

**MOST HOLY TRINITY
CATHOLIC SCHOOL
PARENT
HANDBOOK**

**2011-2012
School Year**



**As One Family, Committed to Christ,
We are called to Learn, Love, and Lead**

THE HISTORY OF MOST HOLY TRINITY CATHOLIC SCHOOL

Monsignor Neil McHugh, founding Pastor of the parish established Most Holy Trinity Catholic School in 1953. The school was originally staffed by the Sisters of Notre Dame. Since 1976, Most Holy Trinity Catholic School has been staffed by an all lay faculty and Principal.

Most Holy Trinity Catholic School is a member of the National Catholic Education Association (N.C.E.A.), the Association for Supervision and Curriculum Development (A.S.C.D.), and the International Reading Association.

In 1989 Most Holy Trinity Catholic School received full membership in both the North Central Association (N.C.A.) and the Western Catholic Educators Association (W.C.E.A.), with full accreditation status. In 1996, 2003, AND 2009 Most Holy Trinity Catholic School was re-accredited for six years.

An ever-increasing 12,000-volume library provides research opportunities. An array of 4,000 plus volumes of the finest, up-to-date children's literature has recently been added and during the summer of 2003 the library was fully automated.

A computer room was established in September of 1985. At the present time it is equipped with 30 IBM computers, a printer, a network system, and software. All classrooms are equipped with computers to immediately aid instruction. All students in grades K-8 participate in the computer education program.

Spanish is the foreign language taught at Most Holy Trinity Catholic School. Students in fourth through eighth grade receive instruction.

Most Holy Trinity Catholic School is a member of the Catholic Youth Athletics (C.Y.A.), a sports organization for Catholic elementary schools. This is an excellent after-school program for students in the upper grades.

An Extended Care program was inaugurated during the 1990-91 school year. The Pre-school program, begun in 1990, was made a part of the total school program beginning with the 1992-93 school year.

DIOCESE OF PHOENIX

Philosophy of Catholic Education

WE BELIEVE THAT:

"The child is a unique creation, matter and spirit with an eternal destiny."

It is the responsibility of the parent, as primary educator, to assist the child in achieving his/her purpose in life. The school shares this responsibility through its program of formal education. The parents and school work together to help the child achieve self-realization, self-acceptance, and awareness of their duty toward God and humanity.

To this end, Most Holy Trinity Catholic School presents to its students the fundamental aspects of growth in all areas: spiritual, intellectual, cultural, social, and physical. It is our aim to assist the students in acquiring an approach to living in a changing world that will be Christian.

Throughout the year our religious curriculum and liturgical activities endeavor to prepare the students to accept the challenge of life and to acquire attitudes and values that are essential in the life of a conscientious and mature Christian.

Vision Statement

Most Holy Trinity Catholic School is a community centered around the Eucharist dedicated to educating our children. Fundamental to this education is the commitment of our staff and families, in partnership, to the value system of our Roman Catholic faith. This commitment finds expression in our words and deeds.

Mission Statement

Most Holy Trinity Catholic School
As one family,
Committed to Christ,
We are called to
Learn,
Love,
and Lead.

Philosophy

Most Holy Trinity Catholic School, in partnership with the family, supports the spiritual, academic and moral development of students founded upon the values and traditions of our Roman Catholic faith. The school strives for academic excellence through a variety of teaching strategies that seek to meet the individual needs and capabilities of the students. Through the course of their education, the students recognize their role in the community and their responsibility to give of themselves in service to others. The students are presented ample opportunities to experience and participate in all aspects of the Roman Catholic faith.

GENERAL INFORMATION

ACCREDITATION

Most Holy Trinity Catholic School is accredited by the Western Catholic Educational Association.

ADMISSION POLICIES

In order to register a child at Most Holy Trinity Catholic School, a certified/original copy of their birth certificate, their original baptismal certificate and their current immunization record is required. Final consideration for all grades will be based on a grade readiness assessment. Pre-School students must be 3 years old and toilet-trained, Kindergartners must be 5 years old before September 1st and First Graders must be 6 years old before September 1st. Age requirements are strictly enforced. Students in First through Eighth Grades are required to submit their most current report card and standardized test scores. Possible contact with the previous school may be required. For Grades Six through Eight, an interview with the Principal may be required to be considered for admission (A letter of recommendation from the student's present Principal, a letter of recommendation from a current teacher in addition to the student's most current report card/test scores and copies of any psycho-educational testing, IEP, 504 plans are required for the interview).

All students admitted to Most Holy Trinity Catholic School will have a three-month probationary period. All new students are expected to do their best academically and to conform to the school rules and regulations. Most Holy Trinity Catholic School does not discriminate on the basis of race, sex, national origin, age and/or physical handicap (as long as accommodation can be made for the student's benefit).

SCHOOL HOURS

The school day begins at 7:55 a.m. with Morning Prayer and ends at 3:15 p.m. Every Friday is an early dismissal day at 1:30 pm. Students are not to arrive at school before 7:30 a.m. unless they are being checked into Tigers Den Extended Care. The school and the parish do not assume liability for supervision of or injuries to any person in or on the church or school premises before 7:30 a.m. and after 3:30 p.m. on school days or at any time on weekends or holidays. Students who are participating in school activities will be supervised by the adult in charge. Any child on church or school premises at unauthorized times will be placed in Tigers Den (Extended Care) and the parents will be charged accordingly for the service.

SECURITY

After 8:15 a.m. parents and visitors must report and sign-in at the School Office and wear a school visitor badge when on campus. You must sign out and return the badge when leaving the campus. Parents must in no way disrupt classrooms after school has begun. Parents are asked to use the front gate only when entering and leaving campus during the school day. Parents should use the appropriate gate as noted in the drop-off / pick-up section of this handbook during drop-off or pick-up.

ATTENDANCE

Regular attendance is an essential element for academic excellence. Frequent absence from school affects academic performance. When planning appointments, family outings, and vacations consult the school calendar. Whenever possible, schedule doctor/dentist appointments before or after school or on free days. Vacations and days taken for activities not sponsored by the school or the Diocese of Phoenix are considered absences and recorded as such. A student must be in class for at least half of the academic time to be counted present. Parents must bring in a doctors' note if the student has been absent 5 school days or more. Teachers will not give assignments prior to an absence. Excessive absences may be cause for denying promotion.

In case of **illness** these procedures should be followed:

1. A call to the school office to inform the staff of the child's illness (602-943-9058) should be made before 8:30 a.m. When a student returns to school, a written note from parent/guardian stating the date and the reason for the absence **MUST** be presented to the teacher.
2. A student will not be dismissed during school time without a written request from a parent. This request must be presented to the teacher. A student who has permission to leave during school time will be called to the school office upon the arrival of the parent. The parent must sign the release register when leaving with a child.
3. Families leaving for extended periods must notify the School Office in writing in advance of the dates of an absence. Parents who are leaving and placing their children in the care of another adult must inform the School Office, in writing, of this temporary assignment of guardianship.

TARDINESS

Tardiness is a disruption at the beginning of the school day, which takes precious time away from a classroom of children while the teacher deals with correcting roll call and class meetings. While an occasional tardiness is understandable, repeated tardiness may result in the student attending summer school. Excessive unexcused tardiness will result in an office referral.

1. A student is considered tardy if he/she is not with the class/teacher by 7:55 a.m. bell.
2. Students arriving with the class after 7:55 a.m. must have a tardy slip.
3. Six tardies will be counted as one day absent and incur the consequence of a lunch table cleanup duty in lieu of lunch recess.

DISMISSAL - EARLY AND REGULAR

1. Parents picking up a healthy student for an early dismissal must come to the school office. The student will be dismissed from the class when called via the phone system. Parents are not to go to the classroom to pick up students. Please remember to bring identification with you when signing out a student so we can verify you are an authorized individual to pick up the child. This procedure is required in order to insure our children's safety, which is a number one priority at MHT. If you receive a call from school personnel to pick up a sick child, you will sign the child out at the school office.
2. If the usual person who picks up your child changes, please notify the homeroom teacher in writing.

3. Identification is required from any adult whom we do not recognize who comes to pick up a child. We reserve the right not to release the child to anyone other than the custodial parent. In cases of doubt, we will phone the custodial parent to confirm that another person has been authorized to pick up the child. Please see that "individuals authorized to pickup students" are listed on the Emergency Card.
4. Children must be picked up promptly at 1:30 pm or 12:05 p.m. on early dismissal days and at 3:15 p.m. on full days.

EARLY DISMISSAL DAYS

School will be dismissed at 1:30 pm every Friday for faculty meetings. Tigers Den (Extended Care) provides after school child care after regular school hours and on early dismissal days until 6:00 p.m. We encourage parents to place their children in this program if they cannot pick them up immediately after school. There is no Tiger Dens (Extended Care) on days that school is not in-session.

MORNING STUDENT DROP OFF PROCEDURES

Please follow the procedures distributed the first week of school. **Do not park in the faculty/staff parking area.** Drop off students at the Science lab gate. Please do not enter the classrooms before the 7:45 a.m. bell as the teachers need this time to prepare for the day's activities.

- 7:30 Students enter campus and gather at the picnic or quad area tables. They should be seated.
- 7:50 Bell rings – signal for teachers to gather their students at the picnic tables in a line.
- 7:55 Bell rings. Walk in a line to the Outdoor Education Center for morning assembly. Students not with their class are considered tardy. Tardy students are to go directly to the School Office to get a tardy slip if a faculty member is not at the Science lab gate to provide one.
- 8:00 Morning prayer begins. Students who join the class now, need to have a tardy slip in hand.

Students are not to arrive on school and/or church premises, (including McHugh Hall) before 7:30 a.m. unless being checked into Tigers Den Extended Care or are accompanied by their parent/guardian.

AFTERNOON STUDENT PICK UP PROCEDURES

Please follow the dismissal procedures distributed the first week of school. **Do not park in the faculty /staff parking area or the fire lane.** To pick up your student at dismissal, vehicles should enter the south entrance of MHT Church and proceed around the back of the church pulling up to the Science lab school gate. A school staff member will be releasing students to the appropriate vehicles. Please make sure to place your "family name card" in the front window of your vehicle. If you wish to walk-in to pick up your student, please park in the Parish parking lot, enter through the Youth Center gate and proceed to the class line up area to sign out your student. Please be advised that there will not be a crossing guard at the Alice Avenue crosswalk between McHugh Hall and the school. If you wish to speak with the teacher, please schedule an appointment with them at the School Office or contact them via email. At dismissal, teachers need to have all their attention focused on getting students picked up safely and expediently.

Miscellaneous

Students, who use the city bus system, ride bikes or walk will be dismissed from the Science lab gate. A written note must be on file in the School Office and with the homeroom teacher giving the student permission. Parents are not allowed to walk in thru the south Parish parking lot gate. Our goal is an efficient dismissal that is SAFE.

TIGERS DEN (EXTENDED CARE) PROGRAM

Most Holy Trinity Catholic School offers Tigers Den, an Extended Care Program, for those families who have students attending our school. The program is designed to complement the philosophy of the school and support family values. We are committed to providing quality care in a loving Christian environment.

Tigers Den provides professional care, supervision, recreation, and enrichment activities. A high quality program that includes leisure activities such as arts and crafts, indoor and outdoor games, music and literature in addition to homework time and homework assistance are provided to its participants. The program is intended to foster the students' spiritual, emotional, social and physical development in a safe, secure and stable atmosphere that allows parents to feel confident that their students are receiving quality care.

All school policies apply to the Tigers Den Program. Concerns may be addressed with parents if behaviors not suited to a Christian environment are expressed.

Snacks

A nutritious snack will be served daily consisting of fruit, vegetables, crackers or another nutritious snack in addition to milk, juice or water. Students who are hungry beyond what the program provides are encouraged to bring an extra snack from home to supplement the afternoon snack. Candy is not an acceptable snack and should not be sent to Tigers Den.

On early dismissal days, students must bring a sack lunch. Occasionally, a special lunch may be offered at a small cost.

In accordance with Health Department requirements, only "store bought" snacks can be brought by your child to share with other children. Please check with the caregivers before sending a special snack to share with all children in the program. Do not send candy to Tigers Den.

Schedule of Operation

Tigers Den is available on school days only. Tigers Den will NOT be offered on the last day of the school year.

Hours: 7:00 a.m. - 7:45 a.m. on all school days
3:15 p.m. - 6:00 p.m. on regular dismissal days
1:30 p.m. - 6:00 p.m. on early dismissal Fridays
12:05 p.m. - 6:00 p.m. on early dismissal days

This program is geared for regular, daily participants, but "drop-ins" will be accommodated. Parents are required to give 24 hours advance notice for drop-ins to insure space availability for each student.

Sign In and Sign Out Procedures

Each child is to be signed in and out of Tigers Den. The parent or authorized person legibly signs the child in for the morning session and out from the afternoon session. Tigers Den Caregivers will legibly sign the child out from the morning session and send the child directly to his/her classroom. In the afternoon, the Tigers Den Caregivers will legibly sign the child in when he/she is dismissed from the classroom.

Only authorized persons on the Personal Data form and/or sign out card will be allowed to remove a child from the premises. Any changes or special permission must be immediately given to Tigers Den or the School Office in writing. Tigers Den reserves the right to check identification of persons picking up children from the program.

Fees

A non-refundable \$25.00 registration fee per family is required to enroll. Registration for the program is requested at the time of school registration in order to insure space availability for your student(s). When registering for the program a copy of the fee schedule will be given to the family.

Parents will be charged a late fee of \$2.00 per minute, per child when students are picked up after 6:00 p.m. according to the classroom clock.

Drop-in rate is \$15.00 per student on regular dismissal days and \$25.00 per student on early dismissal days.

BREAKFAST/LUNCH PROGRAM

The lunch program will begin approximately the second – third week of school. Students may not go home for lunch or to any of the restaurants in the area. Students may bring their own lunch from home or purchase a lunch from our food service provider. If a student brings their own lunch, please realize we cannot refrigerate the food so make sure to place an ice pack in the students' lunchboxes. Microwaves are not available to students. Soda pop and candy are not allowed. Students may not bring glass containers in their lunch. At lunch there is a "no food trading" or sharing policy. Many of our students have food allergies or other conditions. If a student forgets lunch, alternate arrangements can be made in the office.

Lunch tickets may be purchased in the school office. Students eat with their class under teacher supervision.

A Breakfast Café is offered by a Parish Ministry from 7:30am – 7:50am from the Youth Center kitchen.

GUM

Gum is not allowed on school or Church grounds. Students in violation will receive a mark on the Responsibility card, an action plan or office referral.

CELL PHONES

If a student brings a cell phone and/or an electronic device to school, the phone and/or electronic device must be taken to the school office. Students are advised to leave all electronic devices at home. The student may pick up the phone at 3:15. If a phone and/or electronic device are found with a student, it will need to be picked up from the office by a parent. If this happens a second time, the phone will be kept for the remainder of the week, and may be picked up from the office by a parent on Friday. If a phone is found with a student a third time, consequences will be determined by the principal.

SCHOOL PHONES

The school phone should be used for school business. It should not be used during classroom teaching times. Parents calling during the school day will be directed to voice mail. The office will ring into a classroom in case of an emergency. Students may only use the school phone in case of emergency, not be used to arrange last minute activities.

PETS AND OTHER ANIMALS

Pets may be brought to the classroom by an adult for **educational purposes only**. Written permission must be received from the teacher and Principal. Dogs or other pets at dismissal time are prohibited.

BIRTHDAY PARTIES

On your child's birthday he/she may bring small store bought treats for the entire class. Treats should be discussed with the teacher prior to the child's birthday. Treats must be easily distributed and follow the guidelines of the National School Wellness policy. No lunches for the entire class. Ask the teacher if there are any foods to avoid for students with food allergies or other conditions. Party invitations may only be handed out at school if the entire class roster is invited or all girls / all boys. Otherwise parents/guardians should use the school directory and mail invitations.

ASBESTOS STATEMENT

The Environmental Protection Agency requires all schools to inspect their buildings and facilities and to identify, sample and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act regulation further require that all parents, teachers, and employees of schools be notified where asbestos is found. This requirement is part of an inspection and management plan that is on file at our school. The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and be re-inspected visually every six months for any physical damage.

Repair and removal are done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to ensure that all the school areas are safe and free of asbestos fibers.

ADDENDUM

The Principal of Most Holy Trinity Catholic School reserves the right to amend this handbook or waive a disciplinary regulation at his/her discretion.

ACADEMIC PROGRAMS

The curriculum at Most Holy Trinity Catholic School presents the fundamental aspects of growth in all areas: spiritual, intellectual, cultural, social, and physical. As God is present in all aspects of our lives, so also Christian values extends to all areas of our curriculum. The faculty strives to uphold these values by modeling them in our own lives and by presenting students opportunities for growth. Most Holy Trinity students are active participants in a Mass at least once a week and receive daily religious instruction.

Our academic program follows Diocesan and state guidelines. Our core curriculum includes reading, mathematics, English, social studies, science, and spelling/vocabulary skills. Reading in the primary grades is the phonetic approach. We teach all students computers, music, art and we employ a physical education teacher, and computer teacher. Spanish is taught to grades 4 through 8. The middle school curriculum operates a traditional departmental structure for mathematics, Language Arts, science, and social studies.

STUDENT LEARNING EXPECTATIONS

- **FAITH FOLLOWER:** Students who are life-long followers of Christ, who strive to live the life He did by respecting God, self, and others.
- **ACTIVE LEARNER:** Students who are actively engaged in the learning/educational process.
- **EFFECTIVE COMMUNICATOR:** Students who use polite manners in everyday situations and work cooperatively with others using verbal and nonverbal, and artistic forms of communication.
- **PROBLEM SOLVER:** Students who use a variety of methods to define, analyze, and solve problems in challenging situations, whether educational or social, in a systematic and respectful way.
- **RESPONSIBLE CITIZEN:** Students who use responsible behavior apply Discipline with Purpose skills, take responsibility for their own action and understand the basic civic responsibilities of self, demonstrating respect and tolerance for others as they strive to influence their community and environment in positive ways.

LITURGY

The Eucharist is an essential aspect of the regular school program. Students plan and participate in Mass on Fridays and special occasions.

MORNING PRAYER

The school day begins at 7:55 a.m. as a community asking God's blessings for the day. Parents are **encouraged and welcome** to stay for Morning Prayer.

LIBRARY

Each class in grades K-8 is scheduled (per homeroom schedule) to come to the library once a week for checkout. Students return their books to the class library basket any time prior to their next scheduled library day or on the due date stamped on the return slip.

After an absence, students should return their library books on the first day they return to school with notice of number of days absent to avoid being charged an overdue fine. This is the responsibility of the student. Late books are NOT returned to the class basket. Late books must be returned to the library's mailbox in the office or to the late basket in the library. This can be done any day before, during, or after school. Please help your child become a responsible citizen by encouraging him/her to take good care of books, return them on time, and pay late charges when they are due.

Overdue books carry a ten-cent per book, per day fine for days that the library is open with a maximum of a \$1.00 fine per book when more than ten days late. Fines should accompany the book along with the reminder slip and be placed in a sealed envelope with the child's name and class clearly labeled. Please do not tape fines to book covers as this damages them. Library books may not be out over holiday recess. In the event this happens, a fine will be assessed.

Students are instructed to report any damage to books immediately to their teacher. Please do not attempt to repair books at home. We have special supplies that are used for repair of books. Damage not deemed normal wear and tear will carry a fine.

Lost/damaged library books must be paid for and all overdue fines paid before a student can be granted check-out privileges again or given his/her report card. Refunds will be made on library books lost and paid for when books are returned to the library in good condition minus a \$1.00 late fee per book. The library must be notified before a pupil moves away or transfers from Most Holy Trinity.

PHYSICAL EDUCATION

P.E. classes are a part of the regular curriculum. Students **in proper attire** are expected to attend P.E. classes as other classes in the curriculum. A mark on the students Responsibility Card (grades 4-8) and P.E. grades may be lowered if a student does not wear the proper attire. A student may be excused:

1. From classes because of a temporary illness if a note is sent by the parents. This note should explain the nature of the illness. If more than three (3) classes are to be missed, a doctor's written excuse is required. Students restricted from P.E. may not participate in after school sports or recess on that day.
2. From classes because of illness or physical impairment. A note from a doctor must be on file in the School Office before a child can be excused and the duration of non-participation must be stated.
3. From a particular exercise or activity because of illness or physical defect. A note, if temporary (3 classes) from the parents, must state exercise or activity to be excused from and if permanent (more than 3 classes) the note must have a doctor's signature stating type of exercise or activity to be excused from and the duration.

STUDENT INTERNET USE POLICY

We are pleased to offer students of Most Holy Trinity Catholic School access to the Internet for e-mail and information searches. To gain access to the Internet, all students must obtain parental permission. The computer teacher will pass out and collect consent forms which students must sign and return to the Computer Lab.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Currently the system is equipped with a filter to block inappropriate websites as much as possible.

We believe that the benefits to students from access to the Internet in the form of information, resource, and opportunities for collaboration exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, MHT Catholic School supports and respects each family's right to decide whether or not to apply for access.

The following board-approved guidelines will govern our use of the Internet:

- Students will communicate with keypals only under the direction of the teacher.
- Teachers will guide students toward appropriate materials
- Access to the school Internet account will only be available at school during regular school hours.
- Students are expected to use appropriate Netiquette at school and at home. All activity deemed unacceptable, inappropriate, or illegal by Most Holy Trinity is prohibited.
- Plagiarism of any electronic document is not acceptable.
- Students will have initial access only to teacher approved links.
- Information will only be gathered from the Internet, not posted to the Internet.
- The use of the Internet for non-school related activities is not acceptable.
- Gaining unauthorized access to resources or entities is not acceptable.
- Use appropriate language at school and at home
- Harassing, insulting, or attacking others is prohibited.
- Damaging computers, computer systems, or networks is prohibited.
- Downloading or installing any commercial software, shareware, or freeware onto computers, network drives, or disks including personal CD's is prohibited.
- Students will also follow all school rules and policies as stated in the Student/Parent handbook when using the Internet access.
- NEVER give the address, phone number, or last name of yourself or other students.
- Always use the Internet under the supervision of a teacher or other school staff person.
- Keep your password secure. Do not share your password with others. Do not allow others to use your account. Do not use other people's password or account.
- Help others be responsible citizens. If you see anything or anyone that does not follow these rules, immediately tell the teacher or other adult who is supervising you.
- No contacting or receiving contact from teachers via PERSONAL communication tools including but not limited to: computer, phone, cell phone, instant messaging, e-mail, or social networking site
- Photographing minors while at school or in catechetical programs is not allowed without the proper parental/guardian consent.

Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student in school.

Engagement in online social networking web sites or blogs, but not limited to, MySpace®, Facebook®, Xanga®, Friendster®, Twitter®, etc. may result in disciplinary actions if the content posted in these sites include any defamatory comments regarding the school, the faculty, other students or the parish.

Bullying and cyber bullying are verbal or written threats made against the physical or emotional well-being of any individual. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

The students are expected to exercise responsible behavior when on the Internet. Violating the above guidelines will result in losing your Internet privileges. Serious violations will be reported to the Principal for review and may also result in further disciplinary action which may include suspension or required withdrawal.

HOMEWORK

Both parents and teachers realize that one of the basic skills a child must acquire is the ability to study. Homework is a regular part of instruction. Incomplete work can indicate failure in a subject, and as such, is a serious matter. Parents and teachers should work cooperatively to help each student be successful and responsible.

Daily homework assignments have suggested guidelines as follows:

- K - 2 up to 30 minutes
- 3 - 4 up to 1.5 hour
- 5 - 6 up to 2 hours
- 7 - 8 up to 2.5 hours

Homework is an essential part of the Most Holy Trinity academic program. A reasonable amount of homework, according to grade level is assigned every day. It is always due when required by the teacher. A DEDUCTION IN POINTS MAY BE MADE FOR LATE ASSIGNMENTS. Any request for an exception must be made in writing to the teacher by the parent. Students are responsible for recording assignments in their agendas and parents are encouraged to review them nightly.

All students are asked to read a minimum of thirty minutes a day. This is necessary to establish good reading habits and strengthen the skills developed daily at school. First grade students should begin this habit as they begin to read. It is important that you, the parent, provide a proper study atmosphere at a regularly scheduled time each day.

Weekend homework may include finishing an assignment that is due or working on a long-range assignment only. No new assignments will be given for the weekend so that this can be quality family time.

Students need to remember to bring their books and homework assignments with them at dismissal. Once the teacher has left the campus, no one will be allowed into the classroom to get forgotten assignments and books.

ABSENTEE HOMEWORK ASSIGNMENTS

If you wish to pick up assignments for an absent student, call the Health Office before 8:30 a.m. Parents are asked to allow adequate notice for preparation of homework materials. The school will make arrangements **for the parent to pick them up in the Office at dismissal**. Students, upon return to school after an absence, will have two days to complete assignments for each day absent. If a student returns on the day of a known assessment, the student will be required to complete the assessment. Teachers will not give assignments prior to an absence.

MAKE UP WORK

Students are given time to make up work missed because of absences. The number of days allowed to make up work is 2 days for every day absent. It is the student's responsibility to turn the work in no later than 2 days after his/her absence.

VACATION WORK

Students are discouraged from taking vacations during school time. The teacher **will not** give work before the student leaves. Any exceptions will need to be in consultation with the Principal before assignments are given in advance.

PROMOTION/RETENTION

A student is promoted upon successful completion of the academic program. Students who have not successfully completed the academic program will be placed or retained after consultation with parents, teachers, and Principal. When making an appraisal of the student's academic program, all parties will also consider the social, emotional, and physical development of the student, which in some cases should be given preference over academic performance.

REPORT CARDS

The purpose of the report card is to report student progress. It is important to understand that grades are reported from averages of work presented to teachers and class participation. One report card will be issued per child. If a second report card is needed, the second report card will be a paper copy. A conference is scheduled with each family at the end of the first quarter.

Report cards are given at the end of each quarter for grades 2 through 8 with mid-quarter progress reports being sent home for each quarter for grade 2 only. Grades 3 – 8 will receive online grades weekly.

Report cards are given at the end of the second, third, and fourth quarters only for kindergarten and first grade. Mid-quarter progress reports are sent home for the second, third, and fourth quarters only.

GRADING:

Most Holy Trinity Catholic School uses the following Diocesan mandated grading system:

Grade A (100% - 94%) Excellent

Grade B (93% - 85%) Very Good

Grade C (84% - 75%) Average

Grade D (74% - 65%) Below Average Minimum requirement to pass

Grade F (BELOW 65%) Failure

S = Satisfactory Progress

Grades are A, B, C

N = Student Needs Improvement

Grades are D

U = Unsatisfactory

Grades are F

These grades are not given a “+” or “-”.

PRINCIPAL’S HONOR ROLL

The Principal's Honor Roll is an opportunity for students in grades 5-8 to be recognized. These students demonstrate commitment to their education at the highest levels of performance in every area of the school program. Students are encouraged to grow in their academic performance while working to the best of their abilities. All subject and behavioral areas are included in the criteria for Honor Roll.

HONOR ROLL

The Principal's Honor Roll is as follows:

High Honor Roll

1. Grade of A in core subjects and no more than 1 B.
2. Students must have an S in S/N/U areas.
3. Honor Roll status may be affected per teacher and principal discretion as a consequence of student behavior and/or discipline issues in formative skill acquisition areas.

Honor Roll

1. Grade of B or higher in core subjects.
2. Students must have an S in S/N/U areas.
3. Honor Roll status may be affected per teacher and principal discretion as a consequence of student behavior and/or discipline issues in formative skill acquisition areas.

SUMMER SCHOOL ATTENDANCE REQUIREMENTS

The official school calendar for the Diocese of Phoenix requires 180 days in a school year to meet the attendance requirements of the state education laws. Excessive absenteeism and tardiness interfere with the school program and the student's progress. To insure that each child is ready to proceed to the next higher grade at the end of the year, the following attendance requirements must be met:

1. A student who is absent for more than a total of twenty (20) days (equivalent to one month of school days) during the school year may be required to attend a summer school session in math, reading, and/or writing before entering the next higher grade.
2. A student is considered absent if they are not present in class for at least half of the academic instruction time.

Every six (6) tardies may be considered as one (1) day of absence and be counted as such.

COMMUNICATION BETWEEN PARENTS AND SCHOOL

PARENT-STUDENT HANDBOOK

The Parent-Student Handbook is a reference guide, which is revised and published each school year. Newsletters, calendars, and bulletins from school can be added as pages to the folder for future reference.

The Principal of Most Holy Trinity Catholic School retains the right to amend the handbook for just cause. Parents will be notified of any changes with a separate page insert for inclusion in the handbook.

STUDENT AGENDAS

Each student (Grades 1-8) receives an agenda for homework assignments. Each agenda contains an area where teachers and parents may communicate with each other. If a student's Agenda Book is lost or defaced, a fee of \$10.00 for a replacement is charged.

TIGER PAUSE

The school newsletter, Tiger Pause, is sent home weekly electronically via the email provided by the parent or with the youngest or only student in your family if an email address is not available. Tiger Pause is also posted on our website, www.mht.org. It contains information on school activities and student and volunteer recognitions. Parents may submit articles for publication with prior approval by the Principal. For publication in Tiger Pause, articles must be submitted via email to marketing@mht.org by Tuesday, 3:15 p.m. on full school days week and Tuesday, 12:05 p.m. on shorten/early dismissal weeks.

WEB SITE

Most Holy Trinity Catholic School has a website at www.mht.org. Visit the site often for news updates and for information about events.

PARENT-TEACHER CONFERENCES

At the end of the first quarter, all families will be scheduled for a conference. Conferences at the end of progress report periods will be scheduled if requested by either the parent or the teacher.

LINES OF COMMUNICATION

The following steps apply to address areas of concern between parent(s) and teacher(s):

1. Make an appointment with the teacher(s) immediately. Call the School Office and leave a message for the teacher to schedule an appointment. Please **do not** disrupt the classroom.
2. If the area of concern requires further attention, THEN make an appointment to see the Principal. The Principal may call a meeting with you and the teacher to discuss the problem further and try to solve it.

COMMUNICATION WITH THE PRINCIPAL

Should an emergency arise, the Principal will be available at the earliest time convenient for all parties. Otherwise, to request appointments, please call the School Office.

APPOINTMENTS WITH TEACHERS

For the safety and supervision of all students and so that classes will not be disturbed, the teachers may not be called during class hours nor may parents visit teachers during class to discuss problems or pick up homework for absent students. Parents who wish to see a teacher may call the School Office and an appointment will be arranged.

COMMUNICATION BETWEEN THE PARENTS AND THE TIGERS DEN (EXTENDED CARE) PROGRAM

There will be no regular parent conferences scheduled in the Tigers Den Program such as are scheduled in the regular school session. However, the caregiver will always be available for a scheduled appointment. Parents are encouraged to seek an appointment whenever necessary. Also, any parent who is aware of any concerns at home, which affect the child, should contact the regular classroom teacher and the Tigers Den personnel.

Any parent who has access to suitable enrichment programs, which might be presented to the children in Tigers Den, is encouraged to share this information with the caregiver.

If Tigers Den personnel note any drastic changes in or problems with the behavior of a child, the caregiver will notify the parent and schedule an appointment if needed.

PARISH BULLETIN

The Parish Bulletin will have newsworthy notices to keep Most Holy Trinity parishioners and friends informed. Every effort will be made to recognize accomplishments of Most Holy Trinity Catholic School students, upcoming events, and results of activities that pertain to the school. This is to broaden communication with the Parish community as well as communication with the parents and students.

POLICIES SCHOOL DRESS CODE

Our school uniform is a symbol of Most Holy Trinity Catholic School to all who see our students. MHT has very high standards, as such our students must be representative of their Catholic identity and education at all times in the manner in which they dress and conduct themselves. Students may wear nothing contrary to the teachings or morals of the Catholic Church. Students are to arrive at and leave from school in proper uniform. Uniform shorts and pants may be purchased at local department stores as long as they are identical in color, fabric, and style to the ones sold by Dennis Uniform.

Girls Uniform (Grades Kindergarten through Eight)

- Uniform navy twill shorts or slacks
- 5th-8th grades - Christopher plaid skirt
- K-4th Christopher plaid jumper or skirt
- School logo polo shirt (short or long sleeved school logo polo)
- Solid white ankle or knee high socks (no lace or emblems) Optional: dark navy (matching uniform shorts) opaque (no design) tights
- For safety purposes shoes must be athletic-type (tie or Velcro) tennis shoes which are basically all black or basically all white. Laces must be the same color as the shoes.

See sample ⇒⇒



- The skirt, jumper and/or short must be at a modest length. **Modest length is defined as no more than three inches from the back of the knee. Skirts may not be rolled.**

Boys Uniforms (Grades Kindergarten through Eight)

- Uniform navy twill shorts or slacks (to be worn at the waist and not oversized)
- School logo polo shirt (short or long sleeved school logo polo)
- Solid white ankle socks (no emblems)
- For safety purposes shoes must be athletic-type (tie or Velcro) tennis shoes which are basically all black or basically all white. Laces must be the same color as the shoes.

See sample ⇒⇒



- Belt is required of male students in Grades 5-8. Belt must be the appropriate size and style to keep the pants/shorts at the natural waistline. Color of the belt must be **plain black, brown or navy** with a regular buckle, not a decal.
Optional: a plain, white short sleeved T-shirt may be worn underneath polo shirt

All students are to wear their polo shirt tucked inside their shorts, slacks or skirt (not bloused). Shirt sleeves may not be rolled. Uniforms are to be clean and kept in good repair. Pants, shorts, shirts and skirts are considered unacceptable if they are faded, tight or torn. All pants, shorts and skirts **must be worn at the waist**. Long, oversized shorts and pants that give a "baggy" appearance may not be worn. Shorts length must be at the knee (lower lengths are not acceptable). No cargo pants, cargo shorts, or Dickies are allowed.

P.E. Attire for Boys and Girls (Grades Kindergarten through Eight)

- Shirt: Yellow pullover P.E. t-shirt with MHT logo
- Shorts: Green mesh gym shorts with MHT logo of **modest length-no shorter than 3 inches from back of knee** (no exceptions for any grade)
- Sweats: School issued sweat shirts and solid dark navy sweat pants may be worn

Except on Mass days when regular school uniforms are worn by all students, P.E. attire may be worn the entire day for Kindergarten – 4th grade students on days that they have physical education. Grades 5 – 6 may wear their P.E. uniform to school but must change into regular school uniforms after their P.E. class. Grades 7 & 8 are required to wear their regular school uniform to school and are required to change into and out of their P.E. uniform on scheduled P.E. days. Responsibility cards will be marked and the P.E. grade will be lowered if a student does not wear the proper attire.

Athletic Sports Attire for Football, Volleyball, and Basketball Games in Grades Five through Eight

- MHT Uniform Top
- P.E. Yellow pullover P.E. t-shirt with MHT logo
- P.E. Green mesh gym shorts with MHT logo of **modest length (no shorter than 3 inches from back of knee)**.
- Green knee socks for Volleyball
- Proper football, volleyball and basketball athletic shoe

Athletic Sports Attire for Baseball in Grades Five through Eight

Practices:

Long pants (No shorts, uniform pants or jeans)
Sweatshirt (until it warms up...no sore arms)
Socks
Hat
Plastic Cleats
Glove

Games:

MHT Uniform Top and Hat
Gray Baseball Pants
Green Knee Socks
Green belt
Yellow long sleeved baseball shirt (optional)
Plastic Cleats
Glove

Outer Wear

The school logo sweatshirt sold by Dennis Uniform or a School issued sweatshirt is the only outer wear allowed. No other sweatshirts may be worn as part of the school uniform. Sweaters, jackets and coats may be worn as outer garments when the weather is cold. Students will remove the outer garments in classrooms and church. They may not be tied around the waist.

Hair

Well-groomed, neat and conservative haircuts are required. Extremes in hair styles or fad styles are not acceptable. No tails, lines, patterns or punk styles can be worn. Hair is to be the natural hair shade of each student. No hair color, highlights or hair attachments are acceptable. Boys' hair is to be off the collar and cut above the ear. No sideburns allowed. Bangs for all students are not to cover the eyes. Facial hair is not permitted. Conservative and non-distracting hair accessories are allowed at teacher discretion.

Jewelry

The only jewelry that may be worn is one stud/post earring, per ear (on girls only), and a watch. In addition, one simple religious crucifix or medal may be worn around the neck on a simple chain. No choker chains or other jewelry may be worn including wallet chains.

Makeup

No makeup, other than a light foundation may be worn by 7th and 8th grade female students, will be worn during the school day or at school sponsored events. No other makeup will be brought to school including eye makeup, hair spray, cologne, and aerosol cans/bottles. No makeup includes colored nail polish, French manicures, artificial nails and sparkles.

Uniform Violations

Homeroom teachers have the responsibility to check and ensure that their students are in uniform compliance at the start of the school day before morning assembly. Students may be given a warning to be in uniform by their homeroom teacher at this time. If a student is out of uniform for any other classes after the first check by the homeroom teacher, the student will receive a mark on their responsibility card and be required to comply with the uniform policy. Please remember that for uniform violations that cannot be easily ‘fixed’, the student will remain in the classroom until the parent arrives with the uniform. **Note:** For serious and/or repeated violations of the dress code, immediate consequences may be warranted. Further, if a student comes to school improperly dressed, a call will be made to the parent to bring uniform clothes to school so the student can get into uniform.

Uniforms while Off Campus

The school uniform will be worn at all times that the students go on field trips, attend academic competitions, and at the request of the administration. Students must be in uniform when leaving the campus after regular school hours and for after-school activities unless they are participating in a sport or have the permission of the Principal to be out of uniform.

Out of Uniform Days

At times during the year, students are allowed days of “spirit” or “free dress”. On these days all rules apply for hair, make-up, jewelry, socks, and shoes. All clothing shall be within the bounds of decency and good taste as appropriate for school.

For “free dress” days, jeans in good condition or denim-like material are acceptable. Girls’ shorts must be below mid-thigh (3 inches above the back of the knee). Boys’ shorts must be at knee. No tank tops/spaghetti straps, exposed midriffs, or short-shorts may be worn. Student Council may arrange special spirit days with specific guidelines approved by administration. “Spirit wear” consists of MHT Parish and/or school special event shirts, spirit shirts, or P.E. shirts. Uniform shorts or pants may be worn. Length of shorts must follow the same guidelines as uniforms.

Note: For serious and/or repeated violations of the dress code, immediate consequences may be warranted. Further, if a student comes to school improperly dressed, a call will be made to the parent to bring uniform clothes to school so the student can get into uniform. The student will remain in the classroom until the parent arrives with the uniform.

Birthday Free Dress

When a student celebrates his/her birthday, the student may wear “free dress” according to the above rules of dress code.

HEALTH OFFICE

A volunteer nurse will be on duty in the Health Office randomly throughout the school days. The volunteer nurse renders emergency first aid to students who are injured or become ill at school. We would like to stress that the Health Office is strictly for school time emergencies. Please do not send a child to school to have an illness or injury diagnosed by the school nurse.

In cases of injury or illness during the school day the student will be sent to the nurse. The nurse will then determine if the child should be sent home or return to class. Parents will be notified by phone to pick up a sick or injured child.

Please keep all emergency information current by calling the School Office, letting us know about changes in phone numbers.

1. Prescription medication will be administered only at the written request of the child's physician and with a permission slip signed by the parents.
 - * Medication must be in the original prescription bottle.
 - * If a student needs to take medication at school, ask the pharmacist for a second, labeled bottle and send only the tablets/liquid needed to be taken at school.
2. Immunization: New students without documentary proof of immunization will be suspended until the school receives the information. "Documentary proof" is written evidence that a pupil has been immunized or has laboratory evidence of immunization, which conforms with the standards of Arizona Revised Statutes, Section 15-872. You must have an immunization (shots) record from a doctor, personal health record, or health agency record (i.e. County Health, AHCCCS) with the dates and kinds of immunization received, or have the child re-immunized. Recall/memory of when the student received shots will no longer be acceptable. If you do not have documentary proof of measles, mumps, and rubella, you will need to take your son/daughter for blood test immunity.

Questions may be directed to Maricopa County Health Department (602-506-6900) or the school nurse.

3. Emergency Card: Each family must complete an emergency card for every child enrolled at the school at the beginning of every school year. All information must be completed and kept up-to-date as to chronic illnesses, address, phone number, etc. during the school year. If you move or change phone numbers during the year, you must notify the school.
4. Picking up a sick child: Upon receiving a call from school to pick up a sick child, the parent should report to the School Office to check out the student. Sick children should be picked up promptly since the school does not have the facilities to care for students who cannot attend class.

HEALTH POLICIES AND PROCEDURES

Parents or guardians will be called and children will be sent home for the following medical problems:

1. A temperature of 99.6 or above.
2. Vomiting or diarrhea.
3. Signs of symptoms of communicable disease.
4. Any medical problem or injury requiring the parent's attention.
5. Complaints of severe or prolonged discomfort.

During the school year some problems may occur that can be taken care of in the Health or School Office which results in the child returning to class. Care given in the Health Office includes:

1. Cleaning and application of dressing to cuts or abrasions.
2. Ice pack and rest for bruises, contusions, sprains, etc.
3. Eye wash as necessary.
4. Calamine lotion for itching or bug bites.
5. Vaseline for chapped lips, etc.
6. Lotion for dry skin.
7. Saline gargle for sore throats.
8. Rest for upset stomach, headache, etc.
9. All medications are given through the Health Office. A medication form must be signed by the parent/guardian. Prescription medications must be in the prescription container with directions from physician.
10. Children are not to keep any medications with them including cough drops, lip balm, etc.
11. Parents will be notified regarding any problems that the nurse deems necessary.
12. In the absence of the school nurse, including field trips, the school administrator shall designate other school personnel to administer medications to the student.

MOST HOLY TRINITY SCHOOL HEAT GUIDELINES AND PROCEDURES

Purpose

Most Holy Trinity school is committed to protecting the health and safety of our students and staff. We provide various opportunities for outdoor physical activities before, during and after school. These guidelines are meant to provide a decision making structure to promote student and staff safety when local weather may be detrimental to their health.

Students need daily, vigorous exercise. These guidelines are intended to provide preventive strategies that may limit or revise certain activities for physical education and other outdoor programs before, during and after school.

Hot Weather

Heat induced illness is preventable. Children do not adapt to extremes of temperature as effectively as adults for the following physiological reasons (American Academy of Pediatrics, 2000):

- Higher surface area-to-body mass ratio than adults, allowing a greater amount of heat to transfer from the environment to the body.
- During physical activity, children produce more metabolic heat than adults.
- Sweating capacity is considerably lower in children than adults, reducing the ability to dissipate body heat by evaporation.

Excessive Heat

Heat is the number one weather-related killer. On average, more than 1,500 people in the U.S. die each year from excessive heat. This number is greater than the 30-year mean annual number of deaths due to tornadoes, hurricanes, floods and lightning combined. Here, in Phoenix, we consider the heat to be excessive when it is at 95 degrees.

Heat Index

The heat index is the “feels like” or effective temperature. As relative humidity increases, the air seems warmer because the body is less able to cool itself via evaporation of perspiration. As the index rises, so do the health risks.

Procedure

During the school year, on days when the temperature/ heat index reaches 95 degrees or above, the nurse will inform the school office of the excessive heat guidelines being in effect. Once this is communicated, a school designee will inform all staff.

Policy

When the temperature/ heat index reaches 95 degrees or above, recesses, lunch and P.E. will be indoors.

After school games and practices may be cancelled if the P.E. coach deems it necessary to do so. However, if after school games/ practices do occur, the parents of the participating students must sign a release form which states they give permission for their children to participate in out door sports during high heat index days. The P.E. coach and the individual coaches for the teams playing need to:

- Use good common sense during the outdoor play
- Provide shade for students/ coaches and **insure** large quantities of water
- Provide cold wet towels for the athletes
- Spray them with cool water.

Heat Disorder Symptoms

Heat Disorder	Symptoms	First Aid
Sunburn	Redness 7 pain. In severe cases, swelling of skin, blisters, fever, headaches.	Apply cool water on affected skin to lower temp. If blisters break, loosely apply a dry sterile dressing. Serious, extensive cases should be seen by a physician.
Heat cramps	Painful spasms usually in muscles of legs and abdomen possible. Heavy sweating.	Keep patient in cool environment. Apply firm pressure on cramping muscles, or gentle massage to relieve spasms. Give sips of water. If nausea occurs, discontinue.
Heat exhaustion	Heavy sweating, weakness, skin cold, pale and clammy. Pulse thready, normal temperature is possible, fainting and vomiting.	Keep in cool environment. Lay down and loosen clothing. Apply cool wet cloths. Sips of water. If nausea occurs, discontinue. If vomiting continues, seek immediate medical attention.
Heat stroke	High body temperature (106 or higher. Hot dry skin, rapid and strong pulse. Possible loss of consciousness.	Heat stroke is a severe medical emergency. CALL 911 . Summon medical help/ get to a hospital immediately. Delay can be fatal. Move victim to cool environment. Reduce body heat with cold bath or by sponging. Use extreme caution. Remove clothing, use fans/ a/cs. Do not give fluids.

CHILD ABUSE

Report procedures for suspected child abuse will be followed as required by law.

CUSTODY AND RELEASE OF MINORS

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours, before and after school unless explicitly authorized in writing by the parent or guardian. In order to cooperate with the student and family needs, the school should be informed of custody arrangements. Each custodial parent or guardian must provide the school with an official copy of the court order regarding custody status and any subsequent changes and arrangements.

NON-CUSTODIAL PARENTS

Most Holy Trinity Catholic School abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents.

In the absence of a court order to the contrary, Most Holy Trinity Catholic School will provide the non-custodial parent access to academic records and to other school-related information regarding their student. 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 MHT with an official copy of the court order. Non-custodial parents who wish to attend parent-teacher conferences must do so at the same time as the custodial parent. Two separate conferences will not be scheduled.

AIDS

A child testing HIV positive will be allowed to attend school in an unrestricted setting if the child's physician documents that the child's health will allow participation in normal program activities and if health changes are updated periodically. All health records will be confidential in accordance with the law. The enrollment of students testing HIV positive and the procedures for caring for the child testing HIV positive will follow the Diocesan policies. These will be on file at the school for viewing.

VISITOR REGULATIONS

All parents or other visitors to the school must sign in at the School Office upon entering campus and before entering a classroom. Parents and visitors are asked to use the front gate when entering and leaving campus during school hours. All visitors to a classroom must have permission from that teacher. Permission should be obtained in advance. If parents are helping a teacher or accompanying a class on a field trip, they must sign in at the School Office and obtain a volunteer badge that must be worn when on campus.

OFF PREMISES

Students may not leave the school grounds for any reason once they have arrived for the day. Exceptions may be made at the written request of the parent and with the permission of the Principal. In these exceptional cases, the parent or person authorized by the parent must report to the Health Office to pick up the student and sign the release register.

EMERGENCY DRILLS

A loud, continuous sound signals a fire drill. Drills are scheduled monthly to teach students the safest, quickest route to exit from the school building. Students are asked to follow these procedures during an emergency drill:

- Follow teacher's directions.
- Leave all work and line up immediately for exit.
- Know the emergency exit route from each room in which the student has a class. The route is posted in each classroom.
- Walk in a line until reaching the designated area **without talking**.
- Remain in line facing the school building and wait until the teacher directs students to return to the classroom.

Volunteers/Guests must also follow the above procedures.

CRISIS PLAN

The school has a crisis plan in place. Crisis drills are conducted twice a school year. Normally, these are "lock down" drills, but may also involve evacuation to a safe area. In the event of a true emergency, parents will be notified by the telephone tree and/or School Reach. Therefore, it is very important that the office and your homeroom parent have current phone numbers on file.

BICYCLES/ROLLERBLADES/SCOOTERS/SKATEBOARD

Students who ride bicycles to school should know and observe bicycle safety rules. All bicycle riders are required to place their bicycles in the racks located by the North gate. Bicycles must be locked. The school does not assume liability for any bicycle taken from the racks. No person is to ride a bicycle, roller blades, scooters or skateboard on school or church property before, during, or after school.

RIGHT TO SEARCH

All lockers, closets, cabinets, and desks are the property of Most Holy Trinity Catholic School. Authorized personnel of the school may make periodic checks of lockers, closets, cabinets, and desks, and their contents.

Diocesan Code 4.13

SCHOOL WELLNESS POLICY

Most Holy Trinity Catholic School is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.

This in-depth policy is included in our school handbook (addendum section) in its entirety and covers the areas of Nutritional Guidelines; Nutrition Education; Physical Activity; Other School-Based Activities; Parents and Staff Involvement; Implementation and Evaluation.

It is essential that we offer a consistent message promoting our commitment to healthy habits. Food brought onto campus by parents or others must also meet the nutritional standards of the Wellness Policy. For this reason, **fast foods are not allowed on campus.** (The only exceptions are sandwiches or salads from SUBWAY or a similar restaurant)

With regard to birthday parties, treats, rewards, etc., we suggest these healthy alternatives that will meet the Wellness guidelines:

- 100% juice drinks or frozen desserts (Popsicles)
- Fresh fruit of any kind
- Prepared fruit cups, applesauce cups
- Popcorn
- Cereal or granola type bars
- Frozen yogurt, non-fat ice cream, non-fat ice cream bars
- Yogurt cups or drinkable yogurt smoothies
- YOGOS, yogurt covered pretzels
- Of course, any kind of veggies with a low fat dip
- Cheese sticks or cheese cubes and multi grain crackers
- Deli turkey rolls
- Graham crackers
- Muffins (bran muffins meet the requirements)

The basic guideline is: Food items must contain 35% or less calories from fat, at least 1 gram of fiber and less than 35% total sugar by weight.

We thank you in advance for assistance and cooperation in adhering to the Wellness Policy guidelines.

FIELD TRIPS

Field trips, which are of an educational or cultural nature, are encouraged. Field trips are ordinarily limited to two (2) per class per year. The purpose of a field trip is to provide experiences for children, which directly relate to academic development or experiences that enrich their knowledge. Parent volunteers are sometimes needed to chaperone or to provide transportation for field trips. Students may be charged a fee for a field trip. The amount of the fee depends upon the cost of transportation and the place visited. Field trips are privileges, students can be denied participation if they fail to meet academic and/or behavioral requirements. School uniforms will be worn unless otherwise indicated.

The school provides its official form for a field trip. Students who fail to submit this official form will not be allowed to participate in the field trip. Telephone calls will **not** be accepted in lieu of the official form.

Parents have the right to refuse permission for their child to participate in a field trip.

Eighth grade students and their parents may organize an end of the year class trip to a location approved by the administration with an educational or cultural value. Parents will be required to sign a permission slip and a waiver releasing the school from liability. Any fundraising for such a trip must have prior approval of the 8th grade teacher and the Principal. Primarily, the fundraising for any such trip will not occur during school hours or through school/parish sponsored events.

TRANSPORTATION POLICY FOR FIELD TRIPS AND SPORTS EVENTS

Parents providing transportation for MHT sponsored events must comply with the following:

1. Drivers must have a good driving record and be fully covered by insurance according to the Diocesan form.
2. Two adults must be present in each vehicle.
3. Drivers/chaperones must have been trained in the Diocesan Safe Environment Policy.
4. Drivers must not be under the influence of medication or alcohol, which could affect their driving.
5. Drivers/chaperones supervise students who are riding in their cars and report misconduct.
6. Drivers/chaperones assist the teacher or coach as much as possible, remembering that the teacher or coach is in charge of the event or trip.
7. Drivers/chaperones must not leave the site of the event and may not make any unscheduled stops when driving to and from the event.
8. Drivers/chaperones are not to bring other children when driving without the approval of the teacher.
9. Vehicles used for trips are to provide seat belts for all riders.
10. Students will not be allowed to sit in a seat that is equipped with an active air bag.
11. Minimum age for a driver is 25 years of age.
12. Drivers must follow exact route provided by the teacher. No other stops are permitted.

Stopping at convenience stores and fast food outlets is expressly forbidden.

Failure to comply with the transportation policy of the school will be grounds to prohibit chaperoning future events.

CARE OF SCHOOL PROPERTY

All non-consumable textbooks are issued to students for their use and must be returned in good condition. All textbooks must be kept covered. Parents will be billed for the repair or replacement of damaged or destroyed school property, such as textbooks, library materials, A/V equipment, computer software or hardware.

DISCIPLINE

DISCIPLINE WITH PURPOSE

The ultimate goal of our discipline code is that students develop self-discipline. In order to achieve this, the faculty and staff have implemented Discipline With Purpose, a developmental approach to teaching self-discipline. Rules are established and posted throughout the school. Good behavior is reinforced and inappropriate behavior has its consequences. Broad rules that affect the daily living together of all members of the school community include the following:

RULE #1: RESPECT YOURSELF, OTHERS AND YOUR SCHOOL

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> • Be courteous and responsive to faculty, staff members, lunchroom/playground supervisors, visitors, and each other. • Listen to and follow directions of teachers, staff, and supervisors. • Respect school property, others' property, and your own. • Keep hands, feet, and objects to yourself. • Do your own work. • Own up to your mistakes. Be truthful. • Be complimentary to people. Use kind words. 	<ul style="list-style-type: none"> • Be rude. Ignore people. • Ignore the requests of supervisors. • Damaging or vandalizing objects, stealing, gum chewing, (markers, white out, etc.) • Use normal objects in harmful ways. • Touching others in inappropriate ways. • Copy other's work. Give your work to another to copy. Cheating. • Blame others. Lie. • Use inappropriate language. Gossip.

RULE #2: CONTRIBUTE TO THE LEARNING ENVIRONMENT

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> • Arrive at school promptly. • Be prepared to learn. • Return school communications promptly (i.e. family folders, permission slips, lunch orders, etc.) • Use a quiet/classroom voice in school. • Walk quietly in the halls. • Respond appropriately. • Be helpful to teachers and peers. • Hand in carefully done assignments on time. • Participate in class. • Display a positive attitude. 	<ul style="list-style-type: none"> • Come to school late. • Forget your supplies, books, etc. • Turn in school communications late and/or incomplete. • Use a loud/disruptive voice. • Run or be disruptive in the hallway. • Be disrespectful. • Ignore needs of others. • Incomplete, messy and/or late work. • Refuse to participate. • Be negative, grumpy, moody.

RULE #3: FOLLOW ALL SCHOOL PROCEDURES

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> • Always be courteous, respectful and use manners. • Follow the uniform policy. • Take care of your school uniform. • Use playground equipment appropriately. • Do not use electronic devices during school hours and activities without permission. • Leave toys at home. • Keep desk/locker clean and organized. 	<ul style="list-style-type: none"> • Use a loud voice, being out of your seat, and leaving a mess. • Be out of uniform. • Dirty clothing or clothing in need of repair. • Use playground equipment in an unsafe manner. • Use electronic devices during school hours and activities without permission. • Have toys at school.(i.e., Laser pens) • Have a messy, unorganized desk/locker.

These three rules apply to all school activities on school property including Extended Care and any school function off campus. Each classroom teacher has adopted these three rules. The teachers work with the students to make sure the rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures to help them follow the rules. **The school will not be responsible for lost, stolen, or damaged personal items.**

CLASSROOM DISCIPLINE CYCLE

MINOR INCIDENTS of inappropriate and/or disruptive behavior are addressed in the classroom whenever possible. Each teacher has established a classroom management plan to assist students to follow the rules on a daily basis. The classroom management plan will be presented to students and parents at the start of the school year.

The classroom management plan is designed to help the student:

- Accept responsibility for his/her behavior.
- Resolve the problem to avoid a recurrence of the chosen behavior.
- Repair what has occurred (restitution will be required in some instances).
- A Student Action Plan may be completed to achieve these goals.

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

- Is in physical or psychological danger or puts another in danger.
- Is abusive in tone, gesture, or word.
- Displays out of control behavior.
- Has exhausted all possible attempts by the teacher to help the student become a productive member. Documentation indicates more help is needed.

“The Big Three” Serious Behaviors

The lists provided below are not intended to be exhaustive.

Physical/psychological danger	Severe disrespectful/abusive	Out of control/unreasonable
Fighting, rough play and/or throwing objects that could harm self, others, or property Bringing dangerous or illegal items such as weapons, knives, matches, lighters, lasers, smoking materials, drugs, etc. to any area of the school property Physical or psychological threats, intimidation, force or injury Leaving the grounds without permission Gang mentality/affiliation Using normal objects in a dangerous way	Harassment of any kind Any unwanted behavior that makes others feel unsafe or uncomfortable Intimidation/bullying Disrespect in action, tone, or gesture after repeated correction Profanity/unkind language Vandalism Invasion of privacy Forgery/falsification of records Stealing Cheating Illegal/harassing use of email, photo, text messages or internet in or out of school	Willful misbehavior toward a teacher, school personnel or volunteer Unable, incapable or unwilling to listen or follow instructions Repeated violations of classroom rules Repeated violation of dress code Use of electronic equipment, including cell phones, during the school day or during school activities without permission of the teacher, supervisor, or coach.

Immediate action – Adult-imposed consequence – No debate

- a) **Immediate removal** from the group
- b) **Guidance:** One-to-one conversation between student and adult at designated time
- c) **Conference:** Meeting of student’s legal guardian(s) and school personnel
- d) **Special attention time:** Extended conference with teacher/student or administrator to make a plan to do restitution and remediation
- e) **Rearrangement of school schedule:** In-school suspension or time-out
- f) **Restriction of activities:** Privileges may be taken away. Extracurricular or normal activities may be restricted for a period of time.
- g) **Legal or criminal action:** Depending upon the nature of the infraction.
- h) **Fine imposed:** if any vandalism as occurred

If possible, the adult who removed the student will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal’s office and a four step discipline cycle will be set in motion. Actions that can be considered bullying behavior will be kept on file to help determine appropriate consequences for any repeated incidents.

SCHOOL-WIDE DISCIPLINE CYCLE

A student may be placed at any step at the principal's discretion depending upon the seriousness of the situation.

STEP ONE

The student will be sent to the office with a referral form. The top part of the form will be completed by the adult who is sending the student to the office.

- 1) The student will meet with a school administrator or designee.
- 2) Together they will complete the bottom half of the referral form.
- 3) The student will inform the parent of the incident by phone or note.
- 4) The student will be held accountable for the plan developed.
- 5) The school administrator or designee will confer with the referring staff member.

If a school administrator is not available in the office at the time of the incident, 1) a designee will be informed of the incident; 2) a copy of the referral form will be made for a school administrator; and 3) a school administrator will carry out the above procedures as soon as possible.

STEP TWO

If a student is sent to an administrator a second time within a designated time period:

- 1) The student will meet again with the school administrator or designee.
- 2) The student will again notify their parent(s) by phone or note.
- 3) A conference with the teacher, parent, student, and school administrator will be scheduled.
- 4) A contract will be drawn up listing actions that will be taken by each participant in the conference.
- 5) A date to review the contract will be determined.
- 6) The School Wide Discipline Cycle will be reviewed with the parent(s).

While on Step Two or Step Three, students will not be eligible for extracurricular activities—including sports and field trips (unless permission is granted by the teacher and administration for a specific trip).

STEP THREE

If a student is sent to a school administrator a third time within the designated time period or in extreme cases when the administrator determines the seriousness of the action warrants starting at Step Three:

- 1) The student will meet again with the school administrator or designee.
- 2) The student notifies his/her parent by phone or note that a suspension of up to three days has been earned. The length, type (in-school or out-of-school) will be determined by the administrator.
- 3) A conference with the teacher(s), parent(s), student, and the administrator, or designee, to write a plan with measurement for progress to assist the student in developing self-control.
- 4) A recommendation may be made to have the family visit with a counselor or other specialist.

- 5) The student will be responsible to complete school work missed during the period of suspension to the satisfaction of the teacher. The privilege of making up a test, lab, or quiz will be denied if it is given during the suspension. Grades may be affected.
- 6) A probationary time period to monitor and review progress will be set once he/she is ready to return to class.

While on Step Two or Step Three, students will not be eligible for extracurricular activities – including sports and field trips (unless permission is granted by the teacher and administration for a specific trip).

Step three can be repeated as long as a student is able to demonstrate that he/she is learning from mistakes and shows a willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.

STEP FOUR

The principal will recommend an alternative school.

- 1) The decision for required withdrawal rests with the principal.
- 2) If required withdrawal is the decision, the student's parent will be notified in writing. The reason(s) for the dismissal will be given, and the right to request a hearing will be explained. The student will not attend school or school functions during the appeal process.
- 3) The required withdrawal may be reconsidered by the principal when a written request for a special hearing is made by the parent.

Serious infractions such as possession of drugs or weapons, or severe physical or moral conduct could result in an immediate move to Step Four of this cycle.

Please see the DWP Framework and Chart at the end of this Handbook.

SUSPENSION/EXPULSION

Suspension is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, his/her parent(s), and the school the time needed for resolving a problem. Suspension is considered a serious matter that could lead to expulsion from school. Every effort is made to resolve problems before considering suspension.

The principal determines the length of a suspension. A suspended student may be required to undergo counseling and/or drug screening as a condition of returning to school. When a student returns to school, a probationary period may be imposed.

PROCEDURES FOR SUSPENSION

1. Parent/Guardian will be notified by phone when a student is suspended.
2. Student will receive work if suspended in school other than the work done in class.
3. Student is responsible to ask the teacher for missed assignments. Missed work must be turned in when the suspension is completed.
4. A letter will follow explaining the suspension.
5. The suspension letter will remain in the student's permanent file until the end of the school year.

Suspension may be in school or out of school at the discretion of the Principal. In school suspension is a cost of \$4.50 per hour.

APPEAL OF REQUIRED WITHDRAWAL (EXPLUSION) OF A STUDENT

In the case of a student's required withdrawal/expulsion from the school the parent/guardian may appeal the decision of the Principal to the Pastor.

PROCESS OF APPEAL

1. When a parent/guardian wishes to appeal the decision of the Principal. The person needs to submit the appeal in writing to the Pastor with the following information:
 - The subject of the appeal,
 - Any factual data the person considers appropriate,
 - The efforts that have been made to resolve the issue.
2. An appeal is to be made within 10 working days of the communication of the decision.
3. The Pastor may designate another person to hear the appeal.
4. If the Pastor or designate determines that there is a legitimate cause for appeal, the Principal will be asked to give a written explanation of his/her decision.
5. The decision of the Pastor or designate is final and binding.

Parents/guardians must support teachers, staff and Principal to recognize that disciplinary action entails the exercise of judgment, often under pressing circumstances.

EXTRA CURRICULAR ACTIVITIES

STUDENT COUNCIL

Most Holy Trinity Student Council is an active, involved student government. The officers are elected for a one-year term. The offices consist of President, Vice-President, Secretary, Treasurer, Parliamentarian, and Class Representatives from grades 1-8 who work on committees for Assemblies, Service, Fundraising, and School Spirit.

To be eligible to run for and serve on Student Council, all academic grades must be C and above and all Social Skills must be satisfactory. The criteria for ineligibility for sports (see below) will also apply to student council. Student Council members must exhibit the DWP skills, especially, Leadership, Cooperation, Completing A Task, Following Instructions, Communication, and Service To Others.

P.E.A.K. PALS (PUPILS ENGAGED IN ACTS OF KINDNESS)

Early in the school year, each student will be assigned a "pal". Older students are paired with younger students. Throughout the year, these students help and support or just have fun with one another at school activities.

SPORTS

Most Holy Trinity Catholic School participates in the CYAA Sports Program, which is sponsored by the Diocese. All eligible students are encouraged to participate. Students who choose to participate must make a commitment to their teams. To play on a CYAA team is both a privilege and a responsibility. To practice and play takes a number of after school hours, and the student's grades must be maintained or the privilege of playing a sport will be taken away from the student.

Students in sports will follow the CYAA rules and academic requirements. A copy of the rules is given to each student at the beginning of each sporting season.

All MHT sports, both boys and girls, must be conducted under the supervision of an appointed MHT coach and with the consent of the Principal. Athletes are supervised by the coach, all other students participating as a spectator for a sport must be supervised by a parent. Younger students are not to wait for older students in sports. No purchases will be made for sports programs without approval of the Principal.

If a student is absent from school, for any reason, they are not allowed to participate in a practice or a game on that day.

Parents are responsible for supplying athletes with any emergency rescue medications (i.e. inhaler; epi pen)

SPORTS INELIGIBILITY

Student athlete grades will be monitored throughout the sports season. At the mid-quarter and end of each marking period students with any grade below a "C" will be considered ineligible to participate in sports for two weeks. This includes participation in practice and games. In the event that grades do not improve after the two week period the suspension will remain in effect. Written and verbal communication will be made by the Athletic Director / designee to parents of the ineligible student prior to the suspension going into effect. All questions and/or appeals are to be made to the Athletic Director / designee who retains the final discretion in collaboration with teachers and the principal.

OTHER REQUIREMENTS OF SPORTS PROGRAM

Any student who wishes to participate in sports or cheer are required to have physicals for the current school year and must present proof of full insurance coverage (either school or personal) before being allowed to participate. A \$50.00 fee per person per sport will be charged and must be paid to the Athletic Director before participation in the sport or uniforms are given out. This fee helps league entry fees, referee expenses, the replacement and addition of sports equipment, and the purchase of uniforms.

ROLE OF THE PARENT IN THE CYAA PROGRAM

Parents of students participating in sports must support the program by participating in driving to away games and by acting as chaperones at sports events. A mandatory parent meeting will be held once a year with the athletic director and coaches before the athletic season begins. All parents are expected to display positive Christian attitudes and actions in all sports related activities. They are to serve as models to student athletes. The administration of Most Holy Trinity Catholic School reserves the right to limit or suspend parent involvement including attendance at practice and games if these expectations are not met in alignment with the schools mission.

AFTER SCHOOL ACTIVITIES

Students who remain after school for sports or activities are required to keep their belongings with them. Items must not be left on the patios or in the bathrooms. Students will be dismissed from their homeroom to the athletic director or coach.

Students not on sports teams may not remain on school grounds except to watch the scheduled games and must be accompanied by a parent / adult.

PARENT ORGANIZATIONS

SCHOOL ADVISORY BOARD

The School Advisory Board adheres to the Diocesan policies and proposes further policies as needed to operate the school and attain the goals of the school. It recommends the acceptance of the Principal subject to the approval of the Pastor. It reviews and recommends approval of the annual budget and its funding as presented by the Principal and the Finance Committee. The School Advisory Board derives its role from Diocesan policy and is accountable to the Principal and the Pastor. The School Advisory Board relates to the faculty through the Principal. The School Advisory Board will communicate with parents and parish through its regular open meetings.

The School Board acts in an advisory capacity to the Pastor and the Principal on matters of policy. It advises upon the operation of the school in such areas as physical plant, budget, long-range planning marketing and development. The board suggests procedures for implementing goals and policies. Parent representative members are nominated and discerned. The Pastor appoints parish representatives to the Board. Terms of service on the Board are for three years. The Board meets monthly (with the exception of July).

PARENT OBLIGATIONS

GUIDELINES FOR PARENTS

Most Holy Trinity Catholic School is a community of families interested in providing a good Catholic education for their children. As parent participants in this community of Faith, you have a personal mission to witness Jesus Christ to others within the community and to the rest of the world. The fact that you have enrolled your children in a Catholic school is proof of your commitment to these principles.

Spiritual: Preeminent among the goals of the school are those related to the teachings of Christ. To emphasize them, you should be:

- Participating at home in a religious program that is complementary to the religious atmosphere at school.
- Modeling Christian behavior for your child and the rest of the faith community.
- Active participation in your child's religious experience at school.
- Participating regularly in scheduled activities in our faith community.
- Supporting by word and deed school policies and procedures.
- Weekly participation in Sunday liturgy at your parish.

Academic: Parents, as the primary educators of their children, support the professional staff at the school. Examples of that support are:

1. Helping your child with his or her homework.
2. Reviewing your child's school papers.
3. Providing the necessary encouragement or correction.
4. Monitoring your child's progress.
5. Seeking ways to improve your child's performance.
6. Familiarize yourself with and following the rules and regulations at the school.

Financial: Our quest for excellence in religious and academic education requires financial support. Examples are:

1. Paying tuition and fees promptly.
2. Supporting fund-raising events.
3. Supporting your parish.
4. Supporting special classroom and school projects.

Physical: As participants in a faith community, we have to share in the physical tasks necessary to make our programs successful. Examples are:

1. Participating in the activities of our School and Family Committee.
2. Supporting the school staff as volunteers.
3. Actively involved in the school community.

CALLED TO PROTECT (FORMER SAFE ENVIRONMENT CLASS)

All Diocesan personnel, including volunteers, must participate in a yearly training program for a Safe Environment for children, youth, and vulnerable adults as well as training for the implementation of the Diocesan Policy on Sexual Misconduct. At the conclusion of the initial training, each individual will be asked to sign the Diocese of Phoenix Code of Conduct. All volunteers at any school function must have the Code of Conduct on file. These classes are offered throughout the Diocese. A copy of the Diocese of Phoenix Code of Conduct can be found on the Diocese of Phoenix website.

SERVICE HOURS

Most Holy Trinity is a community of families interested in providing a good Catholic education for their children. Service hours by parents/guardians build this sense of community and help us financially so that we are able to maintain an excellent school for the students. Service hours are defined as any time commitment beneficial to the Most Holy Trinity community. Each family at our school is requested to complete service hours as part of their commitment to the school.

TUITION AND FEE SCHEDULE

Tuition is handled through the FACTS. Tuition is not refundable. Assistance is available through various programs. Information is available in the School Office.

FEES COLLECTED BY THE SCHOOL

The school will collect Extended Care payments, library fines, fund-raiser fees, and other miscellaneous payments. Any returned check will be charged \$25.00 and returned checks will not be re-deposited. An invoice will be sent home explaining the circumstances. **Students will not be allowed to attend school after the last day of the month if financial obligations for that month have not been fulfilled.**

DELINQUENT TUITION POLICY

All fees must be paid in full and tuition must be up-to-date before report cards and/or diplomas can be released to students. Students may not return to school if tuition and/or fees are 30-days or more behind. Students will not be eligible for registration and/or enrollment for the upcoming school year if a delinquency exists.

When children have been withdrawn from the school and no effort is being made by the financially responsible parties to pay off the delinquent tuition a complaint will be submitted to the Credit Reporting Bureau.

ADDITIONAL REQUIREMENTS

A family registered in Most Holy Trinity Parish is expected to be active and contribute to and support Most Holy Trinity Parish by using the MHT Church envelopes for their contributions. If donations cannot be verified by use of the envelopes from which donations are posted, the non-registered tuition will be charged. Families are expected to attend Mass on Sunday and participate in a liturgical ministry.

Families from other parishes must return a parish membership form signed by the Pastor of the parish at which the family is registered. This form is to be returned to MHT School at registration. If the form is not returned, the non-registered tuition will be charged.

Active participation of all families in the major fund-raising events of Magazine Sale, Dinner Dance and Scrip Program is requested. Other events may be requested by the school or parish.

ADDENDUM

SCHOOL WELLNESS POLICY

Revised April, 2009

Most Holy Trinity Catholic School is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.

Component A: Nutritional Guidelines

Food Service

- Menus will meet the nutrition standards established by the U.S. Department of Agriculture
- School meals will follow good menu planning principles, which feature a variety of healthy choices that are tasty, attractive and of excellent quality
- Off-site catering and/or on-site food service programs will provide and post the nutrient breakdown of menus
- School will consider students needs in planning for a healthy school nutrition environment
- Once a year students and parents will complete surveys asking for input and feedback on menus

Food Service Staff

- The School food service staff will be properly qualified according to current professional standards and regularly participate in professional development activities
- The School food service program will follow all food safety guidelines
- Food staff members will receive HACCP(Hazard Analysis & Critical Control Points) training

Pleasant Eating Experiences

- School personnel will assist all students in developing the healthy practice of washing hands before eating
- A pleasant eating area for students and staff with adequate time for unhurried eating should be provided
- A minimum 30-minute uninterrupted lunch period (including recess) should be scheduled
- Schools are encouraged to provide recess before lunch or at a different time than lunch
- The school will review tutoring, pep rallies, assemblies club/organization meetings, and other activities during lunch time
- The withholding of food as punishment for students is prohibited

Component B: Nutrition Education

- Nutritional education is addressed in the K-12 Health Curriculum standards of the Diocese of Phoenix Catholic schools and is to be integrated across the curricula
- Students in Kindergarten through grade 12 will receive nutrition education that teaches the skills needed to adopt healthy eating behaviors
- The school will provide nutritional information to parents that will encourage parents to provide safe and nutritious food for their children
- All School personnel will promote advertising of healthy food choices

Component C: Physical Activity

Physical Education

- Sequential physical education curriculum consistent with Diocesan Curriculum Standards will be implemented
- Suggested class time for Physical Education is 150 minutes per week for elementary students (k-5th grade)
- Suggested class time for Physical Education is 225 minutes per week for middle (6th-8th Grade) and high school students will be offered Physical Education classes for the entire school year
- Physical Education classes should be that of a regular classroom teacher not to exceed 1:35 teacher/student ratio
- A physical and social environment that is safe and enjoyable for all, including those not athletically gifted, must be provided
- All elementary and high school students must participate in physical education classes
- Physical education classes may not be withheld as punishment or for completion of assignments
- Students should be moderately to vigorously active at least 50% of the time while in PE class

Physical Activity

- The school will provide daily recess of at least 20 minutes per day. Transition between classes for grades 4-8 is considered recess time
- Classroom teachers will give students simple physical activity breaks during classroom hours
- Intramural programs and/or physical activity clubs that meet all students' needs, especially those who are not athletically gifted, should be offered or made available
- After school childcare programs are to provide developmentally appropriate physical activity for participating children and reduce or eliminate watching TV or videos

Component D: Other School-Based Activities

- Food and beverages sold or served on school grounds or at school-sponsored events shall meet the Dietary Guidelines for Americans and other nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Programs. This includes:
 - ala carte offerings in the food service program
 - food and beverage choices in vending machines, snack bars, and school stores
 - food and beverages sold as part of school-sponsored fundraising activities
 - food and beverages served at student parties, celebrations, meetings and school snacks
- Foods of Minimal Nutritional Value as defined by 7 CFR 210.11(2) are prohibited from being served during the school day. Foods of minimal nutritional value as defined by USDA include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.
- Celebrations should be limited to 3 per year (Christmas, Last day of School and one of the school's choice) where Minimal Nutritional Value foods may be served

Component E: Parents and Staff Involvement

- Students will receive positive, motivating messages, both verbal and non-verbal about healthy eating and physical activity from all school personnel
- School staff is encouraged to use non-food rewards - Food as a reward for students' accomplishments is to be used sparingly
- Parental involvement in the child's nutrition education is encouraged and welcomed
- Parents and the community are encouraged to institute and support physical activity programs

Component F: Implementation and Evaluation

- The Wellness Policy will be distributed to students, parents, and staff and will be published in each school's parent/student handbook by August, 2007 and then annually
- The principal or designee will ensure compliance with these guidelines in his/her school
- School food service staff will ensure compliance and report nutrition policies within school food service areas and to the school principal
- A Fall Improvement Plan will be submitted to the Catholic Schools Office by October 1st and an annual assessment report on the school's implementation will be submitted to the Catholic School Office by May 30th

A Commitment to Nutrition and Physical Activity

- The Diocese of Phoenix Catholic Schools Office will appoint a School Health Advisory Committee to address nutrition and physical activity issues. The Committee will develop and evaluate guidelines that support a healthy school and shall offer revisions to these guidelines as needed
- The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices
- The Diocese of Phoenix Catholic Schools Office encourages schools to establish a local Wellness Committee to offer support and education to faculty, staff, students, and parents

ADDITIONAL INFORMATION AND REFERENCES

ARS 15-242

www.azleg.state.az.us/ars/15/00242.htm

The Arizona Nutrition Standards

Arizona Healthy School Environment Model Policy

www.ade.az.gov/health-safety/cnp/HB2544/

www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual

Action for Healthy Kids Coalition

www.actionforhealtykids.org/index.htm

Center for Disease Control and Prevention

www.cdc.gov/default.htm

Hazard Analysis & Critical Control Points (HACCP)

www.cfsan.fda.gov/

United States Department of Agriculture and Team Nutrition School Wellness Policies:

www.fnx.usda.gov/tn/Healthy/Wellnesspolicy.html

School Nutrition Association School Wellness Policies

www.schoolnutrition.org

National alliance for Nutrition and Activity

www.schoolwellnesspolicies.org

MHT SCHOOL STUDENT INTERNET USE POLICY

We are pleased to offer K-8 students of Most Holy Trinity Catholic School access to the Internet for educational purposes and always under the supervision of a teacher and staff. To gain access to the Internet, all students must obtain parental permission. The computer teacher will pass out and collect consent forms which students must sign and return to the Computer Lab or School Office.

Access to the Internet will enable students to explore thousands of libraries, databases and web pages for educational purposes. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Currently the system is equipped with a filter, provided by the Diocese of Phoenix, to block inappropriate websites as much as possible.

We believe the benefits to students from access to the Internet in the form of information, resource, and opportunities for collaboration exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, MHT Catholic School supports and respects each family's right to decide whether or not to apply for access.

The following board-approved guidelines will govern our use of the Internet:

- Students will communicate with keypals only under the direction of the teacher.
- Teachers will guide students toward appropriate materials
- Access to the school Internet account will only be available at school during regular school hours, under the supervision of a teacher.
- Students are expected to use appropriate Netiquette at school and at home. All activity deemed unacceptable, inappropriate, or illegal by Most Holy Trinity is prohibited.
- Plagiarism of any electronic document is not acceptable.
- Students will have initial access only to teacher approved links.
- Information will only be gathered from the Internet, not posted to the Internet.
- The use of the Internet for non-school related activities is not acceptable.
- Gaining unauthorized access to resources or entities is not acceptable.
- Use appropriate language at school and at home
- Harassing, insulting, or attacking others is prohibited.
- Damaging computers, computer systems, or networks is prohibited.
- Downloading or installing any commercial software, shareware, or freeware onto computers, network drives, or disks including personal CD's is prohibited.
- Students will also follow all school rules and policies as stated in the Student/Parent handbook when using the Internet access.
- NEVER give the address, phone number, or last name of yourself or other students.
- Always use the Internet under the supervision of a teacher or other school staff person.
- Keep your password secure. Do not share your password with others. Do not allow others to use your account.
- Help others be responsible citizens. If you see anything or anyone that does not follow these rules, immediately tell the teacher or other adult who is supervising you.
- No contacting or receiving contact from teachers via PERSONAL communication tools including but not limited to: computer, phone, cell phone, instant messaging, e-mail, or social networking site
- Photographing minors while at school or in catechetical programs are not allowed without the proper parental/guardian consent

Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student in school.

Engagement in online social networking web sites or blogs, but not limited to, MySpace®, Facebook®, Xanga®, Friendster®, Twitter®, etc. may result in disciplinary actions if the content posted in these sites include any defamatory comments regarding the school, the faculty, other students or the parish.

Bullying and cyberbullying are verbal or written threats made against the physical or emotional well-being of any individual. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

The students are expected to exercise responsible behavior when on the Internet. Violating the above guidelines will result in losing your Internet privileges. Serious violations will be reported to the Principal for review and may also result in further disciplinary action which may include suspension or required withdrawal.

MHT SCHOOL INTERNET USE
STUDENT CONSENT FORM

My signature below, and that of my parent(s) or guardian(s), means that we agree to follow the guidelines of the Student Internet Use Policy.

Student's Signature: _____

Student's Name (printed): _____

Grade: _____

Parent or Guardian Signature: _____

Parent or Guardian (printed): _____

Date: _____

Please return this completed form to the Computer Lab or School Office.

The Discipline With Purpose Framework

Discipline
With
Purpose®



FIFTEEN SELF-DISCIPLINE SKILLS FIFTEEN OPPORTUNITIES TO 'WAIT'

Basic Skills

*Prompted Birth-K
Internalized Grs. K-3rd*

1. Listening
2. Following instructions
3. Questioning
4. Sharing: Time, Space, People and Things
5. Basic social skills



Constructive Skills

*Prompted Grs. K-3rd
Internalized Grs. 3-7*



6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks on your own
9. Exhibiting leadership
10. Communicating effectively







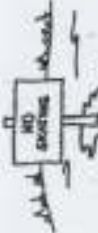
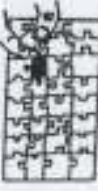


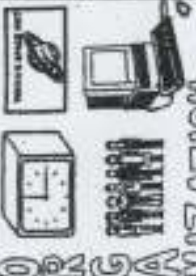




Generative Skills

*Prompted Grs. K-7th
Internalized Grs. 7-12*

11. Organizing: Time, Space, People, Things
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/Serving Others



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 <p>LISTENING</p>	 <p>FOLLOWING INSTRUCTIONS</p>	 <p>ASKING QUESTIONS</p>	 <p>SHARING</p>	 <p>SOCIAL SKILLS</p>
 <p>COOPERATION</p>	 <p>REASONS FOR RULES</p>	 <p>COMPLETING A TASK</p>	 <p>LEADERSHIP</p>	 <p>COMMUNICATION</p>
 <p>ORGANIZATION</p>	 <p>RESOLVING PROBLEMS</p>	 <p>INITIATING SOLUTIONS</p>	 <p>FACT VS. FEELING</p>	 <p>SERVICE-OTHERS</p>