



**MOST
HOLY
TRINITY
SAN JOSE**



**DREXEL
SCHOOLS**

Transforming Catholic Education

Founded September 1, 1965 – Sisters of Notre Dame
2013 - Saint Katharine Drexel School
WCEA Accreditation through June 20, 2023

Most Holy Trinity School Parent/Student Handbook 2019-2020

School Office Hours
7:45 a.m. – 3:30 p.m.
Phone: 408.729.3431
www.mostholytrinitysj.org

Message from the Principal

Dear Most Holy Trinity School Families,

Welcome to Most Holy Trinity (MHT) School, a Drexel School. As with any written document, it is hard to include every aspect of life at such a busy place. This handbook will serve as a tool to help you with the day-to-day operations of MHT School. By referencing this document, many questions that you may have will be answered.

Families who are new to our school will find the Handbook especially valuable as you are now entering a phase in your child or children's education that, in many respects, may be different from any of your previous school experiences. The Handbook is a means of notifying parents and students of policies and procedures for our school. Furthermore, the Handbook sets forth expectations and standards for achievement, attendance, and discipline established by State and Federal law, Diocesan administrative rules and regulations, and school site rules and regulations.

We hope that you will find you and your child's years at Most Holy Trinity School to be rewarding and enriching. In addition to receiving an excellent education, your child will have the opportunity to grow socially, emotionally, and physically through participation in a variety of extracurricular pursuits. In your son or daughter's studies as well as activities, he or she should always give his or her best effort, striving to reach his or her full potential.

Parents and educators generally agree that one of the ultimate purposes of education is to help each student become a responsible and impactful citizen in a global society. We believe that developing and accepting the responsibilities and obligations of good citizenship will help the students of today participate more successfully in the world of tomorrow. As a Catholic school, we are provided the opportunity to welcome students from all walks of life into a setting that models good citizenship as we follow the teachings of Jesus Christ.

It is our charge to ensure that our Catholic school inspires faith filled citizens who receive an education that makes a difference in their lives, which will in turn positively impact the lives of others. As members of a Catholic school, we strive to teach as Jesus did. In that spirit, we ask that all members of our community treat each other with the love and respect due to all Children of God. We look forward to working with you in partnership along this journey.

Sincerely,



Mr. Jamie McIntyre
Principal
Most Holy Trinity School

Accreditation

Most Holy Trinity School has a full six year accreditation with the Western Catholic Education Association (WCEA) that will run through June 30, 2023.

Mission Statement

We at Most Holy Trinity School, a diverse Catholic Community, provide our students with an excellent education and a joyful prayer life. We empower students to become lifelong learners who strive to reach their full potential as responsible citizens.

Vision Statements

- MHT School students will be future ready – high school, college, and career – by the completion of eighth grade.
- Graduates of MHT School will be proficient in 21st Century skills (critical thinking, collaboration, media literacy, communication, etc.).
- MHT School will implement common language and understanding of what it means for students, families, faculty, and staff to develop and maintain a growth mindset.
- MHT School will provide the necessary professional development and resources needed to address student social emotional needs and learning differences to foster student growth.
- MHT School will implement a character education program focusing on honesty, responsibility, empathy, and compassion from kindergarten through eighth grade.

Schoolwide Learning Expectations

A Most Holy Trinity School Graduate is a . . .

- *Morally responsible citizen who participates actively in both school and community.*
- *Healthy individual who lives a life of faith through worship, prayer, study, and good works.*
- *Thoughtful, critical thinker who chooses to make learning a lifelong journey.*

Code of Conduct

As a member of the Most Holy Trinity School Community, you represent MHT School in everything you do. Your actions on and off campus, including those online and offline, reflect not only on your character but also on your family, your school, and your church. Before you act, speak, or post, make sure to T.H.I.N.K. about what you are doing. Are your words or actions True? Helpful? Inspiring? Necessary? Kind? If not, reflect on your choices and learn from your mistakes.

Statement of Non-Discriminatory Policy

Most Holy Trinity School and all Catholic Schools in the Diocese of San Jose are mindful of their mission to be witnesses to the love of Christ for all, and admit students of any race, color, and nationality and/or ethnic origin of the rights, programs, and activities generally accorded or made available to students at the schools.

The Catholic Schools in the Diocese of San Jose do not unlawfully discriminate on the basis of race, color, and national or ethnic origin, age, sex or disability in the admission of students, the administration of educational policies, scholarship, and loan programs, and athletic and other school-administered programs. Likewise, Most Holy Trinity School and

all the Catholic schools in the Diocese of San Jose do not discriminate against any applicant for employment on the basis of sex, age, disability, race color and national and/or ethnic origin. (California Catholic Conference, March 1994, revised January 1997)

The Most Holy Trinity School Day

Drop Off – Pick Up - Traffic Safety

Students should be dropped off in the parking lot off Nassau Drive nearest to the Trinity Center. Please do not drop off your child or park your vehicle in the parking lot off Cunningham Avenue. This parking lot is reserved for MHT School faculty and staff members. The gate needs to be locked promptly in the morning, and vehicles parked in the lot prohibit the ability of the school administration to quickly secure the campus.

For dismissal, please park your vehicle in the parking lot off Nassau Drive nearest to the Trinity Center, the same parking lot used for drop off, and wait for the students. Teachers will escort students to the curb of the parking lot for pick up by authorized drivers. If you do not wish to park, you may wait in line and pick up your child or children near the crosswalk as part of our rolling dismissal.

The safety of all Most Holy Trinity School students is a top priority. Patience, courtesy, and adherence to safety and traffic regulations are required when you drop off or pick up your child. It is important that everyone follows the directions of faculty, staff, and student safety patrols present at both drop off and pick up.

Morning Assembly

A warning bell rings at 7:57 a.m. to alert students to line up with their classmates. At this time attendance is taken by the homeroom teacher. Any student who arrives after the 7:59 a.m. bell, the “tardy bell”, on Monday, Wednesday, Thursday, and Friday mornings, will be marked late. On these four days, we hold our daily Morning Assembly, an important part of our school day. We do not have an assembly on Tuesday mornings because we attend 8:00 a.m. Mass as a school community. Unless it is raining, Morning Assembly is held outside on the blacktop near the flagpole and cross. At this time, we hold morning prayer, *The Pledge of Allegiance*, a patriotic song, and announcements. The Student Council coordinates the daily assembly.

Bell Schedules

Bell Schedule: Regular Day – Lower School (K-5)

7:57 a.m. 1st Bell
7:59 a.m. Tardy Bell/Morning Assembly
9:50 a.m. to 10:10 a.m. Recess
12:05 p.m. K, 1, 2, 3, 4, and 5 Lunch Start (second lunch)
12:25 p.m. Bell - Lower School Play Bell
12:45 p.m. K, 1, 2, 3, 4, and 5 Lunch End
3:00 p.m. K – 8 Dismissal*

Bell Schedule: Regular Day – Upper School (6-8)

7:57 a.m. 1st Bell
7:59 a.m. Tardy Bell/Morning Assembly
9:50 a.m. to 10:10 a.m. Recess (5 -8)
12:00 p.m. 6, 7, and 8 Lunch Start (first lunch)
12:25 p.m. Bell - Upper School Warning Bell
12:30 p.m. 6, 7, and 8 Lunch End
3:00 p.m. 1 – 8 Dismissal*

Bell Schedule: Minimum Day (Every Thursday)

7:57 a.m. 1st Bell

7:59 a.m. Tardy Bell/Morning Assembly

9:50 a.m. to 10:10 a.m. Recess (K-8)

12:30 p.m. Day End**

*3:10 p.m. marks the end of supervision of students by faculty and staff. All children who have not been picked up must sign in at Extended Care.

**Students who are not picked up by 12:40 p.m. must sign in at Extended Care.

MHT Preschool

Please see the MHT School website for updates on the Preschool program:

www.mostholyltrinityysj.org. Here are the different schedules and tuition amounts for the 2019-20 school year.

- **Five Day - Full Time A** (7:45 a.m. - 3:45 p.m.) = \$9,756.50
- **Five Day - Full Time B** (7:00 a.m. - 4:00 p.m.) = \$13,376.50
- **Five Day - Half Day A** (7:45 a.m. - 11:45 a.m.) = \$7,497.00
- **Five Day - Half Day B** (7:00 a.m. - 11:45 a.m.) = \$11,117.00

Supervision and Parent Responsibility

Starting at 7:45 a.m., a staff member will supervise children who are waiting for the school day to begin at 7:57 a.m. Students who arrive before 7:45 a.m. must be supervised by their parent or guardian or taken to the eighth grade classroom. At the end of the day, parents are expected to pick up their child(ren) by 3:10 p.m. After 3:10 p.m., any student who has not been picked up will be taken to Extended Care. The school is not responsible for supervising students before 7:45 a.m. or after 3:10 p.m. unless they are in Extended Care. Any student who arrives before 7:45 a.m. or is not picked up by 3:10 p.m. must report to Extended Care, which opens at 7:00 a.m. (8th Grade Classroom) and closes at 6:00 p.m. (Extended Care Room).

Extended Care Program

Our Extended Care Program is available for all students during the school year. The program resembles, as closely as possible, the experiences a child might have at home after school. Some of the activities offered are time for homework, outdoor play, reading, art, table games, rest time, and activity time with friends. Once a student leaves the campus, he or she will not be able to return and check in with Extended Care. Students are not allowed to watch sports practices or any other activity where they are not actively supervised by an adult or someone designated by the child's parent or guardian. If they are found unsupervised at an event, they will be sent directly to Extended Care.

Extended Care is available from 7:00 a.m. – 7:45 a.m. and 3:00 p.m. – 6:00 p.m., Monday through Friday. For the 2019-2020 school year, students who arrive to MHT School prior to 7:45 a.m. will report to the eighth grade classroom for morning supervision. Please keep in mind Thursday dismissals are at 12:30 p.m., so Extended Care will begin around 12:40 p.m.

Rates and Billing

Extended Care is \$8.00 an hour, starting 10 minutes after the end of the school day, unless a child knows he or she is to report directly to extended care at 3:00 p.m. Billing is based on the amount of hours spent in extended care per month. Your charge for Extended Care will be billed to your FACTS account at the end of each month. However, pre-payment options

are available. Please contact the principal if you are interested in a pre-payment plan. If a child is picked up after 6:00 p.m., a charge of \$25 will be assessed for every 15 minutes the child remains at MHT School.

Signing-in/Signing-out for Extended Care

Students who are not picked up in a timely manner are escorted directly to Extended Care where an Extended Care staff member will immediately check in each student. A student's parent/guardian or designee must come into Extended Care to sign his/her child or children out in the afternoon. Only designated individuals can pick up student(s). If someone other than the person(s) listed on the emergency card is to pick up the child or children, the guardian must call or send notification to the Most Holy Trinity School office before 3:00 p.m. or the Extended Care office prior to 6:00 p.m.

Admissions, Attendance, and Tardiness

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Admissions

With no exceptions, new Kindergarten students must be five years old on or before September 1st of the school year in which they are enrolling. New First Grade students must be six years old on or before September 1st. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate, and immunization records must be complete. Admissions testing for new students for the current school year run on an ongoing basis as space is available. Admissions testing for the next school year for new applicants will begin in February. Exemptions from testing may be considered based upon specific criteria of readiness and performance. All incoming Kindergarteners who have not attended MHT Preschool must have an assessment at MHT School before admission. Decisions on admission to MHT School will be made only after an assessment and consultation with the parents, teachers, and principal.

Re-registration of each student presently enrolled in school takes place during the spring. Re-registration forms/financial agreements will be issued to parents in order to ensure a place for the child or children for the following year. This form and the payment of the non-refundable registration fee deposit are required for the child to be enrolled for the next school year. All re-enrollments should be completed by the date specified on the form.

Transfers/Withdrawals

Parents of students needing to transfer from Most Holy Trinity School are asked to notify the school office in advance and in writing either through a letter or email. The student's transcript will be sent to the new school upon request by the new school, not the parents or guardians. All departing families are encouraged to have an exit interview with the principal before the end of the school year. All fees must be paid in full before leaving MHT School.

Students wishing to transfer to Most Holy Trinity School during a school year should take the following steps: meeting with the principal, review of records/transcripts, and completion of a grade level assessment. All paperwork must be completed prior to being admitted.

Attendance/Absence

If a student is going to be absent, parents must notify the office at 408.729.3431 by 9:00 a.m. Upon returning to school, the student must bring a written note signed by the parent or guardian stating the reason for the absence. Students returning to school without a note will be sent to the office and a parent or guardian will be called. Schoolwork missed during the absence is the responsibility of the student. A prolonged absence may deprive a child of a report card for that period and may affect promotion to the next grade at the end of the year.

Families should make every effort to schedule vacations and appointments outside of scheduled school days. When this is not possible, the parent(s) are expected to notify the teacher and the school office ahead of time. If parents wish to request work, teacher(s) need at least a week's notice. However, a teacher is not required to provide the requested work. Excessive absences and/or tardies may impact the promotion of a student to the next grade. In cases of extended absences, the parents/guardians must notify the principal in writing.

Notices will be sent home if anyone in your child's class comes down with a communicable disease such as measles, mumps, chicken pox, etc. Please see the health policy guidelines in this handbook for additional information.

Tardiness

Parents are responsible for ensuring their child or children's arrival to school by the 7:57 a.m. bell. A child who arrives to school after 7:59 a.m. is considered late and will be marked as such during Morning Assembly. Parents or guardians are required to sign in the tardy student in the office if the child or children arrive after a class has entered the classroom. Late arrivals not only hinder a student's ability to learn but also cause a disturbance to the class. After five tardies in one trimester, a letter will be sent home to remind parents of our school policy. Should another tardy be marked after the letter is sent home, a mandatory meeting with the principal will be held. Habitual tardiness may result in the requirement to remain in the classroom during recess, lunch, or after school to make up for the loss of class time and to complete missing work.

Unless there is a special schedule, we attend Mass as a school community every Tuesday morning at 8:00 a.m. The church door closest to the school will be open until 8:10 a.m., ten minutes after the start of Mass. Students who arrive later than 8:10 a.m. will not be permitted to enter the church. Those students should be escorted to the school office by a

parent or guardian to wait until the end of the Mass. It is important that we celebrate together as a school community; therefore, it is important that students get to school on time on Tuesday morning to be included in the Mass..

Leaving Campus

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the office. Due to safety and/or emergency reasons, permission to leave the school grounds during school hours, even with parental consent, may not be granted.

When leaving before the end of the school day, a student must be signed out in the office by a parent or guardian. Any student walking home from school must complete a permission form that will be kept on file in the office from the parent/guardian. The school will have a form in the office for families. Once school is out, children are not permitted to return to campus unless accompanied by a parent.

Visitors on Campus

ALL parents and visitors must check in at the school office and wear, at all times, a visitor's sticker while in the school building or on school grounds. Parents and visitors should arrange for appointments, meetings, and/or specific volunteer times prior to visiting the campus.

Instructional Program

Curriculum may be defined as "all the guided experiences of the child under the direction of the school." It includes the content of the courses of study, and it also embraces the development of the whole child insofar as it is within the scope of the school to do so.

Curriculum***

The following subjects are taught at Most Holy Trinity School

- Religion/Family Life
- Social Studies
- Science
- Language Arts
- Mathematics
- Physical Education
- Music and/or Choir
- Art

***The curriculum taught at each grade level is based on the Standards and Outcomes as outlined by the State of California, Common Core, and the Diocese of San Jose's Department of Catholic Schools.

Homework

Homework is considered a valuable extension of the school day. The purpose of homework is to reinforce and extend the concepts taught in the classroom and is practice to improve basic skills. Homework is assigned to meet a student's needs appropriate to grade level, subject area, and ability. Class time shall be used for learning activities that emphasize pupil to teacher interaction. Homework should be an activity that students can do independently and is used to help students manage time and to teach accountability.

We ask that parents be conscientious in seeing that homework is completed as assigned. The Diocese of San Jose's Department of Catholic Schools Guidelines for written homework assignments are as follows:

The following time allotments are guidelines for the amount of time the typical elementary student and middle school student should spend daily in homework.

- Kindergarten 20 minutes (plus child reads to parent) (encouraged to use supplemental applications)
- Grades 1- 2: 25-35 minutes (encouraged to use supplemental applications)
- Grades 3- 4: 30- 60 minutes (encouraged to use supplemental applications)
- Grades 5-6: 60- 90 minutes (encouraged to use supplemental applications)
- Grades 7- 8: 90-120 minutes (encouraged to use supplemental applications)

The time allotments represent an average. Some homework assignments may take more time as some children take longer to do their work or vice versa. These time allotments do not include long-term assignments. Reading, study, or review assignments may also be given.

Homework tips for Parents

- As the primary educators of a child, parents should be aware of all homework assignments. Parents need to check each child's work for neatness and completeness.
- If your child has a long-range project, discuss your child's plan for completing the assignment to avoid a last minute rush.
- Remind your child that homework is a personal responsibility, but you are available to assist and/or seek assistance from the school.
- Work with your child on a daily study time that is compatible with him or her.
- Spend a few minutes discussing and/or checking the homework assignments.
- When your child asks for help, take a minute to understand the assignments. A little brainstorming and encouragement may be all that is needed to get beyond the stumbling block. Please do not rush to complete the assignment for your child.
- Should you have any questions about a homework assignment or expectations, contact your child's teacher for clarification.
- Read aloud to your child or read with your child whenever possible.
- Praise and support your child's homework efforts.

Make Up Homework

As a practice, the student must make up any assignment or assessment missed due to absence, unless special arrangements are made with the classroom teacher stating otherwise. It is the student's responsibility to find out what assignments were missed. To obtain work for students who are absent, contact the individual teacher. Students will receive time equivalent to the number of days missed to make up assignments. A student can schedule a time to make-up missed tests or quizzes upon his or her return to school. It is best to schedule make-up tests and quizzes for times before or after school to avoid a student missing additional class time. See the attendance section above for more information about extended absences.

Power Hour

Our teacher led Power Hour, a chance for students to work on skills, is available free of

charge during the week and is based on teacher recommendation. Power Hour will run from 3:00 p.m. to 4:00 p.m. and usually begins after parent-teacher conferences in the first trimester. Students must remain the entire time, unless prior arrangements have been made and are agreed to by the teacher and the parent. Students who are not picked up at 4:00 p.m. will be escorted to Extended Care. We will choose the Power Hour days during the First Trimester and will notify each family once the decision has been made.

Academic Records and Progress Reports

Report Cards are distributed to all students at the end of each trimester and become part of the student's permanent record. Report cards clarify expectations for students and parents, assist students in assessing their progress, and pinpoint areas of strength and room for growth for parental review. If a child is absent 15 or more school days during the report card period, his/her grades may be withheld.

Progress Reports are given at the midpoint of each trimester. During the week of October 7, 2019, mandatory parent-teacher conferences will be scheduled for all families. We strongly recommend you bring the student to the conference to discuss his or her progress with the teacher. In addition to these conferences, parents are encouraged to make an appointment with a teacher at any time of the year to address classroom concerns. Parents in grades 6-8 should also check PowerSchool and/or Google Classroom for updates to assignments and grades throughout the year.

Grading Scale/Standard Report Interpretation

Kindergarten through Fifth Grade Report Cards*

The Diocese of San Jose uses standard based report cards for Kindergarten through Fifth Grade. These students will receive numbers to reflect their progress in each subject area. The numbers reflect the following information and will hopefully allow teachers to give better information about a child's progress to parents and subsequent teachers.

4. Exceeding beyond the end of year grade level standards

Demonstrates performance at a level that is higher than the end of the year expectations for the grade, independently and a consistent on a regular basis.

3. Meeting end of grade level standards

Consistently and independently demonstrates mastery of the subject material. A three is considered an excellent grade, as it shows that the student is meeting the learning targets of the grade level.

2. Approaching end of year grade level standards

Currently produces the work required with teacher assistance and support, but he or she does not yet demonstrate consistent mastery of the subject material. The student demonstrates adequate progress towards meeting the standards, but he or she continues to need review and practice.

1. Below grade level expectations

Not yet able to produce the required work. Teacher and parents should meet to discuss remediation.

X. Not introduced

NA: Not assessed

*The Fifth Grade Report Card may change from Standards Based to letter grades from the 2018-2019 school year. Fifth Grade families will be notified if a change will be made.

Sixth Grade through Eighth Grade Report Cards

Students in Grades Six to Eight will receive letter grades on their report card. The grading scale for these students is as follows:

Percentage Letter Grade Transcript Value		
A: 100- 93	B-: 82-80	D+: 69-67
A-: 92- 90	C+: 79-77	D: 66-63
B+: 89- 87	C: 76- 73	D-: 62-60
B: 86- 83	C-: 72-70	F: Below 59

Lifelong Learning Skills for Kindergarten through Fifth Grade

Along with high expectations for academic effort from our students, Most Holy Trinity School has high expectations for how our students behave and conduct themselves on a daily basis. With that said, it is also understood that students need the opportunity to grow and learn from their actions. Below, you will find rubrics describing the guidelines used by teachers to determine the scores earned in the areas of Lifelong Learning Skills for Kindergarten through Fifth Grade.

Students in grades Kindergarten through Five will be assessed in the areas listed below with these marks:

- EE = Exceeding Expectations
- ME = Meeting Expectations
- AE = Approaching Expectations
- U = Unsatisfactory

Kindergarten - Lifelong Learning Skills

- Works, plays and shares well with others
- Follows classroom /school rules
- Begins and completes tasks on time
- Works independently, listens, and follows directions
- Shows appropriate attention span
- Puts forth best effort
- Cleans/cares for materials and personal belongings
- Shows self control
- Completes

First Grade and Second Grade - Lifelong Learning Skills

- Listens and follows directions
- Begins and completes class assignments
- Works independently
- Respects people and property
- Cooperates with others
- Accepts responsibility for actions
- Demonstrates self control

- Demonstrates self confidence
- Follows classroom rules
- Follows school rules
- Appropriate attention span
- Seeks help appropriately
- Is organized/responsible for school & personal belongings
- Respect for neatness and accuracy
- Works to ability

Third Grade - Lifelong Learning Skills

- Follows Directions
- Contributes to classroom activities and discussions
- Uses time wisely to complete class assignments
- Exhibits organizational skills
- Works independently
- Listens attentively to others
- Respects people and property
- Cooperates with others
- Accepts responsibility for actions
- Demonstrates self control
- Demonstrations self confidence
- Follows classroom rules
- Follows school rules

Fourth and Fifth Grade - Lifelong Learning Skills

- **Effective communicator**
 - Speaks in complete sentences, explains own ideas and thinking, asks and answers questions. Example: Participates in class discussions
- **Informed productive thinker**
 - Solves problems without adult assistance, makes choices, thinks outside the box. Example: Applies his/her learning
- **Self-directed learner**
 - Uses time effectively, starts and completes tasks on time, knows what to do and takes action, clean up and care for materials. Example: follows direction
- **Collaborative worker**
 - Behaves appropriately in a group, respects others, shares and takes turns. Example: Works well in groups; shares cooperatively.
- **Contributing citizen**
 - Participates with both words and actions, knows and follows routines and procedures, shows courtesy and friendship. Example: Treats teachers with respect, observes rules.
- **Information processor**
 - Uses classroom resources, gathers and applies information, listens to and follows directions. Example: Uses a variety of resources to support learning.

General Behavioral Expectations for Sixth through Eighth Grade

Along with high expectations for academic effort from our students, Most Holy Trinity School has high expectations for how our students behave and conduct themselves on a daily basis. With that said, it is also understood that students need the opportunity to grow and learn from their actions. Below, you will find rubrics describing the guidelines used by

teachers to determine the scores earned in the areas of General Behavior Expectations for Sixth, Seventh, and Eighth Grade boys and girls.

Students will be evaluated in the areas listed below in one of three ways:

- M - Meets Expectations
- AE - Approaches Expectations
- U - Unsatisfactory

General behavior expectations include the following categories:

- Respects Authority
- Respects rights and property of self and others
- Participates in discussions and activities
- Demonstrates self-control
- Follows school rules
- Accepts responsibility for actions
- Interacts and works well with others
- Uses class time efficiently

Students in Sixth through Eighth Grade must have all M's with no more than one AE to receive academic honors. Students with U's will not receive academic honors.

Buckley Amendment

Most Holy Trinity School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child.

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 the school with an official copy of the court order.

Student Awards

Shortly after the end of each trimester, awards assemblies for Kindergarten through Eighth Grade are held at Most Holy Trinity School. Students are acknowledged for their effort, citizenship, Gospel-centered values, and academic achievement. Parents, family members, and special guests are most welcome to attend to help us recognize all students, not just their own.

Students who receive an award must personify those qualities of citizenship that are reflective of the highest ideals of Catholic Education.

Honors

Academic Honor Awards for Sixth through Eighth Grade are divided into three categories:

1. Merit Award
2. Honor Roll
3. Principal's Roll

To receive the corresponding award, the following grade point average (GPA) must be maintained in the following subject areas: Religion, Mathematics, Language Arts, Social Studies, and Science.

- Merit Award: GPA of 3.00 – 3.49
- Honor Roll: GPA of 3.50 – 3.89
- Principal's Roll: GPA of 3.9- 4.0

Please note, students who make the Principal's Roll every trimester will receive the Presidential Excellence Award at the end of

the year awards assembly.

Students must receive all M's with no more than one AE in General Behavior Expectations to receive academic honors for the trimester.

Scholar Athlete Award

The Scholar Athlete Award is given to students in Sixth Grade through Eighth Grade who have maintained a GPA of 3.5 or higher in the required subject areas and participate in school sports during all three trimesters. Students must receive all M's with no more than one AE in each trimester in General Behavior Expectations to be acknowledged as a Scholar Athlete.

Graduation Awards (Eighth Grade Students Only)

Recipients of these awards are eighth graders who have earned recognition for their outstanding accomplishments in curricular areas, Student Council, and Service.

The Gifts of the Holy Spirit Awards

These awards are given to students who embody the qualities of: Knowledge, Understanding, Wisdom, Courage, Reverence, Right Judgment, and Wonder and Awe in the Presence of God. The Eighth Grade students vote on the student or students who receive the Gifts of the Holy Spirit Awards.

The School Community Service Award

This award is given to the student(s) who provide service to school every single day.

Outside School Recognition

In an effort to recognize our students for their accomplishments and hard work away from Most Holy Trinity School, we ask our parents to keep the school abreast of any special recognition their child or children receives. Possible opportunities for recognition include but are not limited to: being admitted to high school with honors, receiving national or state awards, receiving a community service award, etc. Please attach a copy of the award and/or a brief description of it and submit it to the eighth grade teacher and the principal if you wish to have your son or daughter recognized at graduation.

While this particular section pertains to eighth grade awards, we encourage all parents/guardians to notify us of any special recognition of our students at any grade level.

Student Discipline at Most Holy Trinity

In an effort to develop self discipline, respect for self and others, and an understanding of appropriate behaviors, consistent effort will be made to provide a safe, peaceful, and positive environment within the Most Holy Trinity School Community. The responsibility to maintain this type of environment rests with each member of the school community.

Students are expected to:

- Be responsible for their behavior
- Display courtesy, friendliness, and respect toward all through words, manners, and actions
- Arrive on time, prepared for class, and ready to learn
- Have all necessary supplies
- Complete homework assignments on time

- Refrain from bringing inappropriate items to school
- Fully participate in all classroom and school activities
- Dress in full uniform, dress appropriately on free dress days, and maintain a neat appearance
- Keep the school environment clean
- Refrain from chewing gum on school premises
- Follow all school, classroom, and safety rules
- Refrain from cheating in any manner including copying work, cutting and pasting information from the internet, or taking someone's work (images, written word, etc.) and presenting that work as your own (plagiarism)

Please note: At any time, the principal may amend or modify any discipline policies to support the mission and vision of the school.

While we expect students of Most Holy Trinity School to do their best on a daily basis and live up to the school's expectations, we know there will be times when someone stumbles along the way. It is our responsibility as educators and parents to help our students learn from their mistakes. In order to help our students learn from their mistakes and to care for the whole person, "cura personalis," MHT School has established the following possible consequences.

Classroom Discipline

All teachers maintain a classroom management policy that includes student expectations and consequences when the policy is not honored. Consequences will be age appropriate, which could include but are not limited to the following: a letter home, a conference with the teacher, after school detention, or Saturday detention. Teachers will notify parents via email, phone, or note if problems persist.

Official Reprimand and Probation

Should a student fail to meet the expectations of a Most Holy Trinity School student, he or she may receive an Official Reprimand from the school. In this case, a letter from the principal will be sent home indicating the student's action(s) and reason(s) for the reprimand. Along with this Official Reprimand, a student may be required to serve detention, write a letter of reflection and/or apology, or provide community service.

If a child continuously fails to meet the expectations of a Most Holy Trinity School student, he or she may be placed on Disciplinary Probation. The decision to place a student on Disciplinary Probation will be at the discretion of the principal. If a student is placed on Disciplinary Probation, a letter will be sent home explaining the violation and the conditions of the Disciplinary Probation. Conditions may include but are not limited to: removal from an athletic team, removal from an extracurricular activity or a co-curricular club, loss of field trip privileges, after school detention(s), Saturday detention(s), a letter of apology, community service, etc.

Academic Probation

A student in grades six, seven, or eight can be placed on Academic Probation when receiving any of the following combinations of grades in the major subject areas on his or her report card: Two F's, Three D's, or Two D's and One F. A student in Kindergarten through Fifth Grade can also be placed on Academic Probation if his or her effort is consistently below standards. Students placed on academic probation may lose privileges until grades are improved.

Communication between Families and Staff

One key to a successful school community is positive and effective communication. Parents should expect the faculty and staff of Most Holy Trinity School to keep them aware of school events and important deadlines throughout the year. In turn, our faculty and staff expect our parents/guardians to willingly communicate important news that could positively or negatively impact their child's performance at school. Part of maintaining open and effective communication is establishing an updated PowerSchool account as well as a ParentSquare account.

Any communication regarding a student's needs should be addressed with your child's teacher first. For any communication with the school regarding your child, please follow these steps:

- To ensure thoughtful discussion, make an appointment with the teacher via email, ParentSquare, or phone.
- Give the teacher 24 hours from your first attempt to respond to your call or email.
- If a teacher fails to respond within 24 hours of your initial attempt, please notify the office at 408.729.3431.
- If after speaking to the teacher, you feel the need to talk to the principal, an appointment can be made via phone or email.

We at MHT School are interested in hearing from you and assisting you in any way we can. In order to facilitate this process, we encourage you to call us at 408.729.3431 or contact teachers directly via email, ParentSquare, or phone. You will find individual email addresses on the school website - www.mostholytrinitysj.org. Please feel free to contact your child's classroom teacher with questions regarding homework assignments, general concerns, or other classroom related issues.

MHT School uses ParentSquare on a regular basis for school to home communication. It is the responsibility of the teachers and principal to use ParentSquare to effectively communicate school and classroom information to parents on a consistent basis. Furthermore, it is the responsibility of parents to establish a ParentSquare account and check it regularly. Should you have issues establishing your ParentSquare account, please contact the office.

In addition to ParentSquare, MHT School uses PowerSchool as our Student Information System (SIS). It is important that PowerSchool is updated by our families as soon as important contact information changes. For grades six to eight, students and parents can check grades through PowerSchool postings, which is another way to maintain effective communication between home and school. If your child or children's grades are not posted on a consistent basis, first contact the teacher and follow the guidelines stated above. Trimester grade disputes should be brought to the attention of the teacher prior to the close of each trimester. These closing dates will be marked on the ParentSquare calendar as well as included in the weekly ParentSquare update. Disputes after the trimester closes will not be considered unless an egregious error is present.

Finally, a weekly newsletter from the principal, the Tuesday Update, will be sent home via ParentSquare. Should important documents need to be sent home, they will be included in the Tuesday Envelope and attached to the ParentSquare Tuesday Update. Please sign and return the Tuesday Envelope to ensure effective and positive communication. Furthermore,

regularly check the ParentSquare calendar, your email, and ParentSquare posts to stay current with all activities at school and your child's class.

Catholic Faith at Most Holy Trinity School

At Most Holy Trinity School, Religion is a core subject. Our Schoolwide Learning Expectations describe the importance of developing persons of faith, life-long learners, and morally responsible citizens. Many of these qualities are wrapped in our Catholic Faith, which is taught each day at school. Each teacher and class will participate in prayer services, Eucharistic liturgies, and Reconciliation services for their individual classes. We begin each day with prayer, which is led by our Student Council. Our faith is taught and lived on a daily basis. We welcome your partnership in this effort.

Prayer

The school day begins and ends with prayer. Students learn traditional prayers and create their own as they strengthen their relationship with God. Please join us each morning at our daily assembly to pray with us as your schedule allows.

Liturgies

The school attends the Most Holy Trinity Parish Mass every Tuesday morning at 8:00 a.m. Our school children are involved in this daily celebration as active participants in the Mass. The choir sings, our students prepare the readings, and students in grades four to eight take turns preparing the petitions. Parents, families, and special guests are always welcomed at any religious celebration. Parents are expected to attend Sunday Mass regularly with their children. Each month, usually the first Sunday of the month, we hold our MHT School Family Mass at the 9:30 a.m. MHT Church service. Please join us for this community event. Students who attend Mass on Sunday will be allowed to have free dress on Monday.

Fourth grade to eighth grade students may serve as lectors or ushers at Mass. Lectors are responsible for preparing to proclaim the day's readings while the ushers help to greet and welcome people to Mass or take up the collections.

Sacraments

During the year, the children in Second through Eighth Grade celebrate the Sacrament of Reconciliation and the Eucharist. Our Second Graders will celebrate First Reconciliation and First Communion in the spring. Parents need to work closely with the Parish Office and Second Grade teacher in preparing for these Sacraments. Please make sure your son or daughter has been baptized before you begin Sacrament preparation.

Service Projects

Service to others is a mandate from Jesus. This call to service is very important at MHT School. Each class will participate in service projects throughout the year. During Lent, all classes may take part in special service projects that benefit our local community. We encourage our families and students to participate in service and to bring ideas for service to MHT School.

Opportunities for Parents to Serve in the Parish

All Parents are welcomed to serve as ushers (see above description), and any adult who has made their confirmation may serve as lector (reader) or Eucharistic Minister (helping to distribute Communion). Please visit the parish office to learn about these opportunities.

Student Health, Wellness, and Safety

In order to ensure the safety and well-being of our students, parents are responsible for keeping emergency information current. Each family has the opportunity to update emergency contact information through the PowerSchool SIS. It is the responsibility of the parent or guardian to maintain current contact information in PowerSchool. Should you encounter issues updating your account, please contact the school office. Finally, a current copy of any custody agreements or court orders relating to child custody must be on file with the principal.

Each child is to have a current family emergency card on file in the following locations:

- The School Office
- Extended Care
- Classroom Emergency Backpack

When a child becomes seriously ill or has a serious injury, the parent or guardian will be contacted. If the parent or guardian cannot be contacted or reached, other persons listed on the emergency card will be contacted. An incident report is completed for all serious injuries and submitted to the Dioceses of San Jose Risk Management Department by the school office personnel.

Health Records

In accordance with state law, immunization records must be complete and recorded in the school office before a child may attend school. A current physical, one within the last 18 months, is a requirement for all new students. If you are the parent of an incoming kindergarten student, please have the necessary immunization shots completed before the first day of school; likewise, please make sure incoming seventh graders have the required booster shot.

Please send a note to school if your child has a medical condition that limits his or her ability to fully participate in school programs.

Medications

In some circumstances, prescription medicines may be administered to students with written permission from parents through a completed medical release form. If allowed, these medications must be kept in the school office. Furthermore, in these circumstances, medicines must be given to the office staff with written directions from the doctor. Please contact the administration with special requests or hardships related to prescription medication. Arrangements must be made between the family and school prior to sending the child(ren) to school with prescription medication. All medications need to be picked up at the end of the school year.

General Health Guidelines

The following guidelines have been taken from the Alum Rock Unified School District Handbook and should be reviewed on a regular basis:

7.3 Illness

For the safety and protection of all concerned, we ask you to please observe your child carefully each day before sending him/her to school. Children showing any of the following symptoms or conditions should be kept at home:

- *Common cold, when there is nasal discharge and/or a productive cough*
- *Fever over 100.0 degrees within the past 24 hours*
- *Vomiting within the past 24 hours*
- *Diarrhea within the past 24 hours*
- *Any skin rash, unless you have a doctor's note stating that it is not contagious*
- *Sores of any kind, unless they can be covered with a bandage*
- *Eyes that are red, swollen, crusting or draining*
- *Earache or ear drainage*
- *Severe sore throat*
- *Communicable Disease (please notify school immediately)*
- *Head lice or nits (lice eggs) in the hair (please notify school immediately)*

Head Lice Policy

Most Holy Trinity School will adhere to the following head lice policy:

- When a student has been identified as having head lice or nits (eggs), we will send a notification from Santa Clara County Public Health to the class or classes that may have been impacted.
- Members of the MHT School faculty and staff will not check the hair of a student or students when a case of head lice is suspected or self-reported.
- MHT School reserves the right to call in an agency that specializes in head lice inspection if deemed necessary by the school administration. Parents will be notified of the decision prior to the agency's arrival.
- At the recommendation of a head lice inspector, MHT School faculty or staff may call home to have a child or children picked up from school to address the issue. Should this step be necessary, we will use discretion in the process and will be sensitive to the needs of the child.
- In identified cases or through self reporting, like most school systems, the child(ren) may return to school as soon as the next day after all nits have been removed.
- Unless a doctor's note clearing the child(ren) of nits is produced, a member of the school administration will meet with the parent or guardian and child(ren) prior to his or her return. A decision will be made at that point whether or not the child can return to his or her classroom for the day.

Please visit www.cdph.ca.gov for additional resources and information on head lice.

Child Abuse

As mandated reporters, all school personnel are legally required to immediately report cases of suspected or actual child abuse to Child Protective Services (Penal Code 11166).

Please visit the following website for further information on mandated reporting:

<http://www.cde.ca.gov/lr/ss/ap/childabusereportingguide.asp>

Emergency Procedures

In an emergency, Most Holy Trinity School faculty and staff are prepared with first aid kits, as well as family supplied food and beverages for students. If needed, students can be picked up in the parking lot off Nassau Drive or in an another area on or off campus as designated by the school administration. Only parents, guardians, and individuals listed on the Emergency Card may pick up a student. Identification will be required to take a child home. If emergency pick up is required, you will be notified as expeditiously as possible via ParentSquare Alerts and Notices.

Emergency Dismissal

In the event of a natural disaster, fire, earthquake etc., no child will be released to any other person except the parent or person designated by the parent as stated on the completed Emergency Card. In the event of a disaster, you will not be permitted to take someone else's child home with you if you are not listed on the Emergency Card.

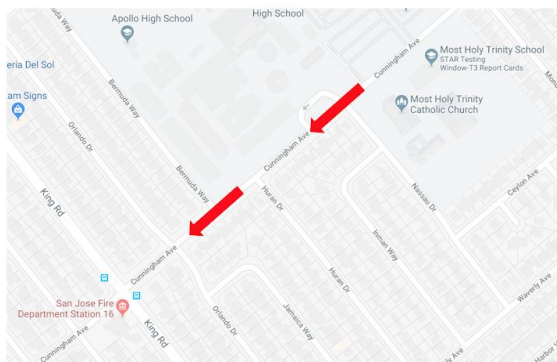
Emergency Preparedness

Fire and Earthquake drills are practiced throughout the year. Each classroom has a fully equipped emergency backpack and large container with individual zip locked emergency food kits. Each food kit, which is supplied by the family, holds a 72-hour supply of food and drink. You will receive an emergency kit letter prior to the start of each school year.

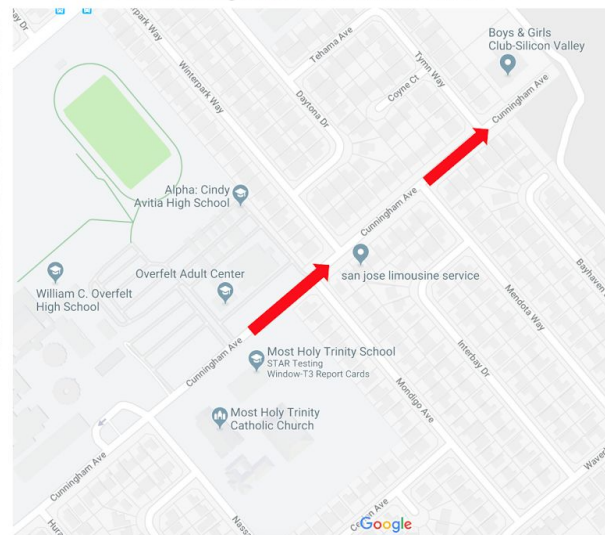
In addition, our school has been part of drill exercises with the San Jose Police Department that allows us to practice emergency lockdown drills. These drills focus on having the faculty and staff lock our doors, cover our windows, and secure all entrances to the classroom. Students and teachers are directed to stay away from windows and doors and remain quiet during a lockdown drill, also known as Code Red. A Code Blue, or shelter in place, status only asks for a lock down of the building; however, normal classroom activity may commence until otherwise directed. During a Code Blue or Code Red situation, those people on campus must remain on campus until the all clear has been given.

During certain situations, it may be necessary for MHT School faculty, staff, and students to evacuate the building. This evacuation may likely be part of the Run, Hide, Defend protocol established by local law enforcement and reviewed annually by MHT School personnel. Please visit this website <http://www.sjpd.org/BFO/Community/SchoolLiaison/> for more details. Should the situation require members of the school community to run, the two areas below are meeting spaces where you can find your child or children.

Evacuation Route and Meeting Spot #1
SJFD Station 16
2001 King Rd, San Jose, CA 95122



Evacuation Route and Meeting Spot #2
Boys & Girls Club of Silicon Valley
2195 Cunningham Ave, San Jose, CA 95122



Should MHT School students, faculty, and staff members need to evacuate the school during an emergency situation, we will gather in one of two places:

- SJFD Fire Department Station 16
- Boys & Girls Club of Silicon Valley

The threat that is presented to the school community will determine the direction of the evacuation, which is why more than one spot is needed.

Alcohol, Drugs, Smoking

The use, sale, distribution or possession of narcotics, controlled substances like cigarettes, or alcoholic beverages are grounds for expulsion from school (Administrative Handbook,

Department of Education 5177.3, 51744). Most Holy Trinity School and 1,000 feet in all directions are designated as a Drug Free Zone. If convicted of furnishing, selling, manufacturing or otherwise distributing any controlled substance, a prison term of two (2) years will be added to any sentence imposed by the court.

Weapons

Weapons or other hazardous materials of any kind (guns, knives, ammunition, slingshots, or anything resembling a weapon) are not allowed on school grounds. Bringing these materials to school is grounds for suspension or expulsion. Gang clothing, specifically clothing in red or blue, or related activities are considered a threat to the safety of others and therefore are forbidden.

Technology Use

iPads are lent to our students; therefore, the iPad and its contents remain the property of Most Holy Trinity School. The use of the iPad is a privilege, not a right. Inappropriate use may result in the cancellation of these privileges at the discretion of the principal and/or teacher.

Students will be issued and will be required to sign an Acceptable Use Policy for technology here at Most Holy Trinity School. Please review the Acceptable Use Policy notice with your child before he or she signs. Please explain to your son or daughter the importance of appropriately using MHT School technology.

Cellphone and Personal Device Policy

Most Holy Trinity School recognizes that many MHT School parents have made the decision to provide cellphones and/or personal devices for their child(ren). While MHT School understands the reasons why parents provide a cellphone or personal device to their child or children, we do not support the need for use of these devices and/or accessibility to these devices by students during the school day from 7:45 a.m. to 3:00 p.m. Cellphone and personal device access can also be limited by the Extended Care staff from 7:00 a.m. to 7:45 a.m. and from 3:10 p.m. to 6:00 p.m. as directed. Use of cellphones or personal devices during the school day or during Extended Care hours is only allowed with permission from an MHT School faculty or staff member. Otherwise, cellphones and/or personal devices should be off and stored away from the student's person or given to the teacher for the entirety of the school day. Should a student use a cellphone during the school day without permission from a faculty or staff member, there will be consequences for the action, which are as follows:

Consequences for Cellphone Use During the School Day

- Should a student use a cellphone during school hours without permission, that student will have his or her cellphone taken for the rest of the day, and the child's parent(s) will be asked to come to the office or classroom to pick it up.
- Should a child break the policy a second time, the cellphone will be taken until a parent can pick it up directly from the principal. The cellphone will then either remain home for an extended period of time or be checked in with the teacher each morning and checked out at the conclusion of school. The principal and family will discuss the consequence at the time the phone is picked up.
- Should a child break the policy a third time, the cellphone will be held by the principal and will only be returned to the child's parent(s) at a mutually agreeable time. The student may then lose the right to bring a cellphone to school for the remainder of the year, or the child may be required to check the phone in each

morning at the school office.

MHT School and No Bully Program

MHT School's Social Vision

At Most Holy Trinity School, we treat each other with love and respect.

To that end, we have implemented a school-wide system to stop bullying. Bullying and harassment stand in the way of our social vision and our scholastic habits of respect, empathy, and integrity. Therefore, our school has adopted the No Bully System -- <https://www.nobully.org/> -- for preventing and responding to harassment and bullying during in-school and after-school programs as well as for school field trips or school sponsored events. This school-wide system applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers pursuant to Most Holy Trinity School's anti-bullying policy.

What is bullying?

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate or get power over another student in any of the following ways.

- *Physical bullying* is when a student uses physical force to hurt another student (e.g., by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money).
- *Verbal bullying* is when a student uses words, images or gestures to intimidate or humiliate another student (e.g., by taunting, name-calling, teasing, put-downs, insults, threats and blackmail).
- *Relational bullying* is when a student excludes or isolates another student (e.g., through leaving them out, manipulating others against them, or spreading gossip or rumors).
- *Cyberbullying* is when a student or students use their cell-phones, text messages, e-mails, instant messaging, the Internet and social media to bully another student in any of the ways described above.

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, our school is committed to helping the students talk it through.

Bullying may at times amount to harassment. It is harassment to target a student or students on-line or face-to-face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associated with a student or group of students with one or more of these actual or perceived characteristics.

It is sexual harassment to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with the student's schoolwork. This is dealt with under Diocese of San Jose sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of school rules if a student

takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

How students can end bullying?

Bullying and harassment cause pain and stress to students and are never justified or excusable as “just teasing” or “just playing.” When a student stands by and does nothing, or laughs or posts comments on-line when others bully, they are participating in bullying.

The students at MHT School have agreed to join together to treat others with love and respect, both on-line and face-to-face so that we keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- Ask the bullying student to stop or walk away with the target when I or others around me are the target.
- Talk to any trusted adult on campus or in my home or community if I cannot safely stop the bullying.
- I will ask the trusted adult for help or use the school’s Anti-Bully Protocol located in the Principal’s office.
- Never take revenge or ask someone to hurt a student who has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members who are trained as Solution Coaches® to bring together a Solution Team of students to help end the bullying. Most Solution Teams successfully end bullying situations without consequences from the school after three meetings.

Staff, Teacher, and Parent Response to Student Harassment and Bullying

Our school follows the No Bully System to prevent and respond to bullying and harassment.

Level 1 – Prevent & Interrupt.

All teachers, staff, students and volunteers support a campus-wide system for preventing and responding to harassment and bullying.

- If any teacher or staff member witnesses student aggression or disrespect he or she shall take immediate steps to intervene and redirect students, provided it is safe to do so. Here are some proven responses:
 - Name the behavior for what it is (e.g., “That’s a putdown.”)
 - Speak to the intention behind the words or gestures (e.g., “That was meant to hurt.”)
 - Explain the values that their behavior offends and remind them of the school’s stated social vision: *“At Most Holy Trinity School, we treat each other with love and respect.”*
 - Or communicate important commonly-held social values, such as “At Most Holy Trinity School, we look out for one another.” Or “We strive for a safe and supportive school.”
 - If any teacher or staff member needs more time, or privacy, to pursue an issue, take it.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, encourage your child to ask the bullying student (or students) to stop or to seek help from any trusted adult on campus. If this does not solve the situation,

please notify the classroom teacher, either verbally or by email. If you do not get a response from the classroom teacher, contact the principal. The school can only help you if you reach out and tell us what is happening.

Level 2 – Check in with target of bullying and notify the Principal

- All members of school staff are encouraged to watch out for students who appear to be isolated from other students, who are put down by other students behind their backs, or who show signs of being bullied.
- If any staff member knows or suspects that a student is the target of bullying or harassment (it has happened more than once and is likely to continue), he or she should check in with the student as soon as reasonably possible. If this appears to be bullying, notify the Principal or trained Solution Coach via email as soon as possible or within 24 hours. If this appears to be sexual harassment, follow the school's sexual harassment policy.
- If a student is the target of cyberbullying, please take screenshots and/or print any electronic or digital messages and share these with the school and do not pass it on to others.

Level 3 – Solution Team, progressive discipline, and other responses. Our school uses a variety of methods to resolve incidents of bullying and harassment:

- We may refer the target of bullying to get help from a school Solution Coach. Solution Coaches are teachers and staff members who have been trained to bring together Solution Teams of students, including bullies, bystanders, and positive student leaders, and without using negative consequences to bring the bullying to an end. The Solution Coach records progress using a Solution Team Log and shall report progress to the Principal.
- We may use progressive discipline to redirect bullying students depending upon the severity of the bullying. The Principal may meet with the bullying student and involve their parents or guardians when determining consequences to change behavior. In addition, the Principal may inform the student that disciplinary consequences can occur if the bullying continues.
- The Principal shall document any reporting of bullying and identify the measures that were taken to end the bullying with the student(s) engaged in bullying behavior, including the use of a Solution Team or progressive discipline with the bullying student.

Level 4 – Implement an Empathy-Building Action Plan

If a pattern of harassment or prejudice is apparent across an entire class or grade, or any other group in the school, the Solution Coach can bring together relevant students and school personnel to implement a plan to teach respect for differences and create a supportive peer culture. The Solution Team model can be a very effective change agent.

Timeline for Resolving Incidents of Bullying:

Week One

- The Administration or Solution Coach is notified of bullying or harassment, whether through a student, a parent/guardian, or a teacher/staff.
- The Principal will attempt to resolve the matter and may refer the student target of bullying to a school Solution Coach to receive the assistance of a student Solution Team. Parents/guardians of target informed.

- The Solution Team holds its first meeting (if this process has been initiated), or alternatively, the Principal may use progressive discipline to redirect bullying students when appropriate.
- The Principal enters the incident and its resolution in the school data base or other record keeping method.

Week Two

- The Solution Coach follows up with the target to determine whether the bullying has continued and whether progressive discipline is needed.
- The Solution Team holds its second meeting (if this process has been initiated).

Week Three

- The Solution Coach checks in with target and invites him or her to attend the third Solution Team meeting (if this process has been initiated).
- Solution Coach notifies the principal and parents/guardians of outcome.
- In some cases, there may arise the need to implement an empathy-building plan for entire class or grade.

Three Month Follow Up

- A Solution Coach will follow up with the target three months later, regardless of whether new incidents have been reported.

If the school's intervention does not resolve the bullying, the target of bullying or their parent/guardian should appeal in writing to the school Principal. If the appeal fails to resolve the situation, the parent/guardian may call the Diocese of San Jose's Department of Catholic Schools or write to the Diocese of San Jose's Department of Catholic Schools.

Consequences and Actions for Violations of MHT School Policies

Once an investigation into a policy violation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case basis. The age of the parties in question will also be taken under consideration. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the negative behaviors. The following are possible interventions for policy violations:

Non-Disciplinary Interventions

When policy violations are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the negative action, its prohibition, and their duty to avoid future conduct detrimental to the school community.

Disciplinary interventions

When acts of policy violations are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in policy violations may be asked to perform some type of community service within our School/Parish, make amends with those harmed by the policy violation, and/or will be issued an age appropriate consequence(s). Community service may include but is not limited to tasks in the classroom or cleaning up the MHT School campus. Making amends shall include but is not limited to making a card or written letter to the child or adult, apologizing to the child or adult, or performing an act of kindness. Punitive action may include recess restrictions, detention (Grades Four to Eight), in-school suspension, at-home suspension, or

expulsion. Parents of all disciplined children will be notified of the consequences and will meet with the principal.

Depending upon the severity of the situation, the principal may also take steps to ensure student safety. These steps may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling services, developing a supervision plan with parents, or notifying law enforcement in most severe cases.

Suspension

A suspension from school for one or more days may be administered at the discretion of the principal. For a serious offense, or if there has been no improvement in behavior, a student may be placed on Disciplinary Probation. A conference will be held with the parents, the student, the teacher, and the principal. Schoolwork will be assigned and must be completed before the student is allowed to return to classes. During the term of suspension, the student will be ineligible to participate in or attend any school activities. This ineligibility may be extended beyond the term of suspension.

Suspension may assume two forms:

- *In-School Suspension*: The student is suspended and is required to report to a specific place on the school grounds where class assignments will be completed or a task will be given.
- *Home Suspension*: A student may be sent home for the entire period of suspension. The student's teacher will assign academic work that must be submitted by the student upon returning to school.

Expulsion

Expulsion means that the student is asked to leave the school permanently. A student may be immediately expelled for serious offenses. Any offense that is also a crime will be reported to the police immediately. Any student or family concerns regarding this decision must be done within five working days of the expulsion. After hearing from all stakeholders, including the teacher, student, and parent/guardian, the principal and pastor will work together on the decision to expel or retain a student.

Uniforms and Appearance at Most Holy Trinity School

MHT School uses the following uniform providers:

- **French Toast:** <https://www.frenchtoastsschoolbox.com/c/>
- **Merry Mart:** <https://www.merrymartuniforms.com>

You can find the links above at www.mostholyltrinitysj.org. Also, keep an eye out for discounts that are offered throughout the year.

Students are required to come to school in full uniform throughout the school day. All clothing should be in good, clean condition and marked with the student's name and grade. Students may wear PE uniforms to Mass should their PE day fall on a Mass day, which is usually a Tuesday. However, special Masses and/or services may call for regular uniform

only. Those occasions will be announced to families in enough time to prepare.

Unless a teacher gives the students permission, non-uniform jackets are allowed outside only, not in the classroom. Uniform jackets may be worn during the day both inside and outside the classroom. No caps or hats are allowed in the classroom, unless worn for medical reasons.

Children should have an adequate supply of school uniform items. It is the responsibility of the parent(s)/guardian(s) to have their child or children in proper uniform each day. If financial hardship exists, the school may offer used uniform items at a modest price. Please contact the office for more information.

Students are expected to have nails cleaned, clipped, and scrubbed as needed. Should a student arrive to school with painted nails, a call will be made home to notify the parent(s)/guardian(s). At that time, a decision will be made to have the nail polished removed by a member of the school faculty or staff or if the parent/guardian will come to school to remove the nail polish. In addition to nail polish, makeup and excessive jewelry may not be worn to school. However, post earrings or small hoop earrings are permitted.

Students are expected to have their hair cleaned and combed regularly. Hair must be its natural hair color, not streaked with color. Hairstyles should be neat and modest. Boys' hair length must not go past the collar, or below the eyebrows. For boys, unruly hair that extends beyond the middle of the ear is not allowed; furthermore, the hairstyle must not impair vision.

The determination of a violation of the school Uniform and Appearance policy is at the discretion of the school faculty and staff in consultation with the school administration. MHT School reserves the right to send home any child in violation of our school Uniform and Appearance policy. When a uniform violation is observed, a call home will be made to determine the next course of action, which could be sending the child home for the day or having a parent or guardian come to school to resolve the situation.

Uniforms for MHT School Girls

- Plaid jumper or skirt/navy blue shorts or/navy blue long slacks
- Jumper for Kindergarten to Fourth Grade and skirt for Sixth to Eighth Grade
- Please note that Fifth Grade girls have the option of a jumper or skirt.
- A belt must be worn with shorts or slacks.
- Skirts and jumpers must be no shorter than two inches above the knee.
- White or maroon cotton polo shirt with MHT School logo
- Girls may wear a blouse with a Peter Pan collar, white turtleneck or mock turtleneck, which do not have the MHT School logo.
- Uniform sweaters and sweatshirts are to be worn and not carried around the waist, neck, or shoulders.
- Athletic shoes are permissible; however, loud athletic shoes are not allowed during the school day. Furthermore, boots should not be worn during the school day. In the event of rain, boots can be worn to and from school, but they may not be worn during the school day.
- Shoelaces must be tied, not tucked in shoes; they should be securely fastened above the tongue on the outside of the shoe with traditional shoelaces.
- Shoes with wheels or lights are not permitted. Furthermore, platform, backless, open-toed, or high heeled shoes are not permitted.

- MHT School Spirit Wear may be worn as part of the uniform.

Uniforms for MHT School Boys

- Navy blue pants/shorts
- White, black, or navy blue socks must be worn
- Belt must be worn around the waist
- White or maroon cotton polo shirt with MHT School logo
- White turtleneck or mock turtleneck must be worn tucked in and not folded over.
- Uniform sweaters or sweatshirts must be worn, not tied around the waist.
- Athletic shoes are permissible; however, loud athletic shoes are not allowed during the school day. Furthermore, boots should not be worn during the school day. In the event of rain, boots can be worn to and from school, but they may not be worn during the school day.
- Shoelaces must be tied, not tucked in shoes; they should be securely fastened above the tongue on the outside of the shoe with traditional shoelaces.
- Shoes with wheels or lights are not permitted. Furthermore, platform, backless, open-toed, or high heeled shoes are not permitted.
- MHT School Spirit Wear may be worn as part of the uniform.

Non-Uniform Days (Free Dress)

There may be non-uniform days announced as “Free Dress” days throughout the school year. The students are expected to use taste and modesty in their choice of free dress. Shorts worn on “Free Dress” days cannot be shorter in length than those worn with the uniform. The following is a list of clothing that is not allowed on free dress days:

- Tank tops or spaghetti straps
- T-shirts or sweatshirts with inappropriate language
- Sleeveless shirts of any kind
- Sandals or high heels
- Shirts with inappropriate slogans and/designs
- Ripped or tattered clothing of any kind
- Excessively tight skirts or dresses
- Clothing that advertises alcohol, smoking, vaping, or drugs

“Sunday Best” Dress

For special occasions during the year, students may be asked to wear their “Sunday Best” dress. For MHT School, “Sunday Best” dress is considered a collared shirts, either button down or polo style, that should be worn with nice pants or shorts. Dress style jeans are permitted. However, t-shirts, jerseys, or sweatshirts should not be worn as part of “Sunday Best.” No ripped clothing of any kind is permitted. Girls may wear dresses or skirts if they choose. If a child chooses not to wear “Sunday Best” dress to school on a special occasion day, the regular school uniform, not the PE, is acceptable.

MHT School Spirit or Team Wear

During the school year, MHT School may offer special spirit wear sales to help promote our school. In addition to these spirit wear sales, students in grades five to eight may also purchase school sponsored team apparel during or after the fall, winter, and spring seasons. These items may be worn on PE days during the year. Please note, the spirit wear t-shirts should not be worn on regular school days. Spirit wear hoodies, sweatshirts, or jackets can be worn as outerwear during the school year.

Field Trip Information

Field Trip and Carpool Information

Field Trips build upon and strengthen the academic program at MHT School. Furthermore, field trips are a privilege, and students can be denied participation if they fail to meet academic and/or behavioral requirements. A signed permission form from the parent or guardian is required for all field trips. These permission forms will be sent to you by your child's classroom teacher via ParentSquare, making a ParentSquare account essential to fully involve your family in the school year's events.

Please note: Students who fail to submit the completed form will not be allowed to participate in the field trip. We cannot accept forms other than the one adopted by the teacher. Permission given over the phone or in a written note is not allowed. The specific form, signed and completed, is the only acceptable way to be allowed on field trips.

Rules for Chaperones and Drivers

- To ensure safety and overall field trip success, parents and other possible attendees cannot attend unless formally approved by the teacher via ParentSquare, email, or verbally over the phone or in person.
- Parents must sign up for and be approved as chaperones before the event. This includes being fingerprinted, completing the VIRTUS® online class, and providing a completed Field Trip Driver Information form to the office.
- Drivers/Chaperones for field trips must follow the teacher's directions.
- Drivers/Chaperones may not stop on the way to, or from, the Field Trip destination for any reason.
- Drivers/Chaperones must stay with the children under their care until the teachers arrives; at this time, they must return the Parent Permission forms to the teacher.
- The regular school uniform or PE uniform are worn on field trips, unless otherwise advised.
- Each passenger must wear a seatbelt.
- Because Chaperones/Drivers are responsible for the children in their charge, chaperones and drivers may not take a child that is not part of the class or classes going on the field trip. For example, you cannot take a sibling of a child who is not enrolled at MHT School. The only children permitted to attend field trips are those registered at MHT School and part of the class attending the field trip. No more than eight passengers are permitted in a vehicle.
- Drivers/Chaperones may not provide the children under care with candy, food, or other treats.
- Per Diocese of San Jose policy, should parents drive to and from a field trip, there must be two adults present in the vehicle. Because of this requirement, MHT School will make an effort to use a bus to transport children and chaperones to and from the destination.
- Seating of students in parent driven cars must follow California State Law.

Additional Field Trip Driver Information

- Due to the Diocese of San Jose Insurance regulations, anyone driving for a school activity must complete a Field Trip Driver Sheet, the Shield the VIRTUS® online class, and the fingerprinting process. Please contact the school for additional details if needed.
- MHT School must have a photocopy of a valid driver's license on file in the office; a valid driver's license must also be shown to office personnel prior to departure time

- Drivers must be over 25 years of age, have proof of adequate insurance (a limit no less than \$100,000 each person, \$300,000 each occurrence for bodily injury, and \$25,000 property damage coverage must be carried by the driver).
- The number of passengers per vehicle may not exceed one per passenger seat belt provided; each vehicle must have a car/booster seat when required by the law.

Volunteer/Service Requirements

The Diocese of San Jose requires volunteers and employees who have contact with children or vulnerable adults be fingerprinted and complete Safe Environment Training. The Dioceses of San Jose's Office for the Protection of Children and Vulnerable Adults now offers families ongoing safe environment training online. All volunteers are welcomed in the school providing you have completed the VIRTUS® online training course Protecting God's Children (PGC) and have been fingerprinted and cleared by the Diocese of San Jose. The VIRTUS® online training course Protecting God's Children (PGC) is mandatory and must be renewed every three (3) years by both employees and volunteers. Please contact the school office if you have questions about fingerprinting and/or the VIRTUS® program. You can also visit the Diocese of San Jose page on Protecting God's Children <https://www.dsj.org/ministries/protecting-gods-children/>.

Employees and volunteers may complete their safe environment training by visiting <https://www.virtusonline.org/virtus/> and participating in the training in the comfort of your home. Once registered, you have up to thirty days to complete your training. Once finished, you will be able to print your certificate of completion. If you have not yet been fingerprinted, visit www.verifygroup.com or contact the office for information.

Service Hours

Service Hours are a tradition at all Catholic Schools. Service is an important aspect of our faith, modeled by Jesus at the Last Supper with the Apostles. Each family is asked to complete 20 or 10 hours of service each year to our school (two parent families will complete 20 hours of service while single parent families will complete 10 service hours). Each family is asked to provide hours of service toward the annual Most Holy Trinity Festival. In addition to providing service hours to the Festival, each family is asked to sell two books of raffle tickets to support our fundraising efforts. For our Seventh Grade families, there is a requirement to provide service hours for our annual Eighth Grade Dinner Dance.

Other service hours can be worked in the classroom, as a member of the School Advisory Board, as a member of the MHT School Spirit Committee, at yard duty, for the Scholastic Book Fair, on field trips, moderating a club, serving ChoiceLunch, etc. The office can always help you find ways to fulfill your service hours so please contact us to find out where there is a need.

Please log your hours in your ParentSquare account. To do so, please follow these steps:

- Log into your ParentSquare account
- Look for a link on the left-hand side for "Vol Hours" under "Participate"
- Click on "Vol Hours" to access the page that says "Volunteer Hours" at the top
- You will then find a form that you can complete to track your service
- Please complete the form and add a detailed description of the service completed

You will also need to complete a service sign in and sign out sheet at the time of service for the event as a double check on the hours provided.

If you know you will be unable to complete any or all service hours, you may make a financial contribution of \$25 per unfulfilled hour prior to June 1. After June 1, your FACTS account will be billed \$40 per hour for each outstanding hour.

MHT Middle School Service Hours

Middle School students are also required to complete a total of 50 service hours before graduation. Students may begin to complete service hours as early as the third trimester of their sixth grade year. All students should check with middle school faculty members regarding service hour opportunities.

Fundraising at Most Holy Trinity School

Our tuition only covers a portion of the cost of educating each child. Fundraising helps us to close the remaining financial gap. Families are expected to participate in all fundraising efforts throughout the school year. These opportunities include but are not limited to the MHT Festival, Scholastic Book Fair, the Jog-a-thon, Crab Feast, etc. Our goal is to raise \$50,000 or more as a community through our fundraising efforts for the 2019-2020 school year.

Other Areas of Note

Rumor and Gossip Policy

The fastest means of miscommunication is by false information, soiled reputations, mistrust, or confusion. These negative acts can all be considered as a form of bullying. No one likes to be the victim of rumors and/or gossip. Rumors and gossip produce negative communication that impedes the mission of the school. Relationships that exist among community members should be focused on what is in the best interest of the students, families, faculty, and staff of MHT School. We are asked as a community, therefore, to guard against rumors, misinformation, and gossip. Please follow the appropriate channels of communication outlined in this handbook as situations arise. Please bring up concerns as they occur. Please do not wait until the end of the year to bring up issues that should have been addressed earlier in the year. Timely communication and appropriate responses are necessary for our community to be successful. If you have a concern, no matter how small, inform the principal.

Valuables

All valuables should be left at home. School faculty and staff cannot be responsible for valuables that students bring to school. Should your child(ren) bring something of value to school, he or she is doing so at his/her own risk.

Lunchtime & Lunch Program

If a student does not participate in the Choicelunch program, he or she is responsible for bringing his or her lunch to school. Whether or not you plan to participate in the Choicelunch program on a regular basis, MHT School strongly encourages you to establish an account. This account can be used in the event of the need for an emergency lunch, which you will be billed for at a later date. If lunches are left at home, we ask that they be dropped off at the school office by 11:30 a.m. Office personnel will deliver the lunch to the student(s) after the family has provided a lunch to be delivered. Most Holy Trinity School does not always have food on hand for those who forgot lunch, so it is important that students have what they need for snack and lunch each day.

For the 2019-2020 school year, Choicelunch will continue be our lunch provider, an option to our families. Information on the Choicelunch program is available in the office or online

at www.choicelunch.com.

For food safety reasons, MHT School will not be responsible for heating up student lunches. Please provide your child or children with a ready to eat snack or lunch. Furthermore, if food is being delivered for your child or children, we strongly discourage fast food of any kind. We encourage families to provide healthy food options for both snack and lunch.

For classroom parties and/or treats provided for children, please note our classrooms and lunch tables are peanut free zones. Please keep that in mind when purchasing treats for your child or children's class.

Lost and Found

The lost and found is located in the front hall and the Extended Care room. Items left unclaimed will be recycled by the end of each trimester.

Please sign and date this Handbook Acknowledgement Form and submit it to the office on the day your child or children start their school year. Students, if able, should also sign on the acknowledgement form. You may want to keep a copy of the form for your records.



**MOST HOLY TRINITY SCHOOL
HANDBOOK ACKNOWLEDGEMENT FORM 2019 – 2020**

I, the undersigned, acknowledge that I have received and read this Handbook and will adhere to the policies set forth by Most Holy Trinity School.

Parent Name: _____
(Printed)

Parent Signature: _____ Date: _____

Parent Name: _____
(Printed)

Parent Signature: _____ Date: _____

Student Name: _____
(Printed)

Student Signature: _____ Date: _____

Student Name: _____
(Printed)

Student Signature: _____ Date: _____

Student Name: _____
(Printed)

Student Signature: _____ Date: _____