

*Connecting  
faith to life.*

MOST HOLY TRINITY SCHOOL



**Student**

**Handbook**

**Revised: August 2018**

# MOST HOLY TRINITY SCHOOL

## MISSION STATEMENT

By connecting our Catholic faith to life, we at Most Holy Trinity School seek to fulfill Christ's mandate to proclaim the Gospel, restore all things in Him, strive to lead our students to the Truth for the betterment of this world and prepare them for the age to come.

## PHILOSOPHY STATEMENT

In response to the Church's call to prepare students for the age to come, the pastor, principal, teachers, and the staff of Most Holy Trinity School will create a Christian environment

- to inspire students to develop a personal relationship with Jesus Christ,
- to build in students an understanding of the Truth of the Catholic faith,
- to provide for students a strong academic and moral formation
- to make students aware of their final end and prepare them for the responsibilities of adult life in building up society,
- to encourage and furnish opportunities for every student to be socially committed to actively love and serve their neighbors.

## MOST HOLY TRINITY SCHOOL ADMINISTRATION

Most Holy Trinity School		593-2616
A.	Administrator - Father Dennis Howard	593-2162
B.	Professional Staff	593-2616
	Mrs. Anne Hufnagel                      Principal <a href="mailto:principal@mhtparish.com">principal@mhtparish.com</a>	
	Mrs. Gillian Ernst                      Gr. 1 & 2 <a href="mailto:gilliane@mhtparish.com">gilliane@mhtparish.com</a>	
	Mrs. Katherine Tarleton              Gr. 3 & 4 <a href="mailto:katiet@mhtparish.com">katiet@mhtparish.com</a>	
	Mrs. Cheryl Elliott                      Gr. 5 - 8 Reading & Social Studies <a href="mailto:mrselliott@mhtparish.com">mrselliott@mhtparish.com</a>	
	Mrs. Cari Smith                          Gr. 5 - 8 Math <a href="mailto:caris@mhtparish.com">caris@mhtparish.com</a> Gr. 6 - 8 Language Arts	
	Miss Jessica Campbell                Gr. 5 - 8 Theology & Science <a href="mailto:jessicaa@mhtparish.com">jessicaa@mhtparish.com</a> Gr. 5 Language Arts	
C.	Office Staff	
	Mrs. Amy Klein                          Secretary <a href="mailto:amyk@mhtparish.com">amyk@mhtparish.com</a>	593-2616
	Mrs. Patty Koenigsknecht              Paraprofessional Paraprofessional	
D.	Director of Religious Education – Mr. Paul Fahey	
E.	Youth Minister- Miss Corey Luna	
F.	Director of Facilities & Operations – Mr. Adam Halfmann	
G.	Custodial/Maintenance – Mr. Tom Weber	
H.	Parish Bookkeeper – Mrs. Lori Hyland	
I.	Rectory Secretaries - Mrs. Becky Miller/Miss Hannah Vincent	
J.	Director of Evangelization – Andrea Schneider	

## **ATTENDANCE**

Attendance is taken every morning at the beginning of the school day. 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 or arrive late to school for appointments or illness must be checked in and out 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 8:00 a.m. and before 8:10 a.m. will be considered tardy.
2. Students entering school after 8:10 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.

### **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.

## **BEHAVIOR**

### **CLASSROOM**

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

Students and/or participants in various educational and faith formation 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 and parish community and contribute to the creation of an atmosphere conducive to learning. To accomplish this, all participants 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. 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 discipline code will be followed. The discipline code can be found at the end of this handbook.

At all times, helping the student improve problem behavior should be emphasized. Teachers and/or the 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. 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."

There is no gum chewing or fighting allowed on school grounds.

## **HALLS AND STAIRWAYS**

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

## **OUTSIDE & OFF SCHOOL GROUNDS**

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.

## **CAFETERIA/LUNCHROOM**

Students are expected to clean up after themselves in the cafeteria.

Students are expected to act in an appropriate and polite manner during lunch and recess.

No throwing of food or other objects.

No running.

Students are expected to bring all of their outside clothing with them to the cafeteria.

Playground equipment is for outside use, except when given permission from a staff member.

## **PLAYGROUND**

### **Outside Recess**

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

Touch football only. NO TACKLE football.

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

No spinning on the outside of the spinner. You must be inside.

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**

Students must stay away from the teacher's desk area.

No throwing of any kind in the classroom.

Students may play on the computers if the teacher gives permission. This is rare.

Students may not leave the room unless given permission by the lunch supervisor. The Restroom downstairs in the cafeteria can be used during lunch. There should be only rare circumstances for students to use a restroom during recess.

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.

## **MISCELLANEOUS ISSUES**

### **1. Drug/Alcohol Use**

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. Consequences for violation of the drug/alcohol policy can include the following:

#### **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. **Tobacco Use**

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 that involves the exchange of money. 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. **Media Devices**

IPods, MP3s, cell phones, handheld games, cameras & other media devices not owned by the school must be checked into the office before 8:05 a.m. Students will be allowed to check for messages during lunch but must remain in the office. The device can be picked up as the student leaves for the day. Violation will result in immediate confiscation and consequences.

20. **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.

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.

### S E X U A L   H A R A S S M E N T

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.

## **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.

## **CONSEQUENCES FOR BEHAVIOR VIOLATIONS**

The essence of Christian discipline is self-discipline wherein a student is brought to an awareness that true freedom and the ability to direct one's actions responsibly are synonymous. In order to assist the student to achieve such discipline, clearly stated expectations and responsibilities as well as consistent and patient direction by administrators and teachers are necessary. Respect for the dignity of the student precludes the use of corporal punishment and verbal abuse as a means of seeking adherence to the rules and regulations of the school. (Diocesan Policy #5144)

### **DETENTION**

Students may be required to stay for detention. Detentions may be at noon, after school until 4:05 p.m. or before the school day at 7:00 a.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.

### **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 (revised 8/1/01) & 5132 B (revised 4/12/96)

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. This is left to the principal's discretion and particular circumstances.

**BEHAVIOR – EXPULSIONS**

Diocesan Policy #5114.1

If a student's misconduct is judged to be serious over a period of time, and he/she failed to cooperate with the school authorities – or in an emergency situation a single incident is extremely grave – the principal may effect an expulsion, following the steps below:

1. The student shall be informed of the specific charges which are the basis for disciplinary action to be taken against him/her. He/she shall have the right to present any relevant information in his/her behalf.
2. Parents must be notified immediately of the school's intent to expel, and the reasons for the decision.
3. If and when the decision to expel is finalized, a complete written record shall be made to include reasons, student's and parents' input, and the school's decision.
4. The Diocesan Superintendent shall be informed of the action immediately.
5. If the parents are dissatisfied with the decision, they may appeal in accordance with the provision of Policy #2450.
6. The final decision to allow an expelled student to remain in school pending an appeal to the Diocese, shall be made by the Superintendent of Schools.
7. The administration of the school from which a student is expelled should exert every effort to assure that student's enrollment in another school.
8. Records of disciplinary action leading to, concurrent with, and following expulsion should be kept in the student's folder, but not as a part of the permanent record.

**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, form-fitting bottoms. (Things like jeggings, leggings and tights will be allowed as long as the shirt/top goes down to 5 inches or lower above the top of the knee cap)
- Tight, form-fitting or revealing tops or shirts.
- 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.
- Exposed midriff styles.
- Any tops that do not cover the shoulders.
- Any pants or leg wear with rips, tears or holes .
- 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 **at or below 5 inches from the top of the knee cap.**
- Shorts may be worn with any type of shirt. Nylon, jersey and mesh shorts are not permitted except on dress down days. Dockers, twill, denim, and cotton type shorts are appropriate.
- On Mass days students must wear a navy blue or burgundy polo shirt and either tan (beige) or navy khaki pants, shorts or skirts. They can wear a burgundy or navy blue cardigan sweater or an MHT School sweatshirt over the polo. They can also wear a white long sleeve shirt under the polo. 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). **MHT sweatshirts are allowed on Mass days but cannot be worn during Mass.**
- Shorts, skirts, skirts, dresses and shirts worn with leggings must hang at or below 5 inches from the top of the knee cap.
- If families cannot afford an MHT sweatshirt, please contact the school office for assistance.
- Parents will be contacted if students are not following the dress code or not conducive to a positive learning environment.
- 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). Students may be required to wear “Mass day” attire on field trips. **Any movie shown in a vehicle must be approved by the school office.**

## **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.

Students in grades 3 – 8 will receive letter grades. Letter grades and student progress in virtues, are given to each student four times a year on the report card. Grades can be accessed by parents at any time on the web-based grading software. Teachers make every effort to update grades weekly.

### Grading Scale

A	92-100%
B	82 – 91%
C	72 – 81%
D	62 – 71%
E	61% and below

Students in grades 1 & 2 will be assessed on mastery of objectives taught in each subject area. Their marks will reflect the level of mastery displayed by the student through various observations, projects, and assessments. The following scale will be used on their report card:

<u>Rating</u>	<u>Definition</u>
1	(Beginning) Identifies key concepts presented
2	(Developing) Demonstrates evidence of skills
3	(Mastery) Exhibits understanding of material in isolation
4	(Applying) Extends concept to higher level application
NY	Not Yet Introduced

### 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. School Masses are typically scheduled on Tuesdays, First Fridays, and Holy Days with other special days scattered throughout the school year. A Mass schedule will be supplied to parents and listed on the website.

Entering church - Students in all grades are to report to first hour classrooms. They will meet their spiritual buddy in the cafeteria and then walk to the church. The weekly Mass schedule is subject to change each year.

## **LOCKERS**

Students in all grades 3 – 8 will be assigned lockers. If they need locks, they can 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 inside or outside of the locker that leaves a sticky residue or is inappropriate. Locker inspection will be conducted anytime deemed necessary.

## **MEDICATION**

School employees are not allowed to dispense any kind of medication to students unless permission by a parent is given to the office. Parents can submit a signed permission form to the office or verbal permission can be given over the phone. 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.

## **HOMEWORK POLICY**

### **HOMEWORK**

Homework policies will be carried out by individual teachers in their classrooms.

### **MISSING ASSIGNMENTS & LATE WORK**

Missing assignments are the responsibility of the student. Teachers will handle missing or late assignments on an individual basis in their classrooms. Every child is different and they all learn at different rates, thus they will not all be treated the same.

### **PLANNERS**

All students in grades 5 – 8 are required to use a daily planner. On the first day of the week, teachers will check student planners. Students will receive 1 - 2 pts each week if they have used their planner appropriately. These points will be given as a “planner grade” in each classroom, each hour. Special requirements may be developed for students struggling academically or with organization, including requiring a parent’s signature.

## **PARENTAL INVOLVEMENT**

- ❖ Assist in the classroom
- ❖ Lunch recess supervision
- ❖ Hot lunch/dessert crew volunteer – about once a month
- ❖ Chaperone special activities
- ❖ Drive to special events
- ❖ Help in the library
- ❖ Serve on PIE (Partners in Education) committee or the MHT School Education Commission
- ❖ Attend special events
- ❖ Be on a fundraiser committee – Dinner Raffle/Auction or sub sale
- ❖ Purchase SCRIP
- ❖ Attend weekly liturgy or other spiritual events with the students

## **PRAYER**

On the first non-Mass day of each week students will report to the cafeteria for all-school prayer and announcements. On other days students will report to their homerooms or first hour classes to either prepare for Mass or start their day.

## **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.

It may be suggested that a child 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.

An individualized education plan will be developed for students with special academic and behavioral needs. The plan will be created by a committee consisting of the school administrator, teachers and parents when necessary.

## **RECESS**

Students in grades 1 – 4 may have a fifteen minute recess during the school day in addition to the noon recess. All students in grades 1 - 8 will typically have a noon recess daily. **If earned, students in 8<sup>th</sup> grade will be allowed to stay in the cafeteria instead of going outside for recess.**

## **REPORT CARDS**

Most Holy Trinity uses a report card produced by School Insight, the student management software used at the school. The report card is designed to be in line with the Diocesan-wide report card used by most school in the Lansing Diocese.

Report cards are issued approximately every nine weeks or four times a year.

## **TRANSPORTATION**

### **BUSING**

Students who ride Fowler Public School busing must abide by their bus policies (see p. 9).

Students will walk from and to the bus pick up area using the provided crosswalk. Caution should always be used when crossing streets or parking areas.

### **WALKING STUDENTS**

Students who walk to and from school should use village sidewalks whenever possible. Care and caution should be taken near intersections and crosswalks. Students should only cross streets at intersections and should always use the crosswalks and sidewalks provided. Students should never accept a ride from suspicious vehicles or from strangers.

### **PARENT PICK-UP**

Students can get dropped off and picked up in the appropriate zone on Kent Street. Cars should drop off and pick up by pulling in parallel to the sidewalk. After students are safely on the sidewalk, the vehicle may pull out appropriately onto the roadway. If a parent/guardian needs to get out of the vehicle, please park across the street in the parking lot next to the Activity Center. Every effort should be made to pick students up so they do not have to cross streets.

## **SCHOOL CLOSING/INCLEMENT WEATHER**

*The School Website will be used to keep parents and students aware of school closings, delays, early dismissals and emergency situations. Parents may also choose to participate in a REMIND alert system that will send text messages concerning early dismissal, late starts and cancellations due to inclement weather or other emergencies. **If Fowler Public Schools is closed, delayed or dismisses early due to inclement weather, MHT School will be as well.***

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  
WILX Ch 10 TV

WFMK FM Radio  
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.

### **TORNADO POLICY**

In case of a tornado warning, students in the north building will take shelter in the southwest corner of room 104 (the science lab) with books over their head. Students in the south building will take shelter on the stage of the cafeteria with books on their head.

### **EARLY DISMISSAL**

If Most Holy Trinity School releases students early due to inclement weather, normal afternoon transportation procedures will be in place for students who ride buses or walk home. Students who are normally picked up by a parent/guardian will be provided shelter in the school until pick-up can be arranged.

### **LOCK DOWN SHELTER IN-PLACE POLICIES**

Drills are conducted annually to ensure all students are rehearsed in proper procedure. Students are advised and encouraged to do what makes them feel safe. All drill dates are posted on the school website after they have been completed.

If a lock down or shelter in-place should require parent pick-up of students, the school will use a text message system, e-mail, phone, and the parish website to contact parents. Parents or designated individuals will report to the Parish Activity Center to pick up and sign out their children.

## **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.

## **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 and as set forth by the MHT Education Commission. Additional academic or behavioral standards have been established by Most Holy Trinity School and are listed below following FPS guidelines.

### **FOWLER PUBLIC SCHOOLS ATHLETIC ELIGIBILITY**

1. Athletes must meet the eligibility requirements of the Michigan High School Athletic Association, Inc.
2. Each athlete must have passed an athletic physical examination for the current year. A record of this examination will be on file with the Athletic Director.
3. Academic Eligibility: Athletes must pass at least 5 subjects each marking period and mid-quarter progress report in order to participate in sports. Students failing to meet these requirements will be suspended from play until new marking period or mid-quarter progress reports. Any student that is deemed ineligible has the option after two weeks of ineligibility to accumulate progress reports from each teacher and report the progress reports to the Athletic Director. At this time if the student is passing at least 5 subjects the student/athlete will be eligible to participate.
4. For an athlete to participate in practice or a contest, he/she must be in school for at least three school periods on the day of the activity (or at a school related program). Exceptions can be made only by the Principal or Athletic Director.
5. If an athlete is suspended from school for any reason, he/she will not be permitted to practice or play in any game during the suspension. The suspension will terminate upon a student's re-admittance to class. This does not include any in-school suspensions.

### **MOST HOLY TRINITY SCHOOL ADDITIONAL ATHLETIC ELIGIBILITY REQUIREMENTS**

1. Academic Eligibility: Student-athletes in grades 3 – 8 must be passing at least 6 classes in order to participate in sports. Grades will be checked for the first time each quarter after 4 weeks. Students not getting a D or above in 6 classes will not be allowed to participate in contests (games, meets, etc.) for one week. Grades will be re-evaluated every week on Monday morning to determine eligibility for that week. A report will be submitted to the middle school athletic director at Fowler Public Schools.

### **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.**

## **TEXTBOOKS & OTHE FEES**

Students at Most Holy Trinity use textbooks provided by the school. Since some books are consumable, each family is assessed a \$50 per child textbook and materials fee. Students are responsible for:

1. Covering their textbooks (all books must be covered unless otherwise designated.) Brown grocery bags make acceptable covers. The school also has a large supply of white paper book 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**

Tuition fees are evaluated annually and adjusted to meet the budgetary needs of the school and parish. Every effort is made to maintain an affordable tuition rate.

### **Policy Payment of Tuition:**

Parents are to make every effort to pay off the balance of tuition by the end of the school year. The school administration will make every effort to work with families to develop a payment plan that fits their particular family's budget. It is suggested that families either make monthly or other specifically scheduled payments during the school year. Tuition can be paid off at any time.

The following tuition and fees are in effect for the school year 2018 – 2019.

\$2100	1 student family
\$3425	2 student family
\$4500	3 or more student family

All tuition, lunch, and other fees can be accessed by parents through School Insight. The office makes every effort to keep fees updated on a weekly basis.

**WELLNESS POLICY**

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

**DISCIPLINE CODE**

## Most Holy Trinity School Discipline Guidelines

If multiple Level I offenses have occurred in the same year by one student, a Level II first offense behavior by that student will get the consequences of a Level II second offense.

MHT School Grades 1-8	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Level 1 *one warning	<ul style="list-style-type: none"> <li>Incident Report on file in office</li> <li>Parent Notification</li> </ul>	<ul style="list-style-type: none"> <li>Parent Notification (email)</li> <li>Incident Form on file</li> <li>Conference w/ principal</li> <li>Up to 1 hr detention</li> </ul>	<ul style="list-style-type: none"> <li>Parent Notification (email)</li> <li>Incident Form &amp; Conference</li> <li>Up to 2 hours detention before or after school to do work around the school</li> <li>Loss of next school ‘fun’ event</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>Incident Form</li> <li>Up to 2 hrs before or after school detention</li> <li>Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>Incident Form &amp; Student Conference</li> <li>Parent Notification</li> <li>Up to 3 days in-school suspension</li> <li>Loss of up to 2 extra-curricular/fun events</li> </ul>	<ul style="list-style-type: none"> <li>Incident Form &amp; Conference</li> <li>Parent notification</li> <li>Up to 3 days out-of-school suspension</li> <li>Behavior contract</li> <li>Loss of up to 4 extra-curricular/fun events</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>Incident Form</li> <li>½ to 2 day in-school suspension</li> <li>Parent conference</li> <li>Loss of 2 school event privileges</li> </ul>	<ul style="list-style-type: none"> <li>Incident Form &amp; Conference</li> <li>Parent notification</li> <li>Up to 3 days out-of-school suspension</li> <li>Behavior contract</li> <li>Loss of up to 4 extra-curricular/fun events</li> </ul>	<ul style="list-style-type: none"> <li>Incident Form</li> <li>3 – 10 days out of school suspension &amp; possible referral for long-term suspension or expulsion</li> <li>Parent/student conference w/ Pastor</li> <li>Loss of at least 5 school event privileges</li> </ul>
Level 4	<ul style="list-style-type: none"> <li>1 – 10 days out-of-school suspension and possible referral for long-term suspension or expulsion</li> <li>Suspension or expulsion as mandated by law</li> <li>Loss of school privileges for 30 days to 1 year</li> <li>Parent conference/student hearing</li> </ul>		

<b>Behavior</b>	<b>Level</b>
Gum Chewing	1
Dress Code Violation	1
Student Demonstration/ Disorder	1
Gambling (NCAA pools)	1
Forgery/False Identification	1
Media Devices	1
Minor Profanity/Obscenities	1
Rowdiness/Horseplay/ Throwing objects – non harmful	1
Single Incident Teasing	1
Cheating	2
Plagiarism/Computer plagiarism	2
Minor Theft or Property Damage	2
Disobedience/Disrespect	2
Unauthorized use of school property	2
Severe Profanity/Obscenity	2
Minor hitting/self defense	2
Rowdiness/Horseplay/Throwing Objects – Harmful to others	2
False Alarms/reports	3
Tobacco Use	3
Verbal Threat	3
Drug/Alcohol Use	3
Harassment/Bullying/Teasing (multiple incidents)	3
Physical Assault	3
Major Theft & Property Damage	3
Extortion	4
Setting a fire	4
Possession of Weapon	4
Using Objects as Weapons	4
Explosives	4