

MOST

HOLY

TRINITY

SCHOOL

140 Montrose Avenue  
Brooklyn, New York 11206  
(718) 384-1101

PARENT – STUDENT HANDBOOK

2003 – 2004

## Most Holy Trinity School Philosophy

The Philosophy of Most Holy Trinity School rests on the Catholic and Christian concept of the dignity of the child as an image of God. Careful attention is provided to each student in order for them to achieve their full potential. To promote the development of the whole person, the faculty and staff of Most Holy Trinity maintains an environment that emphasizes the Christian values of peace, kindness, honesty, respect, self-esteem and responsibility.

Aware of the climate and surroundings outside of school, the faculty and administration foster a safe haven for students through a prayerful atmosphere. To affirm the need for prayer, faculty and administration hold monthly liturgies, seasonal prayer services as well as daily prayer. Faculty and administration encourage the sacramental life of the students and foster good conscience and the living of Gospel values by accenting the idea of service towards others.

Faculty and administration provide a positive climate for learning with consistent structure and discipline in all curriculum areas. Mindful that students above all else, are individuals, faculty members go to great lengths to accommodate different learning styles, nurture creativity and instill in student independent responsibility and a desire to learn. By working with groups and one on one, the faculty helps students to develop better communication skills and good overall study habits.

Conscious that the parents are the first and primary educators of their children, faculty and administration keep communication between the school and home open and accessible for both sides. Through report cards, progress reports, notices, letters, phone calls and face to face meetings, faculty and administration show that Most Holy Trinity School is but one aspect of a total family that is needed to raise good students, good Christians and generally well rounded children.

## CURRICULUM

The Academic Curriculum at Most Holy Trinity School is designed at each progressive grade level to prepare the students for their future studies.

Faculty continuously research new methods and texts to ensure that curriculum is concurrent with contemporary directions and subject matter. The development of the person is always a matter of on-going concern within the framework of the academic program and the learning process: there, the faculty includes both the cognitive and the affective aspects of academic growth.

## SCHOOL DAY

TIME SCHEDULE – 8:15 A.M. TO 2:30 P.M.

No teacher supervision will be provided in the school-yard before 8:00 A.M. Most Holy Trinity School WILL NOT BE RESPONSIBLE for students who arrive before 8:00 AM and for any child after dismissal time at 2:30 PM unless they are part of the Extended Day Program. For the safety and protection of your child/children, we strongly urge that you follow this schedule when leaving or picking up a student at Most Holy Trinity School

If a student comes late to school, he/she must go directly to the school office for a LATE PASS and then go to class. THERE ARE TOO MANY LATENESSES. Lateness is not excused. Your child must make up all lateness with detention.

#### INCLEMENT WEATHER

If it is raining at 8 AM, (NOT BEFORE THIS TIME) the students will go directly to the gym.

On mornings of severe snowstorms, DO NOT CALL THE SCHOOL OR RECTORY. Please listen to the radio – either – WOR (710) or WINS (1010) for the announcement that all schools in the DIOCESE OF BROOKLYN ARE CLOSED.

***ALL STUDENTS MUST HAVE  
PROPER IMMUNIZATION  
NO SHOTS – NO SCHOOL***

#### ATTENDANCE

All students MUST have a note from a parent or guardian upon returning to school after an absence of any length. If a note is not received, the absence will be considered illegal. This note must be returned to school on the day the child returns.

- ✓ Please note – a legal absence is only if the child is sick. Absence due to parent illness or family responsibilities constitutes a illegal absence. If you take a family vacation, this not considered a legal absence.
- ✓ When possible – please do not schedule Doctor or Dentist appointments during school time.
- ✓ When a child is absent for three consecutive days – please call the school office to explain the absence.
- ✓ When a child is absent, all assignments missed are to obtained and made up. This is the student's responsibility.

- ✓ No child is permitted to leave school alone during school hours. If your child becomes ill or has an important appointment and it is necessary to leave the school, an adult must come to the school office to take the student home.

### SCHOOL TEXT BOOKS

It is important that students realize and appreciate the value and costliness of books. All school books are to be properly covered and plainly labeled with the child's name, school grade. Please do not use contact paper to cover school textbooks, or tape of any kind on the book itself.

Each student is responsible for the books that he/she received in September. When the books are collected in June, books that are damaged or lost must be paid for by the student.

### PROGRESS REPORTS

Progress Reports will be sent to parents twice a year. These reports will give you an idea of your child's progress or lack of progress between report cards.

### REPORT CARDS

Report cards are distributed three times a year.

December: Report card marks are based on: weekly tests-class work, homework and reports. Parents will pick up the report card at school. The card must be signed in school and the parent will receive a copy.

March: Same process as in December for grades. Parents will pick up the report card at school, sign the card and a copy will be given to the parent.

June: Report cards are based on the final examinations and school work. Report cards will be given to students and are kept by the parents.

### SCHOOL COMMUNICATIONS

- ✓ A yearly calendar of dates is attached to this handbook.
- ✓ A monthly calendar of events will be sent home during the first week of each month.
- ✓ Weekly Church Bulletin is distributed at Sunday Mass at Most Holy Trinity Church.
- ✓ Parent-Teacher Conferences.

- ✓ Parent meeting for the Sacraments.
- ✓ Home-School Meetings – three times a year
- ✓ Report Cards – three times a year
- ✓ Notes and announcements sent home when necessary.

#### TUITION AND FEES

The school policy regarding the payment of tuition is that all tuition **MUST BE PAID** by monthly date of the 10th. Tuition begins in August and must be paid in full by May 10th, 2004.

Tuition can be paid by money order, certified check or personal check. Under the Diocesan Guidelines, **CASH CANNOT BE ACCEPTED FOR TUITION OR OTHER PROGRAMS**. If a personal check is returned to the school because of insufficient funds, there is a fee of \$20.00 and the school will NO LONGER ACCEPT any personal checks on the account.

#### PLEASE KEEP ALL YOUR RECEIPTS FOR YOUR RECORDS

ALL TUITION must be paid by May 10, 2004.

NO GRADUATION, STEPPING-UP OR END OF THE YEAR TRIPS WILL BE PERMITTED UNLESS ALL TUITION AND FEES ARE PAID BY MAY 10, 2004.

REPORT CARDS ARE HELD UNTIL ALL TUITION AND FEES ARE PAID.

REGISTRATION FOR THE NEXT SCHOOL YEAR WILL NOT BE ACCEPTED UNTIL ALL TUITION AND FEES ARE PAID.

#### STUDENT BEHAVIOR

The following are some examples of student behavior that violate policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined or suspended for any of the following.

- ✓ The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, or firearms of any kind.
- ✓ Insolence, disrespect or insubordination.
- ✓ The use of improper language

- ✓ Fighting
- ✓ Inappropriate displays of affection.
- ✓ Rowdy behavior: running, pushing, shoving, yelling and whistling
- ✓ Leaving a classroom or leaving school without permission.
- ✓ Vandalizing, damaging or stealing school or private property.
- ✓ Threatening, intimidating or causing bodily harm to any person.
- ✓ Gum chewing.

### DISCIPLINARY REFERRALS

A student receives a disciplinary referral for serious/repeated violations of school rules, regulations and politics.

Both reports-Progress and Disciplinary-are serious and affect standards and honor roll. The possibility of a student being suspended or dismissed from school is evaluated from these reports. If your child should receive any of these reports, a parent MUST sign the report and return the signed copy the following school day.

### IDEAS FOR HELPING YOUR CHILD

- ✓ Cooperate with school to make homework effective
- ✓ Provide your children with suitable study conditions (desk or table, proper light, books supplies).
- ✓ Reserve a time for HOMEWORK and then TURN OFF THE TV.
- ✓ Encourage your children, but avoid undue pressure.
- ✓ Show interest in what your children are doing, but DO NOT do their work for them.
- ✓ Understand that the school expects homework to be completed, returned and signed each night. Parents should sign the homework each night for their children in Grades Kindergarten – Eight.

### GENERAL SUGGESTIONS TO PARENTS

- ✓ Encourage your child to come home immediately after school is dismissed.

- ✓ Please do not phone your child during the school hours unless there is an EMERGENCY.
- ✓ Your child is NOT to bring dangerous or distracting articles to school: such as guns, knives, water guns, toys, radios, WALKMAN, jewelry, video games, or tapes, etc.
- ✓ Place names on all articles of outer clothing-coats, gloves, hats, caps, sweaters, raincoats, etc.
- ✓ The school maintains a Lost and Found collection. Please feel free to investigate it if your child loses or misplaces something.
- ✓ Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never get into a car with a stranger.
- ✓ Your Child must have plenty of sleep each night for him/her to do good school work.
- ✓ To leave the school grounds during school hours. Your child MUST have permission from the principal's office and a parent must sign the child out of school.
- ✓ Please keep ALL receipts regarding monies from school.
- ✓ If you must deliver your child's lunch, please do it BEFORE 11 a.m.
- ✓ If you wish to confer with Sister Karen or your child's teacher, please call the school and make an appointment. You should not take a teacher's class time to discuss an individual problem. In addition, please BE ON TIME for your appointment.

#### PERSONAL APPEARANCE

##### UNIFORM:

Students must come to school each day in FULL UNIFORM. Uniforms should be purchased from MARLOU GARMENTS. For September 2003, we will have a new uniform. For this year only, the old girl's uniform may be worn, if your daughter's fit.

##### BOYS:

- ✓ White shirt with a school tie
- ✓ Navy blue pants (Grades PreK-4)
- ✓ Beige khaki pants (Grades 5-8)
- ✓ Navy Blue sweater
- ✓ Black uniform shoes (NO BOOTS ARE TO BE WORN)

*\*These shoes must be bought from Money Saver,  
which is the school's uniform shoe store.*

**GIRLS:**

- ✓ White blouse
- ✓ Blue socks (All grades)
- ✓ Jumper (Grades K to Grade 4)
- ✓ Skirt and Bolero (Grades 5 to 8)
- ✓ Navy blue sweater
- ✓ Black uniform shoes (NO BOOTS ARE TO BE WORN)

*\*These shoes must be bought from Money Saver,  
which is the school's uniform shoe store.*

**\*\*The girls will be permitted to wear navy blue slacks purchased from Marlou during December, January, February and March. This begins on December 1<sup>st</sup> and ends on March 31<sup>st</sup>.**

**GYM UNIFORM:**

Pre-K – 8<sup>th</sup> Grade

Sweat suit – Tee shirt

The school gym uniform is navy blue sweat pants, navy blue sweat shirt with school emblem and the official gray tee shirt. These items can be purchased from Marlou Garments. The school uniform is the only type of clothing permitted unless there is an official school dress down day.

**HAIR:**

Boys

Hair must be cut to the collar and shaped around the ears. No designs are to be put in the hair.

**PERSONAL CLEANLINESS:**

Hair, nails, teeth, etc are important for a child's health and well-being. Both parents and teachers have a responsibility to see the basic cleanliness is enforced for the good of the individual and all students.

**JEWELRY & ACCESSORIES:**

- ✓ Watches may be worn by students.
- ✓ Small post earrings are allowed to be worn by the girls. PLEASE NO HOOP EARRINGS. Only one pair of earrings for the girl's ear.
- ✓ NO EARRINGS for boys.

CRITERIA FOR COURT OF  
ST. DOMINIC AND ST FRANCIS

- ✓ Student must exhibit true Christian values and the Spirit of the Good News.
- ✓ All class work and homework must be completed when assigned
- ✓ Students must have a positive attitude about school.
- ✓ Students must not have any lateness during the previous month
- ✓ Students must have excellent to good conduct and obey all school rules.
- ✓ Students must be in the proper and complete uniform every day, including shoes, as stated in the Student Handbook.

COMPUTER USE

For any student to use the computers in Most Holy Trinity School a separate Acceptable Use Form must be signed by both the parents and students.

Also a release must be signed by a parent if your child's work and/or picture is used on the school website.

Most Holy Trinity School admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at school. Most Holy Trinity School does not discriminate on the basis of race, color nationality or ethnic origin in the administration of educational policies, admission policies, loan programs and athletic programs that the school administers.

MOST HOLY TRINITY SCHOOL

Dear Sister Karen,

I have read the STUDENT/PARENT handbook and will go over it with my child/children.

I will abide by all of the school policies and regulations that are contained in the handbook.

Child/Children \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_