



2025-2026 Family Handbook

Most Holy Trinity Catholic School, united as one diverse family, forms disciples who joyfully Learn, Love, and Lead while serving Christ and His church.

Father Alphonsus Abainza, Pastor
Mr. Randy Smith, Principal



Home of the Tigers

**"Be G.R.E.A.T.
Be a Tiger!"**



Office Hours: 7:30-3:30 Morning Care: 7:00 a.m.
Extended Day: 3:15-6: p.m., (602)-943-9058

DIOCESE OF PHOENIX

Mission Statement for Catholic Schools

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

Philosophy of Catholic Schools

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

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

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

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

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

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

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

Most Holy Trinity Catholic School

Accreditation and Membership

Most Holy Trinity Catholic School is accredited by the Western Catholic Educational Association, (WCEA). In 1996, 2003, 2009, 2015, and 2022 Most Holy Trinity Catholic School was re-accredited for six years. Most Holy Trinity Catholic School is a member of the National Catholic Education Association (N.C.E.A.), the Association for Supervision and Curriculum Development (A.S.C.D.), and the International Reading Association.

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

Vision Statement

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

Mission Statement

Most Holy Trinity Catholic School, united as one diverse family, forms disciples who joyfully Learn, Love, and Lead while serving Christ and His church.

Philosophy Statement and Goals

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

We are called to Learn

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

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

We are called to Love

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

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

We are called to Lead

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

We are people of God leading by example from example.

Catholic Identity

We believe that all education must lead to the development of a mature and personal relationship with our Lord, Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and sacraments, and service to the community. The program includes but is not limited to the following:

- 7:45 a.m. Morning Assembly—gathering and school-wide prayer
- Prayer throughout the day; Grace before and after meals
- Middle school students pray before each class
- Weekly 2:00pm Wednesday Mass prepared by classes
- Sacrament of Reconciliation during the liturgical seasons of Advent and Lent
- Stations of the Cross during Lent
- Living Stations of the Cross during Holy Week
- Apostolic Service for grades six through eight
- Retreats for grades six through eight

SCHOOL HOURS/DROPOFF/PICKUP

School begins at 7:45 AM and ends at 3:05 PM. Friday dismissal time will be 1:30 PM. Occasional early dismissal days at 12:05 PM are noted on the school calendar.

Morning Prayer

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

Morning Dropoff Procedures

Do not enter the driveway for dropoff before 7:30am. If you are parking, please park in Church parking lot. Students may be dropped off at the back of the playground (in the dropoff zone) and enter through the double gates beginning at 7:30am. Please do not enter the classrooms as the teachers need this time to prepare for the day's activities.

- 7:30 Students enter campus through back of the playground gates and gather at the quad area or lunch seating areas.
- 7:45 First bell rings, then teacher joins students.
- 7:50 Second bell rings, Morning Prayer begins. At this bell students are considered tardy. Students entering the back playground gate after this bell rings will receive a tardy slip.
- Students are not to arrive on school and/or church premises (including McHugh Hall) before 7:30 A.M. unless being checked into Tiger's Den (Extended Care), or are accompanied by their parent/guardian. Tiger's Den opens at 7:00 am. Tiger Den Students and Families will enter at the gate that leads to the Office.

Morning Routine

- Before 7:30 students need to go to Tigers Den. Tigers Den is open at 7:00 AM.
- 7:30 Students enter campus and gather in the quad area or at the green tables if receiving breakfast. Students are to remain in their designated area.
- 7:45 Bell rings –teachers meet their students in the quad area.
- Morning Prayer begins at 7:50 A.M. as a community asking God's blessings for the day. Parents are **encouraged and welcome** to stay for Morning Prayer.
- 7:50 Tardy bell rings. Students arriving to school after 7:50 must secure a tardy slip.

Students are not allowed to be in any campus area or room without adult supervision before, during, or after school hours.

Off-Campus

Students may not leave the school grounds for any reason once they have arrived for the day. Exceptions may be made at the written request of the parent and with the permission of the principal. In these exceptional cases, the parent or person authorized by the parent must report to the school office to pick up the student and sign the release register.

Bicycles

Students who ride bicycles to school should know and observe bicycle safety rules. All bicycle riders are required to place their bicycles in the racks located by the north gate. Bicycles must be locked. The school does not assume liability for any bicycle taken from the racks. No person is to ride a bicycle, rollerblades, scooters or skateboard on school or church property before, during, or after school.

Non Custodial Parents

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours, before and after school unless explicitly authorized in writing by the parent or guardian. **The school should be informed of custody arrangements. Each custodial parent or guardian must provide the school with an official copy of the court order regarding custody status and any subsequent changes and arrangements.**

Most Holy Trinity Catholic School abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Most Holy Trinity Catholic School will provide the non-custodial parent access to academic records and to other school-related information regarding his/her student. If there is a court order specifying that there is to be NO information given, it is the responsibility of the custodial parent to provide Most Holy Trinity Catholic School with an official copy of the court order. Non-custodial parents who wish to attend parent-teacher conferences must do so at the same time as the custodial parent. Two separate conferences will not be scheduled.

Dismissal

- **Early Sign-Out**

- Parents must notify the school office on the morning of a planned early dismissal before 8:30am. When picking up a student for an early dismissal parents must come to the school office. The student will be called to the office. Parents are not to go to the classroom. No student in K-8 will be released after 2:45 pm without prior notification.

- **Custody and Release of Minors**

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

- **Afternoon pick-up**

- Children must be picked up promptly at 3:05 pm on full days, 1:30 pm on Fridays, and 12:05 pm on early dismissal days.
- Dismissal takes place from the classroom. The science lab gate and the north gate will be opened for parents to enter and proceed to the classroom to sign out students. No one will be dismissed until the 3:05 bell rings. This includes students whose parents are waiting.

Remember, student safety is our number one priority. Documentation of who a student was released to and how they were dismissed is critical.

Sports teams will be dismissed per the prior instructions and/or arrangements given by the athletic director.

Students who are scheduled to attend Tiger's Den will be released at **3:15** to the Extended Day Room or the Spanish Room. All students who have not been picked up by 3:15 will be checked in to Tigers Den (Extended Care) and parents will be charged beginning at the end of the school day, **3:05**.

Please follow the dismissal procedures that you will receive during the school year. Do not park in the faculty /staff parking area or the fire lane. Please be advised that there will be a crossing guard at the Alice Avenue crosswalk between McHugh Hall and the school starting at 3:05pm.

Please note: dismissal time is not conference time. If you wish to speak with the teacher, please schedule an appointment with him/her through the school office or contact him/her via email. At dismissal, teachers need to have all their attention focused on getting students picked up safely.

o **Miscellaneous**

Students who use the city bus system, ride bikes or walk will be dismissed from the science lab gate. Parents should contact Mr. Smith first about these arrangements. A written note giving the student permission must be on file in the School Office and with the homeroom teacher. Parents are not allowed to walk in through the south Parish parking lot gate at dismissal. Our goal is an efficient dismissal that is SAFE.

ATTENDANCE

Regular attendance is an essential element for academic excellence. Frequent absence from school affects academic performance. When planning appointments, family outings, and vacations, please consult the school calendar. Whenever possible, schedule doctor/dentist appointments before or after school or on free days. Vacations and days taken for activities not sponsored by the school or the Diocese of Phoenix are considered absences and recorded as such. A student must be in school for at least half of the academic time to be counted present.

Attendance Requirements

The official school calendar for the Diocese of Phoenix requires 180 days in a school year to meet the attendance requirements of the state education laws. To ensure that each child is ready to proceed to the next higher grade at the end of the year, the following attendance requirements must be met:

- A student who is absent for 18 days during the school year will be required to attend a summer school session in math, reading, and/or writing before entering the next higher grade. The student could be in jeopardy of losing scholarships as well.
- A student must be in class for at least four hours to be considered in attendance for a full day.
- A student must be in class for at least two hours to be considered in attendance for one-half day.

Tardiness

Tardiness shows a lack of regard for the educational process and is contrary to the mission of the school. Repeated tardiness may result in the student attending summer school. Six tardies equate to 1 absence.

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

Absence or Tardy Due to Illness or Injury

Parents are to inform the school by 8:30 am when a student is absent or leaving early by phone call, note, or email. A planned absence needs to be reported in advance.

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

1. A call to the school office (602-943-9058) to inform the staff of the child's illness should be made before 8:30 am.
2. **A doctor's note is required if the student has been absent 5 or more school days.**

Makeup work

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

Schoolwide Learning Expectations

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

A Most Holy Trinity Catholic School student is:

1. A FAITH FOLLOWER who:

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

2. An ACTIVE LEARNER who:

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

3. An EFFECTIVE COMMUNICATOR who:

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

4. A RESPONSIBLE CITIZEN who:

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

ADMISSIONS AND FINANCIAL POLICIES

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

Age Requirements

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

Application for Admission

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

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

Registration Requirements

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

1. Request for Student Records
2. Health Form and Immunizations
3. Active Catholic Verification
4. Private School Affidavit of Intent
5. Emergency Information
6. Transportation of Minor
7. Email/Online Grades
8. Photo/Publicity Release
9. Volunteer Commitment
10. Homeroom Parent Communication Form
11. Copy of FACTS online enrollment confirmation page
12. Copies of any psycho-educational testing, IEP, 504 Plans, and any other testing.

*****Arizona Law (Arizona Administrative Code, Title 9, Chapter 6, Article 7, Vaccine Preventable Disease) requires that all students be immunized against certain diseases before entering school. The Phoenix Diocese no longer accepts**

religious or personal beliefs as a reason to not vaccinate your child. Your child's healthcare professional is aware of these requirements, or you may contact the school for further information. If your child is to be exempt from the immunization requirements, a form obtained from the Arizona Department of Health website will need to be obtained and must be signed and returned to the school. A doctor's signature is required if the exemption is for medical reasons. In the event of an outbreak of a vaccine-preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend school until the risk period ends. Parents will be responsible for any outside tutoring needed to ensure the student does not fall behind academically during this period.

Financial Obligations

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

Fees

Fees may include, but are not limited to:

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

Payment Procedures

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

Financial Delinquency

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

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

Active Catholic Reduced Tuition Rate:

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

To receive the Active Catholic tuition rate from Most Holy Trinity Parish, a family must be registered at Most Holy Trinity Parish and is expected to be active, supportive, and contribute to Most Holy Trinity Parish by using the church envelopes or online giving for their contributions. The Pastor's signature and parish seal are required on the verification form.

Financial Assistance

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

ACADEMIC PROGRAMS AND POLICIES

Academic Programs and Approach

Our academic program follows Diocesan and state guidelines. Our core curriculum includes reading, mathematics, English, social studies, science, and spelling/vocabulary skills. Reading in the primary grades is taught using the phonetic approach. All students attend art, computers, music, and physical education which enhance our already rigorous academic program.

The Shared Inquiry method is taught through the Great Books program at all grade levels. Students are exposed to rich, diverse literature from distinguished authors. Through a variety of activities, they learn to critically evaluate reading material and generate new ideas through group discussions. Grades 6-8 operate a traditional departmental structure for all core classes.

Title 1 Reading Program

Title I is a federally funded program that provides extra help for children having difficulty with reading. It is a one-on-one program that may also be used in a group setting. Students are chosen for the program according to their achievement level and district qualification. Any student may receive help, regardless of family income. These services are currently provided for K-8 students.

Special Education

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

Grading Standards

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

Grade A (100% - 90%) Excellent
Grade B (89% - 80%) Very Good
Grade C (79% - 70%) Average
Grade D (69% - 60%) Below Average
Grade F (BELOW 60%) Failure

Progress Reports/Report Cards

E = Excellent
S = Satisfactory Progress N = Student
Needs Improvement U = Unsatisfactory

The purpose of the progress report and report card is to report student progress. Progress reports are posted on FACTS. Parents are asked to review them. Report cards are sent home as a hard copy for signature. Kindergarten and first-grade progress reports and report cards begin the second quarter.

Parent -Teacher Conferences

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

Promotion/Retention

A student is promoted upon successful completion of the academic program. Students who have not successfully completed the academic program will be placed in the next grade level or retained after consultation with parents, teachers, and the principal. When making an appraisal of the student's academic program, all parties will also consider the social, emotional, and physical development of the student, which in some cases should be given preference over academic performance.

HONOR ROLL

- Principal's List
 - o Straight A's (GPA 4.00) in core subjects
 - o Must maintain a grade of "E" in DWP, conduct, effort, and special area classes.
- First Honors
 - o An "A" Average (GPA 3.60 – 4.00) in core subjects
 - o Must maintain a grade of "S" or "E" in DWP, conduct, effort, and special area classes. ·
- Second Honors
 - o A "B" average (GPA 3.00 - 3.59) in all core subjects
 - o Must maintain a grade of "S" or "E" in DWP, conduct, effort, and special area classes.

No letter grade of a "D" or "F" will qualify for any Honor Roll recognition. Honor Roll status may be affected per teacher and principal discretion as a consequence of student's behavior and/or discipline issues in formative skill acquisition areas. **Honor Roll is earned in the 6th through 8th grade levels.**

Homework

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

Daily homework assignments follow the suggested guidelines from the Diocese:

- K - 2 up to 30 minutes
- 3 - 4 up to 40 minutes
- 5 - 6 up to 60 minutes
- 7 - 8 up to 80-90 minutes

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

Graduation Requirements

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

PARENT AND STUDENT PARTICIPATION

Called to Protect (Safe Environment Training)

All Diocesan personnel, including volunteers, must participate in a yearly training program for a Safe Environment for children, youth, and vulnerable adults as well as training for the implementation of the Diocesan Policy on Sexual Misconduct. At the conclusion of the initial training, each individual will be asked to sign the Diocese of Phoenix Code of Conduct (see Appendix). **All volunteers or participants at any school function must have the Code of Conduct on file.** These classes are offered throughout the Diocese at <https://phoenix.cmgconnect.org>

Parent Expectations

Most Holy Trinity Catholic School is a community of families interested in providing a solid Catholic education for their children. As parent participants in this community of Faith, you have a personal mission to witness Jesus Christ to others within the school and greater community. The fact that you have enrolled your children in a Catholic school is proof of your commitment to these principles:

Spiritual:

- Modeling Christian behavior for your child and the rest of the faith community.
- Active participation in your child's religious experience at school.
- Participating regularly in scheduled activities in our faith community.
- Weekly participation in Sunday liturgy at your parish.

Academic:

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

Financial:

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

Physical:

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

Service Requirements

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

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

SCHOOL DRESS CODE

Explanation

Our school uniform is a symbol of Most Holy Trinity Catholic School and representative of our Catholic identity. Students are to arrive at and leave from school in proper uniform. Any hairstyle, hair color, mode of dress or ornamentation that is deemed inappropriate in the judgment of the school administration/ will be prohibited. Parents will be notified with **AN OUT OF UNIFORM NOTICE** when students are not in the proper dress code. Students who request necessary alterations to any part of the uniform must have a doctor's note.

All uniforms must be purchased from Anton Uniforms or from the used uniform sale.

Preschool – Pre-K Uniform – Khaki shorts or pants, MHT navy t-shirt for both girls and boys. Navy or Hunter Green polo dress for girls or Khaki skirt. **Velcro or tie sneakers in solid black only.** Black or white ankle socks. The uniform must fit correctly, not too big, not too small. * We do recommend velcro sneakers if a child cannot yet tie their shoes.*

Girls Uniform (Grades Kindergarten through Eight)

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

Boys Uniforms (Grades Kindergarten through Eight)

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

All students

- Only uniforms obtained from Anton Uniforms, our official school vendor may be worn
- School logo polo shirt must be tucked inside uniform bottoms (not bloused or rolled).
- Shirt sleeves may not be rolled.
- **Uniforms are to be clean and kept in good repair and are considered unacceptable if they are faded, tight, torn, or dirty.**
- Long, oversized shorts and pants that give a "baggy" appearance may not be worn.
- No cargo pants, cargo shorts, or Dickies are allowed.
- A belt is required for all boys and girls wearing uniform items with belt loops.
- Belts must be a solid black, brown, or navy and may not have a buckle that is larger than the belt loops nor distracting in any way. Insignia belts, belts with large or distracting buckles are not allowed.
- On Fridays, Students may wear Most Holy Trinity Spirit Wear Tops with approved uniform bottoms. Spirit Wear Shirts will be sold in the Fall.

Shoes

Shoes that are **WHITE, BLACK, BROWN, NAVY, or TAN** are to be worn.

Outer Wear

Only Most Holy Trinity Catholic School sweatshirts are allowed as part of the school uniform.

No non-MHT sweatshirts may be worn with school uniforms in the classroom.

Sweatshirts and jackets may not be worn when the temperature outside exceeds 85 degrees.

Sweatshirts and jackets may not be worn around the waist, except at designated recess times.

Hair

Hair must be neat, clean, and conservatively styled as determined by school personnel. Extremes in hairstyles are not acceptable. Hair is to be the natural hair shade of each student. No hair color, highlights, or hair attachments (extensions) are acceptable. Boys' hair is to be off the collar and cut above the ears and eyebrows. In addition, Boys Hair should not be more than 2 inches above the top of the head or the side of the head. Bangs for all students are not to cover the eyes. Facial hair, including sideburns, is not permitted. Girls may wear conservative and non-distracting hair accessories that are limited to MHT uniform plaid and uniform colors: hunter green, navy, yellow, black, or white. **All girls with long hair must have their hair away from their faces.**

Makeup and Cologne

No makeup will be worn during the school day or at school-sponsored events. No makeup should be brought to school including eye makeup, hair spray, cologne, and aerosol cans/bottles. No makeup includes colored nail polish, artificial nails, and sparkles. **ONLY** Eighth-grade girls may have short white-tipped French manicures. **ONLY** Seventh and eighth-grade girls may wear light foundation.

Hygiene

Out of respect for the comfort and health of our entire school community, all students must maintain proper personal hygiene daily. This includes regular bathing and grooming of hair, face, hands, and body. As students enter puberty, they should be reminded of the importance of adhering to a daily bathing and personal care routine. This provides a healthy learning environment for all students.

Grade 6-8 Students may bring anti-perspirant or deodorant. They may use this following PE when changing out of their Uniform. No Student is allowed to share their anti-perspirant or deodorant.

Jewelry

The rule of one applies to each of the following and may be worn at the discretion of the faculty:

- a simple watch –**NO SMARTWATCHES**
- a simple religious necklace on a fine linked chain
- a sponsored bracelet
- pair of stud/post earrings, per ear (**girls only**)

Grades 5-8:

- All Students in Grades 5-8 will wear PE uniforms beginning September 2, 2025. Uniforms can be purchased at Anton Uniforms. Students will change into the Uniform and depending on the time of day of PE, they will be asked to change out of the Uniform.

Free Dress

We will always have FREE DRESS DAYS the Monday following Selected Sunday School Masses. Students that wear their Uniform at 10:30am Mass will locate an MHT Staff Member that has the OUT OF UNIFORM PASS and bring it with them on that Monday. Here are the dates of All School Mass: August 24, September 28, October 26, November 23, January 26, February 22, April 19, and May 18.

In addition, will have 3 Out of Uniform Days during the school year that we are seeking a \$2 donation for a local Catholic Service or Charity. Students may either wear the theme for that day or an outfit of their choice according to the guidelines.

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

The following are nonuniform day regulations:

ALLOWED :

- Jeans, slacks, knee-length shorts, Capri pants, and dresses, must be clean and with no holes. Sweats can be worn as well, but cannot be form fitting to the body.
- All shorts and dresses must conform to uniform length. **Shoes are to be always be worn. No slides, crocs or sandals.**
- On campus after school hours, the free dress code still applies.
- Logos that portray material considered unacceptable by the staff is not allowed.

NOT ALLOWED:

- Pants may not be oversized or baggy
- Biker shorts, leggings, cut-offs/frayed edge clothing, clothing with inappropriate slogans, etc., tank tops midriff shirts, spaghetti strap tops, tube tops, clothing that exposes undergarments, hip-hugging pants, and sandals - strapless or otherwise. Skin should not be seen under the ripped jeans.

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

Birthday Free Dress

When a student celebrates his/her birthday, the student may wear “free dress” according to the above free dress rules. If a student’s birthday falls on a school Mass day or a Holy Day of Obligation, an alternative day will be granted for the free dress. A specific day will be designated for recognition of summer birthdays.

DISCIPLINE CODE

Discipline With Purpose

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

The following 15 skills are taught like any other curriculum:

<ul style="list-style-type: none">• Listening• Following Instructions• Asking Questions• Sharing• Social Skills	<ul style="list-style-type: none">• Cooperation• Reasons for Rules• Completing a Task• Leadership• Communication	<ul style="list-style-type: none">• Organization• Resolving problems• Initiating Solutions• Fact vs. Feeling• Service to Others
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School Wide Rules

Rules are established and posted throughout the school. Good behavior is reinforced and inappropriate behavior has its consequences. Broad rules that affect the daily living together of all members of the school community include the following school rules adopted by MHT:

RULE #1: RESPECT YOURSELF, OTHERS AND YOUR SCHOOL

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none">• Be courteous and responsive to faculty, staff members, lunchroom/playground supervisors, visitors, and each other.• Listen to and follow the directions of teachers, staff, and supervisors.• Respect school property, others' property, and your own.• Keep hands, feet, and objects to yourself.• Do your own work.• Own up to your mistakes.• Be truthful.• Be complimentary to people.• Use kind words.	<ul style="list-style-type: none">• Be rude. Ignore people.• Ignore the requests of supervisors.• Damaging or vandalizing objects• Stealing• Use normal objects in harmful ways.• Touching others.• Copy other's work. Give your work to another to copy.• Cheating.• Blame others. Lie.• Use inappropriate language.• Gossip

RULE #2: CONTRIBUTE TO THE LEARNING ENVIRONMENT

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none">• Arrive at school promptly.• Be prepared to learn.• Return school communications promptly (i.e. family folders, permission slips, lunch orders, etc.)• Use a quiet/classroom voice in school.• Walk quietly in the halls.• Respond appropriately.• Be helpful to teachers and peers.• Hand in carefully done assignments on time.	<ul style="list-style-type: none">• Come to school late.• Forget your supplies, books, etc.• Turn in school communications late and/or incomplete.• Use a loud/disruptive voice.• Run or be disruptive in the hallway.• Be disrespectful. Bother others.• Ignore the needs of others.• Incomplete, messy, and/or

<ul style="list-style-type: none"> ● Participate in class. ● Display a positive attitude. 	<p>late work.</p> <ul style="list-style-type: none"> ● Refuse to participate. ● Be negative, grumpy, moody.
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RULE #3: FOLLOW ALL SCHOOL PROCEDURES

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> ● Always be courteous, and respectful and use manners. ● Follow the uniform policy. ● Take care of your school uniform. ● Use playground equipment appropriately. ● Do not use electronic devices during school hours and activities without permission. ● Leave toys at home. ● Keep desk/locker clean and organized. ● Use media appropriately. 	<ul style="list-style-type: none"> ● Using a loud voice, being out of your seat, and leaving a mess. ● Out of uniform. ● Dirty clothing or clothing in need of repair. ● Use playground equipment in an unsafe manner. ● Use electronic devices during school hours and activities without permission. ● Have toys at school. (i.e., Laser pens) ● Have a messy, unorganized desk/locker.

These three rules apply to all school activities on school property including Tiger's Den (Extended Care) and any school function off campus. Each classroom teacher has adopted these three rules. The teachers work with the students to make sure the rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures to help them follow the rules.

Classroom Discipline Cycle

MINOR INCIDENTS of inappropriate and/or disruptive behavior are addressed in the classroom whenever possible. Each teacher has established a classroom management plan to assist students to follow the rules daily. The classroom management plan will be presented to students and parents at the start of the school year. Each Classroom will have a "Safe Seat" where Students may be asked to sit away from their classmates and reflect what actions they did that interrupted the Teaching or the Learning of Students. The classroom management plan is designed to help the student:

- Accept responsibility for his/her behavior.
- Resolve the problem to avoid a recurrence of the chosen behavior.
- Repair what has occurred (restitution will be required in some instances).
- A Student Action Plan may be completed to achieve these goals.

Occasionally, removal from the group or the classroom is necessary to protect a student and/or the learning environment of the school. At that time a Student will receive an Office Referral that will be filled out with the Principal and the Student. Families will be contacted of what action the Student. A Student will be removed from the class if:

- Is in physical or psychological danger or puts another in danger.
- Is abusive in tone, gesture, or word.
- Displays out-of-control behavior.
- Has exhausted all possible attempts by the teacher to help the student become a productive member. Documentation indicates more help is needed.

“The Big Three” Serious Behaviors

The lists provided below are not intended to be exhaustive.

Physical/psychological danger	Severe disrespectful/abusive	Out of control/unreasonable
<ul style="list-style-type: none"> • Fighting, rough play and/or throwing objects that could harm self, others, or property • Bringing dangerous or illegal items such as weapons, knives, matches, lighters, lasers, smoking materials, drugs, etc. to any area of the school property • Physical or psychological threats, intimidation, force or injury • Leaving the grounds without permission • Gang mentality/affiliation • Using normal objects in a dangerous way 	<ul style="list-style-type: none"> • Harassment of any kind • Any unwanted behavior that makes others feel unsafe or uncomfortable • Intimidation/bullying • Disrespect in action, tone, or gesture after repeated correction • Profanity/unkind language • Vandalism • Invasion of privacy • Forgery/falsification of records • Stealing • Cheating • Illegal/harassing use of email, photo, text messages or the internet in or out of school 	<ul style="list-style-type: none"> • Willful misbehavior toward a teacher, school personnel or volunteer • Unable, incapable or unwilling to listen or follow instructions • Repeated violations of classroom rules • Repeated violation of dress code • Use of electronic equipment, including cell phones, during the school day or during school activities without permission of the teacher, supervisor, or coach.

Immediate action – Adult-imposed consequence

- Immediate removal** from the group
- Guidance:** One-to-one conversation between student and adult at designated time
- Conference:** Meeting of student’s legal guardian(s) and school personnel

- d. Special attention time:** Extended conference with teacher/student or administrator to make a plan to do restitution and remediation
- e. Rearrangement of school schedule:** In-school suspension or time-out
- f. Restriction of activities:** Privileges may be taken away. Extracurricular or normal activities may be restricted for a period of time.
- g. Legal or criminal action:** Depending upon the nature of the infraction.
- h. Fine imposed:** if any vandalism as occurred

If possible, the adult who removed the student will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office and a four-step discipline cycle will be set in motion. Actions that can be considered bullying behavior will be kept on file to help determine appropriate consequences for any repeated incidents.

SCHOOL-WIDE DISCIPLINE CYCLE

A student may be placed at any step at the principal's discretion depending upon the seriousness of the situation. If a student is displaying behaviors where they must be sent to the Office the following may occur.

STEP ONE

The student will be sent to the office and the Teacher will send a referral form.

1. The student will meet with a school administrator or designee.
2. Together, they will complete a Think Sheet. The Think Sheet will be signed and returned to the office.
3. The student will inform the parent of the incident by phone or note.
4. The student will be held accountable for the plan developed.
5. The school administrator or designee will confer with the referring staff member.

If a school administrator is not available in the office at the time of the incident,

- 1) a designee will be informed of the incident
- 2) a copy of the referral form will be made for a school administrator
- 3) a school administrator will carry out the above procedures as soon as possible.

STEP TWO

If a student is sent to an administrator a second time within a designated time period (usually a two week period):

1. The student will meet again with the school administrator or designee.
2. The student will again notify their parent(s) by phone or note.
3. A conference with the teacher, parent, student, and school administrator will be scheduled.
4. A contract will be drawn up listing actions that will be taken by each participant in the conference.
5. A date to review the contract will be determined.
6. The School Wide Discipline Cycle will be reviewed with the parent(s).

While on Step Two or Step Three, students will not be eligible for extracurricular activities—including sports and field trips (unless permission is granted by the teacher and administration for a specific trip).

STEP THREE

If a student is sent to a school administrator a third time within the designated time (usually during a school quarter) period or in extreme cases when the administrator determines the seriousness of the action warrants starting at Step Three:

1. The student will meet (again) with the school administrator or designee.
2. The student notifies his/her parent by phone, The Principal will notify the Parents of a suspension of up to three days has been earned. The length, type (in-school or out-of-school) will be determined by the administrator.
3. A conference with the teacher(s), parent(s), student, and the administrator, or designee, to write a plan with measurement for progress to assist the student in developing self-control.
4. A recommendation may be made to have the family visit with a counselor or other specialist.
5. The student will be responsible for completing school work missed during the period of suspension to the satisfaction of the teacher. The privilege of making up a test, lab, or quiz will be denied if it is given during the suspension. Grades may be affected.
6. A probationary time period to monitor and review progress will be set once he/she is ready to return to class.

While on Step Two or Step Three, students will not be eligible for extracurricular activities – including sports and field trips (unless permission is granted by the teacher and administration for a specific trip).

Step three can be repeated as long as a student is able to demonstrate that he/she is learning from mistakes and shows a willingness to contribute to a positive learning environment. When little or no change is evident and school personnel has exhausted all available means to affect change, the student will move to Step Four of the cycle.

STEP FOUR

The principal will recommend an alternative school.

1. The decision for required withdrawal rests with the principal.
2. If required withdrawal is the decision, the student's parent will be notified in writing. The reason(s) for the dismissal will be given, and the right to request a hearing will be explained. The student will not attend school or school functions during the appeal process.
3. The required withdrawal may be reconsidered by the principal when a written request for a special hearing is made by the parent.

Serious infractions such as possession of drugs or weapons, or severe physical or moral conduct could result in an immediate move to Step Four of this cycle.

Suspension/Expulsion

Suspension is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, his/her parent(s), and the school the time needed for resolving a problem. Suspension is considered a serious matter that could lead to expulsion from school. Every effort is made to resolve problems before considering suspension.

The principal determines the length of a suspension (1-10 school days). A suspended student may be required to undergo counseling and/or drug screening as a condition of returning to school. When a student returns to school, a probationary period may be imposed.

Procedures for Suspension

1. Parent/Guardian will be notified by phone when a student is suspended.
2. Students will receive work if suspended in school other than the work done in class.
3. The student is responsible to ask the teacher for missed assignments. Missed work must be turned in when the suspension is completed.
4. A letter will follow explaining the suspension.
5. The suspension letter will remain in the student's permanent file until the end of the school year. Suspension may be in school or out of school at the discretion of the Principal.

Process of Appeal

In the case of a student's required withdrawal/expulsion from the school, the parent/guardian may appeal the decision of the principal to the Pastor.

When a parent/guardian wishes to appeal the decision of the principal, the person needs to submit the appeal in writing to the Pastor with the following information:

- The subject of the appeal,
- Any factual data the person considers appropriate,
- The efforts that have been made to resolve the issue.
- An appeal is to be made within 10 working days of the communication of the decision. 2. The Pastor may designate another person to hear the appeal.
- If the Pastor or designate determines that there is a legitimate cause for appeal, the principal will be asked to give a written explanation of his/her decision.
- The decision of the Pastor or designate is final and binding.

All NEW students will be admitted on a **PROBATIONARY STATUS. The probationary period will last for one calendar/school year.** Any academic or behavioral action that is contrary to the rules, regulations and expectations of the school handbook may be cause for suspension or expulsion without the formal disciplinary process being completed. If a student has left Most Holy Trinity and returned at a later time, the same probationary status applies.

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

CELL PHONES/ELECTRONIC DEVICES

Diocesan Policy (3.1.4.24) states:

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

policy includes the use of all Communications Technology (which is defined as but is not limited to any E-mail Systems, Computer Systems, and Telecom Systems) whether owned or operated by the school, a school employee, or a student.

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

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

To that extent, **students are not allowed to bring cell phones in Grades PK-Grade 5. In addition electric devices from home should not be bought to school in all Grades.**

If Students in Grades 6-8 bring a phone they will place their phone away and turned off once they step on campus. Students will then give the cell phone to be their home room Teacher to be locked and stored away. The Student receives the phone at dismissal from the Teacher. The Student will be allowed to use the phone once they leave the campus on their commute home. The only expectation to using the phone must be in the presence of a Staff Member or Coach to determine their pick-up or changes to their dismissal. NO CELL PHONES ARE PERMITTED during extended day.

If a phone and/or electronic device are found with a student, it will be held by the school office and will need to be picked up, after dismissal by a parent. This includes all forms of smartwatches. If students are found to be using cell phones or other electronic devices while at school the following consequences will be used:

1. If a Student uses a cell phone or has a cell phone during the school day, the phone will be confiscated, and Student will go through a 3-step process with the final step of not having the privilege of bringing a phone to school. The first time the Parent will pick-up the phone after the 3:05pm bell and that Student will not be allowed to bring the phone on campus for 5 school days.
2. The Second Time the students will have the cell phone confiscated and a meeting is required to be attended to by the Parent and Student. The Student will not be allowed to bring the cell phone on campus for 30 days.
3. The Third Time the student has a cell phone it will be confiscated and the Student will no longer be allowed to bring the phone to school or on the Most Holy Trinity Campus.

It is hoped that Families have a discussion of why a cell phone is even needed to be bought to school.

1:1 Chromebook Program (Grades 2-8)

Vision

Most Holy Trinity Catholic School is committed to preparing students for their role in a world of

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

Purpose

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

Students in grades 2 – 8 must abide by the policies and procedures found in the student handbook.

Internet Acceptable Use Policy

We are pleased to offer K-8 students of Most Holy Trinity Catholic School access to the Internet for educational purposes and always under the supervision of a teacher or staff member. To gain access to the Internet, all students must obtain written parental permission. The computer teacher will pass out and collect consent forms which students and parents must sign and return to the computer lab or school office before students can access the Internet.

Access to the Internet will enable students to explore thousands of libraries, databases, and web pages for educational purposes. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Currently, the system is equipped with a filter to block inappropriate websites as much as possible. If the student encounters an inappropriate website, he/she should alert the teacher discretely and promptly.

We believe the benefits to students from access to the Internet in the form of information, resources, and opportunities for collaboration exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, MHT Catholic School supports and respects each family's right to decide whether or not to apply for access.

The following board-approved guidelines will govern our use of the Internet:

- Teachers will guide students toward appropriate materials
- Access to the school Internet account will only be available at school during regular school hours, under the supervision of a teacher or staff member.
- Students are expected to use appropriate Netiquette at school and at home. All activity deemed unacceptable, inappropriate, or illegal by Most Holy Trinity is prohibited.
- Plagiarism of any electronic document is prohibited.
- Students will have initial access only to teacher-approved links.
- The use of the Internet for non-school-related activities is prohibited.
- Gaining unauthorized access to resources or entities is prohibited.
- Use appropriate language at school and at home
- Harassing, insulting, or attacking others is prohibited.

- Damaging computers, computer systems, or networks is prohibited.
- Downloading or installing any commercial software, shareware, or freeware onto computers, network drives, or disks including a personal thumb drive is prohibited.
- Students will also follow all school rules and policies as stated in the Student/Parent handbook when using Internet access.
- NEVER give the address, phone number, or last name of yourself or other students.
- Keep your password secure. Do not share your password with others. Do not allow others to use your account.
- Help others be responsible citizens. If you see anything or anyone that does not follow these rules, immediately tell the teacher or adult who is supervising you.
- No contacting or receiving contact from teachers via PERSONAL communication tools including but not limited to: computer, phone, cell phone, instant messaging, e-mail, or social networking site
- Photographing minors while at school or in catechetical programs is not allowed without the proper parental/guardian consent.

Any conduct both in and out of school that reflects negatively upon the reputation of the Most Holy Trinity Catholic School may be subject to disciplinary action. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have a negative effect on a student or adversely affect the safety and well-being of a student in school.

Engagement in online social networking websites/apps or blogs may result in disciplinary actions if the content posted on these sites includes any defamatory comments regarding the parish, school, faculty, or other students. Bullying and cyberbullying are verbal or written threats made against the physical or emotional well-being of any individual. Students making such threats (seriously or in jest; in-person or online) face detention, suspension, and/or expulsion.

The students are expected to exercise responsible behavior when on the Internet. Violating the above guidelines will result in losing your Internet privileges. Violations will be reported to the principal for review and may also result in further disciplinary action which may include suspension or required withdrawal.

School Phones

The school phone should be used for school business. It should not be used during classroom teaching times. Parents calling during the school day will be asked to leave a message. The office will ring into a classroom in case of an emergency. Students may only use the school phone in case of emergency, not to arrange last-minute personal activities.

COMMUNICATION

• **FACTS**

- This is the primary form of communication between school and home it includes: Tiger Tales, Text Messages, school calendar, classroom newsletters, homework, attendance, progress reports, grades, report cards, forms, etc.
- All parents and students have access to FACTS
- In the event of an emergency and other matters that require immediate attention, Facts will be activated. You will be notified via the phone number provided by the school.
- Text Messages will come from FACTS

• **Tiger Tales**

- The school newsletter contains information on school activities and student and

- volunteer recognitions and is sent home weekly via FACTS.
 - Visit the site often for news, updates, and information about events.
- **Website**
 - www.mht.org.
- **Parent-Teacher Conferences**
 - At the end of the first quarter, all families will be scheduled for a conference. Conferences at the end of progress report periods will be scheduled if requested by either the parent or the teacher. Spring Conferences will be by invite only.
- **Lines of Communication**

The following steps apply to address areas of concern between parent(s) and teacher(s):

 - Make an appointment with the teacher(s) immediately. To schedule an appointment, call the School Office and leave a message or contact the teacher via email. Please do not disrupt the classroom.
 - If the area of concern requires further attention, make an appointment to see the principal.
 - **Communication with Principal**
 - To request appointments, please call the school office or email rsmith@mht.org
- **Contact with Teachers**
 - Parents **must not** interrupt teachers during the school day without an appointment.
 - Parents who wish to see a teacher may call the school office or contact the teacher via email to schedule an appointment.
- **Student Agendas**
 - Each student (Grades 1-8) receives an agenda for homework assignments. Each agenda contains an area where teachers and parents may communicate with each other.

SCHOOL SAFETY AND PROCEDURES

All visitors, including parents, must sign in at the school office to obtain a visitor badge which must be worn when on campus. Parents and visitors must in no way disrupt students after the 7:50 A.M. bell has rung. All visitors to a classroom must have advanced permission from that teacher. Parents and students must use the North Playground area gate from 7:30 – 8:00 am when entering the campus. Parents must use the north gate only when entering and leaving campus during the school day.

Crisis Plan

The school has a crisis plan in place. Crisis drills and Safety Week are conducted twice a school year. Normally, these are “lockdown” drills, (Shelter in Place) but may also involve evacuation to a safe area. In the event of a true emergency, parents will be notified by text message via FACTS. Therefore, the office and your homeroom parent must have current phone numbers on file cell phone carriers.

Emergency Drills

A loud, continuous sound signals a fire drill. Drills are scheduled monthly to teach students the safest, quickest route to exit from the school building. Students are asked to follow these procedures during an emergency drill:

- Follow the teacher’s directions.

- Leave all work and line up silently and immediately for exit.
- Know the emergency exit route from each room in which the student has a class. The route is posted in each classroom.
- Walk in a silent line until reaching the designated area.
- Remain in line silently facing the school building and wait until the teacher directs students to return to the classroom.

Volunteers/Guests must also follow the above procedures.

Child Abuse Reporting

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

Harassment

Most Holy Trinity Catholic School and the Diocese of Phoenix will not tolerate and prohibit harassment (physical, verbal – spoken or written – emotional, or sexual) of its students, teachers, and staff by any person and in any form. This includes but is not limited to bullying, cyberbullying, violence, or threats of violence. These are serious matters, and when known, will be dealt with immediately. Any Harassment outside of Most Holy Trinity Catholic School could result in School Actions or immediate intervention from local Authorities.

Bullying and Cyberbullying

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

Blogs/Social Networking Sites

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

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

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

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

Bullying

Most Holy Trinity Catholic School is aware that much attention has been given to student cyber-bullying, taunting, and other forms of unpleasant student behavior on and off school campuses.

Bullying may involve but is not limited to: continuous teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying, or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: continuous teasing, intimidation, or making false accusations about another student by way of any technological tool such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings including blogs and social network sites (Facebook, Instagram, SnapChat, etc.). This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

To address complaints and have a mechanism in place to address parent and student concerns with regard to this type of behavior, the Diocese of Phoenix has drafted an Anti-Bullying Policy found [here](#).

This particular policy is intended to address those types of bullying and taunting behaviors that do not rise to the level of direct threats of physical violence. Direct threats of physical violence will always be investigated, and if necessary, acted upon by the school administration and law enforcement.

A parent or student must file a complaint of bullying and/or taunting in writing (form is located [here](#)), and the school will then investigate the matter as appropriate. Many times, bullying complaints are made anonymously and involve conduct that may occur off-campus. This policy addresses these concerns by placing a duty on parents and students to report offending conduct, requiring the report to be in writing, and limiting the scope of the policy to conduct that occurs on school property or at a school event. When offensive behavior takes place outside of the boundaries of school jurisdiction, parents are encouraged to contact the parents of the offending party directly and make an attempt to resolve the situation in private or with the assistance of law enforcement. However, if the problem is made known to the school, proof of the offensive nature of the bullying and completion of the complaint form will be required. Appropriate disciplinary action may be enforced with the assistance of law enforcement. way, proof of the offensive nature of the texts/instagram, etc. may be required, and appropriate disciplinary action may be enforced with the assistance of law enforcement.

The school realizes that parents and students are often reluctant to come forward and complain when their child is the target of repeated harassment; however, it is imperative that parents and students make the administration aware of issues early on. It is very difficult to go back and make determinations of who said or did what. Timely notification to the school is a student and parent's responsibility, so the school can address issues early on.

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

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

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

Right to Search

All lockers, closets, cabinets, and desks are the property of Most Holy Trinity Catholic School. Authorized personnel of the school may make periodic checks of lockers, closets, cabinets, and desks, and their contents per Diocesan Code 4.13

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

Tobacco, Alcohol and Other Drugs

Most Holy Trinity Catholic School is a smoke-free, alcohol-free, and drug-free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol or illicit drugs while on school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol or illicit drugs while on school premises or at any school-sponsored activity, the school will immediately contact the student's parents/guardians, and may contact local law enforcement. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs by a student may result in the required withdrawal of the student from Most Holy Trinity Catholic School per Diocesan Code 3-1.4.25

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

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

Weapons

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

HEALTH POLICIES AND PROCEDURES

The Health Office is open Monday through Friday during school hours. The Nurse will be on duty in the Nurse's Office throughout the week. The Health Center renders emergency first aid to students who are injured or become ill at school. When the Health Center is not available, medical concerns will be addressed by the office staff.

Health Records

A "Health and Emergency Information" form must be completed for each student and submitted at the time of registration. The "Permission to Pick Up" form must be completed for each family at the time of registration. The Health Center must have on record any chronic medical conditions of a child such as asthma, ADD, ADHD, allergies, diabetes, epilepsy, seizures of any type, etc. This information is made available to all appropriate staff and is treated as confidential. All changes need to be reported immediately to the Health Center. If this

information is accurate and up-to-date, the school staff will be better prepared to deal with any emergencies that may arise.

Medications

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

1. All medications (prescription or over-the-counter) must be provided and delivered by the parents. Students are never to carry any medication to school or share it with another student.
2. All medications (prescription or over-the-counter) must be in their original container, with the pharmacy label if a prescription. Medications must not be expired.
3. There must be written permission from the parent/guardian for school personnel to administer any medication (prescription or over-the-counter). The following data must be included in this written permission statement:
 - the child's full name
 - date or dates to be given
 - time to be administered
 - instruction of dosage
 - signature of the parent/guardian.
4. Verbal permission to administer medications is acceptable for one day only. Signed permission must be obtained at a later time with all required data listed above. Permission forms can be found on the school website, www.mht.org, and in the Health Center.
5. The school administrator will designate other school personnel to administer medications to the student.
- 6. Students' medications are not accessible from the Health Center before 8:30 a.m. and after 2:30 p.m. Therefore, parents are responsible for providing emergency rescue medications (inhalers, EpiPens, etc.) for any before, after school activities held on campus (Extended Care, sports, Scouts, etc.) and/or any school-sponsored field trips.**

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

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

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

Illness and Accidents at School

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

further treatment will be the sole responsibility of the parents.

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

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

**In some cases, for Grades K-8, the Nurse will examine the child to determine if the child can rest and later return to class. The Nurse will contact the parent and request permission to administer Over the Counter Emetrol to help with pain and discomfort. This will only be considered if the child is fever free. If a child presents with diarrhea, the parent will be called immediately to pick up the child.

During the school year some problems may occur that can be taken care of in the Health or School Office which results in the child returning to class. Care given in the Health Office includes:

- Cleaning and application of dressing to cuts or abrasions.
- Ice pack and rest for bruises, contusions, sprains, etc.
- Eye wash as necessary.
- Vaseline for chapped lips, etc.
- Rest for upset stomach, headache, etc.
- All medications are given through the Health Office. A medication form must be signed by the parent/guardian. Prescription medications must be in the prescription container with directions from a physician.
- **Children are not to keep any medications with them including cough drops, lip balm, etc.**
 - Parents will be notified regarding any problems that the Health Center deems necessary.
 - The school administrator shall designate other school personnel to administer medications to the student.

Illness Onset at Home

The Health Office is strictly for school-time emergencies. Please do not send a child to school to have an illness or injury diagnosed. **Parents must keep their child home when he/she is sick or has any of the following conditions:**

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

Health Screenings and Assessments

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

Heat Guidelines

Most Holy Trinity Catholic School is committed to protecting the health and safety of our students and staff. We provide various opportunities for outdoor physical activities before, during, and after school because students need daily, vigorous exercise. These guidelines are meant to provide a decision-making structure to promote student and staff safety when local weather may be detrimental to their health. These guidelines are intended to provide preventive strategies that may limit or revise certain activities for physical education and other outdoor programs before, during, and after school.

Hot Weather

Heat-induced illness is preventable. Children do not adapt to extremes of temperature as effectively as adults for the following physiological reasons (American Academy of Pediatrics, 2000):

- Higher surface area-to-body mass ratio than adults, allowing a greater amount of heat to transfer from the environment to the body.
- During physical activity, children produce more metabolic heat than adults.
- Sweating capacity is considerably lower in children than adults, reducing the ability to dissipate body heat by evaporation.

Excessive Heat and Heat Index

Heat is the number one weather-related killer. In Phoenix, the heat index is considered to be excessive when it is at 100 degrees. The heat index is the “feels like” or effective temperature. As relative humidity increases, the air seems warmer because the body is less able to cool itself via evaporation of perspiration. As the index rises, so do the health risks.

Policy and Procedure

During the school year, on days when the temperature/ heat index reaches 100 degrees or above, the school office will inform faculty and students of the excessive heat guidelines in effect. Limited PE and Recess will happen. Lunch may be eaten under the misters or in the classroom.

After-school games and practices may be canceled if the Athletic Director deems it necessary to do so. However, if after-school games/ practices do occur; the parents of the participating students must sign a release form which states they give permission for their children to participate in outdoor sports during high heat index days. The P.E. coach and the individual coaches for the teams playing need to:

- Use good common sense during the outdoor play
- Allow shade and large quantities of water for students/coaches
- Allow cold wet towels for the athletes
- Spray them with cool water.

SPECIAL PROGRAMS

Food/Celebration

Birthdays

Classroom birthday parties are not allowed; however, students may bring purchased individual items for their classmates. Any sweet treats such as cupcakes, donuts, cookies, etc. will be distributed at the end of the school day. Birthday party invitations may not be passed out in the classroom unless all boys, all girls, or all students in class have been invited.

When a student celebrates his/her birthday, the student may wear a “free dress” according to the above free dress rules. If a student’s birthday falls on a school Mass day or a Holy Day of Obligation, an alternative day will be granted for the free dress. A specific day will be designated for recognition of summer birthdays.

Wellness Policy

Most Holy Trinity Catholic School is committed to providing a school environment that promotes and protects children’s health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.

Candy and Gum should not be brought to school. Students should not bring candy in their lunch or in their backpack. Teachers may provide candy and special treats to Students on a limited basis. These items must be eaten in their classroom where the Candy or Treat was given.

It is essential that we offer a consistent message promoting our commitment to healthy habits.

Food brought onto campus by parents or others must also meet the nutritional standards of the Wellness Policy unless approval is granted by the Most Holy Trinity Office.

The basic guideline is: that food items must contain 35% or fewer calories from fat, at least 1 gram of fiber, and less than 35% total sugar by weight.

The following list is not intended to be exhaustive:

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

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

Breakfast and Lunch Program

The breakfast and lunch program will be free of charge. Students may not leave campus for lunch. Students may bring their own lunch from home or ask for a breakfast or lunch from our food service provider. Milk is available. If a student brings his or her own lunch, please realize we cannot refrigerate the food, an ice pack is necessary. **Microwaves are not available** to heat up

student lunches. Students may not bring glass containers in their lunch. **Since the Wellness Policy must be adhered to, Gatorade, Powerade, Energy Drinks, soda pop, and candy are not allowed.** Chips and cookies should be one serving in size. At breakfast or lunch, there is no “food trading” or sharing policy to reduce the risk of allergic reactions. If a student forgets his/her lunch, alternate arrangements can be made in the office.

Students eat with their class under teacher supervision.

Library

Each class in grades K-5 will attend Library Class. Grade 6-8 will check out books as determined by the Junior High Staff. Grades K-5 are scheduled (per homeroom schedule) to come to the library once a week for instruction and check-out. Students return their books to the class library basket any time prior to their next scheduled library day. Students are held responsible for the books checked out under his/her name, and are expected to treat the books with the utmost care. Library books may not be out over a holiday recess.

- **Lost/damaged library books**

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

School Liturgies

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

Physical Education

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

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

1. Temporary illness if a note is sent by the parents. This note should explain the nature of the illness. If more than three (3) classes are to be missed, a doctor's written excuse is required. Students restricted from P.E. may not participate in after-school sports or recess on that day.
2. Physical impairment. A note from a doctor must be on file in the School Office before a child can be excused and the duration of non-participation must be stated.

TIGERS DEN (EXTENDED DAY PROGRAM)

Most Holy Trinity Catholic School offers Tiger's Den, an Extended Care Program, for students who attend our school. All students must have a Tigers Den registration form (Blue Card) filled out before the first day of school. The program is designed to complement the philosophy of the school and support family values. We are committed to providing quality care in a loving, Christian environment.

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

- **Schedule of Operation**

- o Tiger's Den is available on school days only.

- o This program is geared for regular, daily participants, but “drop-ins” will be accommodated.

- o Hours: 7:00 am - 7:30 am on all school days

- 3:05 pm - 6:00 pm on regular dismissal days

- 12:05 pm - 6:00 pm on early dismissal days

● **Sign-In and Sign-Out Procedures**

- o Each child is to be signed in and out of Tiger’s Den. The parent or authorized person legibly signs the child in for the morning session and out from the afternoon session. Tiger’s Den caregivers will legibly sign the child out from the morning session and send the child directly to his/her classroom. In the afternoon, the Tiger’s Den caregivers will legibly sign the child in when he/she is dismissed from the classroom.

- o Only authorized persons on the Personal Data form and/or sign-out card will be allowed to remove a child from the premises. Any changes or special permission must be immediately given to Tiger’s Den or the school office in writing. Tiger’s Den reserves the right to check identification of persons picking up children from the program.

● **Fees**

- o There is no charge per student for Tigers Den before school (7:00-7:30 am).

- o Charges for Tigers Den afterschool begin at 3:05pm.

- o Parents will be charged a late fee of \$2.00 per minute, per child when students are picked up after 6:00 pm according to the classroom clock.

The charges for Tigers Den are \$5 an hour.

● **Snacks**

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

- o On early dismissal days, students must bring a sack lunch. Occasionally, a special lunch may be offered at a small cost.

- o In accordance with Health Department requirements, **only “store-bought” snacks can be brought by your child to share with other children.**

Please check with the caregivers before sending a special snack to share with all children in the program. **Do not send candy or gum to Tiger’s Den.**

EXTRACURRICULAR OPPORTUNITIES

Student Government

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

To be eligible to run for and serve on Student Council, all academic grades must be C and above and all social skills must be satisfactory. The criteria for ineligibility for sports (see page 31) will also apply to Student Council. Student Council members must exhibit the DWP skills, especially, leadership, cooperation, completing a task, following instructions, communication, and service to

others.

National Junior Honor Society

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

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

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

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

Yearbook

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

FIELD TRIPS

Field trips, which directly relate to the academic development or experience, and are of an educational or cultural nature, are encouraged to provide real-life experiences for children. Field trips are ordinarily limited to two (2) per class per year. Students may be charged a fee for a field trip. The amount of the fee depends upon the cost of transportation and the place visited. Field trips are privileges, and students can be denied participation if they fail to meet academic and/or behavioral requirements. School uniforms will be worn unless otherwise indicated.

The school provides its official form for a field trip. Students who fail to submit this official form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of the official form. Parents have the right to refuse permission for their child to participate in a field trip.

Transportation policies for field trips

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

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

make any unscheduled stops when driving to and from the event.

8. Drivers/chaperones are not to bring other children when driving without the approval of the teacher.
9. Drivers and passengers must use seat belts in the vehicle at all times when in the vehicle.
10. Vehicles must contain a working cell phone.
11. Vehicles must contain a first aid kit.
12. Students will not be allowed to sit in a seat that is equipped with an active air bag.
13. Two adults must be present in each vehicle.
14. The minimum age for a driver is 25 years of age.
15. Drivers must follow the exact route provided by the teacher. **No other stops are permitted. Stopping at convenience stores and fast food outlets is expressly forbidden.** Failure to comply with the transportation policy of the school will be grounds to prohibit future chaperoning privileges.
16. Drivers/chaperones assist the teacher or coach as much as possible, remembering that the teacher or coach is in charge of the event or trip.

ATHLETICS

Most Holy Trinity Catholic School participates in the CYAA Sports Program, which is sponsored by the Diocese. All students enrolled at Most Holy Trinity Catholic School who meet eligibility requirements are encouraged to participate. Students who choose to participate must make a commitment to their teams. To play on a CYAA team is both a privilege and a responsibility. To practice and play takes a number of after-school hours, and the student's grades must be maintained or the privilege of playing a sport will be revoked. A sports physical is required before a student can participate in a sport.

- Students in sports will follow the CYAA Code of Conduct and academic requirements. A copy of the rules is given to each student at the beginning of each sporting season.
- All MHT sports, both boys and girls, will be conducted under the supervision of an appointed MHT coach and with the consent of the principal. Athletes are supervised by the coach, all other students participating as spectators for a sport must be supervised by a parent.
- Students not participating in sports may not wait for siblings or other students participating in sports.
- If a student is absent from school, for any reason, they are not allowed to participate in a practice or a game on that day.
- Parents are responsible for supplying athletes with any emergency rescue medications (i.e. inhaler; Epipen)

Ineligibility

The student athlete's academic progress will be monitored throughout the sports season. If at any time a grade drops below a C or S, in a least one subject, the student will be placed on probation for 2 weeks. If the student has not been able to get their grade where it needs to be, the student must attend a supervised Study Hall during practice time at least one time each week for another two weeks. Failure to show up to Study Hall will make the Student ineligible for the next game.

After 4 total weeks of having below a C or S in the same subject, that Student will no longer be able to participate in that sport for the remainder of the

season. This includes participation in practice and games. Written communication will be made by the athletic director/designee to the parents of the need for Study Hall or if the Student will be ineligible student prior to the suspension going into effect. All questions and/or appeals are to be made to the athletic director/designee who will retain the final discretion in collaboration with the teachers and the Principal.

Other Criteria for Participation

Any student who wishes to participate in sports or cheer are required to have physicals for the current school year and must present proof of full insurance coverage (either school or personal) before being allowed to participate. A \$75.00 fee per person per sport will be charged and must be paid to the Athletic Director before participation in the sport or uniforms are given out. This fee helps with league entry fees, referee expenses, the replacement and addition of sports equipment, and the purchase of uniforms.

Role of the Parent in CYAA Sports

Parents of students participating in sports must support the program by participating in driving to away games and by acting as chaperones at sports events. A mandatory parent meeting will be held once a year with the athletic director and coaches before the athletic games begin. All parents are expected to display positive Christian attitudes and actions in all sports-related activities. They are to serve as models to student-athletes. The administration of Most Holy Trinity Catholic School reserves the right to limit or suspend parent involvement including attendance at practice and games if these expectations are not met in alignment with the school's mission.

Students who remain after school for sports and/or activities are required to keep their belongings with them. Items must not be left on the patios or in the bathrooms. Students will be dismissed from their homeroom to the athletic director or coach. Students not on sports teams may not remain on school grounds except to watch the scheduled games and **must be accompanied by a parent/adult**. Students who are not on sports teams will be sent to Tigers Den at 3:15 pm. Student-athletes not picked up after a sporting event or practice will be signed in to Tigers Den.

Practices will run from 3:15pm-4:30pm. Cooling Periods or Shorten Practices may be used in extreme heat conditions.

PARENT ORGANIZATIONS

School Advisory Board

The School Advisory Board adheres to the Diocesan policies and proposes further policies as needed to operate the school and attain the goals of the school. It recommends the acceptance of the Principal subject to the approval of the Pastor. It reviews and recommends approval of the annual budget and its funding as presented by the Principal and the Finance Committee. The School Advisory Board derives its role from Diocesan policy and is accountable to the Principal and the Pastor. The School Advisory Board relates to the faculty through the Principal. The School Advisory Board will communicate with parents and the parish through its regular open

meetings.

The School Board acts in an **advisory** capacity to the Pastor and the Principal on matters of policy. It advises upon the operation of the school in such areas as physical plant, budget, long-range planning marketing, and development. The board suggests procedures for implementing goals and policies. Parent representative members are nominated and discerned. Terms of service on the Board are for three years. The Board meets monthly (with the exception of July).

Principal's Right to Amend

The Parent-Student Handbook is a reference guide, which is revised and published each school year. Newsletters, calendars, and bulletins from school can be added as pages to the folder for future reference. All policies, procedures and norms in the handbook for Catholic Schools in the Diocese of Phoenix (<http://www.diocesephoenix.org/about/policies.php>) are followed at Most Holy Trinity Catholic School.

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

APPENDIX

DIOCESE OF PHOENIX CODE OF CONDUCT

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

A) Diocesan Policy requires that they:

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

B) Diocesan Policy prohibits:

1. Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.
2. Any breach of professional trust, which has as its intent sexual contact or activity with minors or vulnerable adults.
3. Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
4. Having minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory,

- apartment, rectory, or the private living quarters of priests without another adult present.
5. Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.
 6. Field trips or other outings involving minors or vulnerable adults in places and situations and situations where no other adults are present.
 7. Travel with minors or other vulnerable adults (who are not family members) without another adult present in the car, van, bus, carpool, or other means of transportation.
 8. Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults.
 - Wrestling
 - Tickling
 - Other physical "horseplay"
 9. Giving out to minors or vulnerable adults one's personal phone number, pager, and personal email address.
 10. Taking a vulnerable adult, minor or group of minors to a restaurant for a meal without another adult present.
 11. Giving alcohol and/or drugs to minors or vulnerable adults.

Diocesan Wellness Policy (Revised 2009)

Component A: Nutritional Guidelines

· Food Service

- o Menus will meet the nutrition standards established by the U.S. Department of Agriculture
- o School meals will follow good menu planning principles, which feature a variety of healthy choices that are tasty, attractive, and of excellent quality
- o Off-site catering and/or on-site food service programs will provide and post the nutrient breakdown of menus
- o School will consider students needs in planning for a healthy school nutrition environment
- o Once a year students and parents will complete surveys asking for input and feedback on menus

· Food Service Staff

- o The School food service staff will be properly qualified according to current professional standards and regularly participate in professional development activities
- o The School food service program will follow all food safety guidelines
- o Food staff members will receive HACCP(Hazard Analysis & Critical Control

Points) training · Pleasant Eating Experiences

- o School personnel will assist all students in developing the healthy practice of washing hands before eating
- o A pleasant eating area for students and staff with adequate time for unhurried eating should be provided
- o A minimum 30-minute uninterrupted lunch period (including recess) should be scheduled. Schools are encouraged to provide recess before lunch or at a different time than lunch. The school will review tutoring, pep rallies, assemblies club/organization meetings, and other activities during lunchtime
- o The withholding of food as punishment for students is prohibited

Component B: Nutrition Education

- Nutritional education is addressed in the K-12 Health Curriculum standards of the Diocese of Phoenix Catholic schools and is to be integrated across the curricula
- Students in Kindergarten through grade 12 will receive nutrition education that teaches the skills needed to adopt healthy eating behaviors
- The school will provide nutritional information to parents that will encourage parents to provide safe and nutritious food for their children

- All School personnel will promote advertising of healthy food choices

Component C: Physical Activity

Physical Education

- o Sequential physical education curriculum consistent with Diocesan Curriculum Standards will be implemented

The suggested class time for Physical Education is 150 minutes per week for elementary students (k 5th grade) The suggested class time for Physical Education is 225 minutes per week for the middle (6th-8th Grade) and high school students will be offered Physical Education classes for the entire school year o Physical Education classes should be that of a regular classroom teacher not to exceed 1:35 teacher/student ratio

- o A physical and social environment that is safe and enjoyable for all, including those not athletically gifted, must be provided
- o All elementary and high school students must participate in physical education classes. Physical education classes may not be withheld as punishment or for completion of assignments
- o Students should be moderate to vigorously active at least 50% of the time while in PE class

Physical Activity

- o The school will provide daily recess of at least 20 minutes per day. The transition between classes for grades 4-8 is considered recess time
- o Classroom teachers will give students simple physical activity breaks during classroom hours
- o Intramural programs and/or physical activity clubs that meet all students' needs, especially those who are not athletically gifted, should be offered or made available
- o After-school childcare programs are to provide developmentally appropriate physical activity for participating children and reduce or eliminate watching TV or videos

Component D: Other School-Based Activities

- Food and beverages sold or served on school grounds or at school-sponsored events shall meet the Dietary Guidelines for Americans and other nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Programs. This includes:
 - a la carte offerings in the food service program
 - food and beverage choices in vending machines, snack bars, and school stores
 - food and beverages sold as part of school-sponsored fundraising activities
 - food and beverages served at student parties, celebrations, meetings and school snacks ➤ Foods of Minimal Nutritional Value as defined by 7 CFR 210.11(2) are prohibited from being served during the school day. Foods of minimal nutritional value as defined by USDA include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy-coated popcorn.
- Celebrations should be limited to 3 per year (Christmas, the Last day of School, and one of the school's choice) where Minimal Nutritional Value foods may be served

Component E: Parents and Staff Involvement

- Students will receive positive, motivating messages, both verbal and non-verbal about

- healthy eating and physical activity from all school personnel
- School staff is encouraged to use non-food rewards - Food as a reward for students' accomplishments is to be used sparingly
- Parental involvement in the child's nutrition education is encouraged and welcomed
- Parents and the community are encouraged to institute and support physical activity programs

Component F: Implementation and Evaluation

- The Wellness Policy will be distributed to students, parents, and staff and will be published in each school's parent/student handbook by August, 2024 and then annually
- The principal or designee will ensure compliance with these guidelines in his/her school · School food service staff will ensure compliance and report nutrition policies within school food service areas and to the school principal
- A Fall Improvement Plan will be submitted to the Catholic Schools Office by October 1st and an annual assessment report on the school's implementation will be submitted to the Catholic School Office by May 30th

A Commitment to Nutrition and Physical Activity

- The Diocese of Phoenix Catholic Schools Office will appoint a School Health Advisory Committee to address nutrition and physical activity issues. The Committee will develop and evaluate guidelines that support a healthy school and shall offer revisions to these guidelines as needed
- The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices
- The Diocese of Phoenix Catholic Schools Office encourages schools to establish a local Wellness Committee to offer support and education to faculty, staff, students, and parents

ADDITIONAL INFORMATION AND REFERENCES

- ARS 15-242
www.azleg.state.az.us/ars/15/00242.htm
- Arizona Healthy School Environment Model Policy
<http://epsl.asu.edu/ceru/Guidelines/CERU-0401-210- RCC.pdf>
- Action for Healthy Kids Coalition
www.actionforhealthykids.org/index.htm
- Center for Disease Control and Prevention
www.cdc.gov/default.htm
- United States Department of Agriculture and Team Nutrition School Wellness Policies:
<http://www.fns.usda.gov/TN/Healthy/wellnesspolicy.html>
- School Nutrition Association School Wellness Policies
www.schoolnutrition.org
- National Alliance for Nutrition and Activity
www.schoolwellnesspolicies.org

Asbestos Statement

The Environmental Protection Agency requires all schools to inspect their buildings and facilities and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act regulation further require that all parents, teachers, and employees of schools be notified where asbestos is found. This requirement is part of an inspection and management plan that is on file at our school. The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos-containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos-containing material will be maintained as it is and be

re-inspected visually every six months for any physical damage.

Repair and removal are done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to ensure that all the school areas are safe and free of asbestos fibers.



UNITED AS ONE DIVERSE FAMILY, FORMS DISCIPLES WHO JOYFULLY
LEARN, LOVE, AND LEAD,
WHILE SERVING CHRIST AND HIS CHURCH.

2024-2025 Family Handbook Acknowledgement Form

By signing below, you affirm that you have read and complied with the Most Holy Trinity Catholic School Faculty/ Parent Handbooks for the 2024-2025 school year. Please return this page to the school office. Thank you.

Printed name

Date

Signature