



PARENT/STUDENT
HANDBOOK

BUILD YOUR KINGDOM

2014-2015
SCHOOL YEAR

MOST HOLY TRINITY CATHOLIC SCHOOL
535 EAST ALICE AVENUE
PHOENIX, ARIZONA 85020
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TABLE OF CONTENTS

I.	Diocese of Phoenix	4
	a. Mission Statement for Catholic Schools	4
	b. Philosophy of Catholic Schools	4
II.	Most Holy Trinity Catholic School	4
	a. Accreditation and Membership	4
	b. Vision Statement	4
	c. Mission Statement	5
	d. Philosophy Statement and Goals	5
III.	Schoolwide Learning Expectations	6
IV.	ADMISSIONS AND FINANCIAL POLICIES	
	a. Admission Policy	7
	b. Age Requirements	7
	c. Application for Admission	7
	d. Registration Requirements	7
	e. Financial Obligations	8
	f. Fees	8
	g. Payment Procedures	8
	h. Financial Delinquency	8
	i. Active Catholic reduced tuition rate	8
	j. Financial Assistance	8
V.	ACADEMIC PROGRAMS AND POLICIES	
	a. Academic Programs and Approach	8
	b. Title 1 Reading Program	8
	c. Special Education	9
	d. Grading Standards	9
	e. Report Cards/Progress Reports	9
	f. Parent -Teacher Conferences.....	9
	g. Promotion/Retention	9
	h. Honor Roll	9
	i. Homework	10
	j. Graduation Requirements	10
VI.	PARENT AND STUDENT PARTICIPATION	
	a. Called to Protect (Safe Environment Training)	10
	b. Parent Expectations	10
	c. Service Requirements	11
	d. School Hours	11
	e. Attendance Requirements	11
	f. Attendance	11
	g. Tardiness	11
	h. Absence or Tardy due to illness or injury	11
	i. Make up work	12
VII.	SCHOOL DRESS CODE	
	a. Explanation	12
	b. Girls Uniform (Grades Kindergarten through Eight)	12
	c. Boys Uniforms (Grades Kindergarten through Eight)	12
	d. All students	12
	e. Shoes	12
	f. Outer Wear	12
	g. Hair	12
	h. Makeup and Cologne	13
	i. Jewelry	13
	j. Physical Education Uniform	13

	k. Free Dress	13
	l. Birthday Free Dress	13
VIII.	DISCIPLINE CODE	
	a. Discipline With Purpose	14
	b. School Wide Rules	14
	c. Classroom Discipline Cycle	15
	d. "The Big Three" Serious Behaviors	15
	e. School Wide Discipline Cycle	16
	f. Suspension/Expulsion	17
	g. Procedures for Suspension.....	17
	h. Process of Appeal	17
IX.	SCHOOL POLICIES AND PROCEDURES	
	a. Liability/Insurance	18
	b. Parent/School Communications	18
	c. Morning Arrival Procedures	19
	d. Morning Prayer	19
	e. Off Campus	19
	f. Bicycles	19
	g. Non Custodial Parents	19
	h. Care of School Property	19
	i. DISMISSAL	
	i. Early Sign-Out	19
	ii. Custody and Release of Minors	19
	iii. Afternoon pick up	20
	j. Miscellaneous	20
	k. Gum	20
	l. Cell phones/Electronic Devices	20
	m. Internet Use	21
	n. 1:1 iPad Program	21
	o. Pets and animals on campus	21
	p. School Phones	21
	q. Birthdays	21
	r. Use of School Grounds/Facilities	21
X.	SCHOOL SAFETY AND PROCEDURES	
	a. Security	21
	b. Crisis Plan	21
	c. Emergency Drills	21
	d. Child Abuse Reporting	21
	e. Harassment	21
	f. Bullying and Cyber-bullying	22
	g. Blog/Social Networking Sites	22
	h. Anti-Bullying Policy	22
	i. Right to Search	23
	j. Tobacco, Alcohol and Other Drugs	23
	k. Weapons	24
XI.	HEALTH POLICES AND PROCEDURES	
	a. Nurse's Hours.....	24
	b. Health Records.....	24
	c. Medications.....	24
	d. Illness and Accidents.....	25
	e. Illness	25
	f. Health Screenings and Assessments.....	25
	g. AIDS.....	26
	h. Heat Guidelines.....	26
	i. Hot Weather	26

	j. Excessive Heat and Heat Index	26
	k. Policy and Procedure	26
XII.	SPECIAL PROGRAMS	
	a. Lunch Program	26
	b. Counseling	27
	c. Library	27
	d. School Liturgies	27
	e. Physical Education	27
	f. Tigers Den (Extended Day Program)	27
	i. Schedule of Operation	27
	ii. Sign In and Sign Out Procedures	27
	iii. Fees	28
	iv. Snacks	28
	g. Wellness Polices	28
XIII.	EXTRA CURRICULAR OPPORTUNITIES	
	a. Student Council	29
	b. National Junior Honor Society	29
	c. P.E.A.K (People Engaged in Acts of Kindness).....	29
	d. Yearbook	29
	e. Recycle Rangers	29
	f. Field Trips	29
	g. Transportation policies for field trips	29
	h. Athletics	30
	i. Ineligibility	30
	ii. Other criteria for participation	30
	iii. Role of the parent in CYAA sports	30
	i. After school activities	31
XIV.	Parent Organizations	
	a. School Advisory Board	31
XV.	Principal's Right to Amend	31
XVI.	APPENDIX	
	a. DIOCESE OF PHOENIX CODE OF CONDUCT	32
	b. Diocesan Wellness Policy	33
	c. INTERNET USE	35
	i. Acceptable Use Policy	
	d. 1:1 iPad Program	36
	e. Asbestos Statement	36

DIOCESE OF PHOENIX

Mission Statement for Catholic Schools

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by leading them to an encounter with the living Christ and by integrating faith throughout an educational process that promotes academic excellence, moral values and lifelong service.

Philosophy of Catholic Schools

Because Christ is our hope and our children are the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values, and fosters lifelong service.

Because each child needs the values and traditions of the Catholic community, the school will impart an understanding of the Catholic faith, doctrine and moral perspectives, afford participation in a worshipping faith community, and foster the responsibility for service.

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the parish, the Diocese and the larger world community.

Because each child needs examples, in the school and in the home, teachers and parents must model their faith as portrayed in the Gospels and our Tradition.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect and respect for others, and growth in learning to deal with issues in a real world.

Because each child needs a strong and caring environment for learning, the school, like the home must be supportive, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunity and high expectations for learning and will develop the potential of each child spiritually, academically, socially, emotionally and physically.

Most Holy Trinity Catholic School

Accreditation and Membership

Most Holy Trinity Catholic School is accredited by the Western Catholic Educational Association, (WCEA). In 1996, 2003, AND 2009 Most Holy Trinity Catholic School was re-accredited for six years. 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.

Most Holy Trinity Catholic School teachers are models for the faith development of the students. As such, they are expected to be people of faith who uphold and openly share the teachings of the Catholic Church. Because our teachers must meet the licensing and certification requirements set by the Diocese, the State of Arizona, and the Western Catholic Education Association, all faculty members hold a valid Arizona teaching certification in Elementary Education.

Vision Statement

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

Mission Statement

Most Holy Trinity Catholic School,
United as one diverse family,
Promoting excellence to Learn, Love, and Lead
While proclaiming our faith in Christ and His Church.

Philosophy Statement and Goals

In partnership with the parents as primary educators, Most Holy Trinity Catholic School supports the spiritual, academic, and moral development of all students founded upon the values and traditions of our Roman Catholic faith. Most Holy Trinity Catholic School fosters a learning environment dedicated to its mission: to learn, love, and lead. To meet the individual needs and realize the potential of each student, the school promotes academic excellence through a variety of teaching strategies. The students recognize their leadership role in the community and their responsibility to serve others in Christ's love.

We are called to Learn

Our traditional liberal arts education offers direct instruction by highly qualified teachers that personify our commitment to academic excellence. The Student Learning Expectations (SLEs) serve as the educational basis and implementation of our commitment to instilling the qualities of character, integrity, and leadership. We follow the diocesan, state, and Common Core curriculum, but our SLEs are the driving force behind all that we do.

We are inspired by the Holy Spirit to be life-long learners.

We are called to Love

The students, families, and faculty at Most Holy Trinity Catholic School are called to be responsible citizens who learn and execute the value of stewardship. To love one another, is to serve one another. We call on the help of the Holy Spirit to keep us faithful to the heart of the Church, to give without expectation of gain; to offer our very selves for the good of others.

We are Catholics working faithfully with servant hearts to fulfill the mission of Jesus Christ.

We are called to Lead

Most Holy Trinity Catholic School was founded by Monsignor Neil McHugh, in 1953. We continue the heritage of welcome modeled through the religious communities who have been witnesses of hospitality and mission to the people of God in the Southwest. Most Holy Trinity has been blessed with the wisdom and leadership of the Sisters of Notre Dame de Namur community, the Dominicans, Disciples of Hope, and presently the Society of Our Lady of the Most Holy Trinity. Inspired by lives of prayer, community, and service, these religious men and women have invited us to see Christ in every individual who crosses our path; they have challenged us to encounter the living Christ as we make God known, loved, and served in a community that educates both the heart and the mind. Together with them, we embrace and celebrate each individual's God-given talents and cultivate many gifts.

We are people of God leading by example from example.

Schoolwide Learning Expectations

Most Holy Trinity Catholic School strives to incorporate the Schoolwide Learning Expectations (SLE) in every aspect of student learning, so students can show understanding by demonstrating each SLE by graduation. These learning expectations have been collaboratively developed and represent the focus of the entire school community.

A Most Holy Trinity Catholic School student is:

1. A FAITH FOLLOWER who:

- Answers the call to social justice through active service and stewardship
- Respectfully participates in Catholic traditions
- Demonstrates a respect for God, others, self, and all creation

2. An ACTIVE LEARNER who:

- Engages completely, mentally, physically, and emotionally in the learning process
- Applies knowledge across curriculum and real life situations
- Self-motivates to achieve personal best

3. An EFFECTIVE COMMUNICATOR who:

- Clearly expresses ideas using verbal and non-verbal forms of communication
- Uses Christian values when confronted with technology, social media, and mass communication
- Respects intellectual property when researching and completing assignments

4. A RESPONSIBLE CITIZEN who:

- Contributes to the positive growth of the school and greater community
- Demonstrates respect and tolerance for others
- Understands the reason for rules and follows them

ADMISSIONS AND FINANCIAL POLICIES

Admissions Policy

Most Holy Trinity Catholic School admits students of any race, national origin or religion to all the rights, privileges, programs and activities generally accorded, or made available, to students at the school and does not discriminate on the basis of race, national origin or religion in administration of its educational policies, admissions policies, athletic and other school administered programs. Preference is given to Catholic students whose families are active members of a Catholic parish in the Diocese of Phoenix. Non-Catholic students are welcomed at Most Holy Trinity Catholic School and are required to participate in the Catholic religious instruction and school activities related to the Catholic identity of the school. All new students will have a three-month probationary period and are expected to do their best academically while conforming to the school rules and regulations.

Age Requirements

In compliance with Diocesan policy and State regulations, a child who reaches the age of 5 by September 1 may be admitted to Kindergarten, after successfully completing the entrance assessment, unless there is evidence of inability to adjust to the school environment. Age requirements are strictly enforced. Students must be 3 years of age and toilet-trained for acceptance into the Pre-School program and 4 years of age and toilet-trained for Pre-Kindergarten.

Application for Admission

New students applying for admission to Most Holy Trinity Catholic School must complete and submit the following to the school office:

1. New family Registration Form
2. Original birth certificate
3. Baptismal certificate (all baptized Catholic students)
4. Current immunization record ***
5. Most recent report card
6. Most recent standardized test scores
7. Required letters of recommendation
8. Interview with the Principal, if required

Registration Requirements

Upon acceptance to Most Holy Trinity Catholic School the following forms must be submitted to the school office in order to complete registration:

1. Request for Student Records
2. Health Form
3. Active Catholic Verification
4. Private School Affidavit of Intent
5. Emergency Information
6. Transportation of Minor
7. Email/Online Grades
8. Photo/Publicity Release
9. No Child Left Behind
10. Volunteer Commitment
11. Homeroom Parent Communication Form
12. Copy of FACTS online enrollment confirmation page
13. Copies of any psycho-educational testing, IEP, 504 Plans, and any other testing.

***Arizona Law (Arizona Administrative Code, Title 9, Chapter 6, Article 7, Vaccine Preventable Disease) requires that all students be immunized against certain diseases before entering school. Your child's health care professional is aware of these requirements, or you may contact the school nurse for further information. Students who cannot produce immunization records, except those who cannot be immunized for health or religious reasons, will not be allowed to remain in school. If your child is to be exempt from the immunization requirements, a form must be signed and returned to the school. A doctor's signature is required if the exemption is for medical reasons. In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend school until the risk period ends. Parents will be responsible for any outside tutoring needed to ensure the student does not fall behind academically during this period.

Financial Obligations

Tuition: Set annually and reviewed each spring; after considering various factors, the School Advisory Board recommends the annual tuition for approval by the Pastor.

Fees

Fees may include, but are not limited to:

Registration, graduation (8th grade), screening, field trips, sports, homeroom, enrichment, lunch, lost book, returned check fees, and FACTS account late fee.

Payment Procedures

All tuition is paid through FACTS Tuition Management. Yearly tuition can be paid in full at the time of enrollment or through scheduled budgeted payments. A \$30 late fee will be assessed to your FACTS account if payment is not available from your account on your scheduled payment date.

Financial Delinquency

Most Holy Trinity Catholic School reserves the right to withhold grades and/or diplomas from the student or * take other appropriate action until all financial obligations to the school have been met. The student will not be permitted to register at Most Holy Trinity Catholic School or at another Catholic school within the Diocese of Phoenix until all financial obligations have been met.

*appropriate action can be but not limited to: That students may not return to school if tuition and/or fees are 30-days or more behind. Parents must meet with the school principal or designee, to arrange payment schedule.

Active Catholic Reduced Tuition Rate:

Families receiving the Active Catholic tuition rate must be active, contributing, registered members in a Parish within the Diocese of Phoenix. If a parish verification form indicating active parishioner status is not received with the registration packet, the non-active/non-Catholic tuition rate will be charged. Families are expected to attend Mass on Sunday and participate in a liturgical ministry.

To receive the Active Catholic tuition rate from Most Holy Trinity Parish, a family must be registered at Most Holy Trinity Parish and is expected to be active, supportive, and contribute to Most Holy Trinity Parish by using the church envelopes or online giving for their contributions.

Financial Assistance

There are many opportunities for tuition assistance available for families who have children registered and enrolled at Most Holy Trinity Catholic School. Information is available online at www.mht.org and in the School Office at (602)943-9058. All families are encouraged to apply for all the scholarships available.

ACADEMIC PROGRAMS AND POLICIES

Academic Programs and Approach

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 taught using the phonetic approach. All students attend computers, music, and physical education which enhance our already rigorous academic program. Spanish is offered to 1st through 8th grade.

The Shared Inquiry method is taught through the Great Books program at all grade levels. Students are exposed to rich, diverse literature from distinguished authors. Through a variety of activities, they learn to critically evaluate reading material and generate new ideas through group discussions.

Grades 5-8 operate a traditional departmental structure for all core classes.

Title 1 Reading Program

Title I is a federally funded program that provides extra help for children having difficulty with reading. It is a one-on-one program that may also be used in a group setting. Students are chosen for the program according to the

achievement level and district qualification. Any student may receive help, regardless of family income. These services are currently provided for K-5 only.

Special Education

Due to lack of monies, staff, and facilities Most Holy Trinity Catholic School cannot serve children with special education needs that cannot be addressed by the classroom teacher. We recommend that students who need special educational services beyond what Most Holy Trinity Catholic School can offer take advantage of the many programs offered by the public schools.

Grading Standards

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

Grade A (100% - 94%)	Excellent	E = Excellent
Grade B (93% - 85%)	Very Good	S = Satisfactory Progress
Grade C (84% - 75%)	Average	N = Student Needs Improvement
Grade D (74% - 65%)	Below Average	U = Unsatisfactory
Grade F (BELOW 65%)	Failure	

Progress Reports/Report Cards

The purpose of the progress report and report card is to report student progress. Progress reports and report cards are posted on SchoolSpeak. Parents are asked to sign them electronically within three days of posting. Kindergarten and first grade progress reports and report cards begin second quarter.

Parent -Teacher Conferences

A parent-teacher conference is scheduled at the end of the first quarter for all grades. This is a valuable time for parents and teachers to discuss student progress. Parents are always welcome to further communicate with teachers regarding progress throughout the year. Appointments must be scheduled with the teacher through e-mail or the school office.

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 in the next grade level 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.

HONOR ROLL

- Principal's List
 - Straight A's (GPA 4.0) in core subjects
 - Must maintain a grade of "E" in DWP, conduct, effort, and special area classes.
- First Honors
 - An "A" Average (GPA 3.6 - 3.99) in core subjects
 - Must maintain a grade of "S" or "E" in DWP, conduct, effort, and special area classes.
- Second Honors
 - A "B" average (GPA 3.0 - 3.59) in all core subjects
 - Must maintain a grade of "S" or "E" in DWP, conduct, effort, and special area classes.

No letter grade of a "D" or "F" will qualify for any Honor Roll recognition. Honor Roll status may be affected per teacher and principal discretion as a consequence of student's behavior and/or discipline issues in formative skill acquisition areas.

Homework

Homework is an integral part of Most Holy Trinity Catholic School's instructional program. A reasonable amount of homework, according to grade level, is assigned every day.

The Diocese has recommended the following as minimum suggested daily time allotments:

- Grades K - 3 15 to 30 minutes
- Grades 4 - 6 30 to 60 minutes
- Grades 7 – 8 60 to 90 minutes

Students are responsible for recording assignments in their school issued agendas as well as checking SchoolSpeak. Second through eighth grade students are asked to read a minimum of thirty minutes a day.

Graduation Requirements

Successful completion of the requirements and curriculum guidelines set forth by the Diocese of Phoenix and Most Holy Trinity Catholic School. Students must meet all financial and disciplinary obligations prior to graduating from Most Holy Trinity Catholic School. Participation in graduation exercises is a privilege, not a right.

PARENT AND STUDENT PARTICIPATION

Called to Protect (Safe Environment Training)

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 (see Appendix). **All volunteers or participants at any school function must have the Code of Conduct on file.** These classes are offered throughout the Diocese.

Parent Expectations

Most Holy Trinity Catholic School is a community of families interested in providing a solid 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 school and greater community. The fact that you have enrolled your children in a Catholic school is proof of your commitment to these principles:

Spiritual:

- 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.
- Weekly participation in Sunday liturgy at your parish.

Academic:

- Actively engaged in your child's learning (i.e., reviewing homework, papers, agenda, etc.)
- Providing the necessary encouragement or correction.
- Providing a home learning environment supportive of the school learning environment
- Familiarize yourself with and following the rules and regulations at the school.

Financial:

- Paying tuition and fees promptly.
- Applying for Catholic Education Arizona and other available scholarships annually
- Supporting fundraising events, classroom and school projects.
- Promoting Catholic Education Arizona.

Physical:

- Participating in community building activities.
- Actively involved in the school community through volunteering.
- Mirroring the Discipline with Purpose program at home.
- Supporting school policies and procedures.

Service Requirements

Parent involvement at Most Holy Trinity Catholic School is very welcomed and encouraged. We want our parents to share their abilities in service to our school. Through volunteering, our community and school are strengthened, a sense of belonging and ownership take root, and servant leadership is demonstrated to the students. These all can be accomplished through participating in school sponsored activities, offering support, and sharing resources. We have a wonderful family-oriented community and offer many opportunities for involvement.

Our families are asked to complete twenty hours of service for two parent families and ten hours for single parent families. Active participation is expected of all families in three of the six major community/fundraising events: Back to School BBQ, Italian Dinner, Tiger Trot, Breakfast with Santa, Spring Fundraiser, and the Golf Tournament. Other volunteer opportunities are available and may be requested by the school or parish.

School Hours

The school day begins at 7:45 am with Morning Prayer Assembly and ends at 3:05 pm after Closing Prayer. Every Friday is a 1:30 pm dismissal. Students are not to arrive at school before 7:30 am unless they are being checked in to Tiger's 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 am and after 3:15 pm 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 Tiger's Den (Extended Care) and the parents will be charged accordingly for the service.**

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. To ensure 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:

- 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.
- A student must be in class for at least four hours to be considered in attendance for a full day.
- A student must be in class for at least two hours to be considered in attendance for one-half day.

Attendance

Regular attendance is an essential element for academic excellence. Frequent absence from school affects academic performance. When planning appointments, family outings, and vacations, please 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 school for at least half of the academic time to be counted present.

Tardiness

Tardiness shows a lack of regard for the educational process and is contrary to the mission of the school. Repeated tardiness may result in the student attending summer school.

1. A student is considered tardy if he/she is not in the gate by the 7:50 am bell.
2. Students entering campus after the 7:50 am bell must have a tardy slip.
3. Six tardies will be counted as one day absent.
4. Excessive tardiness (more than six per quarter) will result in an office referral and consequences at the discretion of the principal.

Absence or Tardy Due to Illness or Injury

In case of an absence due to illness, these procedures should be followed:

1. A call to the school office (602-943-9058) to inform the staff of the child's illness should be made before 8:30 am.
2. A written note from parent/guardian stating the date and the reason for the absence or tardy **MUST** be presented to the teacher when the student returns to school
3. A doctor's note is required if the student has been absent 5 or more school days.

Make up work

Students will receive missed work when they return to school. The number of days allowed to make up work is **one day for every day absent**.

SCHOOL DRESS CODE

Explanation

Our school uniform is a symbol of Most Holy Trinity Catholic School and representative of our Catholic identity. Students are to arrive at and leave from school in proper uniform. Any hairstyle, hair color, mode of dress or ornamentation that is deemed inappropriate in the judgment of the school administration/faculty will be prohibited. Any child not in proper uniform will be sent to the office and the parent will be called. Students who request necessary alterations to any part of the uniform must have a doctor's note.

Girls Uniform (Grades Kindergarten through Eight)

- Uniform navy twill shorts or slacks (may not be worn on Mass days)
- K-4th grades - Christopher plaid jumper or skort
- 5th-8th grades - Christopher plaid skirt
- School logo polo shirt (short or long sleeved)
- Solid white ankle socks (no lace or emblems)
- Solid white or navy knee high socks (no design or emblems; to be worn with skirts or jumpers only)
- Optional: dark navy or black opaque tights (no design; no leggings)
- The skirt, jumper and/or short must be at a modest length. **Modest length is defined as knee length. Skirts may not be rolled.**

Boys Uniforms (Grades Kindergarten through Eight)

- Uniform navy twill shorts or slacks (to be worn at the waist; shorts may not fall below the knee)
- School logo polo shirt (short or long sleeved)
- Solid white ankle socks (no emblems)
- 5th -8th grades – Plain (no embellishments) black, brown or navy belt with a regular buckle, not a decal.
- Optional: a solid white short sleeved undershirt may be worn underneath polo shirt

All students

- Only uniforms obtained from Dennis Uniforms, our official school vendor may be worn
- School logo polo shirt must be tucked inside uniform bottoms (not bloused or rolled).
- Shirt sleeves may not be rolled.
- Uniforms are to be clean and kept in good repair and are considered unacceptable if they are faded, tight, torn, or dirty.
- Long, oversized shorts and pants that give a "baggy" appearance may not be worn.
- No cargo pants, cargo shorts, or Dickies are allowed.

Shoes

Athletic-type (tie or Velcro) tennis shoes which are **SOLID BLACK** or **SOLID WHITE** are to be worn **by all and on all days** regardless of being designated free dress day. Soles and laces must be the same color as the shoes. Dennis carries this type of shoe as well as other department and sport equipment stores.

Outer Wear

Only Most Holy Trinity Catholic School sweatshirts are allowed. No non MHT sweatshirts may be worn on campus or at school sponsored events.

Hair

Hair must be neat, clean, and conservatively styled as determined by school personnel. Extremes in hair styles or fad styles are not acceptable. 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 ears and eyebrows. Bangs for all students are not to cover the eyes. Facial hair, including sideburns, is not permitted. Girls may wear conservative and non-distracting hair accessories that are limited to MHT uniform plaid and uniform colors: forest green, navy, yellow, black, or white.

Makeup and Cologne

No makeup 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. Seventh and eighth grade girls may wear light foundation.

Jewelry

The rule of one applies to each of the following:

- pair of stud/post earring, per ear (on girls only)
- a watch
- a simple religious necklace on a fine linked chain
- a MHT sponsored bracelet

Grades K-4 Physical Education Uniform:

- No PE uniform

Grades 5-8 Physical Education Uniform:

- Girls are to wear green mesh shorts with MHT logo under uniform skirt on scheduled PE days
- Girls will remain in school uniform polo shirts for PE class.
- Boys will remain in school uniform shorts and polo shirts for PE class.

Free Dress

Non-uniform days are a privilege for Most Holy Trinity School students. On non-uniform days, students must remember that they must still follow the dress code. As always, modesty is mandatory. The administration and faculty reserve the right to judge what is appropriate and safe. If non-uniform dress is considered inappropriate, infractions will result in loss of the non-uniform privilege for a specified period of time and parents will be called to bring in a uniform. The student will not be allowed in class until in compliance with the code. The following are non-uniform day regulations:

- Jeans, slacks, shorts, Capri pants, and dresses must be clean and with no holes. Pants may not be oversized or baggy. All shorts and dresses must conform to uniform length. Students are not to wear biker shorts, cut-offs/frayed edge clothing, clothing with inappropriate slogans, etc., tank tops, midriff shirts, spaghetti strap tops, tube tops, clothing which exposes under-garments, hip hugging pants, and sandals - strapless or otherwise. **Athletic shoes are to be worn always.**
- On campus after school hours, the free dress code still applies.
- Logos that portray material considered unacceptable by the staff is not allowed.

Students who are found to be repeat offenders of the uniform policy will not be allowed to participate in free dress days.

Birthday Free Dress

When a student celebrates his/her birthday, the student may wear "free dress" according to the above free dress rules. If a student's birthday falls on a school Mass day or a Holy Day of Obligation, an alternative day will be granted for the free dress.

Self-discipline involves the whole person: physical, social, spiritual, moral, intellectual, emotional. Most Holy Trinity Catholic School uses **The Discipline With Purpose** program to accommodate all facets of the whole student. Skills are taught to children during appropriate periods of their growth and development. The following 15 skills are taught like any other curriculum:

- Listening
- Following Instructions
- Asking Questions
- Sharing
- Social Skills
- Cooperation
- Reasons for Rules
- Completing a Task
- Leadership
- Communication
- Organization
- Resolving problems
- Initiating Solutions
- Fact vs. Feeling
- Service to Others

School Wide Rules

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 school rules adopted by MHT:

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. • 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. Bother others. • 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. • Use media appropriately. 	<ul style="list-style-type: none"> • Using a loud voice, being out of your seat, and leaving a mess. • 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 Tiger’s Den (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.

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
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

<ul style="list-style-type: none"> • Leaving the grounds without permission • Gang mentality/affiliation • Using normal objects in a dangerous way 	<ul style="list-style-type: none"> • Stealing • Cheating • Illegal/harassing use of email, photo, text messages or internet in or out of school 	<p>school activities without permission of the teacher, supervisor, or coach.</p>
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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.

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.

Process of Appeal

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.

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.
 1. An appeal is to be made within 10 working days of the communication of the decision.
 2. The Pastor may designate another person to hear the appeal.
 3. 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.
 4. The decision of the Pastor or designate is final and binding.

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

SCHOOL POLICIES AND PROCEDURES

Liability/Insurance

Any student enrolled in a Diocese of Phoenix Nursery, Pre-School, Pre-Kindergarten, Kindergarten, Elementary, or Secondary School, will be provided accident insurance; while on school grounds when school is in session; while taking part in a school sponsored and supervised activity; or while attending school sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," he/she will be eligible for benefits by completing the proper claim documentation which will be available in the Nurse's office.

Parent/School Communications

- **SchoolSpeak**
 - This is the primary form of communication between school and home it includes: Tiger Pause, Tiger Express, school calendar, classroom newsletters, homework, attendance, progress reports, grades, report cards, forms, etc.
 - All parents and students have access to SchoolSpeak.
- **School Reach**
 - In the event of an emergency and other matters that require immediate attention, School Reach will be activated. You will be notified via the phone number provided to the school.
- **Tiger Pause/Tiger Express**
 - The school newsletter contains information on school activities and student and volunteer recognitions and is sent home weekly via SchoolSpeak or Wednesday Envelopes. Tiger Pause is also posted on our website at www.mht.org.
- **Web Site**
 - Most Holy Trinity Catholic School has a website at www.mht.org. Visit the site often for news, updates and 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. To schedule an appointment, call the School Office and leave a message or contact the teacher via email. Please do not disrupt the classroom.
 2. If the area of concern requires further attention, make an appointment to see the principal.
- **Communication with Principal**
 - To request appointments, please call the school office.
- **Contact with Teachers**
 - Parents **must not** interrupt teachers during the school day without an appointment.
 - Parents who wish to see a teacher may call the school office or contact the teacher via email to schedule an appointment.
- **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.
- **Weekly Envelopes**
 - Printed communication is sent home from school in the Weekly Envelope. Envelopes are to be signed by the parent and returned the next day.

Morning Arrival Procedures

Do not block the driveway and do not park or wait in the fire lane near the faculty parking. If you are parking, please park in unmarked spaces. Students may be dropped off at the science lab gate at 7:30. 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 through the science lab gate and gather at the picnic or quad area tables.
- 7:45 First bell rings. Students join teacher.
- 7:50 Second bell rings, Morning Prayer begins. At this bell students are considered tardy. Students entering the science lab gate after this bell rings will receive a tardy slip.
- Students are not to arrive on school and/or church premises (including McHugh Hall) before 7:30 A.M. unless being checked into Tiger's Den (Extended Care) or are accompanied by their parent/guardian.

Morning Prayer

The school day begins at 7:50 A.M. as a community asking God's blessings for the day. Parents are **encouraged and welcome** to stay for Morning Prayer.

Off Campus

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.

Bicycles

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.

Non Custodial Parents

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. 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. 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 his/her 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 Most Holy Trinity Catholic School 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.

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 (i.e., textbooks, desks, lockers, library materials, computer software or hardware).

Dismissal

- **Early Sign-Out**

Parents picking up a student for an early dismissal must come to the school office. The student will be called to the office. Parents are not to go to the classroom.

- **Custody and Release of Minors**

Students will only be released to those individuals authorized on the emergency card. Identification is required. If the usual person who picks up your child changes, the school office must be notified in writing. Most Holy Trinity Catholic School reserves the right not to release the child to anyone other than the custodial parent. In cases of doubt, the custodial parent will be contacted to confirm that another person has been authorized to pick up the child.

- **Afternoon pick up**

Children must be picked up promptly at 3:05 pm on full days, 1:30 pm on Fridays and 12:05 pm on early dismissal days. Children remaining at school past dismissal times will be sent to Tiger's Den (Extended Care) and the parents will be charged accordingly.

Please follow the dismissal procedures distributed in the summer mailer and the first week of school. Do not park in the faculty /staff parking area or the fire lane. Please be advised that there will be a crossing guard at the Alice Avenue crosswalk between McHugh Hall and the school. Please note: dismissal time is not conference time. If you wish to speak with the teacher, please schedule an appointment with him/her through the school office or contact him/her 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 giving the student permission must be on file in the School Office and with the homeroom teacher. Parents are not allowed to walk in through the south Parish parking lot gate. Both north and south school gates will be open at dismissal. Our goal is an efficient dismissal that is SAFE.

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/Electronic Devices

Diocesan Policy (3.1.4.24) states:

Catholic Schools do not grant any school employee or student any right of privacy or confidentiality regarding the use all electronic mail or messaging systems ("E-mail Systems"), all computer systems ("Computer Systems"), to include but not be limited to desktop computers, laptop or tablet computers, PDA's, computer network, software programs and connections to the World Wide Web ("Internet"), and all telecommunications systems ("Telecom Systems"), including but not limited to telephone, intercom, voice mail, fax, pager, cell phone, and two-way radio telecommunications, while on campus or at a school-sponsored event or activity. This policy includes the use of all Communications Technology (which is defined as but is not limited to any E-mail Systems, Computer Systems and Telecom Systems) whether owned or operated by the school, a school employee, or a student.

Catholic schools prohibit the use of all Communications Technology to create, generate, retrieve, receive or send any offensive information or any information contrary to the teachings or beliefs of the Catholic Church, including but not by way of limitation, any information which contains items of any offensive sexual nature, racial slurs, derogatory gender-specific comments, or any other communications that are disrespectful or discriminatory toward a person's age, sex, sexual orientation, marital status, religious or political beliefs, national origin, ancestry, disability or any characteristic protected by federal law. This policy shall be placed in the parent/student handbook.

The school has the right to have access to and disclose in its discretion all information generated or created on, retrieved from, stored on, sent or received on, or otherwise communication in any manner over employee-owned, student-owned, or school-owned Communications Technology operated at school or at any school-sponsored activity.

To that extent, **students are advised to leave all electronic devices at home.** 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 before the 7:45 A.M. bell. The student may pick up the phone and/or electronic device after the dismissal bell has rung. If a phone

and/or electronic device are found with a student, it will be held in the office and will need to be picked up, after dismissal, 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.

Internet Use

To gain access to the internet, all students must obtain parental permission. The computer teacher will pass out and collect consent forms which students and parents must sign and return to the computer lab or school office. Please see page 35 for a detailed internet usage policy.

Pets and animals on campus

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 are prohibited at all times.

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 to arrange last minute activities.

Birthdays

Classroom birthday parties are not allowed; however, students may bring in a birthday treat that respects the Wellness Policy (see page 28) if the teacher has given prior approval. Birthday party invitations may not be passed out in the classroom unless all of the students have been invited to attend.

Use of School Grounds/Facilities

School grounds and facilities are to be used only with the written consent of the principal and/or pastor of Most Holy Trinity Catholic Parish and School.

SCHOOL SAFETY AND PROCEDURES

Security

All visitors, including parents, must sign in at the school office to obtain a visitor badge which must be worn when on campus. Parents and visitors must in no way disrupt students after the 7:50 A.M. bell has rung. All visitors to a classroom must have advanced permission from that teacher. Parents must use the north gate only when entering and leaving campus during the school day.

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.

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 silently and 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 silent line until reaching the designated area.
- Remain in line silently facing the school building and wait until the teacher directs students to return to the classroom.

Volunteers/Guests must also follow the above procedures.

Child Abuse Reporting

Report procedures for suspected child abuse will be followed as required by law and Diocesan Code 3-1.4.14.

Harassment

Most Holy Trinity Catholic School and the Diocese of Phoenix will not tolerate and prohibits harassment (physical, verbal – spoken or written – emotional, or sexual) of its students, teachers, and staff by any person and in any form. This includes but is not limited to bullying, cyber-bullying, violence or threats of violence. These are serious matters, and when known, will be dealt with immediately.

Bullying and Cyber-bullying

Most Holy Trinity Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats (seriously or in jest) made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (in person or online) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The principal, or designee, investigates all complaints of harassment.

Blogs/Social Networking Sites

Engagement in online blogs and other social networking sites such as, but not limited to MySpace.com, Facebook, etc. may result in disciplinary action if the content of the student's blog includes defamatory comments regarding the school, faculty, other students or the parish.

Virtual Reality and Social Media Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Any conduct both on and off campus that reflects negatively upon the reputation of Most Holy Trinity Catholic School may be subject to disciplinary action.

Most Holy Trinity Catholic School reserves the right to discipline a student for actions committed off-campus if it is determined to adversely affect the safety and well-being of any member of the Most Holy Trinity community.

Anti-Bullying Policy

This policy has been created to support our commitment to provide a safe Christian environment, that is conducive to learning, and to support our students in developing the self-direction and skills necessary for positive social interaction.

Bullying is an act which is an intentional act of aggression, based on a perceived imbalance of power, which is meant to harm a victim either physically or psychologically. Cyber-bullying is using technology, including computers and cell phones, to harass, hurt, intimidate or embarrass someone.

Bullying is not the odd occasion of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It becomes bullying if/when it is done repeatedly.

Children sometimes "fall out", hurt each other or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. An important part of a child's development is to learn how to deal with friendship breakdowns, the odd name calling or childish prank. Students must learn how to handle such situations and develop the skills to repair relationships.

Bullying prevention begins with open communication regarding concerns and issues. The ability to distinguish normal social ups and downs, negative behaviors such as meanness and rudeness, and bullying is crucial. Teachers and staff are not always present to witness incidents or areas of concern, and therefore, can only intervene when they are informed of the situation.

All members of our school community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying, so that together, we can maintain a safe environment for all.

The following steps will be taken when dealing with bullying incidents:

1. Whenever possible, any incidents which may constitute bullying should be immediately reported to the teacher/staff member in charge at the time of the incident. The teacher/staff member in charge at the time of the incident will handle the situation.
2. In some cases, students may choose to report the incident to a different adult in the building, such as the homeroom teacher. If so, the student(s) is encouraged to report as soon as possible.
3. The affected teacher(s) should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined accordingly. Depending on severity and length of the incident, parents may be notified.
4. If the bullying does not cease after the student(s) has been disciplined, parents will be notified and other action will be taken accordingly, up to and possibly, withdrawal from school.

In addition to the above steps, our anti-bullying policy depends on the following:

Teachers and Staff:

1. Teachers and staff remaining alert to signs of bullying and acting promptly and firmly against it.
2. Incidents of bullying being reported to the principal, or designee, or teacher(s) in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
3. Teachers and staff offering support and encouragement to students being bullied, including notifying parents, principal and/or support staff as needed.
4. Encouraging all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

Parents:

1. Parents of Most Holy Trinity Catholic School students are asked to report concerns of bullying behavior to their child/ren's teacher(s) as soon as possible following the incident(s). If concerns are not handled sufficiently a report may then be made to the principal or designee.
2. Parents are expected to support the school's anti-bullying policy, disciplinary steps, and actively encourage their child/ren to avoid bullying behavior.

Students:

1. Students will report incidents of bullying, which they witness, to the teacher in charge at the time of the incident, or to another staff member as soon as possible after the incident(s).
2. Whenever possible, other students are expected to stand up for the student(s) being bullied and will refrain from joining in the bullying behavior.
3. Treating others with respect and dignity is expected of each of our students.

All reports of bullying concerns will be handled seriously and promptly by the teachers/staff/administration. Records will be filed of all reports received during the school year. Appropriate confidentiality will be maintained in order to protect all individuals involved in the matter.

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 per Diocesan Code 4.13

Most Holy Trinity Catholic School reserves the right to search a student's personal belongings.

Tobacco, Alcohol and Other Drugs

Most Holy Trinity Catholic School is a smoke-free, alcohol-free and drug-free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol or illicit drugs while on school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol or illicit drugs while on school premises or at any school-sponsored activity, the school will immediately contact the student's parents / guardians, and may contact local law enforcement. The possession, use, sale or attempted sale of tobacco,

alcohol or illicit drugs by a student may result in the required withdrawal of the student from Most Holy Trinity Catholic School per Diocesan Code 3-1.4.25

Per Diocesan Code 3-1.4.26, Most Holy Trinity Catholic School reserves the right to require drug testing of any student who is reasonably suspected of possessing or using or selling illicit drugs on or off campus, whether at a school-sponsored activity or not.

Most Holy Trinity Catholic School reserves the right to randomly test all students for the presence of illicit drugs per Diocesan Code 3-1.4.27.

Weapons

Weapons are not permitted on the grounds of Most Holy Trinity Catholic School or at any school-sponsored activity. The possession or use or threatened use of a weapon by a student on campus or at any school-sponsored activity may result in the required withdrawal of the student from the school.

HEALTH POLICES AND PROCEDURES

Nurse's Hours

The Health Office is open Monday through Thursday from 10:00 a.m. to 2:00 p.m. The school nurse is not available during holidays or summer weeks. A school nurse will be on duty in the Health Office randomly throughout the week. The school nurse renders emergency first aid to students who are injured or become ill at school. When the school nurse is not on campus, medical concerns will be addressed by the office staff

Health Records

A "Health and Emergency Information" form must be completed for each student and submitted at the time of registration. The "Permission to Pick Up" form must be completed for each family at the time of registration. The school nurse must have on record any chronic medical conditions of a child such as: asthma, ADD, ADHD, allergies, diabetes, epilepsy, seizures of any type, etc. This information is made available to all appropriate staff and is treated as confidential. All changes need to be reported immediately to the school nurse. If this information is accurate and up-to-date, the school staff will be better prepared to deal with any emergencies that may arise.

Medications

All medications must be kept in the Nurse's Office. The following requirements apply to over-the-counter drugs as well as prescription drugs. (Ruling: Attorney General's Office, 1977) The school will not give medications if all requirements are not met.

1. All medications (prescription or over-the-counter) must be provided and delivered by the parents. Students are never to carry any medication to school.
2. All medications (prescription or over-the-counter) must be in their original container, with the pharmacy label if a prescription. Medications must not be expired.
3. There must be written permission from the parent/guardian for school personnel to administer any medication (prescription or over-the-counter). The following data must be included in this written permission statement:
 - the child's full name
 - date or dates to be given
 - time to be administered
 - instruction of dosage
 - signature of the parent/guardian.
4. Verbal permission to administer medications is acceptable for one day only. Signed permission must be obtained at a later time with all required data listed above. Permission forms can be found on the school website, www.mht.org, and in the Nurse's Office.
5. In the absence of the school nurse, including field trips, the school administrator will designate other school personnel to administer medications to the student.
6. **Students' medications are not accessible from the Nurse's Office before 7:30 a.m. and after 3:30 p.m. Therefore, parents are responsible to provide emergency rescue medications (inhalers, EpiPens, etc.) for any before, after school activities held on campus (Extended Care, sports, Scouts, etc.) and/or any school sponsored field trips.**

HB 2229, Asthma Rescue Medication Bill allows for a pupil who has written parental consent to possess and self-administer handheld inhaler devices for breathing disorders and establishes exemption from civil liability for school districts and employees who, in good faith, make decisions or take actions to implement these provisions.

SB 1309, Pupils With Anaphylaxis Carry and Self-Administer Emergency Medications Bill requires school districts to adopt and enforce policies and procedures to allow pupils who have been diagnosed with anaphylaxis to carry and self-administer emergency medications while at school and school sponsored activities. Additionally, school districts and employees are immune from civil liability for all decisions made and actions taken in good faith to implement these provisions.

At the end of the year, all medications (prescription or over-the-counter) must be picked up by the parent or guardian. Any medications not picked up by the last day of school will be destroyed.

Illness and Accidents at School

The nurse's office is **not equipped or properly licensed to fully evaluate and/or diagnose** ear infections, strep throat, broken bones or similar conditions. When such problems occur, the nursing staff will err on the side of safety and recommend that the student be taken for further evaluation to a facility capable of diagnosing the problem, but the final decision for further treatment will be the sole responsibility of the parents.

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

- A temperature of 100 or above.
- Vomiting or diarrhea.
- Signs of symptoms of communicable disease.
- Any medical problem or injury requiring the parent's attention.
- 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:

- Cleaning and application of dressing to cuts or abrasions.
- Ice pack and rest for bruises, contusions, sprains, etc.
- Eye wash as necessary.
- Vaseline for chapped lips, etc.
- Rest for upset stomach, headache, etc.
- 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.
- **Children are not to keep any medications with them including cough drops, lip balm, etc.**
- Parents will be notified regarding any problems that the nurse deems necessary.
- In the absence of the school nurse, including field trips, the school administrator shall designate other school personnel to administer medications to the student.

Illness Onset at Home

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. Parents must keep their child home when he/she is sick or has any of the following conditions:

- A fever of 100 degrees F or above. A student must be fever-free without use of over-the-counter medications for 24 hours before returning to school
- Vomiting
- Diarrhea
- Redness or drainage from eye(s)
- An undiagnosed rash
- Drainage from sores
- Persistent itching of body or scalp.

Health Screenings and Assessments

Health screenings are performed by grade level based on Arizona Department of Health Services requirements and/or recommendations. School-based health screenings are a systematic approach for identifying students with potential health problems, and do not take the place of a complete examination by a medical doctor. If you prefer that your child not participate in a screening, please notify the nurse in writing prior to the month of the screening.

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.

Heat Guidelines

Most Holy Trinity Catholic 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 because students need daily, vigorous exercise. 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. 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 and Heat Index

Heat is the number one weather-related killer. In Phoenix, the heat index is considered to be excessive when it is at 100 degrees. 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.

Policy and Procedure

During the school year, on days when the temperature/ heat index reaches 100 degrees or above, the nurse will inform the school office of the excessive heat guidelines in effect. Once this is communicated, a school designee will inform all staff that 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 outdoor 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
- Allow shade and large quantities of water for students/coaches
- Allow cold wet towels for the athletes
- Spray them with cool water.

SPECIAL PROGRAMS

Lunch Program

The lunch program begins approximately the second or third week of school. Students may not leave campus for lunch. Students may bring their own lunch from home or purchase a lunch from our food service provider. Milk is available for purchase. If a student brings his or her own lunch, please realize we cannot refrigerate the food, so an ice pack is necessary. Microwaves are not available to heat up student lunches. Students may not bring glass containers in their lunch. **Since the Wellness Policy must be adhered to, soda pop and candy are not allowed.** Chips and cookies should be one serving in size. At lunch, there is a no "food trading" or sharing policy to reduce the risk of allergic reactions. If a student forgets his/her lunch, alternate arrangements can be made in the office.

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

Counseling

The school counselor provides individual counseling, small group counseling and classroom guidance to students enrolled at Most Holy Trinity Catholic School. The classroom teacher can make a one time referral to the school counselor if there is a significant concern by the teacher. The counselor is also available to meet with parents to consult and assess issues that may be affecting their child.

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. Students are held responsible for the books checked out under his/her name, and are expected to treat the books with the utmost care. Library books may not be out over a holiday recess.

- **Lost/damaged library books**

- Students are instructed to report any damage to books immediately to their teacher. Please do not attempt to repair books at home. If a book is returned with damage not deemed normal wear and tear, the student will be fined the replacement cost of the book.

School Liturgies

The Eucharist is an essential aspect of the regular school program. Students plan and participate in Mass on Fridays and Holy Days of Obligation. Parents and caregivers are encouraged to join our school liturgy. **Students are to stay seated with their class.** Parents and caregivers are welcome to sit with the class during Mass.

Physical Education

P.E. classes are a part of the regular curriculum.

A student may be excused from PE class due to a:

1. 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. 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.

Tigers Den (Extended Day Program)

Most Holy Trinity Catholic School offers Tiger's Den, an Extended Care Program, for students who attend 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.

All school policies apply to the Tiger's Den Program. The teacher may address concerns with parents if student behaviors not suited to a Christian environment are expressed.

- **Schedule of Operation**

- Tiger's Den is available on school days only. Tiger's Den will NOT be offered on the last day of the school year.
- 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.
- Hours: 7:00 am - 7:30 am on all school days
 - 3:00 pm - 6:00 pm on regular dismissal days
 - 12:05 pm - 6:00 pm on early dismissal days

- **Sign In and Sign Out Procedures**

- Each child is to be signed in and out of Tiger's Den. The parent or authorized person legibly signs the child in for the morning session and out from the afternoon session. Tiger's 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 Tiger's 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 Tiger's

Den or the school office in writing. Tiger's 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 pm 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.

- **Snacks**

- Fruit, vegetables, crackers or another nutritious snack in addition to milk, juice or water will be served daily. Students who are hungry beyond what the program provides are encouraged to bring an extra, healthy snack from home to supplement the afternoon snack. Candy is not an acceptable snack and should not be sent to Tiger's 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 Tiger's Den.

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.

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).

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.

The following list is not intended to be exhaustive:

Allowed:	NOT Allowed:
100% juice drinks or frozen fruit bars	Fried foods
Fresh fruit of any kind	Cupcakes
Prepared fruit cups, applesauce cups	Cakes
Popcorn-plain	Ice cream with fat
Cereal or granola type bars	Cookies
Frozen yogurt, non-fat ice cream, non-fat ice cream bars	Chips
Yogurt cups or drinkable yogurt smoothies	Fast food
YOGOS, yogurt covered pretzels	Soda pop
Any kind of veggies with a low fat dip	Energy drinks
Cheese sticks or cheese cubes and multi grain crackers	Doughnuts
Graham crackers	Caffeinated Drinks

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

EXTRA CURRICULAR OPPORTUNITIES

Student Council

Most Holy Trinity Student Council seeks to have an active, involved student government. The officers are elected for a one-year term. The offices consist of President, Vice-President, Secretary, Commissioner of Finance, Commissioner of Religion, and Commissioner of Publicity. Classroom Representatives are for grades 5-8. Student Council is responsible for promoting school spirit, planning for school wide service activities, fundraising, representing the school when called upon, planning assemblies and school wide activities

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 page 31) 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.

National Junior Honor Society

The National Junior Honor Society (NJHS) chapter of Most Holy Trinity Catholic School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship (3.3 GPA or higher), service leadership, citizenship and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by an anonymous, 5-member Faculty Council, appointed by the principal, who bestows the honor upon qualified students on behalf of the faculty in January and August.

NJHS members are expected to exceed the minimum required service hours, fulfill the mission of the school, and maintain at least a 3.3 GPA.

P.E.A.K. (People Engaged in Acts of Kindness)

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

Yearbook

Under the supervision of a moderator, students in the Yearbook Club work throughout the year to compile a yearly school annual.

Recycle Rangers

Students in the recycle club are ambassadors for the school community who care for God's creation by educating and serving the school with environmental information.

Field Trips

Field trips, which directly relate to the academic development or experience, and are of an educational or cultural nature, are encouraged to provide real life experiences for children. Field trips are ordinarily limited to two (2) per class per year. 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, and 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.

Transportation policies for field trips

Parent volunteers are sometimes needed to chaperone or to provide transportation for field trips. Parents approved to provide transportation for MHT sponsored events must comply with the following:

1. Drivers must complete a signed driver information sheet.
2. Drivers must have a good driving record and a valid driver's license.
3. Drivers must have full coverage automobile liability insurance (minimum: \$100,000/\$300,000 or a combined single limit of \$300,000).
4. Drivers/chaperones must have been trained in the Diocesan Safe Environment Policy.
5. Drivers must not be under the influence of medication or alcohol, which could affect their driving.
6. Drivers/chaperones supervise students who are riding in their cars and report misconduct.

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. Drivers and passengers must use the seat belts in the vehicle at all times when in the vehicle.
10. Vehicles must contain a working cell phone.
11. Vehicles must contain a first aid kit.
12. Students will not be allowed to sit in a seat that is equipped with an active air bag.
13. Two adults must be present in each vehicle.
14. Minimum age for a driver is 25 years of age.
15. 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 future chaperoning privileges.
16. 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.

Athletics

- Most Holy Trinity Catholic School participates in the CYAA Sports Program, which is sponsored by the Diocese. All students enrolled at Most Holy Trinity Catholic School who meet eligibility requirements 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 revoked.
- Students in sports will follow the CYAA Code of Conduct 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, will 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.
- Students not participating in sports may not wait for siblings or other students participating in sports.
- 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; EpiPen)

Ineligibility

The student athlete's academic progress will be monitored throughout the sports season. If at any time a grade drops below a C or S, the student will be considered ineligible until the grade meets the eligibility requirements. This includes participation in practice and games. 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 will retain the final discretion in collaboration with teachers and the principal.

Other Criteria for Participation

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 CYAA Sports

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 school's mission.

After School Activities

Students who remain after school for sports and/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).

Principal's Right to Amend

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. All policies, procedures and norms in the handbook for Catholic Schools in the Diocese of Phoenix (<http://www.diocesephoenix.org/about-policies.php>) are followed at Most Holy Trinity Catholic School.

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

APPENDIX

DIOCESE OF PHOENIX CODE OF CONDUCT

For clergy and Diocesan personnel (includes volunteers) in their ministerial relationships with children, youth and vulnerable adults.

A) Diocesan Policy requires that they:

1. Participate in training programs for a safe environment for children, youth and vulnerable adults as well as training for the implementation of the Diocesan Policy on Misconduct.
2. Maintain the appropriate boundaries for adult/child relationships in the classroom and school, religious education program, youth ministry program and parish.
3. Any person who reasonably believes that there is criminal sexual misconduct with minors or vulnerable adults must report to the police and Child Protective Services as well as cooperate fully in any police investigation.
4. After notifying
5. The police as described in #3 reports to the Youth Protection Advocate for the Diocese so that the Sexual Misconduct policy can be implemented.
6. Advise an adult, who reports an allegation of sexual abuse by church personnel with a minor or vulnerable adult, that he or she has the right and responsibility to report this allegation to the appropriate law enforcement and social service agencies.
7. Avoid situations of extreme personal self-disclosure. This creates a situation where young people or vulnerable adults are drawn to personalities rather than the community at large.

B) Diocesan Policy prohibits:

1. Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.
2. Any breach of professional trust, which has as its intent sexual contact or activity with minors or vulnerable adults.
3. Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
4. Having minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory, apartment, rectory or the private living quarters of priests without another adult present.
5. Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.
6. Field trips or other outing involving minors or vulnerable adults in places and situations and situations where no other adults are present.
7. Travel with minors or other vulnerable adults (who are not family members) without another adult present in the car, van, bus, car pool or other means of transportation.
8. Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults.
 - Wrestling
 - Tickling
 - Other physical "horseplay"
9. Giving out to minors or vulnerable adults one's personal phone number, pager, and personal email address.
10. Taking a vulnerable adult, minor or group of minors to a restaurant for a meal without another adult present.
11. Giving alcohol and/or drugs to minors or vulnerable adults.

Diocesan Wellness Policy
Revised 2009

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:
 - a la 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
- Arizona Healthy School Environment Model Policy
<http://epsl.asu.edu/ceru/Guidelines/CERU-0401-210-RCC.pdf>
- Action for Healthy Kids Coalition
www.actionforhealthykids.org/index.htm
- Center for Disease Control and Prevention
www.cdc.gov/default.htm
- United States Department of Agriculture and Team Nutrition School Wellness Policies:
<http://www.fns.usda.gov/TN/Healthy/wellnesspolicy.html>
- School Nutrition Association School Wellness Policies
www.schoolnutrition.org
- National alliance for Nutrition and Activity
www.schoolwellnesspolicies.org

INTERNET USE

Acceptable 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 or staff member. To gain access to the Internet, all students must obtain written parental permission. The computer teacher will pass out and collect consent forms which students and parents must sign and return to the computer lab or school office before students can access the Internet.

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. If the student encounters an inappropriate website, he/she should alert the teacher discretely and promptly.

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:

- 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 or staff member.
- 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 prohibited.
- Students will have initial access only to teacher approved links.
- The use of the Internet for non-school related activities is prohibited.
- Gaining unauthorized access to resources or entities is prohibited.
- 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.
- 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 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 Most Holy Trinity Catholic 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 a negative 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, may result in disciplinary actions if the content posted in these sites include any defamatory comments regarding the parish, school, faculty, or other students.

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; in-person 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. Violations will be reported to the principal for review and may also result in further disciplinary action which may include suspension or required withdrawal.

1:1 iPad Program (Grades 5-8)

Vision

Most Holy Trinity Catholic School is committed to preparing students for their role in a world of rapidly changing technology in the 21st century. Fundamental to this education is the commitment of our students, staff, administrators, teachers and families in partnership to extend their Catholic morals and values into technology. They will learn when and how to utilize technology to express ideas, solve problems, formulate inquiries, navigate knowledge, and collaborate with others. The school will establish and achieve technology goals through collaboration with parents, administrators, teachers, students, the greater community, and the diocese.

Purpose

The 1:1 iPad program is meant to be a complementary tool, not a replacement for the current methods available to students and teachers. What is most important is how that tool is integrated in the learning process. We recognize the tremendous opportunity we have to enhance our learning environments. With the use of iPads and other technologies, we can enhance the education of the whole person while preparing students for the spiritual, educational and technological demands of the 21st century. We believe that it is critical that we continue to teach students discernment and the ethical use of technology so that they can be equipped to glorify God.

Students in grades 5 – 8 must abide by the policies and procedures found in the 1:1 iPad Program Agreement available in the school office.

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.

