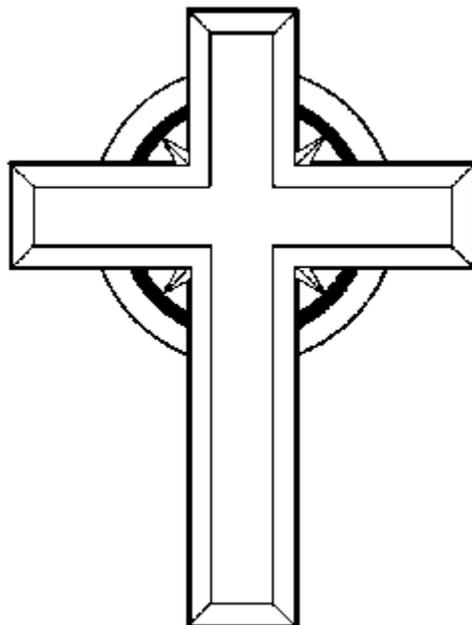


Holy Trinity Catholic Parish



Handbook 2019-2020



Arrival & Departure Policy

Students are expected to arrive at Holy Trinity School by 9:30 am, or when Mass ends. Students are not allowed to enter the classroom unless their teacher is present.

Anyone involved in PREP should enter and leave via the west end doors.

Students may not leave the classroom until they are dismissed by the teacher.

Parents should send a note with their child if they will be picked up by someone other than themselves.

PREP sessions end at 11am.

When picking up students, parents should park either on the west end of the school or on the north side by the west door. Please watch out for children as you leave.

Students will wait inside the building, by the windows, until their parents pick them up.

Communication

Our main form of contact will be through email, so please check your email often for updates and events. I will also be adding your cell numbers to GroupMe for quick info or reminders. GroupMe is a free app which helps with group communication. Once I add you to the group, you will get a text from this number, 719 582 237, which is me via the ap, that says “You’ve been added to “PREP Families” with Sarah Roof on GroupMe.”

You do not need to download the App. You can easily send me a reply but realize everyone else in the group will be able to see it. While this is being set up, you might get a lot of text messages, just saying someone has been added to the group. But after that, it will only be for reminders. Everyone in the group will not see your number.

Behavior Policy

Students will be expected to treat their teachers and/or helpers with respect. Teachers will be addressed as Mr./Mrs./Miss.

Students will treat each other, as well as each other’s belongings with respect.

Students will treat all school and parish property and the HT’s teacher’s belongings, including the classroom, with respect. Also not going in/digging through the desks.

Rough housing will not be permitted while waiting for parents.

Please return any books that your child uses during the year, unless informed you can keep the book. It is the responsibility of the student to replace a lost or damaged book.

Consequences for Disruptive Behavior

These are the consequences to expect if your child misbehaves or disrupts the class. We hope to create a good environment that nurtures learning and a chance to experience the Living God by making it a better situation for everyone involved.

1. Verbal warning from the teacher
2. 2nd verbal warning from the teacher
3. Teacher has student stand out in the hallway for 3-5 mins
Parents and the DRE will be informed.
This will get recorded in the student's file.
After being in the hallway, the student will return to their classroom.
(These could all happen within the same day.)
If it happens again, we proceed to the next step.
4. Teacher sends student to the Director of Religious Education's (DRE) office.
When this happens, the parents will be notified.
5. If step 4 happens twice, then the parent will be responsible to educate their child on Religious Ed, using the textbook provided, in the DRE's office during the normal PREP time. This will be the case for the rest of the semester. (Sept-Dec & Jan-April)

***DRE will support the decision of the PREP teacher.

Attendance Policy

Mass and religious education are an important part of your child's spiritual life. They should take precedence over all other activities on Sunday mornings. Students will be expected to attend class on a regular basis. As class time is limited to one day a week, a student can miss quite a bit of material if absent. Students will be expected to make up work at home. Please contact the teacher or director (DRE) as soon as possible if your child will be absent due to sickness and family emergencies. You will be contacted if your child is absent for more than three weeks in a row. They should not miss more than a quarter of the classes, which is six (6) of the classes. If this happens, the child will need to take a comprehensive test on the last day of class, April 26, 2020. Failure to pass the test, he/she may be required to repeat that grade of PREP.

Students receiving a sacrament will need one full year's attendance of PREP prior to the year of receiving the sacrament, either at our parish or another parish.

Weather Policy

In case of severe weather, listen for cancellations on local television news stations (11, 13, 24) and radio stations. If Fulton County is under a level 1, there will be PREP class. If Fulton County is under a level 2, it is up to the discretion of the DRE. If Fulton County is under a level 3, PREP classes are canceled.

In the case that weather turns bad during Mass or during class, we will announce to parents during Mass (if possible) or call for parents to pick up the students.

It is necessary that all parents fill out the emergency medical forms, so we have phone numbers available to us in case of an emergency.

Please cut and sign this portion and return to DRE.

Parents please sign below acknowledging that you have read and agree to the rules found in this 2019-2020 PREP handbook and will hold you and your child accountable to these.

Signature: _____ Date: _____

*If the DRE does not receive this bottom portion by Sept 22, you will be contacted!