

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

BREAKFAST/LUNCH PROGRAM

The lunch program will begin approximately the second 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 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.

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. The librarian checks in the books and prints any overdue slips.

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 librarian's 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.

HOMEWORK

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, spirit bracelet 	<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)
- Only ***athletic*** shoes of a non-distracting color that compliments the school uniform, laces or Velcro, are allowed. NO prints (i.e. plaid or checkerboard or distracting colors). Standard high tops (basketball shoes) are allowed. ***No*** above the ankle shoes, Converse, Vans ('skater shoes'), Mary Janes, flats, platforms, etc. are allowed! Approval of footwear will be at the discretion of administration.
- Optional: dark navy (matching uniform shorts) opaque (no design) tights
- 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)
- Only ***athletic*** shoes of a non-distracting color that compliments the school uniform, laces or Velcro, are allowed. NO prints (i.e. plaid or checkerboard or distracting colors). Standard high tops (basketball shoes) are allowed. ***No*** above the ankle shoes, Converse, Vans ('skater shoes'), etc. are allowed! Approval of footwear will be at the discretion of administration.
- 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)

- 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
- Shirt: Yellow pullover P.E. t-shirt with MHT logo

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 (provided by school)
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 watch, and the MHT bracelet. 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.

DISCIPLINE POLICY

The Discipline With Purpose Program is used throughout the entire school community. The program focuses on the task of learning self-disciplined behaviors through the teaching of 15 self-discipline skills. Self-discipline involves the whole person: physical, social, spiritual, moral, intellectual, emotional. The Discipline With Purpose Program accommodates all facets of the whole person. Skills are taught to children during appropriate periods of their growth and development. The 15 skills are taught like any other curriculum. There are rules and consequences established throughout the school focusing on the mastering of the self-discipline skills. When individuals agree on the behaviors expected of a self-disciplined person, they establish a framework for decision-making and conflict resolution. Skills are used, instead of personality traits, as the standard for evaluation of behaviors, and bringing about constructive change.

SELF-DISCIPLINE SKILLS

Basic

1. Listening
2. Following instructions
3. Asking questions when something is not understood
4. Sharing
5. Social skills

Constructive

6. Cooperation
7. Reason for rules
8. Completing a task
9. Leadership
10. Communication

Generative

11. Organization
12. Resolving problems
13. Initiating solutions
14. Fact vs. feeling
15. Making sacrifices

A student who engages in conduct contrary to the school's rules and regulations on campus or at any school functions even off campus may expect to be appropriately disciplined.

SCHOOL RULES

Respect yourself, others, and things.
Contribute to the learning environment.
Follow school and classroom procedures.

RESPECT YOURSELF, OTHERS, AND THINGS

Looks/Sounds Like	Does Not Look/Sound Like
<p>Be courteous and responsive to faculty, staff members, lunchroom supervisors, visitors, and each other.</p> <p style="padding-left: 40px;">Listen to and follow directions of teachers, staff, and supervisors.</p> <p>Respect school property, other's property, and your own.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Do your own work.</p> <p>Own up to your mistakes. Be truthful.</p> <p>Be complimentary to people. Use kind words.</p>	<p>Be rude. Ignore people.</p> <p>Throwing food</p> <p>Ignore the requests of supervisors.</p> <p>Damage or vandalize objects, gum chewing, markers, white out, etc.</p> <p>Use normal objects in harmful ways.</p> <p>Copy other's work. Give your work to another to copy.</p> <p>Blame others, lie</p> <p>Use inappropriate language. Gossip.</p>

Contribute to the learning environment.

Looks/Sounds Like	Does Not Look/Sound Like
<p>Arrive at school promptly</p> <p>Be prepared to learn</p> <p>Return school communications promptly</p> <p>Use a quiet voice in school</p> <p>Walk quietly on the patio</p> <p>Respond appropriately</p> <p>Be helpful to teachers and peers</p> <p>Hand in carefully done assignments on time</p> <p>Participate in class</p> <p>Display a positive attitude</p>	<p>Come to school late</p> <p>Forget your supplies, books, etc.</p> <p>Turn in papers late</p> <p>Use a loud voice. Be disruptive in class</p> <p>Run, shout in the breezeway</p> <p>Be disrespectful</p> <p>Ignore needs of others</p> <p>Work is incomplete, messy and/or late</p> <p>Refuse to participate</p> <p>Negative, grumpy, moody</p>

FOLLOW SCHOOL AND CLASSROOM PROCEDURES

Looks/Sounds Like	Does Not Look/Sound Like
Be courteous, respectful and use manners at all times Follow the uniform policy Take care of your school uniform Use playground equipment appropriately No electronic devices, other than cell phones checked into the school office Keep desk/locker clean and organized	Not following instructions of all staff members, parents and volunteers Spitting/chewing gum Be out of uniform Writing on uniform or self Dirty clothing or clothing in need of repair Using playground equipment in an unsafe manner Having CD players, beepers, cell phones, games, etc. Having a messy, unorganized desk/locker

MINOR INCIDENTS of inappropriate and/or disruptive behavior are dealt with 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.

TOTAL SCHOOL DISCIPLINE CYCLE

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:

“The Big Three” Serious Behaviors

Physical/psychological danger	Severe disrespect/abusive	Out of control/unreasonable
Physical or psychological threats, intimidation, force or injury Bringing/using dangerous or illegal items such as weapons, fireworks, matches, lighters, smoking materials, drugs, alcohol, or any other potentially destructive material or facsimile of inappropriate or illegal material to any area of the school property. Rough play, fighting, and/or throwing objects at each other Leaving the grounds without permission 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	Willful misbehavior toward a teacher, school personnel or volunteer Unable, incapable or unwilling to listen or follow instructions Repeated violations of classroom rules

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 will initial the card, date it and make an abbreviated notation describing the lack of responsibility the student displayed. Below is a list of abbreviated notations:

DC – dress code violation

T – Talking without permission

H – Missing homework

U – Unprepared for class (no writing utensil, forgot their textbook, no paper, etc.)

Upon filling their 10th and 20th “chance”, the student will receive a Saturday School Service Detention (either the 2nd or 4th Saturday of the month). An in school suspension will result should a student not report for Saturday School Service Detention. If a student has used all of their “chances” by filling each box on the card, the parent will be notified by the principal. A conference will be called with the parent, student, and all 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 be a Saturday School Service Detention.

At the end of each quarter, there will be a free dress day for the students who have 15 boxes remaining. Therefore, the cards reward those students who take pride in their responsibility, as well as allow students who struggle with this value to work for something positive.

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.