

MOST HOLY TRINITY SCHOOL

MISSION STATEMENT

The Most Holy Trinity School Community believes that religious education is a process of becoming and creating Catholics.

We encourage our students, who are chosen by God in Baptism and who are invited by Him to share fully in the Divine Life, to an active, living, conscious faith.

Our goals are to:

1. Teach Catholic values, decision-making, responsibility, and respect.
2. Promote inner spirituality, Christian witness, Christian service, and Christian love.
3. Help students develop, recognize, and improve their unique skills, talents, inner resources and awareness of life's purpose.
4. Emphasize Catholic doctrine, scripture, prayer, Church history, Mass appreciation, and understanding.
5. To create and maintain an academically challenging environment that encourages students in reaching their potential spiritually, socially, and intellectually.
6. Provide students with knowledge and fortitude to defend their faith against challenges throughout their lives.

2009-2010 MOST HOLY TRINITY SCHOOL ADMINISTRATION

Most Holy Trinity School 593-2616

A. Administrator - Father Dennis Howard 593-2162

B. Education Commission

Mrs. Karen Bengel
Mr. Fred Epkey
Mr. Ken Farley
Mrs. Patty Feldpausch
Mrs. Rebecca Feldpausch
Mrs. Kerry Irrer
Mrs. Patty Koenigsknecht
Mr. Steve Schafer
Mrs. Michelle Smith
Mrs. Debra Thelen

C. Professional Staff

Mrs. Anne Hufnagel Principal 593-3329
annehufn@edzone.net Gr. 8 Algebra

Mrs. Patricia Feldpausch Gr. 4 p.m. Language Arts - Reading – Math
patricia@edzone.net

Mrs. Rose Hafner Gr. 4 a.m. Religion - Science - Social Studies
rosea@edzone.net

Mrs. Kimberly Drake Gr. 5-8 Math
kimberle@edzone.net Gr. 5 Reading
Gr. 7 & 8 Computers

Mrs. Cheryl Elliott Gr. 5 Language Arts, Science
elliott.cheryl@yahoo.com Gr. 6, 7 & 8 Reading
Gr. 6 & 8 Social Studies

Mrs. Kristin Ball Gr. 5 & 7 Social Studies
mrskristinball@gmail.com Gr. 5-8 Religion

Ms. Brandi Schueller Gr. 6-8 Language Arts
Brandil@edzone.net Gr. 6-8 Science

4th – 6th grade computers incorporated into the curriculum

- D. Director of Religious Education – Mr. Andrew Halfman
E. Youth Minister- Mr. Adam Halfman
E. School Secretary/Administrative Assistant - Mrs. Amy Klein
F. Aides - Mrs. Lori Conner & Mrs. Patty Koenigsknecht
G. Director of Facilities & Operations – Mr. Dale Thelen
H. Custodian – Mr. Troy Miller
I. Mrs. Becky Reed – Bookkeeper
J. Mrs. Eva Gross/Mrs. Cheryl Pung – Rectory Secretaries

ATTENDANCE

Attendance is taken every morning at the beginning of each class. Please call the school if your child will be absent. Students must enter school with a written permission slip from their parents for the following reasons:

- absenteeism
- late arrivals (tardies between classes may be excused by a school staff member)
- appointments
- requests for early dismissal
- attending a special mass

Late students must sign in at the office and obtain an admission slip from the office to enter class.

Students who leave school for appointments or illness must check in at the office. Students or parents need to sign in and out when leaving or returning to school. This is done in the school office.

If you are taking your children out of school for a period of time (3 days or more), please notify the office, in writing, of your intentions as soon as possible before your departure.

Attendance Policy:

1. Students entering school after 8:05 a.m. and before 8:15 a.m. will be considered tardy.
2. Students entering school after 8:15 a.m. and up through 4 class periods will be considered absent 1/2 day.
3. Students out of school for more than four class periods are considered to be absent for the entire day.
4. Students leaving before the end of four class periods will be considered absent for the entire day.
5. Students leaving after the four class periods are considered absent 1/2 day.
6. Students leaving school after 2:30 will not have the absence count as 1/2 day but are not eligible for perfect attendance.
7. Perfect attendance will only be given to those students who are at school, all day and every day.

Tardy Policy

Teachers will develop and implement their tardy procedure for their individual classrooms. If a student accumulates 5 or more tardies, they will not be eligible for perfect attendance.

CONDUCT

Behavior in classroom:

Diocesan Policy # 5131 Student Conduct, October 26, 1978 states:

Students in the various educational programs of the Diocese of Lansing are expected to act in such fashion that their behavior will reflect the values and principles of the Christian Gospel and the teachings of the Catholic Church. They will show consideration for all persons who are members of the educational community and contribute to the creation of an atmosphere conducive to learning. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the regulations established by the local governing body.

Christ showed love and respect for everyone. In an effort to follow Him, the students of Most Holy Trinity Parish School must observe the following guidelines;

1. To show respect for and obey adults who supervise them.
2. To control speech and actions so as not to disturb others.
3. To prevent and avoid fighting.
4. To help care for and preserve our school building.
5. To respect others' property.

The principal and teachers are the professional persons in direct contact with the students. Therefore, they will establish more specific rules for the classroom, school, and playground in accord with these general principles.

When there is a behavior problem, the teacher will attempt to understand the child and individually counsel when time permits. In all disciplinary measures every effort should be made to improve the child's behavior until he/she can be brought to see that true freedom and self-discipline are synonymous.

At all times, helping the student improve problem behavior should be emphasized. Teachers and/or principal will keep parents informed of the effort and improvement of the student.

Students are responsible for bringing pens, pencils, paper, covered textbooks, and completed assignments to class. Books must be placed in the built-in book basket under the seat of each desk. Students must demonstrate respect for each person and all property.

MHT expects all students to treat others, students and adults, in a Christian manner. Remember; "Do unto others as you would have them do unto you."

BEHAVIOR IN HALLS AND STAIRWAYS

For safety reasons, students must walk, maintain a normal tone of voice, and allow oncoming persons to pass.

BEHAVIOR OUTSIDE

Students must walk on the sidewalks between buildings, walk going to and from recess, between schools, before and after school. The principal has the final word on all inappropriate conduct. Students should always be on their best behavior, but especially when representing MHT School at other facilities – including Waldron.

BEHAVIOR OFF SCHOOL GROUNDS

Students should always be on their best behavior, but especially when representing MHT School at other schools or facilities, including Waldron Elementary.

PLAYGROUND RULES

Outside Recess

Be respectful to other students and our volunteers. No fighting.

Touch football only. NO TACKLE football.

Do not play in the immediate area of the funeral home or other buildings. You may not play on the grass beside the funeral home.

If the supervisor thinks that you are abusing any playground equipment, then you will not be allowed to use it. Use common sense!

No hanging on basketball rims.

During the winter months there should be no snowball throwing or playing on the hills.

Please use the restrooms before or after recess.

All equipment must be taken care of after each recess.

Inside Recess Rules

No throwing of any kind in the classroom.

Students may play on the computers if the teacher gives permission.

Students may not leave the room unless given permission by the lunch supervisor. Restrooms should be used before and after the lunch-time.

Please do not yell.

Failure to follow the rules established may give the supervisor permission to send you to the office where the improper behavior will be handled.

Regulations

Every effort will be made by the classroom teachers to handle discipline within their classroom. However, when a teacher refers a student to the principal's office for disciplinary reasons, the following procedures will be recorded and followed.

Discipline Procedure:

1. 1st Offense: Principal/Student conference to assess appropriate consequence. (Ex. noon detention, picking up trash, washing tables, etc.)
2. 2nd Offense: Phone call to parent and before or after school detention.
3. 3rd Offense: Parent/principal/student conference and possible in-school suspension.
4. Teacher/student/parent conference (Initiated by the teacher)

Teachers should keep parents informed of effort and improvement of the student.

The school reserves the right to determine whether it is able to provide adequate services for students showing evidence of special needs.

DETENTION

Students may be asked to stay for detention. Detentions may be at noon, after school until 4:00p.m. or at 7:30a.m. Detentions may be given for inappropriate behavior or dress. The principal will have the final determination as to whether a detention is a proper form of discipline. All before school and after school detentions require notification to the parents. Noon hour detentions will be issued to students not appropriately dressed for Mass or other dress code violations.

BEHAVIOR -SUSPENSION: (out-of-school)

Students will automatically be suspended for possessing, consuming, being under the influence of alcoholic beverages, narcotics, or possessing weapons or explosive devices on school grounds. This includes firecrackers and knives.

Diocesan Policy #'s 5131 A,B,C, October 26, 1978

Students will be suspended for smoking or possessing tobacco on school grounds.

The administration may suspend students for extreme behaviors involving destruction of property, repeated disrespect of other people; refusal to complete school tasks; refusal to obey school rules or Christian Catholic values.

The decision to suspend a student shall come only after effort has been made to help the student adjust to the social and academic requirements of the school. The student is expected to complete missed class assignments.

Parents shall be notified directly of the suspension and requested to attend a joint conference between the students, parents, school administration and involved faculty members at the earliest possible time. In no instance shall a student be asked to leave the school before parents have been contacted and they have granted permission for the student to proceed home. Suspension while investigation takes place shall be limited to no more than three school days. The duration of a punitive suspension shall be determined by the principal after the conference with parents.

BEHAVIOR -SUSPENSIONS: (in school)

The principal may decide to give a student an in-school suspension. The student must complete assignments in the school office rather than attending classes. Zero grades are given for each class missed. This is left to the principal's discretion and particular circumstances.

BUS RULES (Policies of Fowler Public Schools)

1. Bus riders must stay in their seats and in a sitting position when the bus is in motion.
2. Bus riders should not move to board a bus until the bus is completely stopped and the door is open. They must enter or leave in a single line, using the front door.
3. Be on time at the bus stop. Buses cannot wait.
4. Bus riders may leave their seats only after the bus has come to a complete stop at their bus stop.
5. Bus riders in the elementary grades who must cross a street or road at their bus stop should wait for the driver to signal them.
6. No part of the body is allowed outside of the bus window.
7. Loud talking, shouting profane or vulgar language, or fighting are disturbing to the driver and other passengers and cannot be tolerated.
8. Any damage to the bus shall be paid for by the person(s) inflicting the damage.
9. All riders should help to keep the bus clean and sanitary on the inside. Eating, therefore, cannot be permitted. All waste material is to be placed in the container provided. No glass bottles (like pop bottles) are allowed on the bus.
10. Be courteous and obedient to your bus driver. Your help and cooperation will enable him/her to make your school bus ride safer. Older students should help as much as they can.
11. Bus drivers may assign individual seats on the buses.
12. Please do not expect the school bus driver to perform taxi service. In cases of emergencies, parents should send a note or call the transportation supervisor to inform him of any changes in the bus a student should ride.
13. Bus drivers have complete authority on all bus runs and will enforce all bus rules.
14. Bus riders may not throw anything while on the bus.
15. Bus riders may not push or shove while on the bus.
16. Remember that bus riding is a privilege, not an absolute right, and students may be suspended from riding the bus if the above rules are not followed or if a student persistently misbehaves on the school bus.

Consequences for Violation of School Bus Rules

Minor Rule Infractions:

- 1st offense - verbal warning and parent(s) called.
- 2nd offense - 1st Bus Conduct Report - 2 days noon detention.
- 3rd offense - 2nd Bus Conduct Report - 3-5 days noon detention.
- 4th offense - 3rd Bus Conduct Report - 2-5 day Bus Suspension
- Subsequent Offenses - Bus Conduct Report - 5 day Bus Suspension and meeting with parent(s). May be suspended indefinitely by Superintendent.

Major Rule Infractions:

- Fighting, assault, or deficiency toward driver or any adult in charge.
- 1st offense - Bus Conduct Report - 3-5 days bus suspension and parent(s) called.
- Subsequent Offenses - Bus Conduct Report - 5 day bus suspension, parent(s) called and meeting with parent(s) required before student may ride bus. May be suspended indefinitely by the superintendent.

GUM

Gum is not allowed in school. Please cooperate to make our school free from unsightly chewed gum.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

1. Use of drugs

Any activity – sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.

Evidence of use of drugs, may result in suspension from school, notification of parents by phone and letter, and notification for law enforcement agencies. A conference between parent and administrator will be established for discussion and further disposition of the case.

The principal shall be informed by a written report of any possession, use, or sale of drugs and subsequent action taken as a result of violation of this policy. All cases from the extreme to those of lesser degree shall be dealt with in as confidential manner as possible.

A. Alcohol Penalties:

- i. First Offense: Suspension from school up to five (5) days.
- ii. Second Offense: Suspension from school up to ten (10) days.
- iii. Third Offense: Expulsion

B. Drug and Narcotic Penalties

- i. First Offense: Suspension from school up to ten (10) days.
- ii. Second Offense: Recommendation for expulsion.

The offenses for alcohol, drugs and narcotics will be accumulated during the student's entire school career, rather than on a yearly basis.

Students are encouraged to seek help with substance abuse problems through the school counselor or principal or by contacting the Clinton County Substance Abuse Center at 224-6729.

2. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension to expulsion.

3. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

4. Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion.

5. Use of an object as a weapon

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for Civil action. This violation may subject a student to expulsion.

6. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

7. **Physically assaulting a staff member/student/person associated with the School**
Physical assault on a staff member, student, or other person associated with the school that may or may not cause injury. Injury to a staff member may result in charges being filed and subject the student to expulsion.
8. **Verbally threatening a staff member/student/person associated with the District**
Any statement or non-contact action that a staff member, student, or other person associated with the school feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.
9. **Extortion**
Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.
10. **Gambling**
Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
11. **Falsification of school work, identification, forgery**
Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion, and if caught cheating may receive a grade of an E on that particular work.
12. **False alarms and false reports**
A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.
13. **Explosives**
Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
14. **Theft**
When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.
15. **Disobedience**
School staff is acting "in loco parentis," which means they are allowed, by law to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion.
16. **Damaging property**
Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.
17. **Unauthorized use of school or private property**
Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.
18. **Violation of bus rules**
Please refer to Section V on transportation for bus rules.
19. **Harassment**
The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

20. Media Devices

iPods, MP3s, cell phones, handheld games, cameras & other media devices not owned by the school are not permitted on school grounds during school hours, unless given special permission by a staff member. Violation will result in immediate confiscation and consequences.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

- A. **Verbal:** The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the school.
- B. **Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the school.
- C. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the school.

Gender/Ethnic/Religious/Disability Harassment

- A. **Verbal:**
 - a. Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the school.
 - b. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the school by refusing to have any form of social interaction with the person.
- B. **Nonverbal:**
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school.
- C. **Physical:**
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the school.

The following diocesan definitions and guidelines should be followed by all students and staff if she/he believes that they are a victim of sexual harassment.

SEXUAL HARASSMENT

1. Sexual harassment is absolutely forbidden in any parish or school or other agency of the Diocese of Lansing. The Gospel of Jesus Christ, taught in all times and places by the Holy Catholic Church, includes a profound respect for, and charity toward, each individual person. Sexual harassment is utterly at odds with the Gospel, and will not be tolerated.
2. Sexual harassment is exactly what the name implies – harassment of a sexual nature. It includes (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature when (3a) submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education; (3b) submission to or rejection of such conduct is used as the basis for employment or educational decisions; (3c) such conduct has the purpose or effect of substantially interfering with a person's work or school performance; or (3d) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display or known possession of sexually explicit material. It can involve words or actions by any member of our community, directed against any other member of our community (or, in some circumstances, our guests and visitors).
3. If you believe that you have been subjected to sexual harassment, please contact the pastor/Fr. Dennis Howard, or the principal, Mrs. Anne Hufnagel, without delay. If you believe that you have been subjected to sexual harassment by the pastor or principal, please contact the Moderator of the Curia (517/342-2450) or the Chancellor (517/342-2454) for the Diocese of Lansing without delay. Sexual harassment may be reported orally or in writing.
4. A report of sexual harassment will be promptly and thoroughly investigated. The facts will determine the response of each allegation. Substantiated acts of sexual harassment will result in appropriate disciplinary action up to and including termination or expulsion. All information regarding a specific incident will be kept confidential to the extent possible.

under law. Retaliation for a report of sexual harassment likewise will result in appropriate disciplinary action up to and including termination or expulsion.

5. If a person who reports sexual harassment or a person against whom such a report is made is dissatisfied with the outcome of the investigation, that person should contact the Moderator of the Curia (517/342-2450) or the Chancellor (517/342-2454) for the Diocese of Lansing. If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by the Moderator of the Curia or by the Chancellor, the person should contact the Bishop in writing.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

DUE PROCESS RIGHTS

Parent/Student Grievance

A grievance is defined as a complaint of a wrong or an injustice allegedly suffered by a student or parent.

The school will follow the guidelines set up by the Lansing Diocese to ensure that all complaints are resolved. Refer to Diocesan Policy #2450(b) for details on the grievance procedure.

Student Pregnancy

The administrative staff shall make every effort to assist pregnant students, both student mothers and student fathers, to continue their involvement in the school. Diocesan Policy #5138

Child Protection Law

Michigan Law requires all school administrators, teachers, counselors, social workers, nurses, and other school personnel to report immediately any suspected cases of child abuse or neglect. Diocesan Policy #5142

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing. Diocesan Policy #5114

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The student is allowed to remain in school unless safety is a factor.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

When a student is suspended, he/she may make up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence;
- The time and place of the Board meeting;
- The length of the recommended expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians or counsel;
- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Education Commission/Diocese during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the principal. The appeal will also be formal in nature with sworn testimony before official(s) designated by the diocese. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled is denied.

Most Holy Trinity School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal. Diocesan Policy #5114.1

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the school, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

No strip searches will be conducted by any employee of the school, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

DRESS CODE

Most Holy Trinity School encourages students to dress appropriately for each occasion. It is our goal to have students representing our school in a positive manner, so we stress neat, clean, comfortable, and attractive attire. We do not allow the following dress:

- Extremely short or tight garments.
- Shirts with pictures of musical groups. T-shirts, sweatshirts and any shirt with negative connotations, sayings and/or pictures should not be worn to school. We are trying to reinforce positive behaviors. Some of the "No Fear" shirts would be examples of t-shirts we do not want students wearing at school.
- Exposed midriff styles.
- Tank tops, off the shoulder shirts, sleeveless tops, spaghetti strap tops.
- Shabby or ripped jeans.

- Sweat pants/suits (except on dress-down days)
- Heavy outdoor jackets are discouraged in the classrooms unless the teacher feels that the temperature warrants it. This is at the discretion of each individual teacher. Hats are not permitted except on dress-down days.
- Tattoos, body art, non-ear body piercing cannot be visible. (Unless non-permanent and school sponsored.)

Other conditions of the dress code

- Shorts, skirts, and dresses should hang **below** the fingertips when arms are hanging to the student’s side.
- **All shirts** must be tucked in all day long on Mass days for boys. On other days the shirt, sweater, sweatshirt, etc. **may not hang below the fingertips.** If they are too long, they will have to wear a t-shirt provided by the office.
- Girls must wear their shirts longer than the waistband of their jeans, pants, etc., on all days, including Mass days.
- Shorts may be worn with any type of shirt. If the shirt hangs below the fingertips, they must be tucked in. Umbro, Jersey and mesh shorts are not permitted except on dress down days. Docker, twill, and cotton type shorts are appropriate.
- Students are expected to dress up on Mass days. If they arrive to school after Mass, they are still to follow the dress code of the day (like they attended Mass with their classmates). Slacks, skirts, and dresses are appropriate. Shorts, crop pants, and capris will not be acceptable for church. Any type of shirt may be worn to church as long as it looks neat and has NO LOGO across the front or back. The principal will have the final decision on whether a shirt or other clothing is inappropriate. Skorts are not permitted for church. **Girls are asked to wear skirts that are at or below the knee or wear slacks.**
- All shirts hanging below the fingertips and/or with a tail are expected to be tucked in.
- Parents will be contacted and students may be sent home for wearing clothing which is not conducive to learning.
- Students are to dress up for Mass even if they arrive after Mass.
- The principal will have the final determination if there is questionable clothing worn. The principal will work with the parents on this issue if it becomes necessary.
- Make-up is allowed, but should be worn minimally and modestly.

FIELD TRIPS

All field trips are planned in advance. A Diocesan field trip permission form will be sent home explaining the purpose and itinerary. A parent signature is required and the form must be returned to school. Parents are asked to help supervise trips. Volunteer drivers must have a Diocesan Driver Information sheet on file in the office. Diocesan Policy #6153

HONOR ROLL PROCEDURE

The Honor Roll for grades 5, 6, 7, & 8 will include all seven hours in the school day. The total points for grades in religion, reading, English (which includes spelling), social studies, math, science, and band or the class offered at Waldron, will be divided by 7 to obtain the point average. The point average must be 3.0 or above to make the honor roll.

The fourth grade honor roll will include religion, reading, English (which includes spelling), social studies, math, science, and physical education and possibly other specials offered at Waldron.

GRADING PROCEDURES

Most marks are determined by percentage of correct answers. Additional marking systems are occasionally devised by teachers.

Unacceptable papers may be returned to students for revision. The grades may or may not be changed.

Letter grades and student progress in conduct, are given to each student four times a year on the report card. Mid-term five week reports are sent to parents of students who are having difficulties or failing. Reports of Excellence are also sent at mid-term.

Grading Scale

A	95-100	C	78-82
A-	93-94	C-	76-77
B+	91-92	D+	73-75
B	87-90	D	70-72
B-	85-86	D-	67-69
C+	83-84	E	0-66

LIBRARY – MOST HOLY TRINITY SCHOOL

An aide will be in the library at specified times during the day. The aide will help students check out books.

Students are expected to be quiet, orderly and cooperative in the library at all times.

Students are not permitted to check out books unless their previous books have been returned.

Students may be fined for overdue books.

Books and magazines may be checked out for a period of two weeks.

Most encyclopedias may be checked out overnight.

Return books either to the library or the Most Holy Trinity School office.

At no time may a book or article be taken out of the library without signing it out.

MOST HOLY TRINITY SCHOOL LOST/DAMAGED LIBRARY BOOK AND MAGAZINE POLICY

A library book has no value if it is not available for student and/or staff use. Therefore when an item is damaged beyond repair, or lost, a charge will be made to help cover replacement costs.

- I. In the event that a book is lost, the following procedures will be followed:
 - A. Books - Hard Cover
 1. The original purchase price of the book will be charged, regardless of the condition of the book. That price will be determined by referring to the purchase order for the particular book.
 - B. Books - paperbacks
 1. The original purchase price of the book will be charged. That price will be determined by referring to the purchase order of that particular book.
 2. If the purchase price is not available, a minimum fee of \$3.00 will be charged.
- II. In the event that a lost book is found and returned after it has been paid for, the following procedures will be followed:
 - A. Books - Hardcover and Paperbacks
 1. If the book has already been replaced, the fee paid will not be refunded. The individual may then keep the old book.
 2. If the book has not been replaced and is returned in usable condition, a full refund will be made.
- III. In the event that a book is returned in a damaged condition, the following procedures will be followed:
 - A. Books - Hardcover and Paperback
 1. If the damage is such that it can be repaired and the book becomes usable, a charge will be made at the discretion of the principal or librarian.
 2. If the damage is such that the book cannot be easily repaired, the purchase price of the book will be charged. That cost will be determined according to Part I of this section.
- IV. Magazines - If magazines are lost or damaged, a charge will be made at the discretion of the principal or librarian.

LITURGY AND MASS PROCEDURES

Special liturgy and prayer services are held periodically. All-school Masses will be scheduled on Tuesdays, First Fridays, Holy Days, and special school occasions.

Entering church - Students in all grades are to report to first hour classrooms and walk to Mass with their classmates. The weekly Mass schedule is subject to change each year.

LOCKERS

Students in all grades will be assigned lockers. If they need locks, they must be obtained through the office. Normal care will be taken in using lockers. Damage to or defacing a locker will result in loss of locker privileges until restitution is made for repairs. Lockers must be kept neat and clean. Nothing is to be posted on the outside of the locker, nor may self-adhesive stickers be applied on the inside.

Pictures or posters are allowed on the inside of lockers, but discretion should be used in selection. Inappropriate items will be removed. Locker inspection will be conducted anytime deemed necessary.

MEDICATION

School employees are not allowed to dispense any kind of medication to students unless permission to do so is on file in the office. The permission form must be signed by the parent

A note from parents must accompany any medication (including over the counter drugs) if a child is expected to take medication in school on any one day. The note and the medication must be taken to the office for safe keeping until such time as the medication is dispensed.

Missing Assignments- Late Assignments

Missing assignments are the responsibility of the student.

The students in grades 5-8 will lose an equivalent of one letter grade for each day it is late for up to 3 days. In fourth grade, one-half of a letter grade will be deducted. After that the student receives a 0 for the assignment. For assignments under 10 points, 1 point will be deducted per day for up to 3 days. A 0 is given after 3 days. This method will be used to inform the parents of both missing and late assignments. The exception to this is when a child is absent.

PLANNERS

All students in grades 4 - 6 must take their planner home each weekend and have a parent initial that they have seen the planners. The students will receive 2 points each week (one for having the planner filled in and one for a parent signature) when the planners are returned with the signatures on Monday. These points will be given as a "planner grade" in each classroom, each hour.

For students in 7th & 8th grade, using a planner is optional. Those students who use a planner and have it signed will be awarded the 2 points each week. It is the responsibility of the student to show his or her planner to each teacher.

PARENT OPTIONS FOR BEING INVOLVED

- ❖ Lunch recess supervision
- ❖ Hot lunch/dessert
- ❖ Chaperone special activities
- ❖ Drive to special events
- ❖ Help in the library
- ❖ Serve on School Improvement Committee
- ❖ Serve on Education Commission
- ❖ Attend special events
- ❖ Be on a fundraiser committee
- ❖ Help with Catholic Schools Week breakfast and activities
- ❖ Purchase SCRIP
- ❖ Attend weekly liturgy with the students

PRAYER

Each first hour or religion class begins with prayer or songs. Prayers are also part of various activities throughout the day. Commonly used prayers are: The Our Father, Hail Mary, Morning Offering, Memorare, Creed, Act of Contrition, and spontaneous prayer.

PROMOTION

Most Holy Trinity School is a quality education center. We teach required skills for each grade. Predetermined standards must be met by each child before he/she may be promoted.

A child may be retained in the same grade if he/she fails in four of the seven subjects. Each student in jeopardy of not passing to the next grade level will be considered on an individual basis. Every effort will be made by the teachers in collaboration with the parent(s) to insure student success in school.

Special education student's retention would be determined by an Individualized Educational Planning Committee (IEPC).

RECESS

The fourth graders may have a fifteen minute recess during the school day in addition to the noon recess. All students in grades 5 - 8 may have a noon recess.

REPORT CARDS

Most Holy Trinity uses a report card produced by Teacher Ease, the grading software used at the school.

Report cards are issued approximately every nine weeks or four times a year. They normally are sent home on Wednesday following the end of the marking period. Students maintaining a 3.0 average are on the honor roll if they receive no D's, E's or 3's in conduct.

"I" means incomplete work. Work must be made up within two weeks or "I" becomes "E".

Parents will be notified if the grade becomes "E". Make-up work at the end of the year will be left to the discretion of the teachers and administrator.

Our grading scale has been approved by the Lansing Diocese.

SCHOOL CLOSING

When school is closed due to inclement weather or other emergencies, Fowler Public Schools usually carry the announcements on the following radio and TV stations:

WLNS Ch 6 TV	WFMK FM Radio
WILX Ch 10 TV	WITL FM Radio
WJIM AM-FM Radio	

The above stations normally will carry the school closing by 6:30 AM. DO NOT CALL administrators, teachers, or bus drivers at these times. The lines must be kept clear for official calls. We follow the schedule of the public schools.

*****You can also check for updates on our school website.**

SPORTS

Most Holy Trinity students have the opportunity to participate in a joint athletic program with the students of Waldron Middle School. Participating students will be expected to adhere to the eligibility requirements and training codes as stated in the Fowler Public School Athletic Guidelines. Additional academic or behavioral standards may be established by Most Holy Trinity School and will be given to the students at the beginning of each sports season.

SPORTS ELIGIBILITY PROCEDURE FOR STUDENTS ON ACADEMIC PROBATION

The academic eligibility for students participating in interscholastic athletics will meet or exceed all standards set by the Michigan High School Athletic Association. Academic eligibility for students will be a combined quarterly and weekly procedure. More than two failing grades result in the student being ineligible to participate in the following week's contests. Any student with a failing grade or a G.P.A. of below 2.5 on their report card or mid-term report will be placed on academic probation. This includes the marking periods preceding and during the season. Only those students on academic probation will be required to submit weekly eligibility cards in all classes. Weekly eligibility will be reported as the student's cumulative grade for that quarter.

Any student reported to be failing a class by a classroom teacher once the season has started will be placed on academic probation immediately. They too will be required to submit weekly eligibility cards.

Eligibility Procedure

- a) Student gets card from the office before 8:20a.m. on Monday, takes it to all classes and returns it to the office by 3:20 p.m. the same day.
- b) Teachers circle either **S** or **N** and initial the card.
- c) Athletic director checks cards and notifies coaches, principal, and parents of any ineligibility on or before Friday.
- d) If student is ineligible on Monday, he/she does not play the following week.
- e) Students' failure to follow the above procedure will result in ineligibility.
- f) Student will be allowed a "grace time" of 12:30 on Tuesday on two occasions throughout the season.

Students will be removed from academic probation when their report card or mid-term report shows they are passing all classes and have a G.P.A. of 2.5 or greater.

REMINDER: A STUDENT WHO IS ACADEMICALLY OR BEHAVIORALLY INELIGIBLE MUST CONTINUE TO PRACTICE AND ATTEND GAMES. FAILURE TO DO SO MAY RESULT IN DISMISSAL FROM THE TEAM.

TELEPHONE USAGE

Students may use school phones for emergency purposes only. Forgotten band instruments, gym clothing, and arrangements with friends, etc., are not necessarily emergencies.

TEXTBOOKS

Students at Most Holy Trinity use textbooks provided by the school, except for religion. Religion books are consumable and purchased by the family each year. The religion book fee is \$20 per students. Students are responsible for:

1. Covering their textbooks (all books must be covered unless otherwise designated.)
Brown grocery bags make acceptable covers.
2. Caring for book-bindings and keeping pages clean from graffiti.
3. Writing their names in the appropriate spaces.

Failure to obey the above rules may result in paying for the damaged book. Students must pay for lost textbooks.

TUITION

A \$100 deposit, which is applied to the family’s tuition, is to be paid at the time of registration. This \$100 is non-refundable in the event the student withdraws from Most Holy Trinity School.

Policy Payment of Tuition:

Option A is our traditional 2 payment system. Half of the tuition is collected by the end of September and the other half by the end of January. Option B is a 9-month payment system, with payments collected monthly from September through May. Scrip credits would be taken out in September and January in Option A and in September, January, and May in Option B.

The following tuition and fees are in effect for the school year 2009 – 2010.

\$1525	1 student family
\$2540	2 student family
\$3389	3 or more student

The cost of the religion book is included in the first payment.

VISITORS

Visitors, anyone other than staff, are to report to the office upon entering the building and will be required to wear a visitor’s badge. Students may not invite student guests to visit the school during school hours, unless authorized by the office.

WELLNESS POLICY

A Wellness Policy is available in the school office if you would like to see one.