

2016-2017 HOLY TRINITY CATHOLIC SCHOOL STUDENT HANDBOOK



MISSION STATEMENT:

To form a Christ-centered Catholic community where faith and learning are lived and celebrated daily through Gospel values and academic excellence.

PHILOSOPHY STATEMENT:

Holy Trinity Catholic School (HTCS) provides a Catholic, Christian environment in which staff and students model faith and love in their daily interactions. A lifelong foundation for successful learning is built upon spiritual growth and academic excellence. By providing differentiated instruction students will acquire the skills to reach their full potential.

We believe the students will develop an awareness and understanding of their place in the global community through stewardship, service projects, and an acceptance of individual differences. Our atmosphere reflects the importance of the church, family, and school working together to provide the basis for a well-rounded education.

DESCRIPTION OF A SIXTH GRADE GRADUATE:

A HTCS sixth grade graduate would have a strong foundation of faith and be an active member of his/her community by being a role model and sharing Christian values with others. The successful graduate would be self-motivated, proficient in technology, and academically prepared for seventh grade.

SCHOOL HOURS:
DAILY ROUTINE
SCHOOL DAY

6:45-8:00	Holy Trinity Kids Place open for childcare.
8:00	Homeroom Period: Students should not arrive before 7:50 A.M. Students who arrive before 7:50 A.M. will be sent to HT Kids Place.
8:20	Bell rings / Students not in classroom are marked tardy. Each five unexcused tardies will result in an unexcused absence.
8:30	Liturgy on Friday
9:00	Parent notification to office on child's absence.
11:25-11:50	Lunch for Preschool and Kindergarten
11:50-12:15	Recess for Preschool and Kindergarten
11:40-12:05	Lunch for Grades 1 and 2
12:05-12:30	Recess for Grades 1 and 2
11:30-11:55	Recess for Grades 3 and 4
12:00-12:25	Lunch for Grades 3 and 4
11:40-12:05	Recess for Grades 5 and 6
12:05-12:30	Lunch for Grades 5 and 6
2:00-2:15	Recess for Preschool, Kindergarten and First Grade
2:58	Walkers pack up and dismissed to patrol members
3:02	Bus students dismissed to pack up
3:02	Walkers leave the building with patrol members.
3:05	Bus students walked to busses by classroom teachers.
3:05-5:45	HT Kids Place open for childcare.

ATTENDANCE

- Attendance at school is the right of every citizen. It is also Minnesota State Law.
- When you are absent from school, have a parent call school and state reason for absence. If school is not informed, the school will contact the home. If neither is made, then bring a note from your parents the day you return explaining why you were absent.
- Work missed during your absence must be made up. Contact each teacher to determine what you must do. Please inform office if you'd like homework sent home.
- If you are leaving school during the day present a note to your teacher before 8:20 A.M. When you leave and return to school, check in at the office.
- A student is not to leave the school building without permission from parent, administrator or homeroom teacher.

RELIGION

The theme for this school year is **“PROVERBS”**

The main reason your parents send you to a Catholic school is for you to get to know Jesus very well and to stay close to Him. Jesus should influence all that we do. Religion is a subject we can continue to learn about all our lives. In a Catholic school we learn about God in Religion class and integrate that knowledge into other classes.

Liturgy is a special part of our week. We're as close to Jesus as we can get when we receive Him in the Eucharist. It is important to participate with our ears, voices, hands, and minds to make the Liturgy come alive for others and us. We also participate in other celebrations: the Sacrament of Reconciliation, a baptismal service, a seasonal prayer service, and a classroom bible service.

Each student is expected to learn Catholic prayers as part of the Religion curriculum. There are different prayers for each grade level.

BEHAVIOR EXPECTATIONS

In the Catholic home and school you can learn the real meaning of discipline. Jesus said that his disciples love each other as they love themselves. We should do the same.

❖ Be prompt and prepared

- Be prepared for you don't know what day your Lord is coming. Matt: 24:42
 - come on time
 - come with needed materials
 - come with your homework complete
 -

❖ Respect authority

- I would have you learn this that a life of doing right is the wisest life there is. If you live that kind of life, you will not limp or stumble as you run. Proverbs 4:11, 12
 - listen
 - follow directions
 - accept responsibility for your behavior

❖ Respect the rights of others

- Your strong love for others will prove to the world that you are my disciples. John 13:35
 - use appropriate voice and language
 - be a good listener
 - respect the work and opinions of other students and adults
 - do not tease, harass, or embarrass others
 - maintain a quiet atmosphere in the halls, on the stairs, and in the rooms
 - walk in the halls and on the stairs; open doors slowly

❖ Respect Property

- The Earth belongs to God! Everything in the entire world is His! Psalms 24:1
 - take care of your school
 - respect your property and the property of others
 - gum is not allowed at school

❖ Display a concern for learning

- Have three goals: wisdom, knowing and doing right, and common sense. Don't let them slip away, for they fill you with living energy, and are a feather in your cap. Proverbs 3:21,22
 - remain on task – finish the job!
 - allow other students to do their work

❖ Display appropriate social skills

- Your own soul is nourished when you are kind; it is destroyed when you are cruel. Proverbs 11:17
 - be courteous – say 'please', 'thank you', and 'excuse me'
 - be considerate at all times – school, home, and elsewhere
 - cope with disagreement, teasing, and failure without violence

❖ Display appropriate character

- The character of a child can be known by the way he or she acts – whether what is done is pure and right. Proverbs 20:11
 - be positive in thought, word and deed
 - be productive and constructive

DISCIPLINE PROCEDURES

HTCS believes that students are entitled to a safe and positive, Christian environment. The goal is to develop moral behavior in children, to teach them a good sense of values, respect for self, others, all property, the environment, and to take responsibility for their actions. Cooperation, as well as participation, from parents will reinforce good habits that will last a lifetime.

1. CREATING A CULTURE FOR LEARNING:

Building a Caring Classroom Culture

Building Connection Within the Classroom

Building Student Competence for Problem-Solving and Decision Making

2. DISCIPLINE CONSEQUENCE RUBRIC

The discipline rubric is completed when a child is sent to the administrator's office. The rubric defines the steps that will be taken to correct student behavior and will involve the parents. These steps may include in-school suspension, out-of-school suspension or expulsion. See enclosed discipline rubric.

DRESS CODE:

A dress code contributes to an environment that supports a productive and educational atmosphere. Dressing modestly and in good taste contributes to the student's educational discipline and to the creation of a desirable atmosphere for learning.

The intent of the dress code is the development of habits of neat appearance and good grooming, which supports the school's academic environment and Christian values. Students in Preschool through sixth grade are expected to follow the dress code. Parents / guardians are encouraged to help enforce this dress code. All clothing will be neat, clean and in good repair.

Dress-up days may be scheduled for special occasions with the approval of the administrator.

- **LITURGY DRESS: Students will wear clothing that shows the importance of participation in the Liturgy. This will assist with the building of student character and the value of faith formation.**
- PANTS: Pants must be pulled up to waist level.
- SHORTS: Shorts may be worn to school, but not Liturgy. Short length must be as long as the tips of the fingers when standing straight with arms at the wearer's sides.
- SKIRT/DRESS: Skirt or dress length must be as long as the tips of the fingers when standing straight with arms at the wearer's sides.
- SHIRTS, T-SHIRTS, SWEATSHIRTS: Shirts must cover the upper part of the body completely. Logos must be modest and appropriate for the school environment. Shirt straps must be at least 1" in width.
- FOOTWEAR: Dress shoes, tennis shoes and sandals are permitted. Shoes are to be clean and in good condition. Laces must be tied or straps fastened. For safety reasons flip-flops are not permitted.

- SNOWBOOTS: Students are expected to have boots to wear from first snow until snow melts for recess and the bus ride.
- HATS: Hats may not be worn in the school building, except on special occasions, or lunchroom.
- MAKEUP: Minimal makeup is permitted in 5th and 6th grade.
- WINTER WEATHER: Students are expected to have snow pants, hat, mittens and boots for outside play.
- The administrator shall have the authority to make the immediate decisions as to what is and is not acceptable in the way of dress and grooming.

SCHOOL WORK:

Your time is precious. Your reason for being here is to learn your faith and academics. You get time to study every day during class periods or during study periods. Use the time appropriately. Work on assignments or projects. Study for tests. Prepare for classes coming up. Read a good book. All study periods are quiet times. Respect the rights of others.

Homework is a necessary part of your education. It provides an excellent opportunity for parent involvement, increases your sense of responsibility, strengthens study skills, and develops skills of independence building self-confidence. Homework will be meaningful and individualized.

The average amount of homework is 10 minutes per grade level per night. Example: 3rd grade = 30 minutes. Persistent, excessive homework or no homework at all may often reveal a problem, which needs attention and correction. Parents are invited to consult with teachers if there is a problem. Students are responsible for class and homework assignments. Failure to complete an assignment may result in a zero.

MAKE-UP WORK PROCEDURES:

It is the responsibility of you and your parent to arrange with the teacher the time and place for make-up work. You will be allowed two (2) days to make up schoolwork after returning to school. If you do not make up work during the allotted time, or you have not made any other arrangements with the teachers, you may expect to get a zero for missed work.

If you are absent for several days, parents should contact the office to obtain assignments from the teachers.

The 3rd – 6th grade student homework requirements and guidelines for what needs to be signed by parent and returned to classroom teacher:

*All Grades: Core of homework should be reading and math home links - due the next day.

*3RD: 30 minutes for homework or reading; parents sign and return tests for math, science, social, spelling and language; sign notes for social and science

*4th: 40 minutes for homework or reading; review assignment book; sign and return science, English and social tests.

*5th: 50 minutes for homework or reading; sign and return science, social and math tests

*6th: 60 minutes for homework or reading; sign and return science and social tests

HOMEROOM, PERSONAL AND SCHOOL PROPERTY:

Your locker, desk, and assigned textbooks are yours to use; but they are school property. Respect all the materials you use. They are aids for your learning, and are very expensive. Carry books to and from school in a book bag or backpack to protect them from weather and wear-and-tear. Keep your desk, books, and lockers neat.

Report promptly any damage that occurs to school property. Those responsible have to pay for loss, intentional damage or damage from misuse.

Students are responsible for safety of their own belongings. They are advised to keep valuables at home. A lost-and-found container is kept near the breezeway on the first floor hall. Check this if you lose an article. All lost-and-found items not claimed by the end of the school year will be donated to charity.

Do your part to keep your classroom neat and orderly.

LIBRARY:

The goal is for children to have a positive experience in the library. This is where “YES!” happens. The library is the place to foster a love of reading. It is where learners can exercise choice with as little interference as possible. We are available for guidance in their materials selection, but we should never negate what they have chosen even if we think it is “**too hard**” or “**too easy.**”

“The Three Bears” philosophy should be followed when it comes to pleasure reading: sometimes the student feels like reading a book that is “**too hard**” because he or she is fascinated by the subject, and it feels good to have a “big kid” book about what he or she is interested in. Sometimes the student feels like reading a book that is “**too easy**” because a little relaxation is needed after stretching the brain muscle all day. And sometimes the student needs a book that is “**just right**” for reading practice or for research.

The book selection a student makes is valid for him or her, and should be supported. It is OK for a first grader to go home with a book about the future of technology in which he or she cannot yet read all of the words ... the book is meaningful to the child and that is what is important.

Students have access to the library on a weekly basis for a 30-minute media class as well as designated times before school, and when accompanied by a classroom teacher.

Material Check-out

Materials are never to be taken from the library without being checked out, even if it is for a few minutes. Books, audiobooks, videos, DVDs, and magazines are available for students to check out and enjoy. Reference materials, such as dictionaries, thesauruses, and encyclopedias are available for in-library use.

Students are responsible for using their assigned username and passwords to check out materials. Do not lend materials checked out in your name to others.

Kindergarten – students may check out one book for a one week period.

First Grade – students may check out one item for a period of one week with the option to renew for the first semester of the school year. After demonstrating proper care and return of materials, students may check out two items. Once they begin participating in Accelerated Reading (AR), their AR book counts as a second item.

Second Grade – students may check out up to two items for a period of one week, with the option to renew. It is highly recommended that one of the items is an AR book.

Third through Sixth Grade – students may check out up to two items for a period of two weeks. It is recommended that one of the items be an AR book. Magazines can only be read in the library. If students do not need to check out material, they are expected to read quietly. Additional books may be checked out if needed for classroom research.

Material Returns

Materials need to be returned on time to allow others access to items. Returned items need to be placed on the return shelf. Students are not allowed to shelve materials. An item placed in the wrong spot is considered a lost book. Overdue lists are provided to classroom teachers weekly.

Fees and Refunds

Students are responsible for lost or damaged items. If an item is not returned within three weeks of being due, a letter with the replacement cost will be sent home. Please return payment to school in an envelope marked “library”. A refund will be issued if an item has been found within three months of original due date, or before the end of the school year, whichever comes first.

LUNCHROOM

The lunchroom is a place to eat lunches and quietly visit with classmates. Students are expected to be courteous and follow these rules:

- While waiting to get to the serving counter, stay in line, keep hands to yourself and visit quietly.
- Follow the school lunch regulations: Pick 3 out of 5 items: milk, vegetable, fruit, bread, meat/meat alternate – one must be a ½ cup fruit or vegetable! Take all 5 for the best nutrition!
- Remember to say please, thank you, and no thank you to the lunchroom staff.
- Eating off “your” lunch plate is only allowed once seated at the lunch table.
- Students eat only off their own plate and will not bother other students for food from their plate.
- All food stays in the lunchroom.
- Students will sit at assigned tables.
- Students will raise their hand to be allowed to move from their table.
- Students should use the school bathrooms before coming to the lunchroom.
- A student will clean his/her table space when done eating by putting milk carton, napkin, silverware and spilled food on the plate.
- Students will join together in praying the after meal prayer before leaving lunchroom.
- Students will be dismissed from the table once they are quiet and table space is clean. (Dismiss one table at a time)

- Students are to **WALK** to the plate clean-up table, wait for the volunteer to take the plate and scrape it, and **WALK** to line up for recess.
- The supervisor will take you outside once you are lined up, quiet and show that you are ready to leave.

ASSIGNED TO CLASSROOM OR OFFICE DURING RECESS

If a student is assigned to the classroom or office during recess-

- Teacher will notify the office staff by email or written note before lunch.
- You will report to the office from the lunchroom or recess and wait for the teacher to pick them up or the teacher will notify the office that they are in the classroom and the student can be sent to the classroom.
- Student assigned to the office for discipline will meet with the administrator after recess/lunch. Teacher or supervisor will communicate to the administrator about the incident in writing or verbally.

PLAYGROUND

Have **FUN** on the playground by being cooperative and following the rules. The playground supervisor is there to ensure the safety and welfare of all students. If a student doesn't follow the rules, the discipline policy will be enforced.

SAFE PLAYGROUND RULES

The playground is to be a safe place for all students to play. Safety precautions are extremely important. Teachers will walk the students through a safety course on the playground.

Students are to:

1. COOPERATE WITH THE SUPERVISOR

- Use good judgment in playing on equipment
- Engage in safe play only –
 - No rough-housing or chasing is permitted
 - No tag near equipment
 - No tackle football
 - No baseballs (only soft balls for football, kickball, softball)
 - No throwing sticks, rocks, or other non-play objects (use a ball)
 - Green barrel is not a play area
 - No name calling (talk positively and encourage others)
 - Play FAIR, be A **GOOD SPORT!**
- Stay within sight of playground supervisor without leaving playground area (not allowed in the SW corner of the playground area under the tree/entryway)
- Try to settle disagreements on your own by listening and compromising

2. SLIDES

- Feet first, sitting up
- Only bodies on slide, no rocks

- Slide straight down and walk off immediately at the bottom
- Wait your turn
- One child on the ladder at a time

3. SWINGS

- One rider/one pusher only
- Do not jump off swings
- When pushing a swing, do not follow the swing, back-up for swing to return
- Hold on with both hands
- No sideways swinging
- Stay clear of moving swings

4. BARS

- Grasp the bars with both hands using an overhand, reverse, or mixed grip.
- Pull-ups, chin-ups, and twining the body over the bar are good conditioning activities.
- Never stand on bar or attempt to jump off.
- Never hang by the knees or perform other stunts where hands are not in contact with the bar.

5. RINGS

- Rings are to be used for “traveling” and not for acrobatic stunts
- One child must be half-way around before a second child starts
- Only one child on the approach board at a time

6. HORIZONTAL LADDER

- Travel on the ladder should proceed in the same line of direction.
- One child should be halfway across before a second child starts.
- Children should not sit or stand on top of the ladder.

7. BATS AND BALLS

- Volleyballs and basketballs are not to be kicked.
- Bat handles should be taped and watch for cracks/worn places.
- Bats will be swung in approved area only.
- Bats will not be thrown.
- The person catching the ball should wear mask.
- **Only** soft balls may be used for baseball.
- Students must be **3rd grade** and up to play baseball.

8. GRAVITON SPINNER

- Students can use the spinner if they can reach it.
- Keep a safe distance from the circle when students are spinning.
- Both hands must be on the bar.

9. FREDDIE FIRETRUCK

- Students of all ages can use the fire truck.
- Students can sit inside truck but not on top.

10. END OF RECESS

- When the whistle blows, stop play immediately, pick up equipment and walk to the door.
- Students will be allowed to enter the school and walk directly to their lockers/classrooms once all equipment has been picked up.

11. WINTER RULES

- No snowballs, ice chunks or snow throwing
- Must have snow pants and boots
- Sleds only in the area allowed
- No “King of the Hill” on the snow pile

12. INDOOR RECESS

- Recess supervisor is the only person allowed in the equipment room.
- Stage and bleachers is off limits unless approved by supervisor.
- Tennis shoes must be worn in the gym.
- Gym will be divided into areas for various activities.
- Equipment must be put away at the end of recess.
- Respect others’ play space and equipment.

13. PERSONAL ITEMS

- Do not bring personal items from home unless requested by the teacher. These unauthorized items will be sent to the office and it will be the student's responsibility to take them home after school. The school is not responsible for lost or stolen items.

HEALTH SERVICES:

The services of the school nurse are available on Wednesdays. Health services include call for emergencies, vision and hearing screening, scoliosis screening, and education in the classrooms on various health topics. If you wish to see the school nurse, call the office to set up an appointment.

LOCKDOWN, FIRE AND TORNADO DRILLS:

Law requires every school to conduct lockdown, fire and tornado drills. Follow directions and move in an orderly manner. Serious accidents and delays may occur otherwise.

BUS TRANSPORTATION:

Safety and order require that bus students abide by these bus regulations:

- Be at the pick-up station on time.
- Walk on the left side facing traffic where there are no sidewalks.
- STAY OFF the road and act in a safe manner while waiting for the bus. Respect other people’s property; stay off their, driveways and porches. (Line up in an orderly manner while waiting.)

- DO NOT move toward the bus until it has come to a complete stop. Never run to the loading zone. Someone may slip and fall under the bus. Don't attempt to enter a moving bus.
- Take a seat promptly. Keep your hands and head inside the bus. Keep your feet, books and other materials out of the aisles.
- Help keep the bus safe and sanitary; no yelling or loud laughing, it may distract the driver, no spitting and no gum chewing.
- Never throw any kind of object at the bus, on the bus, or from the bus.
- Wait until the bus has come to a stop before attempting to get off.
- If you ever go home on another bus, you need a note from home. Have your teacher sign it, and then give it to the bus driver.

Violation of these rules may mean you lose your privilege of riding the bus. Students who damage a school bus in any way are to be denied the privilege of riding the bus until they or their parents have paid for repairs. The administrator may withdraw the bus privilege for a longer period.

BICYCLES:

- Obey traffic laws. Always ride your bike safely.
- Park bicycles in an orderly manner in the bike rack.
- Lock your bike to keep it safe.
- Walk your bike to the patrol crossing.
- Never take another student's bike without permission.

The school is not responsible for your bike or the way you ride it. We cannot make up for a lost or damaged bike. We cannot undo the injuries that unsafe practices may cause.

SCHOOL PATROL:

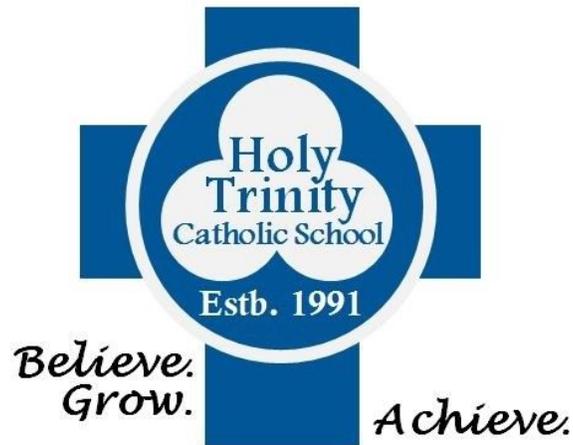
The school has a patrol system, which is well organized with a responsible person in charge. For your own safety follow the advice of the school patrol.

WATER BOTTLES:

It is important to have access to sufficient fluids (water) during the entire school day. There are four very simple rules for the use of a water bottle in school:

- The water bottle must remain in a designated area of the classroom. For example, on the corner of your desk.
- The water bottle must go home once a week to be thoroughly cleaned and returned empty.
- The water bottle may be filled before school or at noon break.
- The water bottle should be clearly labeled with your name.

HOLY TRINITY CATHOLIC SCHOOL CHEER



It's fun and it's exciting,
We're really very inviting,
We truly are delighted
at Holy Trinity

DA DA DA DA, DA DA DA DA,
DA DA DA DA, DA DA DA DA,
DA DA DA DA

There's math, science and reading,
and so much more believe us,
but most of all there's Jesus,
at Holy Trinity

DA DA DA DA, DA DA DA DA,
DA DA DA DA, DA DA DA DA,
DA DA DA DA

Written by Mason Zajac
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