

**MOST HOLY TRINITY
CATHOLIC SCHOOL
STUDENT
HANDBOOK**

**2011-2012
School Year**



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

MOST HOLY TRINITY CATHOLIC SCHOOL

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.

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.

MORNING PRAYER

Students may enter campus beginning at 7:30 am to gather and be seated at their designated picnic or quad tables. The school day begins at 7:55 a.m. as a community asking God's blessings for the day.

TARDIES

Students arriving after 7:55 are considered tardy and must secure a tardy slip from the duty teacher. Students arriving after 8:05 should secure a tardy slip from the school office. Every 6 tardies will equal one absence and incur the consequence of a lunch table cleanup duty in lieu of lunch recess.

LITURGY

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

CELL PHONES / ELECTRONIC DEVICES

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 the electronic device will be donated to a local charity. The sim card may be picked up by the student's parent before the device is donated.

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.

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 School 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.

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

LUNCH PROGRAM

The lunch program will begin approximately the second or third week of school. Students may bring their own lunch from home or purchase a lunch from our food service provider. 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. Students eat with their class under teacher supervision.

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.

LIBRARY

Grades K-8 is scheduled once a week to check out library books. Kindergarten students can check out one library book, First through Eighth Grade students can check out two library books as long as they do not have any current overdue books. Students return their library books to the class library basket any time prior to their next scheduled library day. On their scheduled day, the class basket is delivered to the library before their scheduled time.

After an absence, it is the responsibility of the student to return their library books on the first day they return to school. Late books must be returned to the library mailbox in the office or to the library. This can be done during school hours. Reminder slips for overdue books are given to the students after each library class.

The student will be responsible to pay the replacement cost of any lost or damaged library book. Report cards will be held until the lost or damaged book is covered by the replacement cost.

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. Students in grades 1-2 will complete their agenda each Friday for the upcoming week's work and it is left at home to refer to throughout the week. Students in grades 3-8 will complete their agenda on a daily basis and it will travel back and forth with the student. If a student's Agenda Book is lost or defaced, a fee of \$10.00 for a replacement is charged.

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.

HOMWORK

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 a parent wishes to pick up assignments for an absent student, they are to call the School 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.

ACCELERATED READING TESTS

All A/R (Accelerated Reading) tests are to be taken on campus premises and with the permission of the teacher.

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.

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.


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.

HOW TO WEAR YOUR UNIFORM/GROOMING

| LOOKS LIKE | DOESN'T LOOK LIKE |
|---|--|
| <ul style="list-style-type: none"> • Uniform – clean and in good condition • Uniform – appropriate size with belt for boys in grades 5-8 • Shirts fully tucked in • Skirts/shorts – modest length • Socks – plain and visible • Tennis shoes – laces tightly tied • Hair – natural color • Hair neatly combed • Boys – hair off collar, not covering eyes and above ears • Clean faces and fingernails • Clean and healthy appearance • One earring per ear (girls only), religious medal, watch, | <ul style="list-style-type: none"> • Dirty, torn, faded • Too big, too small • Hanging out or folded under • Too short –rolled up • Worn below the waist with undergarments showing • Striped, logos, not visible • Laces loose or not tied • Colored or highlighted • Tousled, unkempt • Hair below the collar, covering eyes or over ears • Make up and colored fingernail polish • Dirty hair, face, body, markings on skin, body odor • Ear double pierced, choker necklace, anklet, bracelet |

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 (green MHT logo PE shirt allowed)
- 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), a one 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.

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.

DAMAGE TO SCHOOL PROPERTY

A student and his/her parents/guardians shall be liable for any damage caused by the student to equipment and school property.

RESPONSIBILITY CARDS

“Responsibility Cards” are used to assist our forth through eighth grade students with learning the importance of being responsible. This card will be issued each quarter and will be used by all teachers throughout the day. Each card provides twenty empty boxes. If a student fails to adhere to the expectations of the learning environment, a box will be marked. The teacher and student will initial the card, date it and make the notation describing the lack of responsibility the student displayed. Below is a list of notations:

Uniform violation

Unprepared for class (Missing homework, no writing utensil, forgot their textbook, no paper, etc.)

Consequences range from lunch detention, after school detention, action plan to an office referral for marks received on a student’s responsibility card. 2 action plans for same offence will result in an office referral. The principal will have conference call with the parent, student, and possibly the teachers to discuss the specific concerns regarding the lack of responsibility. Other consequences will be given for any incident following this meeting.

The result of a lost responsibility card will result in an office referral.

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, Executive Officers 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 / EXTRACURRICULAR INELIGIBILITY

Student grades will be monitored throughout the school year. At the mid-quarter point and end of each marking period students with any grade below a "C" will be considered ineligible to participate for two weeks. The student is not allowed to attend club events, activities, practices or sit with the team for games. This temporary suspension is used to encourage responsible study habits, achievement, or improved behavior. 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 or club supervisor 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 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.

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.

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.

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









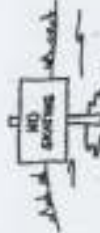








Generative Skills

*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> <p><small>Do-It-Right Through</small></p> |