each applicant and the amount of assistance to be provided through the Fusilier Fund.

## **STUDENT ARRIVAL AND DEPARTURE**

**Students are not to arrive on the school campuses prior to 7:30 a.m.,** when teachers report for duty. The school will not assume responsibility for any students arriving on school grounds prior to stated time. Students are to leave school at the end of the school day unless they are participating in a supervised school activity and under the direct supervision of a teacher. Parents should not leave or pick up students at the classroom door without a pass from the office, including the opening and closing of the school day.

## **PARENTAL TRANSPORTATION**

Parents who transport their children are asked to:

- unload and load children at the school's entrance (Lower Campus).
- unload and load children on the parking lot at the rear of the school (Upper Campus).
- remain in the car when loading and unloading children.

## **BUS TRANSPORTATION**

The St. Martin Parish School Board provides this service. Arrangements can be made by calling that office at 394-6261.

Buses load and unload in front of Notre Dame Church (Lower Campus) and St. Martin De Tours Ministries Building (Upper Campus). Parents should not block bus lanes in the morning or afternoon.

## **BUS CONDUCT**

The privilege of riding a school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. Therefore, students are expected to cooperate with the following regulations:

- Students must be at assigned stops at loading time.
- At no time are students to touch the outside of the bus or hang heads, arms, legs, bodies, or hands out the windows of the bus.
- Upon entering the bus, students are to be seated and to remain seated until they arrive at their destination—school in the morning and bus debarkation station in the afternoon.
- Students will board the bus and leave the bus according to the instructions of the bus driver. Students are to obey all directions of the bus driver.
- Students are not to throw or in any way (sail, shoot, or pitch) objects.
- Students must sit in the seat assigned by the driver. Drivers have the option of delegating students to an assigned seat.
- The bus must come to a complete stop before students try to enter or exit the bus.
- Loud talking and other loud noises are not permitted on the bus.
- Students are not to damage any part of the school bus. Students will be held financially responsible for any damage done.
- Use or possession of dangerous objects on the school bus or at the bus stop is forbidden. Stealing is prohibited.
- Open defiance or disrespect or insolence toward a bus driver will not be condoned.
- Other misbehavior as determined by the administration, including a pattern of repeated bus misbehavior, will not be permitted.
- Written instructions from the parent/guardian must be presented to the Principal before a student will be permitted to ride a bus other than his/her regular bus. The note must be given to the principal in advance to provide time for verification.

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR ON THE BUS:

The following consequences will occur for inappropriate behavior either on the bus or while waiting at the bus stop:

<b>First Referral</b>	a) warning from principal	b) parents notified
<b>Second Referral</b>	a) parents notified	b) 3-day suspension from bus privileges
<b>Third Referral</b>	a) parents notified	b) 30-day suspension of bus privileges
<b>Fourth Referral</b>	a) parents notified	b) suspension of bus privileges for remainder of school year

The Principal will support transportation personnel by notifying the student's parent/guardian of any suspension of bus privileges. A suspension will begin the day following parent/guardian notification.

## STUDY HALL



Upon arrival at school, students should report to the cafeteria to their assigned table. This time is to be used as a study period.

### STUDY HALL RULES:

- Bring all necessary materials.
- Stay in assigned seating area.
- Raise hand for permission to leave seat.
- Do not talk.
- Have permission from teacher to work together.
- Have a library book (older students) coloring book (younger students) at all times.

## **MORNING ASSEMBLY**

Morning prayer and opening exercises are held at 8:00 a.m. each morning except on the Friday designated for School Liturgy.

## **LEAVING CAMPUS**

A student who leaves the school campus at any time must obtain permission from the Principal. The school will not accept responsibility for any student who leaves the premises without permission.

## **VISITORS**

Parents and other visitors are always welcome but must first visit the office and receive a visitor's pass. Classes must not be disturbed. Visitors may be permitted to visit the classroom with permission of the Principal. Small children should not be brought to school during classroom observation.

## **CONTACTING PARENTS**

It is the parent's/guardian's responsibility to provide accurate and current telephone numbers as well as emergency numbers which will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses.

## **SCHOOL OFFICE HOURS**

The Business offices are open from 7:30 a.m. to 3:15 p.m. weekdays during the school year. Summer office hours are from 8:30 a.m. to 2:00 p.m. through the second week of June.

## **EARLY DISMISSAL**

Students will be transported home earlier than normal dismissal on certain occasions determined by the Principal. When this happens, parents/guardians will receive written notification from the school at least two days in advance.

## **ATTENDANCE POLICY**

Prompt, regular attendance is absolutely essential to academic success. Parents/Guardians are expected to foster this good habit in their children, both for the benefit of the child's academic achievement and to encourage mature adult behavior in the future.

**TARDINESS / EARLY CHECKOUT:** A student, who arrives after the second bell rings, 8:10 a.m. (Upper Campus), 8:15 a.m. (Lower Campus), will be marked tardy. He/she is required to be signed in by a parent/guardian in the office and receive a late slip to enter class. Six tardies will constitute one day's absence. Any student who checks out after 12:45 p.m. will be considered early checkout. Six early checkouts will constitute one day's absence.

### **TARDINESS AFFECTS PERFECT ATTENDANCE.**

**ABSENCE:** When a student is absent, the parent or guardian must call the office before 9:00 a.m. Upon returning, the student must present a written dated note signed by the parent or guardian explaining the reason for absence.

Those who anticipate a need to be absent or leave school early must bring a note of request from the parent/guardian and also have the approval of the Principal. A parent/guardian or parent designee (whose name is listed on the release form) must sign the student out in the office and sign the student in upon returning.

A student will be marked absent one-half day whenever the time away from school is two hours or more. If a student attends school for less than two hours he/she will be marked absent for the whole day.

Parents requesting homework assignments must call the office before 9:00 a.m. Assignments will be available at the end of the day. Assignments must be made up within five days of returning to school (this includes tests).

Vacations during school time are discouraged. Parents who plan to make such a vacation are asked to notify the teacher at least two to three weeks in advance.

During the days when standardized tests are given, no one is to take a student out of school for any reason other than illness or death of an immediate family member.

Louisiana law states that no student may miss over 20 days in a school year. If absences exceed 20 days, the student may be retained. Within the 20 days, no more than 10 unexcused days will be allowed. Exception can be made only in the event of extended illness (verified by a physician).

A doctor's excuse will be required for a student returning to school after having a communicable or infectious disease, or after being absent five consecutive days.

### **EXCUSED ABSENCES:**

1. Personal illness
2. Illness or death in family
3. Medical/dental appointments (only if these must be scheduled during school hours)
4. Court appointments
5. Approved school activities

### **UNEXCUSED ABSENCES:**

1. Truancy
2. No excuse submitted
3. Suspension
3. Unexcused tardy

### **WITHDRAWALS**

In case of withdrawal, parents/guardians must sign a transfer of records request to be forwarded to the new school. The Principal should be notified one school day prior to the withdrawal of any student. Records may be held if the student has any indebtedness to the school (tuition, lunchroom, library, damages, etc.).



## COMMUNICATION

**Weekly Folder** - Folders are sent home on the second day of each school week (usually a Wednesday). The folder contains weekly tests, announcements, classroom notices, permission slips, etc. They are to be signed and returned to school the following day.

**Internet** - Parents and students may access weekly updates on lesson expectations, homework assignments, and other information pertaining to school and class activities.

**Monthly School Calendar** - Parents and students are provided with a monthly calendar of school events and activities that can be accessed from the school website.

**Appointments** - Parents/Guardians wishing to meet with the principal, a teacher, or any member of the school staff must contact the office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand.

## PARENT-TEACHER ASSOCIATION

The Parent-Teacher Association is an organization made up of faculty members and parents/guardians of the children attending Trinity Catholic. PTA sponsors several programs during the school year. It is also responsible for fund raising to provide the extras for the school. Membership in the Parent-Teacher Association will include all parents/guardians. Dues are set on an annual basis.

## VOLUNTEER PROGRAM

Trinity Catholic School has a volunteer program in which parents and guardians serve as tutors, aides, room parents, etc., and also participate in other activities. At the beginning of the school year, parents and guardians are given the opportunity to sign up for any service they would care to give to the school.

Volunteers must be in compliance with the Safe Environment Policies established by the Diocese of Lafayette. Training sessions are announced through communications sent home with students and in church bulletins. Anyone may also visit the diocesan website at [www.dol-louisiana.org](http://www.dol-louisiana.org) for more scheduled sessions throughout the diocese.

## **EMERGENCY INFORMATION**

Students are required to have on file in the school office the following information:

- Parent/guardian name(s)
- Complete and up-to-date address
- Parent/Guardian home, work, beeper, and cellular phone numbers
- Emergency phone numbers for at least two relatives and/or friends
- Physician's name and phone number
- Medical alert information

## **EMERGENCY SCHOOL CLOSURE**

In certain extreme cases, severe storm or other emergency, it is necessary to close the school. The decision to do so is made as early as possible and announced over television stations KATC channel 3 (5 cable) and KLFY channel 10 (11 cable), as well as local radio stations. Trinity Catholic will be closed if the St. Martin Parish public schools are closed.

## **EMERGENCY DRILLS**

Threats to students and faculty safety (fire, natural disasters, etc.), are taken very seriously at Trinity Catholic. Drills are conducted several times during the school year. For fire drills, escape plans are posted in each classroom. For tornadoes, classes have a designated area (hallway, Lower Campus) - (gym, Upper Campus). Students are to move to designated areas in a safe, and orderly manner and maintain silence until back in a classroom.

## **SUPERVISION-TELEPHONE USE**

Students will be called from class only in cases of an emergency. School telephones are for school business only, and students will not be permitted to use school telephones except in cases of illness or emergency.

## **MESSAGES**

Only in cases of an extreme emergency can school personnel interrupt classes to deliver messages to students. Messages for students will be taken until 2:30 p.m. The secretaries will deliver the messages to the students.

## **FLORAL DELIVERIES/GIFTS, ETC.**

If floral arrangements or other gifts are delivered to the school, all items will be kept in the office until the end of the day, when the secretaries will deliver the gifts.

## **LOST AND FOUND**

All valuable articles lost or found should be reported or taken to the office. (Note: All articles of clothing, books, book sacks, etc., should be marked clearly with the child's name and grade.)

## **SCHOOL RECORDS**

The school will maintain records on all students. Information included in these records may not be released without written parental consent. A parent/guardian wishing to review his/her child's file must give a 24-hour notice by way of a written request and set an appointed time with the principal to review the file.

The school abides by the provision of applicable with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

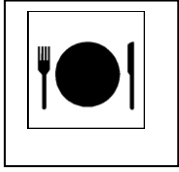
## **CUSTODIAL PARENT**

The school will permit only the custodial parent or his/her designee to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school unless there is written authorization from the custodial parent. In an emergency, a clearly defined one-time telephone authorization may be acceptable.

## **CHILD ABUSE OR NEGLECT**

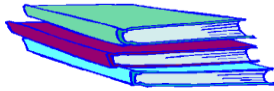
Louisiana law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the Office of Human Development. The Child Abuse and Neglect Act specifies that all school personnel and administrators are mandated reporters.

## **CAFETERIA**



The Department of Education and the Diocese of Lafayette, as the sponsoring agent, administers the Food and Nutrition Programs under the guidelines set forth by the State Department of Education and the United States Department of Agriculture. The Trinity Catholic Cafeteria staff prepares a well-balanced meal daily. Diocesan policy requires that all students participate in the School Nutrition Program. Any request for exception must be accompanied by a physician's written statement. Parents are billed monthly for meals. Payment is due by the 15<sup>th</sup> of the month. In accordance with state regulations, the cost of meals is determined each year by the Diocesan office.

## **BOOKS AND EQUIPMENT**



Each student is responsible for the proper care and return of all books and equipment he/she receives from the school. Books or equipment that are lost, damaged, or defaced in any way while on loan to the student must be paid for in full prior to issuance of new books or equipment.

## **CURRICULUM**

### **RELIGION INSTRUCTION**

Christ is at the heart of the curriculum. All students receive daily religious instruction. The school works with the parents in preparing the students to receive the sacraments. Throughout the year, there are special liturgies for the students. Church seasons and feasts are celebrated in various ways. All students participate in religion classes and prayer.

### **ACADEMIC SUBJECTS**

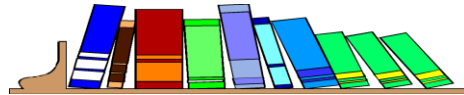
The school follows the course of instruction issued by the Superintendent of Schools of the Diocese of Lafayette and is in accord with state requirements for all elementary schools in Louisiana. Subjects taught include English/Language Arts (reading, writing, listening, phonics, spelling, and grammar), Math, Science, and Social Studies. Study Skills are an important part of our overall instruction. Health and Physical Education, Computer Education, Music, Arts and Crafts are also incorporated into the curriculum, and are an integral part of the learning process.

**NOTE:** If an illness or injury prevents a student from participating in a physical education class, parental written notification is necessary. A doctor's excuse is required for non-participation for any length of time over two class days.

## **PRE KINDERGARTEN**

The Pre Kindergarten program objectives are centered around the fundamentals essential for child development. Through a variety of learning activities and hands-on manipulative in a social environment, each child is introduced to religion, creative expression, computer, art and music. Gross and fine motor activities are also provided as well as academic lessons in mathematics, language, science, and social studies based on a weekly theme. All disciplines prepare the child for the next grade level - Kindergarten.

## **LIBRARY**



The resources and services of the library are a fundamental part of the educational process. The availability of many materials gives the students and their teachers the opportunity to select from among many resources suited to serve their specific needs. The Trinity Catholic Library houses computers, audiovisual aids and equipment, a large reference section, and an excellent collection of books. Classes visit the library on a regular schedule. Open library time is also available, and students are encouraged to use the facility during that time.

## **INTERNET ACCESS**

Trinity Catholic School provides access to the Internet for students, faculty and staff. A student must have a signed copy of the Internet Acceptable Use Policy on file in order to use the Internet.

## **HOMEWORK**

Homework is an extension of the learning that takes place in school. It provides practice and drill that reinforce classroom learning and provides opportunities for independent study, research, and creative thinking. Parents are encouraged to help students by arranging a quiet, comfortable place for work and by seeing that assignments are completed. The

suggested maximum time for daily homework assignments is between 60 and 120 minutes. Students are expected to complete and return homework on time. Consequences for incomplete assignments vary. Check with individual teachers. Homework is generally not given on weekends or holidays. Long-range projects (i.e. book reports, science and math projects, etc.) are not included in this general rule.

## **STANDARDIZED TESTING PROGRAM**

The Stanford Achievement Test is administered to students in grades K through 8 in the Spring of each year. The standardized testing program is designed to determine readiness, growth potential, and academic achievement. Individual results are provided to parents, and a copy is placed in the student's file. The results enable parents and teachers to compare strengths and weaknesses in student achievement with other students at the same grade level nationwide. These results also enable the school to study strengths and weaknesses in the curriculum.

## **SEMESTER EXAMS**

Students in grades 6 - 8 are required to take final exams. Students with averages of 95 or above on second semester work are eligible to exempt second semester exams.

## **FIELD TRIPS**

Field trips are an important and well-liked part of the educational program, and are generally under the supervision of the classroom teacher. Participation in field trips is a privilege. The following guidelines apply to field trips sponsored by the school:

- Parent/Guardian will be notified of each field trip.
- Parent/Guardian must sign a blanket permission slip for the current school year. Students will not be allowed to participate in field trips without a signed blanket permission slip.
- A fee may be requested from each student to help defray transportation and/or facility use costs.
- Students must ride to and from school field trips on the transportation provided.
- Parents/Guardians who want to pick up students from the field trip destination may do so by sending a note to the office 24-hours in advance.
- Students are expected to conduct themselves in a way that best represents themselves, their class, school, family, and community.
- Students will not be allowed to participate for the following reasons: suspension from

school, chronic misbehavior, and/or lack of academic progress (i.e. missing assignments). The student is expected to attend school as usual and will be supervised by a staff member.

## **PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences are scheduled twice a year, at the end of the first and third quarters. Additional conferences may be arranged at other times during the year, by contacting the teacher in advance to arrange for an appointment.

## **PROGRESS REPORTS**

**Report cards** are issued following the end of each nine-week period. Grades are recorded for both academic work and school behavior.

The first and third quarter report cards are given to parents/guardians at the Parent-Teacher conferences. The second and fourth quarter report cards are sent home with the student.

A student withdrawing from school prior to the last day of the grading period will not receive a final grade, but will receive grades in progress for that term.

**Mid-quarter progress reports**, for students in grades one through eight, are issued at the fifth week of each nine-week grading period. The purpose of these reports is to communicate positive progress or to inform parents if a student is not performing up to standard.

## **GRADING SCALE**

### **GRADES 1 - 8**

95 - 100	A	(4.0 - 3.5)	4 quality points	Excellent
88 - 94	B	(3.4 - 2.5)	3 quality points	Above Average
79 - 87	C	(2.4 - 1.5)	2 quality points	Average
70 - 78	D	(1.4 - 1.0)	1 quality point	Below Average
Below 70	F	(Below 1.0)	0 quality points	Failure

In grades 1 - 8, for the purpose of determining the final grade, the scale above shall be used in averaging the 4 nine-week grades.

Letter grades are given for major academic subjects (reading, English/language, mathematics, science, and social studies). Letter grades are also given for religion and spelling in grades 1-8, and physical education in grades 4-8. S, I, N, and U are given for minor subjects (art, music, handwriting, and physical education in grades Pre-K-3).

## **KINDERGARTEN**

- S - Satisfactory
- I - Improving
- N - Needs Improvement
- U - Unsatisfactory

## **HONOR ROLL RECOGNITION**

- Principal's List -- All A's including conduct.
- Honor Roll -- All A's and B's in any combination



## **PROMOTION POLICY**

Each teacher shall, on an individual basis, determine promotion of each student based upon the criteria established in these guidelines.

1. **ATTENDANCE REQUIREMENTS:** All students, kindergarten through grade eight must be present a minimum of 160 days to be eligible to receive credit for courses taken and to be considered for promotion. Exceptions can be made only in the event of extended personal illness as verified by a physician and / or extenuating circumstances as approved by the principal in consultation with the teacher.
2. **KINDERGARTEN:** To be promoted from kindergarten, the student should achieve marks of S or I in the area of both reading readiness and number development.
3. **GRADES 1 - 3:** To be promoted the student must:
  - (a) Achieve a minimum D (1.0) average in reading and mathematics.
  - (b) Achieve the minimum reading levels as indicated with evidence of satisfactory performance.

- (1b) Grade 1 should complete all readers at the first grade level.
  - (2b) Grade 2 should complete all readers at the second grade level.
  - (3b) Grade 3 must complete all readers at the third grade level.
4. **GRADES 4 - 6:** To be promoted the student must:
- (a) Achieve a minimum D (1.0) average in at least four major subjects, two of which must be reading and mathematics.
  - (b) Achieve the minimum reading levels listed below with evidence of satisfactory performance.
    - (1b) Grade 4 should complete the fourth reader.
    - (2b) Grade 5 should complete the fifth reader.
    - (3b) Grade 6 should complete the sixth reader.
5. **GRADES 7-8:** To be promoted the student must:
- (a) Pass a minimum of four major subjects which must include reading, English, mathematics, and science or social studies.
  - (b) Achieve the minimum reading levels listed below with evidence of satisfactory performance.
    - (1b) Grade 7 should complete the seventh reader.
    - (2b) Grade 8 should complete the eighth reader.
6. **SUMMER SCHOOL:** Students not meeting the promotion criteria during the regular school year are eligible to attend a state approved summer school for promotional purposes. The students must meet the same promotion criteria established for students during the regular school year.

The final decision as to promotion shall be made by the principal prior to the beginning of the next school year.



## **EIGHTH GRADE PROMOTION CEREMONY**

Dates for eighth grade promotion ceremonies must conform to the Diocesan calendar of 178 days. Financial obligations must be up to date, or no monies for promotion ceremony related activities will be accepted. All students are required to participate in the promotion ceremony.

## **RETENTION POLICY**

Students who fail to meet the promotion criteria, shall be retained. However, the following special conditions will apply:

1. Consideration should be given to extenuating circumstances such as two or more previous retentions and age considerations (two years older than normal age for that grade level).
2. Students may be retained only once at each school level: primary (1 -3), elementary (4 - 6), and junior high (7-8). Whenever a student is in danger of retention, the parents/guardians must receive written notification of this situation at least four months prior to the end of the school year.

If a student in **Pre-Kindergarten** or **Kindergarten** is allowed to advance to the next grade, against the professional judgment of the teacher and principal, parents/guardians will be required to sign a paper stating that they know such placement is against the advice of the professionals and that they accept full responsibility for the consequence of the placement.

## **RECESS**

When the weather permits, all students are required to play outside at recess times, unless the teacher has received a written note, dated, and signed by the parent or guardian explaining the reason for remaining inside. Exception will also be made if the teacher requests a student to remain inside for a particular reason.

## **SCHOOL PARTIES**

Birthday treats and classroom parties for special occasions are permitted. To minimize disruption to the learning process, parents who wish to send birthday treats are urged to make arrangements with the teacher ahead of time. School parties may begin at 1:45 p.m.

## **ARTICLES FROM HOME**

Students are not permitted to bring toys, games, electronic items or any items of personal value to school without prior request or permission from the teacher. Nothing should be brought to school for use on the playground. Paging devices, cellular phones, and tape recorders are prohibited.

## **MONEY**

Money in excess of the amount needed for the day should not be brought to school. Money that is sent to school should be placed in a sealed envelope and identified with the child's name and grade, the amount enclosed and its purpose.

## TRINITY CATHOLIC ELEMENTARY SCHOOL DISCIPLINE POLICY AND GUIDELINES



- A.** The discipline at Trinity Catholic School flows from the basic school philosophy of providing a Catholic Christian atmosphere whereby the total person is developed. In an effort to make this a reality, the school staff is dedicated to building an atmosphere conducive to this development. At times, the process of providing a Catholic Christian environment requires positive encouragement and building of self-esteem. At other times, the process demands assisting an individual or group to re-direct its energies toward growth, not destruction. In this entire process the uniqueness of each child must be considered as well as the common good.

The purpose of the discipline program at Trinity Catholic School is:

1. To provide an environment of Catholic Christian community, wherein growth and development of the student is made possible, stimulated and encouraged.
  2. To provide an opportunity for the student to put Catholic Christian ideals and attitude into practice.
  3. To assist students in the development of self-discipline and courtesy.
  4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learning.
  5. To promote respect and care within the student for himself /herself, for others in the school and for the other members of society.
- B.** When parent(s)/guardian(s), students and teachers work as a team the students' chances for success are greatly increased. To ensure such an environment, the following points need to be recognized:
1. Children need to be taught to discipline themselves and to take responsibility for what they do.
  2. Most discipline is handled routinely by staff.
  3. Appropriate student behavior will be recognized and reinforced.
  4. Parental involvement and support are crucial to success.

**C.** In order to accomplish this, the student will observe the following standards of behavior:

1. Model Christ's teaching about love for one's neighbor in all interactions with other students.
2. Act honestly.
3. Arrive at school on time.
4. Obey school rules including
  - abiding by the Uniform Policy
  - walking in halls and on stairs
  - keeping gum off school grounds
  - remaining in designated areas at all times
5. Behave in a respectful manner toward all school personnel, volunteers and visitors.
6. Respect all property belonging to themselves, other persons and the school.
7. Help maintain a clean, orderly school.
8. Oppose behavior in other students that does not conform to these standards.
9. Come to class prepared with necessary supplies.
10. Use acceptable and appropriate language.
11. Travel to all special classes in an orderly manner.
12. Remain silent and orderly during emergency drills.
13. Use only school authorized equipment on the playground

**D.** School rules are for the benefit of all students. When rules are broken, the following discipline process will be used.

Step 1: The teacher will inform the student of the incorrect behavior and help the student understand how to correct the behavior.

Step 2: If incorrect behavior persists, a time-out will be used.

- conduct referral will be sent to the principal for documentation.
- teacher and student will discuss plan of action.
- parent/guardian will be called by teacher issuing conduct referral and share plan as discussed with child.

**E.** When methods of positive reinforcement, motivation and conferencing with students have not proved successful, or when seriously disruptive behavior has taken place, other actions may be necessary.

## DETENTION

Students will be issued detention for infractions of school regulations. There are two types of detention, major and minor. A detention is labeled as **MAJOR** if behavior interferes with teaching or learning or with the safety of the students. A detention is labeled **MINOR** if the student is repeatedly not prepared for class, misses homework or class work assignments. Minor detentions may be held at recess or after school.

**MAJOR DETENTION** - The first three major detentions will be held on **Wednesday afternoons from 3:00-4:00 p.m.** If a child receives a fourth major detention, he/she will have **Saturday morning detention from 8:00 -11:30 a.m.** After a fourth major detention, the student will be suspended. Advance written notification will be sent to the parent(s)/guardian(s) and this form must be signed and returned to school. A parent/guardian must pick up the student at 4:00 p.m. for Wednesday detention, and 11:30 a.m. for Saturday morning detention.

## BEHAVIORAL PROBATION

This action will result when a student's continued presence at Trinity Catholic is in question due to behavior concerns. During this period of time a student will follow a contract that has been agreed to by the parent(s)/guardian(s), teacher, principal and student. If there is not improvement, suspension or expulsion could result.

F. Some behaviors (*at the discretion of teachers and principal/assistant principal*) warrant **immediate** use of suspension or expulsion. They are as follows:

1. Chronic behaviors not changed by steps 1 and 2 above.
2. Outward defiance/disrespect of authority
3. Verbal abuse
4. Fighting, stealing, cheating
5. Physical endangerment - drugs, alcohol, cigarettes, weapons
6. Leaving school grounds without permission
7. Inappropriate physical contact
8. Immoral behavior

## SUSPENSION/EXPULSION

Suspension or expulsion of students may be carried out in response to extreme or repeated violations of school rules and regulations. During a suspension, the student may not appear on school grounds or participate in school related activities. **The student will receive failing grades for work due or done during the time of the suspension.** If a student has **two suspensions**, he/she will not be invited to re-register for the following school year. **Three suspensions** will lead to the initiation of the expulsion process.

*Revised, June 2008*

## **Trinity Catholic School Discipline Policy for 7<sup>th</sup> – 8<sup>th</sup> Grades**

Students are expected to observe standards of behavior as outlined in the Discipline Policy and Guidelines of Trinity Catholic School. School rules benefit all partners in the education of children, therefore Trinity Catholic holds students responsible for their behavior and accountable to all school personnel. This applies to a student's behavior while on the school campus and at all school-related activities whether the activity is held on campus or at another facility. Trinity Catholic School adopted a system of demerits to qualify and document infractions. Below is a description of the demerit system:

### **Procedure**

- If a student breaks a rule, the student will receive a demerit slip signed by a teacher indicating the offense and the number of demerits.
- A copy of the demerit slip will be sent to the homeroom teacher.
- The homeroom teacher will file the copy. The teacher who wrote the demerit will file her copy.
- The student must take his/her demerit slip to parents/guardian.

### **Detention**

- A student who receives a total of 20 demerits will serve an after school detention.
- Advanced written notification of the detention will be given to the student to take home.
- A parent/guardian must sign the form and return it to the office the following day.
- Detention is held on Wednesday afternoon from 3:00 p.m. to 4:00 p.m.
- A parent/guardian must arrange to pick up the child at 4:00 p.m.

### **Suspension**

- A student who receives a total of 40 demerits will be suspended.
- The student may not appear on school grounds or participate in school related activities.
- The student will receive failing grades for work due or on any graded activities missed.
- Multiple suspensions may lead to expulsion.

**Conduct Grade Based on Behavior** The Demerits System at Trinity Catholic School has two reporting periods. The demerits that are issued up until the end of the interim progress reporting period will show on the progress reports. The demerits issued after the interim progress reporting will show on the 2<sup>nd</sup> half of the reporting period. No demerits will be carried over from the first reporting period to the second reporting period. The two grades will then be averaged together to get a final conduct grade for the quarter. *Examples are listed in the table below.*

1 <sup>st</sup> Quarter Progress	1 <sup>st</sup> Quarter end of Quarter	1 <sup>st</sup> Quarter Final Conduct Grade
----- <b>Conduct</b> -----		
10 demerits=B	10 demerits=B	20 total/averaged=10 demerits=B
15 demerits=C	0 demerits=A	15total/averaged=7.5=B
20 demerits=D	5 demerits=A	25total/averaged=12.5=C

The homeroom teacher will assign an overall conduct grade for a student each grading period. The grade will reflect the total number of demerits the student earned. The process of recording demerits will restart for each reporting period. The homeroom teacher will use the following scale to assign conduct grades:

- 0 - 5 demerits      A
- 6 - 10 demerits      B
- 11 - 15 demerits      C
- 16 - 20 demerits      D
- 21 + demerits      F

**CLASSROOM RULES**

- A. Enter class in quiet, orderly fashion.
- B. Be seated and prepared to work. Get materials and homework out, books and notebooks on desk and opened.
- C. Be attentive to instruction.
- D. Keep hands, feet, and belongings to oneself. Observe each person's circle of grace.
- E. Be respectful of teacher's space and of other students' materials.

**Explanation of demerits.**

1. Dress code violation. Explained in the handbook. **2 demerits for each violation.**

2. Chewing gum or eating in class. Gum is not allowed at school. Any food items given in class must be consumed in that class only. **5 demerits**.
3. Coming to class without materials. Students must have pencils or pens, paper, assignments, notebooks, and textbooks. You may not return to homeroom to get materials. **2 demerits**.
4. Actions liable to injure self/others. Examples: pushing, horseplay, tripping, throwing objects, running. **5 demerits**.
5. Classroom/campus disturbance. Examples: Anything that disrupts the orderly progress of a class or activity: talking without permission, making noises, causing others to laugh. **5 demerits**.
6. Disrespect of authority. Always speak and act with respect. This includes voice, body language, language, and actions. Willful disobedience. **10 demerits**.
7. Disrespect of other students. You are expected to treat other students and their belongings with respect. **5 demerits**.
8. Disrespect of school property. Includes writing on books, desks, or walls or damaging school property. **10 demerits**.
9. Out of assigned area. Do not leave your desk, classroom, cafeteria, or the gym without permission. **10 demerits**.
10. Profane language/actions. Profane language in speech or writing and profane actions or drawing. **10 demerits**.
11. Fighting. hitting, kicking, or shoving. If another student strikes you, do not hit back. Inform duty teacher or classroom teacher immediately. Do not instigate a fight or encourage others to fight. **40 demerits (Suspension)**
12. Stealing. **40 demerits (Suspension.)**
13. Cheating. You may not give or get answers from another student or from other materials, whether is be on a test or for homework. **40 demerits (Suspension.)**
14. Possession of contraband. Examples of contraband are tobacco, alcohol, matches, drugs, fireworks, or weapons of any kind. **40 demerits (Suspension)**
15. Possession and/or usage of technological devices. Examples of these devices are cellular phones, texting devices, video cameras, i-pods, or music players of kind. 1<sup>st</sup> offense = **20 demerits (Detention)**, 2<sup>nd</sup> offense = **40 demerits (Suspension)**. The device will be taken away from the student, and a parent will be required to personally retrieve the device from the upper campus supervisor.

## **SEXUAL HARASSMENT POLICY**

Trinity Catholic School recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education policies. Further, the school believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any school employee, administrator, student or visitor. It is the school intent to provide all employees and students with a work and learning environment free from sexual harassment.

## **SCHOOL INSURANCE**

School insurance is available at the beginning of each school year at a nominal cost to the student. Several plans are available at the option of the parents/guardians and student. The school, by law, cannot assume any responsibility for costs in connection with student accident or injury. Parents/guardians are encouraged to have or to purchase student insurance.

## **FIRST AID**

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered. No care beyond first aid, defined as the immediate, temporary care given in case of accidents or sudden illness, will be given. Home telephone numbers, business telephone numbers, emergency telephone numbers and telephone number of a family doctor must be on file at the school. If the parent/guardian cannot be reached, school officials will act prudently to safeguard the student's welfare.

## **ILLNESS OR INJURY**

A student who becomes ill at school should inform the teacher and receive permission to report to the office. The student's condition will be assessed and proper action taken. In case of an injury, school personnel will render first aid treatment only. If emergency treatment is necessary, a parent/guardian will be contacted.

**NOTE:** A child who is ill the night before, nauseated in the morning, or has a fever with a temperature of 100 degrees or more should not attend school.

## MEDICATION

If a student must bring medication to school, the following requirements must be met:

- A medical consent form must be on file in the school office
- Prescription medication must have the original label with the student's name, drug identification, dosage instructions, doctor's name, and a current date.
- All non-prescription medications (i.e. aspirin, Tylenol, Advil, cough medicine, etc.) must be kept in the office and given to a student only with parental consent.
- A note, dated and signed by a parent/guardian, must accompany all medication, giving the student's name, dosage amounts, time(s), and other instructions, if necessary.
- All medication (including cough drops and lozenges) must be brought to the school office when the child arrives at school in the morning.
- Medication will be given and documented by school personnel.

A student MAY NOT self-medicate nor may he/she give medications to others.

## HEALTH CHECKS

During the course of the year, usually in the fall, vision and hearing tests are administered to students by a volunteer health coordinator. Parents are informed of any irregularities which may need further attention.

**Head lice** are sometimes a problem at school. To control the problem, periodic head checks may be conducted, either in the classroom (check of entire class) or in the office.



## TRINITY CATHOLIC ELEMENTARY SCHOOL UNIFORM POLICY

The uniform of Trinity Catholic School represents the school. By wearing the uniform with pride, students display pride in the school as well. Students, parents and faculty share the responsibility of strengthening our public image by being good ambassadors of Trinity Catholic School to the community at large. School atmosphere and student achievement are enhanced when students are properly dressed. All clothing must be neat, clean and not torn. The uniform should fit so that the student is comfortable and is not bothered by a shirt or blouse that does not stay tucked in, pants that are too tight, or walking shorts that are of inappropriate length.

It would be impossible to anticipate all problems that may arise in the future, yet **each year a few distracting fads and circumstances show up on school grounds.** Anything that distracts from or disrupt the spirit, education, philosophy, or dignity of Trinity Catholic will be held to be unacceptable even though not explicitly set forth in this policy. Such situations will be dealt with in accordance with the principles implicit in our existing Uniform and Discipline policies.

**SCHOOL UNIFORM VENDORS:** School Uniforms must be purchased at either **Tee Wee Fashions**, 132 S. Main St, St Martinville, LA; **FASHION WORLD UNIFORMS**, 3607-d Ambassador Caffery Pkwy, Lafayette, LA; **Young Fashions UNIFORMS**, 2722 Kaliste Saloom Rd. Lafayette, LA; or **SCHOOL TIME UNIFORMS**, 3809 Ambassador Caffery Lafayette, LA or online at: [www.schooltimeuniforms.com](http://www.schooltimeuniforms.com)

### **DRESS CODE - GIRLS**

**Blouse/Shirt** - Blouse or shirt may be light blue or yellow, plain uniform type and tucked in at all times. They may be short or long sleeved. The shirt must have the Trinity Catholic logo. **No other monogramming is allowed on any article of clothing.** All undershirts must be solid white. Upper campus students may wear their P.E. shirts as an undershirt on P.E. days only.

**Skirt/Jumper** - Blue plaid uniform skirt or jumper must be worn. The length must be appropriate to a Christian student. Skirts must not be shorter than arm's length. If shorts are worn under the skirt or jumper, the shorts must be solid navy blue and must not exceed the hem line of the skirt or jumper.

**Walking Shorts** - Walking shorts are to be **blue plaid**. A **PLAIN blue, black or brown belt** is required as part of dress when the walking shorts have belt loops. The length of shorts must be appropriate to a Christian student. Shorts must not be shorter than arm's length.

**Pants** - Pants worn as part of the uniform are to be **navy blue**. The only brands that can be purchased are **K-12 Gear, Dickies, Aplus or Royal Park**. Blue plaid is also acceptable. Altering the look of the pants is not allowed. A **PLAIN blue, black or brown** belt is required as part of dress when the pants have belt loops.

**Shoes** – Shoes may be of any brand name, but must be **SOLID WHITE OR SOLID BLACK TENNIS SHOES**.

**Socks** - Plain **solid white, navy blue or yellow** socks must be worn. **NO ANKLE OR NO SHOW SOCKS AND LOGOS ALLOWED**.

**Sweaters** - Sweaters must be **solid white or navy blue**. They may be button-down or pullovers. Pullovers may be worn over the uniform blouse or knit shirt only.

**Sweatshirt** - Sweatshirts must be **solid white or navy blue**. The Trinity logo is encouraged. The uniform shirt must be worn underneath the sweatshirt at all times. No turtlenecks or screened sweatshirts are allowed.

**Jackets** - Only **solid white or navy blue** jackets will be allowed in the classrooms. **NO BLUE JEAN JACKETS ALLOWED**.

**Jewelry** - For safety reasons, **NO LOOP OR DANGLING EARRINGS** may be worn. Only one pair of small, flat or ball earrings are acceptable. One small and inconspicuous chain is allowed and should be worn inside the blouse or shirt.

**Hair** - Though hairstyles change often, we **WILL NOT** allow hair lengths or styles which draw attention to the student. Hair must be kept clean, well groomed and should not hang in the eyes. Bows, ribbons, head bands, and barrettes must be **solid white, navy blue, yellow, a mixture of navy blue and yellow or made of uniform fabric**. **LIGHT BLUE BOWS ARE NOT ALLOWED. NO EXCEPTIONS**.

**Make-Up/Nail Polish** - Make-up, fake nails and nail polish are not allowed.

**Out of Uniform Days** - Clothing unbecoming a Christian student, that is too short or displays inappropriate words is not allowed.

### **DRESS CODE - BOYS**

**Shirt** - Shirts may be light blue or yellow, plain uniform type and tucked in at all times. They may be short or long sleeved. The shirt must have the Trinity Catholic logo. **No monogramming is allowed on any article of clothing**. **All undershirts must be solid white**. Upper campus students may wear their P.E. shirts as an undershirt on P.E. days only.

**Walking Shorts** - Walking shorts are to be **navy blue** and worn as part of the uniform. A **PLAIN**

**blue, black or brown** belt is required as part of dress when the walking shorts have belt loops. The length of shorts must be appropriate to a Christian student.

**Pants** - Pants worn as part of the uniform are to be **navy blue**. The only brands that can be purchased are **K-12 Gear, Dickies, Aplus or Royal Park**. Altering the look of the pants is not allowed. A **PLAIN blue, black or brown** belt is required as part of dress when the pants have belt loops.

**Shoes** - Shoes may be of any brand name, but must be **SOLID WHITE OR SOLID BLACK TENNIS SHOES**.

**Socks** - Plain **solid white, navy blue or yellow** socks must be worn. **NO ANKLE OR NO SHOW SOCKS AND LOGOS ALLOWED**.

**Sweaters** - Sweaters must be **solid white or navy blue**. They may be button-down or pullovers. Pullovers may be worn over the uniform blouse or knit shirt only.

**Sweatshirt** - Sweatshirts must be **solid white or navy blue**. The Trinity logo is encouraged. The uniform shirt must be worn underneath the sweatshirt at all times. No turtlenecks or screened sweatshirts are allowed.

**Jackets** - Only **solid white or navy blue** jackets will be allowed in the classrooms. **NO BLUE JEAN JACKETS ALLOWED**.

**Jewelry** - Earrings are not permissible. One small and inconspicuous chain is allowed and should be worn inside the shirt.

**Hair** - Though hairstyles change often, we **WILL NOT** allow hair lengths or styles which draw attention to the student. Hair must be kept clean, well groomed and should not hang in the eyes, or over the eyebrows. Boys must be clean-shaven. **NO EXCEPTIONS**.

### **DRESS-UP DAYS**

These include **Spirit, Student of the Month, Honor Students, and Pay-To-Dress Days**. The mandated attire for students in Pre-K through 8<sup>th</sup> grade approved on August 17, 2006 is as follows:

- Trinity Spirit T-Shirt
- Blue Jeans (No Shorts, Short Jeans, or Capri)
- Regular School Shoes

TRINITY SPIRIT T-SHIRTS MUST BE PURCHASED FROM **THRIFTY WAY PHARMACY, 1620 S MAIN ST, ST MARTINVILLE, LA.**

## DRESS IN GENERAL

1. Students **ARE NOT ALLOWED** to leave campus in P.E. uniforms or any attire other than the regular uniform.
2. All **EMBLEMS, LOGOS, TRADEMARKS, NAMES AND/OR INSIGNIA** other than the approved Trinity Catholic logo are prohibited.
3. Hats and caps are not permitted to be worn in the school building at any time, including the designated dress-up days.
4. **HEAVY COATS** of any color may be worn to school **during the winter**. However, they must not be worn in the classroom.

## PHYSICAL EDUCATION UNIFORM

Students in grades 6 - 8 must wear the uniform ordered by the physical education teacher. In winter months, solid white or navy blue sweat pants may be worn. The sweat pants may only be worn during physical education classes. Tennis shoes are worn for physical education.

## PROGRAMS AND SERVICES

**Special Education for Children with Disabilities** - Classes are provided for children with disabilities who have been evaluated and determined eligible for placement in a program. These classes are served by trained and certified teachers of exceptional children.

**Gifted Education** - Classes are provided for gifted students who meet eligibility requirements for placement in the Gifted/Talented program in grades 2 - 8.

**Language/Speech Disabled** - Students screened for Language/Speech therapy are provided therapy by a qualified speech therapist.

**Special Education Testing** - Educational evaluations are provided at no expense to the parents, to determine the student's eligibility for placement in special education. Referral must be made through certified school personnel.

**Drug Prevention Education Program** - A prevention program for students in grades K - 12 funded by a grant through the Drug Free Schools Act of 1986 and supervised by the State Department of Education.

**Title I Program** - A federally funded remedial reading and math program available to students in grades 1 - 6 who scored below the 40<sup>th</sup> percentile in reading or math on the standardized test.

**Accelerated Reader** - A task-based learning information system designed to increase students' interest and achievement in reading. This computerized reading management system, which measures the quality, quantity, and level of reading, gives information back to students, teachers, and parents.

**Drug Abuse Resistance Education (D.A.R.E.)** - An education program that provide students the requisite knowledge to make the best decision concerning drugs, alcohol, and issues of violence.

**After School Care** - As a special service for working parents, Trinity Catholic provides an after school program from 3:00 - 5:30 p.m. Extra fees are charged for this service. Interested families may get the necessary information from the school secretary.

## CLUBS

**Student Council** - Serves as a liaison between students, administration, and faculty. These students (grades 4 -8), provide meaningful contributions toward the overall enhancement of school life.

**4-H** - Teaches students (grades 3 -8) about the environment, workforce preparation, and community development. Students learn-by-doing.

**Jr. Beta Club** - A leadership-service organization for honor students grades 5 - 8, whose purpose is to encourage effort, reward merit, and promote good citizenship.

**Builders** - A service organization sponsored by the St. Martinville Kiwanis Club that provides students (grades 6 - 8) the opportunity to help others, serve their school and community, and build a positive future for themselves.

**Math Club** - Sixth grade students participate in math-related activities that enhance the math curriculum and increase achievement in math through the development of problem-solving, leadership, and cooperative learning skills.

## STUDENT ACTIVITIES

Awards Assembly	Boy Scouts	Black History Celebration
Catholic Schools Week	Christmas Program	Christmas Service Project
Elocution Night	Field Day	Girl Scouts
International Education Week	Lenten Program	Living Rosary
Louisiana Week	Math Tournament	Mini Fair
Quiz Bowl	Red Ribbon Week	St. Jude Math-A-Thon
Student Council Week	Student of the Week / Month	Scholastic Book Fair
Social Studies Fair	Spelling Bee	Thanksgiving Service Project

## ATHLETICS

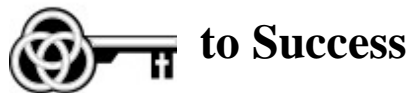
- Basketball-Boys/Girls
- Volleyball-Girls
- Soccer-Boys/Girls



## SCHOOL SPIRIT

- School Mascot - Brown Bear
- School Colors - Blue and White

Usually, the last Friday of a month is set aside to show school pride and spirit by wearing the school's colors. On that day, students, faculty, and staff wear their Trinity Bear tee shirts and blue jeans.



## TRINITY CATHOLIC SCHOOL MUTUAL AGREEMENT CONTRACT

**We, as parents and teachers:**

- acknowledge the importance and value of Catholic education and spiritual formation through prayer and Christian example.
- agree to weekly attendance at the celebration of the Eucharist.
- give active witness to our Catholic faith by our daily teaching and living.

**Parents' Commitment:**

We understand that teachers are professionals, and should be given due respect for their training and commitment to the education of our children. In the spirit of that belief, we will:

- A. Use appropriate language in all parent/teacher interactions, understanding that verbal abuse of another person is un-Christian and never acceptable.
- B. Agree to disagree respectfully.
- C. Understand that unscheduled visits to the classroom teacher will not be accommodated. Appointments enable the teacher to spend adequate time listening to our concerns
- D. Speak to, not about the teacher, in order to resolve conflicts or voice concerns. Idle gossip does not help any situation. Direct communication with the teacher is the best option for problem solving.
- E. Support academic and disciplinary policies as stated in the handbook, and individual teachers' expectations.

**School's Commitment:**

We understand that parents are the primary educators of their children and should be given due respect for their commitment to their children's growth and development. In the spirit of that belief, we will:

- A. Use appropriate language in all parent and student interaction, understanding that verbal abuse of another person is un-Christian and never acceptable.
- B. Agree to disagree respectfully.
- C. Respond to parent letters and phone calls in a timely manner.
- D. Invite parental participation and maintain open communication.
- E. Properly prepare for each class in order to attain curricular objectives, and work with each child to foster a spirit of achievement.
- F. Provide a safe and caring environment.
- G. Carry out disciplinary measures within a Catholic, Christian environment.

**WE COMMIT TO LIVE OUT THESE AGREEMENTS AND ASK FOR GOD’S HELP  
AND GUIDANCE TO GIVE OUR BEST FOR OUR CHILDREN, FAMILY, AND  
SCHOOL.**

