



SCHOOL
HANDBOOK

2024 - 2025

Most
Holy
Trinity
Catholic
Academy

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Letter from Monsignor Kosanke

Dear Parents,

Welcome to the 2024 – 2025 academic year at Most Holy Trinity Catholic Academy. Founded in 1838, our school is the oldest continuously operating grade school in Detroit. We are proud to be part of Corktown!

Karina Lepkowski, our principal, is a talented educator who will work very hard to ensure that every child at Most Holy Trinity Catholic Academy succeeds. Our new faculty members are excited to be part of our team. We are continuing to build on several initiatives launched last year to help our school go from good to great.

Our school is part of Most Holy Trinity Catholic Parish. Our mission is to educate the whole child -- mind, heart and soul -- and to form joyful disciples of Jesus Christ. We strive for an academic program of excellence in a Christian environment. We seek to provide a global vision of the world within a diverse community. Our diversity is one of our strengths.

Our parents are significant stakeholders of our school. We are pleased that you have chosen our school to educate your child. Your engagement in your child's education is very important to his/her success.

Our faculty and administration are also important stakeholders. They work hard to help their students, your children, to achieve their potential. A strength of our small school is that our students can receive more attention from our dedicated team.

Other important stakeholders are our benefactors. We are not a public school or charter school. The cost to educate one child in our school is more than \$7,000 per year. First, the Archdiocese of Detroit gives an annual grant so that everyone pays reduced tuition. Second, we endeavor to make our educational program affordable based on economic need. This is accomplished by the generosity of benefactors who give us donations for financial aid purposes. We are all grateful for their magnanimous support.

May God bless our school, our students, and everyone who helps to ensure that Most Holy Trinity Catholic Academy succeeds in its important mission.

Sincerely yours in Christ,

Rev. Msgr. Dr. Chuck Kosanke, Pastor

Letter from Principal Lepkowski

Dear Most Holy Trinity Parents and Guardians,

Thank you for choosing Most Holy Trinity Catholic Academy. My team and I are so happy you are a part of our community.

Most Holy Trinity Catholic Academy emphasizes development of the whole child, building confidence and skills in a safe, loving and faith-based environment.

As a co-educational school for students in kindergarten through 8th grade, our teachers and staff are focused on meeting the academic, social, emotional, physical and spiritual needs of every student entrusted in our care.

We celebrate the individual learner by differentiating instruction to meet the diverse needs of our students. Our teachers encourage our students to ask questions, accept challenges, and welcome opportunities for growth.

Through weekly Mass and Religion classes, we cultivate spiritual awareness and development and infuse Catholic faith formation across all grades.

May God bless our students, families, teachers, clergy and staff.

Yours in Christ,

Ms. Karina Lepkowski
Principal

Mission

Most Holy Trinity Catholic Academy is a multicultural Christ-centered community dedicated to working and learning together through inquiry and rigor.

We challenge and empower all members of our community to use their God-given gifts to serve the world with a joyful purpose.

Vision

Most Holy Trinity Catholic Academy is dedicated to furthering the religious, academic, social and physical growth of the whole child. Academic excellence, respect, responsibility, and the importance of racial and cultural diversity are taught and modeled.

We believe that parents are the primary educators of their children. As a staff, it is our goal to support them in the endeavors of modeling and living the teachings of Jesus Christ. Our objective is to create a safe learning environment where all children will succeed.

Core Beliefs

- ❖ We believe that we see Christ in everyone, and we treat everyone with dignity.
- ❖ We believe all of our students have God given talents that we appreciate, respect and nurture.
- ❖ We believe in J.O.Y.; **J**esus is first, **O**thers second and **Y**ourself last.



Use of Name

Most Holy Trinity Catholic Academy reserves the right to grant permission to utilize school logo and seal.

Discretionary Clause

This handbook was developed to enable the parents or guardian and the student to become more fully aware of the policies and procedures in effect at our school. We believe that education is the responsibility of the parents, student, and school so it is vital that all parties understand the expectations under which Most Holy Trinity Catholic Academy operates.

Statement of Amendment

Most Holy Trinity Catholic Academy reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal and pastor. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Most Holy Trinity Catholic Academy if the parent/guardian expects the student to remain in good standing with the school.

Accreditation

Most Holy Trinity Catholic Academy is accredited through Michigan Association of Non-Public Schools.

School Directory

The School Directory includes student name, parent name, address, home phone, email address, grade, etc. All parents have the right to opt out of inclusion in the School Directory. No information found in the school directory can be utilized for anything other than school business. (*i.e.* Parent emails cannot be used for any unauthorized emails or business solicitation.)

Prayer

As a Catholic school, Most Holy Trinity Catholic Academy attempts to live and model the Gospel of Jesus Christ. Given this, each day begins with prayer and ends with prayer. Students also come together and pray before lunch.

Mass Expectations

Most Holy Trinity Catholic Academy holds weekly Mass on Fridays from 8:50 – 9:35 a.m. Mass is mandatory for all students. Students are expected to enter the Church with reverence for this sacred space.

Teachers, administrators, and the pastoral staff will work with students to coach them in proper church behavior and Mass responses. We respectfully request that parents discuss proper behavior during church services with their children, as this is a time to show respect for God.

Religious Education

Most Holy Trinity Catholic Academy students receive religious education every day as part of their day. Most Holy Trinity Catholic Academy offers an education centered in the teachings of Jesus Christ and the traditions of the Catholic Church according to the catechetical curriculum rubric from the Archdiocese of Detroit. We will offer programming to prepare students to receive the sacraments and further live our faith through the celebration of the sacraments, which recognizes the importance of the whole family in faith formation according to the directives in the National Directory for Catechesis. We will model and share ways for families and students to enliven Catholic culture in their everyday lives.

Archdiocese of Detroit Policy

Archdiocese of Detroit Catholic School Policies – Enrollment and Conduct

Policy 1: “Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community.”

Policy 2: “The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school’s ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated.”

School Hours of Operation

Full Day (Kindergarten - 8th Grade) 8:00 a.m. - 3:30 p.m.

Half-Day Schedule (Kindergarten - 8th Grade) 8:00 a.m. – 11:30 a.m. (no lunch or PM Latchkey)

Students arriving before 7:45 a.m., must sign-in for Latchkey. Students arriving after the 8:00 a.m. bell must report to the school office to sign-in to enter class. There is no cost to families for before school childcare.

Students that are not picked up by 3:45 p.m., are signed in for Latchkey.

Daily Schedule

7:00 am Latchkey opens for all students

7:45 am Students able to enter classrooms

7:55 am All students in classrooms

8:00 am Instructional day begins

11:10 am – 12:50 pm Lunch/Recess

3:30 pm Dismissal

School Office Hours

The school office will be open from 7:30 a.m. to 4:00 p.m. Monday through Friday.

The school office is closed Fridays from 8:45 a.m. to 9:45 a.m. for school Mass.

Before & After School Childcare

First Priority

Most Holy Trinity Catholic Academy Childcare Program's first priority is to provide a Christ-centered environment that is conducive to the children's safety, health and welfare.

Parent Satisfaction

Most Holy Trinity Catholic Academy Childcare Program welcomes and encourages parent input. We strive to meet the needs of as many parents as possible.

Latchkey

Before school

- Hours of operation: 7:00-7:45 a.m.
- Location: cafeteria
- Cost: free of charge.
- Breakfast will be provided from 7:15 a.m. – 7:40 a.m. and is free of charge.

After school

- Hours of operation: 3:45 p.m. – 6:00 p.m.
- Location: cafeteria
 - Weather permitting, students will be given an outdoor recess.
- **Cost:** \$7.00 an hour, which is billed in 15 minutes increments.

- **Parents must prepay for this service within FACTS. If prepayment is not made, student will be permitted to stay but the charge will be \$25.00 regardless of pickup time.**
- Snack will be provided at 4:00 p.m.

NOTE: Parents may not enter the building before or after school and walk the hallways without signing into the school office.

Latchkey Pick-up and Check Out

Parents must pick-up their child(ren) before or at 6:00 p.m. **A late fee will be assessed for pickups after the 6:00 p.m. closing time. Late fee: From 6:01 to 6:16 pm = \$7.00; 6:16 to 6:30 pm = \$14.00; any time after 6:31 pm =\$28.00.**

Most Holy Trinity Catholic Academy uses a third-party service to collect tuition and fees. All families are required to enroll in FACTS. It is the responsibility of each family to ensure all information is current and accurate. **Failure to maintain accurate account balances and information may result in the suspension of your student until corrected.**

Parents must sign their child(ren) out via the adult on duty.

Emergency School Closing/Delayed Opening Information

School closings or delayed openings because of cold or icy weather or hazardous road conditions are announced on local television stations between 5:30 a.m. and 7:00 a.m. Parents will also receive communication via email and/or text as well.

Academic Information

Report Cards

A formal notification of student evaluation (report card) is provided **via email at the end of each quarter**. Parents will receive a **hard copy of the semester report cards**.

Progress Reports

A **progress report will be sent via email** to parents by the 4th week of each quarter.

Grading Scale

Early Childhood: Kindergarten through Second Grade

Early childhood students are evaluated through a standards-based report card.

- P: Proficient
- D: Developing
- N: Needs Support

Elementary and Middle School Grades: Grades 3 through 8

Students in grades 3 through 8 are given letter grades that summarize their proficiency.

- A: 93%-100%
- B: 83%-92%
- C: 72%-82%
- D: 60%-71%

- F: 59% and below

Academic Accolades

Academic Accolades will be determined on a *quarterly* basis for students in grades 3-8. These requirements must be met to qualify for one of the honor roll lists:

- Principal's List: All A's in academic subjects and A in Conduct.
- Academic Dean's List: All academic and conduct grades are A's and B's

Please Note: Any student receiving a suspension will be ineligible for honor roll and their report card will reflect a maximum grade of D in general conduct. Behavioral issues do not affect academic grades but prevent honor roll status.

Student Permanent Records

A permanent academic record is kept for each Most Holy Trinity Catholic Academy student. The following information is included in the student's academic record: the student's name, current address, dates of attendance, date of birth, date of graduation, and standardized test scores and report cards. All student transcripts and other records are the property of the school and, unless otherwise specified by law, may be withheld in the discretion of the school until all financial accounts have been satisfied.

A student's cumulative permanent record is the student's official records and shall contain only academic transcripts including:

1. Final Report Cards
2. STAR Assessment results
3. Health Records
4. Non-Public Service Plans (if appropriate)

Standardized Testing

The STAR Renaissance 360 assessment is a norm-referenced test, which means our students' scores are compared to those of other students who took the test around the nation at the same time. It is our goal for our students to score at or above the 60th percentile. This assessment is given to our students three times a year.

We ask that parents support their children during the following assessment windows by encouraging their children to get a full night's rest and eating a healthy breakfast. Additionally, we ask that parents discuss with their children to stay focus on the assessment, take their time and put forth their best effort.

STAR Assessment Windows

- **Beginning of the Year (BOY):** August 26th – October 4th
- **Middle of the Year (MOY):** January 13th – February 7th
- **End of the Year (EOY):** April 28th – May 23rd

The STAR Assessment is also utilized throughout the year as a progress monitoring tool for teachers and administration.

Cooperation Policy

The education of children is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if it determines that the partnership is not working to the school's satisfaction.

Custodial Policy

Most Holy Trinity Catholic Academy must have accurate, up-to-date custodial information on file. Non-custodial parents will be provided duplicate notices, and information upon request. Unless there is a court order to the contrary, non-custodial parents can access their children's records with appropriate notice.

Student Photos and Use of Photo Release

From time to time, the school takes pictures of the students performing routine activities at the school. Further, during special events at the school, photos are taken of the students' participation at these events. The school would like to use these photos to promote the school and/or special events taking place at the school (this includes the website, yearbook, Twitter, Facebook and Instagram school/teacher pages). Please consider granting permission for use of your student's photo by signing the photo release form in the enrollment packet.

Internet and Technology Use Policy

Most Holy Trinity Catholic Academy offers a technology class to all students from kindergarten to eighth grade. It is expected that all students use the technology appropriately during their time with us. Failure to do so can lead to disciplinary action.

See attached Acceptable Use Policy – Appendix C.

Admissions Policy

Admissions

Most Holy Trinity Catholic Academy admits otherwise qualified students, in accordance with its priority of admission, of any sex, race, color, national or ethnic origin, to all the rights, privileges, programs and activities accorded to students of the school.

Most Holy Trinity Catholic Academy will accept students in all grades, kindergarten through eighth grade, providing applicants meet certain specified admissions criteria and pass our entrance assessment. Current students and siblings have enrollment preference. Please note that all students accepted enter our program on probation.

- 1) No person shall be admitted as a student unless that person and his/her parents subscribe to the school's Catholic identity, educational philosophy, and agree to abide by the educational policies and regulations of the school and the Archdiocese of Detroit.
 - a) Whether Catholic or non-Catholic, the student must agree to attend religion classes and the religious activities conducted in the school.
- 2) No student shall be admitted to the school unless he/she is deemed to have reasonable hope of successfully completing the school's program.
 - a) In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
- 3) Students shall not be denied admission to the school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care, or make reasonable accommodation for the disabled child.

- 4) A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholic students. The information on birth and baptism shall be entered on the permanent office record in the proper place, but only when verified by the official document.
- 5) A child entering Kindergarten must be five (5) years old on or before September 1 and a child entering 1st grade must be six (6) years old on or before September 1.
 - a) Exceptions may be made at the discretion of the principal when students are transferring from another school.
- 6) A copy of the parent/student handbook is to be given to new applicants. Parents are to acknowledge in writing that they have read and agree to adhere to the policies and regulations therein.

All financial obligations at other Catholic schools must be paid in full before registering at Most Holy Trinity Academy. A student will not be enrolled if there are outstanding financial responsibilities at any other archdiocesan school.

Admission of Transfer Students

Upon acceptance, parents must request that all academic and behavior records from the child's previous school be sent to Most Holy Trinity Catholic Academy. Request forms can be obtained from the school office or digitally [here](#). **All previous academic and behavioral records must be requested within 30 days of acceptance.**

Program Descriptions

Academics

We believe in a curriculum design where the Archdiocesan Standards are the cornerstone that promotes personal and social integration. This is achieved through the organization of curriculum around significant problems and issues, collaboratively identified by educators and young people, without regard for subject area lines.

Content and skill will be taught, learned, and applied, as they are needed to work on themes. While knowledge is extrapolated from the traditional disciplines, students' learning will also be enhanced through differentiated instruction with an emphasis on real-life themes, contextual application of knowledge, and constructivist learning.

Early Childhood

Kindergarten

Incoming kindergarten students must pass the *STAR Early Literacy Assessment*. We have one kindergarten classroom.

Our kindergarten program provides learning experiences which will develop the foundational skills necessary for success in school. This full-day program offers opportunities to meet the developmental needs of the total child: spiritually, socially, emotionally, intellectually, and physically.

First and Second Grade

All incoming First and Second grade students are assessed with the *STAR Reading and Math Assessment* to determine their grade level competency.

Elementary School

Third and Fourth Grade

All incoming Third and Fourth grade students are assessed with the STAR Reading and Math Assessment to determine their grade level competency. Incoming students must perform at their respective grade level for admission.

Our Third and Fourth graders can participate in Junior Varsity CYO and PAL intramural athletics.

Middle School

Fifth, Sixth, Seventh, and Eighth Grades

All incoming Fifth, Sixth, Seventh, and Eighth grade students are assessed with the STAR Reading and Math Assessment to determine their grade level competency. Incoming students must perform at their respective grade level for admission.

Promotion And Retention

Promotion

Promotion of students shall be based on completion of academic work and mastery of academic skills.

Retention

All decisions regarding retention are the responsibility of the Principal and Academic Dean in consultation with the teacher(s) after parents have been notified. In cases of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made only after considering all the factors related to the student's development (emotional, physical, social as well as intellectual and academic) collected from a wide range of sources throughout the year. **Should a student accumulate more than 20 absences, the student MAY be required to repeat and/or attend summer school for the current academic year.**

A student who has a failing average for the core subjects, Math, Reading, Literature, and English, may be conditionally promoted. Meaning the student may be required to attend summer school for the current academic year.

The following are minimum procedures for retention:

1. There is consultation between teachers, Academic Dean and Principal.
2. A conference is held with the parents no later than the second quarter to advise them of the possibility of retention and to discuss possible remedial actions.
3. Follow-up conferences with the parents are held to evaluate the student's progress.
4. Evaluations and reports to parents must indicate lack of student progress.
5. A decision will be made by the end of the third quarter regarding retention.

No student shall be retained more than one year at any given grade or level. A student should not be retained more than once in either elementary school (K-5) or middle school (6-8).

Financial Information

Tuition & Fees

Detailed information regarding tuition and fees for the school year can be found in the "Registration, Tuition, Fees, and Financial Policies" document. All financial questions should be

directed to the business officer **Mrs. Eleticia Feliciano** at eleticia.feliciano@steannedetroit.org or **313 – 965 – 4450**.

Financial Aid

Most Holy Trinity Catholic Academy is pleased to offer students several opportunities for financial assistance. These opportunities are outlined in the “Registration, Tuition, Fees, Financial Policies” document and on the “Application for Financial Assistance.” Copies of these can be found in the school office and on our website at mhtdetroit.org/school/tuition-and-financial-aid/. For detailed information, contact our business office.

It is essential that families remain current on all financial matters. We recognize that sudden hardships and difficulties arise. In these situations, the school will do its best to work with families on a case-by-case basis during difficult times. Parents/guardians unable to make tuition payments on schedule **MUST** contact the business office immediately.

In order to begin school a student’s tuition account **MUST be current by the first day of school, each quarter and second semester**. Any student with a delinquent balance will be suspended from class and be subject to exclusion from school activities (graduation, trips, dances, etc.) until balance is current. Parents and students will not have access to report cards, progress report, schedule, diploma, or transcripts and no records or information will be given to a third party or transferred until the account is made current.

FACTS

Most Holy Trinity Catholic Academy uses a third-party service to collect tuition and fees. All families are required to enroll in FACTS. It is the responsibility of each family to ensure all information is current and accurate. **Failure to maintain accurate account information can result in the suspension of your student until corrected.**

Federal Lunch Program

The breakfast, lunch and snacks served in Most Holy Trinity Catholic Academy cafeteria are funded by the Federal Government School Lunch Program. Lunch fees are determined according to the Federal scale. Families wishing to receive assistance should apply at <https://www.familyportal.cloud/> **before the start** of the school year to determine eligibility for Free or Reduced Lunch. Breakfast and snacks are provided for free.

Food Allergies

To keep your student safe and to clearly identify all students with special dietary needs, the Michigan Department of Education requires that families with dietary restriction complete a [Medical Statement to Request Special Meals and/or Accommodation’s form](#) and have it signed by a Medical Authority. **This MDE form must be completed for our meal program to make accommodations.** It officially replaces all doctors’ notes.

Monthly Lunch Menu

A monthly calendar is published at the end of the previous month and sent home with your child on the last Friday of the month.

Birthday and Holiday Celebrations

Teachers will coordinate **one (1) pre-packaged** treat (i.e., cupcakes, popsicles) to share with every member of the class with the parents of students celebrating birthdays or for a special holiday. The school requests that treats provided be mindful of major food allergies. Birthday treats will be given out at lunch or at the end of the instruction day. Please no large pizza party, crowns, balloons, flowers, or gifts.

Invitations to private parties may not be distributed at school unless every child in the class receives an invitation.

Food Delivery

Students who have forgotten lunch for the day are able to receive a school lunch. **Food delivery through third-party services such as Door Dash, Uber Eats, etc. is prohibited.**

Attendance

Student Attendance

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day's learning on the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. **Tardiness is just as disruptive to the student's social and academic learning.**

When there are excessive absences of 5 per quarter, parents will be notified of the attendance record for their child. After 10 absences there will be a mandatory meeting with parents/guardians and administration to assist the family in reducing their child's absences.

A student who is absent for any reason is expected to make up specific assignments missed and/or to complete additional assignments assigned by the teacher to meet subject and course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero (0) for the assignment. **Should a student accumulate more than 20 absences, the student MAY be required to repeat and/or attend summer school for the current academic year and/or asked to not return the following school year.**

Absences

A student absent from school (unless for a funeral or documented doctor's appointment) may not be allowed to participate in school-related activities on that day or evening. Students out on Friday may not participate in Friday or weekend extracurricular activities unless otherwise approved by the principal.

Students who are absent due to medical reasons will require documentation from a doctor to be excused. Teachers, administrators, and parents/guardians will work together to establish a plan for class work to be completed.

Tardiness

Students who are not in their classroom when the 8:00 a.m. bell rings are tardy. These students must stop at the office on their way to their room. Students must have a late slip to be admitted to class. Except in cases of inclement weather, tardiness will affect attendance.

Early Dismissal

If a child leaves school due to illness or injury during the school day, he or she will be marked absent accordingly. If a student **leaves before 10:30 a.m., they will be marked absent for a full day.** If they **leave after 10:30 a.m., they will be marked absent for a half day.** Tardiness and absences are recorded as part of a student's cumulative record.

Reporting an Absence or Tardiness

If your child will not be in attendance, please notify the office before 8:30 a.m. Parents are required to leave a message on voicemail describing the reason for the absence. If your child has seen a doctor, please send the doctor's note to school to keep for the child's permanent record.

If a student is late for school, the child must check in at the office. The child will receive a late slip to give to the teacher. **If a student enters the church late on Mass days, they must report to the office upon returning to the school to receive a tardy slip.**

Vacation or Extended Absences

Parents/Guardians are strongly encouraged to make every effort not to plan vacations or other out of school activities other than at specified vacation times and school holidays listed in the school calendar. It will be the responsibility of the parent to help students make up work that is missed due to unexcused absences (family vacations, etc.).

Advanced assignments **will not** be given before any vacation not noted on the official school calendar. The student may collect any missed work upon returning to school. The teacher will coordinate the parent on a return deadline.

Student Health

Emergency Medical Treatment

Most Holy Trinity Catholic Academy is able to give first aid only to students who are injured or become ill at school. The parents will be called for more severe injuries and illnesses.

Parents must provide emergency information. The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent and shall not be assumed by Most Holy Trinity Catholic Academy.

For medical care in the event of an emergency, it is important that a current phone number, an alternative emergency number, and a parent's signature are on file at the school. Students may not be treated without consent except in life and death situations.

Medication

The following guidelines have been approved by the American Academy of Pediatrics Council on Child Health and endorsed by the Wayne County Division of Health.

Ideally all medication should be given at home. It is recognized that many children are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student who is required to take prescribed medication during regular school hours must comply with school regulations, as follows.

1. Written orders from a physician must detail the names of the drug, dosage, time interval that the medication is to be taken, and diagnosis or reason for the medication to be given.

2. The parent or guardian requesting that the school comply with the physician's orders must provide written permission.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

The office must have a completed [Medication Dispense Form](#) signed by a doctor and parent on file before dispensing any medication. Two adults will be present when medication is dispensed (unless a registered medical professional dispenses the medication). A log is kept in the office noting the date, child's name, medication and signature of the adult dispensing the medication. Students may possess and use a metered dose inhaler or dry powder inhaler for the relief of asthma symptoms while at school or on school sponsored activities. A written approval from a doctor and parent which allows the student to possess and use the inhaler is required. No drug substance may be in a student's possession except emergency asthma inhalers and emergency allergy EPI pens.

According to law, medication cannot be dispensed in any classroom by a teacher. **Students are not to have over the counter medications, such as Tylenol, Ibuprofen, Allegra, etc., in their possession during school hours or while on school property. This includes throat lozenges and cough drops.** (AOD Policy 5010) Students are not permitted to take cough drops or throat lozenges.

Illness

For the protection of your child and other students, your child will not be admitted if s/he displays any of the following symptoms:

- temperature of 99.6 and above
- intestinal distress
- undiagnosed rash
- eye or ear discharge

For safety reasons, we respectfully request that students be fever- and intestinal distress- free for 24 hours before returning to school.

Immunizations

To be in compliance, as required by the Detroit Health Department all students in kindergarten, 7th grade, and any new students to Most Holy Trinity Catholic Academy must be up-to-date on their immunizations on the Michigan Care Improvement Registry (MCiR). **Students that are not in compliance will not be permitted to attend school** until they are in compliance with their immunization record, or they have a signed immunization waiver from the health department. Parents will need to contact their local health department to make an appointment for this waiver. Parents will be given notification if their child's immunizations are not up-to-date.

Each student must be immunized against certain diseases or must present a certificate or statement signed by a U.S. licensed physician that, for medical reasons, the student should not be immunized. The certificate or statement must state, in the doctor's opinion, that the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed every two years unless the doctor has specified a lifetime exemption. Note: Please see your family pediatrician for immunization requirements or inquire for a listing at the school office.

Student Conduct and Responsibilities

Student Standards of Behavior

Most Holy Trinity Catholic Academy believes in placing Jesus first, others second, and ourselves last, therefore, students are expected to show respect, maintain safety, and focus on learning: These include but are not limited to:

1. Follow directions – in the classroom, during Specials, during lunch/recess, during Mass.
2. Speak using polite language, volume, and tone – no screaming.
3. Keep hands, feet, and objects to themselves.
4. Be in assigned location.
5. Take care of school property and personal belongings.
6. Walk, not run, quietly in the school, cafeteria, on the way to and from the playground and to and from Most Holy Trinity Church.

Behavior Expectations

While most students consistently follow these standards, and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken, which may include a behavior contract.

See Behavior Management Expectations – Appendix A

Please Note: Careful thought is given to individual situations, so that the school's response to the student is appropriate. **Consequences increase in cases of serious and/or repeat offenses.** Suspensions will be considered when behavior is disruptive and detrimental to the operation of Most Holy Trinity Catholic Academy as determined by the administration.

Vandalism

Students and their parents/guardians are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

Behavior during School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school-sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Disciplinary Review Hearing

The disciplinary review hearing shall take place no later than 7 days from the date of the last disciplinary infraction of the student. Failure to appear at the disciplinary review hearing will result in their immediate expulsion from the school.

Expulsion Review Committee

After the creation of a behavior plan, and the failure to meet its requirements, a committee of teachers, pastoral and administrative staff will be convened to examine the discipline file of the student. The committee will advise the Principal on their recommendation for re-admittance or expulsion prior to the disciplinary review hearing.

Lunchroom Behavior

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. Students may not use an outdoor voice while in the cafeteria. They must stay seated unless given permission to move by an adult, keep their eating spaces clean, and practice good manners. **For health reasons and student health safety, children are NOT allowed to share food of any kind with others.**

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; suspension.

Lunchroom Rules

- Students must demonstrate respect for all adults
- Student must stay seated until dismissed
- Food must be consumed in the lunchroom only
- Students will clean their own table and check the floor for garbage
- Students may not leave the lunchroom without permission
- Students may not return to their lockers or classrooms during lunch or recess
- No cell phones are permitted during lunch

Student Playground Expectations

At Most Holy Trinity Catholic Academy safety is of high importance. In order for students to be safe and have an enjoyable recess or indoor recess experience, the following expectations need to be maintained.

- Students must remain in view of the recess supervisors and no tree climbing
- Students must observe and follow the directives from the recess supervisors
- Students are expected to use respectful language, to have respectful interactions and respectfully use all equipment
- Most Holy Trinity Catholic Academy is not responsible for damages of any personal toys brought from home. No toys are allowed except for footballs, soccer balls, and/or basketballs.
- No cell phones are permitted during recess

Student Bathroom Expectations

At Most Holy Trinity Catholic Academy, we believe in the value of instruction, to this end students benefit when they are present for class. When students need to use the facilities, they are expected to use them in the manner of which they were intended. Students should refrain from playing around and/or “hanging out” in the bathrooms. **Students may not put excess toilet paper or paper towels in the sinks, toilets and urinals. Students are expected to leave the bathrooms tidy and show respect for school property.**

All bathroom facilities are cleaned throughout the day, if the bathroom needs attention, students should return to their classroom and notify their teacher.

Social Media Use (Group Chat and Other Social Media Platforms)

As noted in the Cellphone and Smart Watch Device Policy for Students, students are not permitted to use personal electronic devices at school. The use of social media (i.e., scrolling through, posting, recording, showing posts to others) on school grounds is not permitted at any time.

When students are away from school on their own time using social media, it is the responsibility of all students to represent themselves appropriately as members of the Most Holy Trinity Catholic Academy community. While we respect the right of students to utilize a variety of social media options available during their own time, all Most Holy Trinity Catholic Academy students are expected to adhere to the following standards in their use of social media:

1. Students are encouraged to exercise the utmost caution when participating in any form of social media or online communications. Students should have permission from their parents and/or guardians if they use social media, and they should do so under appropriate supervision.
2. Students who participate in online interactions must remember that their posts reflect on the entire Most Holy Trinity Catholic Academy community and, as such, are subject to the same standards set forth in this handbook.
3. To protect the privacy of all members, students may not, under any circumstances, take pictures or video recordings of Most Holy Trinity Catholic Academy students either on school grounds or at school events offsite for the purpose of online publication or distribution.
4. Students may not use social media sites to post what could in any way be viewed as disparaging or harassing comments about Most Holy Trinity Catholic Academy members or about members of other school communities (encountered through athletic or academic contests, etc.).
5. Students who choose to post content to any form of online media must ensure that their submissions reflect appropriately upon Most Holy Trinity Catholic Academy and in no way put the school or members of the school or parish community in any objectionable light.

Failure to abide by these expectations could lead to students facing disciplinary procedures as outlined in this handbook.

Harassment Policy – See Appendix B

Definitions

Harassment: Harassment is defined as any verbal, physical or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive education environment.

Bullying: Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements-imbalance of power; intent to harm; threat of further aggression.

Teasing: Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, pushing that is upsetting to the students. Teasing behaviors-while needing to be addressed by school officials-do not constitute bullying or harassment and the interventions and consequences are of another level.

Harassment of any kind is unacceptable. Harassment refers to inappropriate behavior that is unwelcome, generally considered offensive, and fails to respect the rights of others. Harassment encompasses a broad range of physical, written or verbal behavior, including, but not limited to, the following:

- **Fighting/Physical Aggression** - This includes play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, biting, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation with students or staff.
- **Threats and/or Verbal Abuse** - This includes any overt or implied verbal or physical threat. Examples include but are not limited to: telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to yourself, another person, suggesting property destruction, and the like.
- **Teasing, Verbal or Non-Verbal** - This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.
- **Acts of Hate/Violence** - This is any act of hate/violence including, but not limited to: verbal abuse, slurs (including ethnic, religious, or gender-based) comments or threats, physical violence or conduct, vandalism or destruction of property directed against any person.
- **Inappropriate Language/Gestures** - This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating environment.

Allegations of harassment will be taken seriously and should be reported immediately to your homeroom teacher and/or principal.

Respect for the dignity and worth of each individual is a basic tenet of the Catholic Church and Most Holy Trinity Catholic Academy. Each individual faculty, staff member, or student is entitled to work/attend school in an environment free from discriminatory practices or any form of harassment. We will not tolerate behavior from anyone that is threatening to others.

(AOD Policy 5014)

Possible Consequences for Harassment: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension/expulsion.

Weapons, Drugs or Dangerous Items

It is against federal and state laws for any person to possess, sell, give away, use, or be under the influence of alcohol, tobacco products or illegal drugs, while on school premises, or while attending school related activities, on or off school premises. Anyone found to be in violation of these laws shall be subject to disciplinary measures and may include applicable suspension or expulsion.

Weapons Policy

Weapons are forbidden on school premises. The following recommended definitions are included for clarification purposes.

A weapon is any object, which can be used to threaten or injure another. It includes but is not limited to “dangerous weapons” as defined by the state law below.

School premises include the entire campus, including the church, school building and the adjacent grounds including but not limited to: parking lot, playground, athletic fields, student lockers, and busses. Immediate vicinity of the school means within a block radius of the school.

Any student or volunteer discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include, without warning, an inspection and search of a student or volunteer's person, pockets (the individual empties his/her own pockets), book bags, purse, lunch container, desk, cubby area, and locker. If the individual refuses to cooperate or interferes with a search of a person or possessions or premises, s/he should be warned that refusal to cooperate will result in immediate suspension from school and possible expulsion.

Depending on the nature of the weapon, the local police department shall be notified and if possible, the individual detained whenever the school has reason to suspect a student or volunteer may have a weapon or when a weapon is present on school premises. Any student or volunteer found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion (permanent dismissal). Gun-Free Schools Act of 1994.

*State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes a firearm, dagger, dirk, and stiletto, knife with a blade over 3 inches long, pocketknife opened by mechanical device, iron bar or brass knuckles. A firearm is any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. (AOD Policy 5019)

Drug Policy

Students are not permitted to be under the influence of, use, possess, or sell drugs, alcohol or mind-altering substances on school property. Violations will result in automatic suspension or expulsion from school as per Archdiocese regulations. A student exhibiting behavior consistent with being under the influence of any substance which alters consciousness will be detained in the school office until the parents are notified and come pick her/him up. It is required that a doctor's note be submitted to the school principal before the student will be permitted back into the classroom. The note must include the doctor's signatures, test results, which include not only the results but a recommendation for treatment, if any. Failure to comply with above policy will result in expulsion from school and notification of the incident to juvenile authorities. Students found to be in possession of illegal substances will be expelled from this school, and notification will be made to the juvenile authorities.

No alcoholic beverages or illegal substances are allowed at any activity sponsored by Most Holy Trinity Catholic School which includes children. Further, all chaperones of Most Holy Trinity Catholic functions shall refrain from the consumption of alcoholic beverages and illegal substances prior to and while responsible for students. The use of tobacco is also prohibited. (AOD Policy 5009)

Uniform Policy

We encourage our students to take pride in their Most Holy Trinity Catholic Academy uniform. Our dress code fosters the goals of Catholic education by promoting concepts of equality and community in young people. Therefore, proper school attire and grooming are considered an important element in creating an atmosphere in which educational objectives are met. Parents will be notified when students fail to comply

with the school uniform policy and consequences may include, but are not limited to, loss of “dress down” day privileges. Our uniform can be purchased online or in store at Schoolbelles using the school code “S2927”.

All students are expected to have their shirts tucked in at all times.

Please mark all school clothes, shoes, boots, sweatshirts, and jackets with the student’s name.

Hair should be neat, trim and off the face. No make-up or artificial/acrylic nails are allowed at school. Nails should be of a natural length.

The school administration has the final decision as to what is or is not a violation of the dress code. Uniform infractions will be enforced. Parents will receive a notification of the violation.

Traditional Uniform

Grades K - 4

Girls:

- Shirt – Gray polo with embroidered school crest on left chest
- Jumper/Pants (either option) – Green/Gray Plaid tunic jumper for K – 3 grades or Green/Gray Plaid skirt for 4th grade only; skirt must be to the knee. Or black pants
 - No leggings may be worn as pants
 - Tights or leggings may be worn underneath the jumpers
- Sweatshirts – Dark green with embroidered school crest on left chest
- Socks must be worn with no logos
- Black dress or athletic shoes (**No high heels, sandals, crocs, dress boots, etc.**)
 - If snow boots are necessary due to the weather, please send your child with a change of shoes

Boys:

- Shirt – Gray polo with embroidered school crest on left chest
- Pants – Black pants only
- Sweatshirts – Dark green with embroidered school crest on left chest
- Socks must be worn with no logos
- Black dress or athletic shoes (**No sandals, slides, crocs, etc.**)
 - If snow boots are necessary due to the weather, please send your child with a change of shoes

Grades 5 – 8

Ladies:

- Shirt – White button-down Oxford with embroidered school crest on left pocket
 - Undershirt must be white with no logo or writing on it
- Skirt/Pants (either option) – Green/Gray Plaid; skirt must be to the knee. Or black pants with a dark belt
 - No leggings may be worn as pants
 - Black tights or leggings may be worn underneath the skirts
- Sweatshirts – Dark green with embroidered school crest on left chest
- Socks must be worn with no logos
- Black dress shoes or athletic shoes (**No high heels, sandals, crocs, dress boots, etc.**)

- If snow boots are necessary due to the weather, please send your child with a change of shoes

Gentlemen:

- Shirt – White button-down Oxford with embroidered school crest on left pocket
 - Undershirt must be white with no logo or writing on it
- Pants – Black pants only with a dark belt
- Sweatshirts – Dark green with embroidered school crest on left chest
- Socks must be worn with no logos
- Black dress shoes or athletic shoes (**No slides, sandals, crocs, etc.**)
 - If snow boots are necessary due to the weather, please send your child with a change of shoes

Gym Uniform

Grades K – 4

Students may wear their gym uniform on the day that the homeroom class has gym. Students will also need to wear non-marking gym shoes. The gym uniform consists of a gray t-shirt with the school's name on the chest and black shorts/sweatpants.

Grades 5 – 8

Students will need to bring their gym uniform to change into for gym class. Students will also need to wear non-marking gym shoes. The gym uniform consists of a gray t-shirt with the school's name on the chest and black shorts/sweatpants.

Summer Uniform (August 24 – September 30th and May 1st – June)

During the first and last two months of the school year the temperature inside the classrooms can get warm. The following modifications are expected to be followed:

- Students may wear knee length shorts as part of their uniform bottoms.

For student health and safety, *sweatshirts **MAY NOT** be worn from the first day of school through September 30th and May 1st through the end of the school year.*

Dress Down Days – Trinity Tuesdays

The third Tuesday of every month is designated as “dress down” or “free dress” days, students may wear casual clothing. If, in the opinion of the teacher or administrator, the student is dressed inappropriately, parents will be contacted to deliver appropriate attire. The student may also not be admitted to class until they are in appropriate attire.

NOTE: Below is a list of items that are not permitted during a dress down day. This is not an exhaustive list.

- **Ripped jeans**
- **Leggings, yoga pants, bike shorts**
- **Exposed mid-drift**
- **Thin straps on shirts**

Lost & Found

It is recommended that all items be marked with the student's name or initials. An effort will be made to return lost articles to their owners. We encourage parents to remind their children to check our Lost &

Found. Unclaimed items from Lost & Found will be donated to a local charity at mid-year and at the end of the school year.

School Property

Textbooks

Students are responsible for the proper care of all textbook and novels. Replacement/repair costs will be levied against damaged books.

Lockers

The lockers are the property of Most Holy Trinity Catholic Academy, and the school always maintains control of the lockers and other school property. Lockers and other school property may be subject to inspection and/or search at any time whether or not the student assigned to the locker is present. Students are not permitted to have locks on their lockers at any time.

Students may not change from their assigned locker nor use additional lockers without permission from the principal. The school is not responsible for lost or damaged items.

Cellphone and Smart Watch Device Policy for Students

No cellphones, smart phones or internet enabled devices such as an iWatch or similar, are permitted on students or in classrooms. Any devices that are not permitted will be confiscated by the teacher/administration and will only be returned to the parent/guardian of the child. Administration reserves the right to revise policy. Please see administration with any questions and/or concerns. **Cell phones must remain in a student's locker, turned off.**

Academic Integrity - Cheating/Plagiarism

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. All teachers go over what it means to copy one's work and what the word "plagiarism" means and looks like. Plagiarism will be considered cheating, and the student will be subject to academic disciplinary action that may include suspension or loss of credit for the work in question. The teacher and administration will have a conversation with the student to review academic expectations and how to avoid plagiarism.

- 1st Occurrence: Assignment must be redone and a conversation with the teacher and administration.
- 2nd Occurrence: Assignment must be redone, and the student is eligible for up to 80% of the grade and a conversation with the teacher, administration, and parents/guardians.
- 3rd Occurrence: Assignment must be redone and will receive "zero" credit and a conversation with the teacher, administration, and parents/guardians, as well as the student may receive an in-school suspension.

We believe that God gives us all unique gifts and talents and we want our students to be proud of their own work and not take credit for another individual's gifts and talents.

Suspension

If a student has an in-school suspension, they will only receive half (1/2) credit on all assignments for that day.

Late or Missing Assignments

Middle School (5th – 8th Grades)

Students are expected to return work on time per the teacher's expectations. In the event that a student needs an extension they must contact the teacher. Any adjustment to deadlines is at the teacher's discretion. The teacher will advise the student of the new deadline if they choose to grant one. **Any missing/late work is due within a week from the assigned due date.**

When a student is absent on the due date of an assignment, they are expected to hand in the work on the first day back to school – and for Specials – on their next class meeting. In the event of an extended absence, the students have the number of days absent to hand in any missing work.

Students may **NOT** call home for forgotten assignments, gym or sports clothing, or lunch/water bottles. Such matters should be settled prior to the school day.

Field Trips

Throughout the school year, teachers may schedule field trips. This privilege can be taken away at the teacher's discretion. The purpose of the field trip is to provide experiences for children that directly relate to academic learning or experiences that enrich their knowledge. Siblings are not allowed to accompany classes on field trips. Written permission is required before a child can participate. School uniforms will be worn on all field trips. Cell phones will not be allowed on field trips. Teachers will carry their cell phones for emergency situations. **Please Note:** Verbal permission, via the phone, cannot be accepted at any time.

Chaperones must have turned in to the office the AOD Volunteer and Criminal Background Check Authorization Form and a certificate of attendance to Protecting God's Children on file to participate as a chaperone for any school or student involved event.

All chaperones must be approved by the school office 48 hours prior to field trips.

Please note: Background check and verification of Protecting God's Children certificate may take up to two weeks or more. The principal is the final authority in determining who is eligible to participate in a field trip.

Extracurricular Activities

Please Note: Suspensions carry through to ALL athletic activities.

Activity & Athletic Eligibility Requirements

All students must maintain a minimum GPA of 2.5 to participate in any extra-curricular activities or participate in any Most Holy Trinity Catholic Academy affiliated sports program.

Please note: Suspensions will carry over into all school-related activities until reinstated.

Student Safety

Drills - Fire, Tornado and other Emergency Drills

Students, teachers, and other employees shall participate in periodic drills of emergency procedures. When the alarm is sounded, everyone in the building must respond and follow the direction of teachers or emergency officials quickly and in an orderly manner or be subject to disciplinary action. During all drill events students must remain silent.

Restricted Areas

- *Gym*: Due to child safety, students are not to be in the gym or stage without faculty supervision.
- *Boiler Room*: State fire regulations prohibit students from having access to the boiler room, therefore if the Custodian or maintenance is working in the boiler room, and the door is ajar, students are not to enter.
- *Emergency Egress Hallways*: Due to child safety, students are not to be in the janitor's/egress hallways without faculty supervision. Additionally, if the Custodian or maintenance is working in these hallways, and the door(s) is/are ajar, students are not to enter.
- *Stage*: At no time during indoor recess or gym class should students be on the stage and handicap elevator.

Auxiliary Services

According to MCL 340.622, whenever the Board of Education of a school district provides any auxiliary services to any of its resident children, it shall provide the same services on an equal basis to school children in attendance in the elementary and high school grades at non-public schools.

Under this law, through the Detroit Public Schools Community District, the following services are made possible at Most Holy Trinity Catholic Academy:

- Speech Therapy
- Social Work Services
- Psychological Testing
- Hearing/Vision Screening

Students are referred based on need and parent consent. Referrals may be initiated by parent, teacher or principal, and approved by the principal.

School Communications

The weekly e-newsletter from the school is the major line of communication between the school and the parents. It is important that all families read the newsletter to stay up to date on all school events and notices. This e-news is sent every Thursday evening.

Friday Folders

Friday Folders are sent home every Friday with your child. In this communication, the teacher will send any important classroom information, such as their classroom newsletter, lunch/activities calendar, student work, etc. The Friday Folder returns to school every Monday.

Messages to Students During the School Day

In our effort not to interrupt teaching/learning time, only emergency messages will be delivered to students. Lunch, required homework assignments, transportation plans, etc. should be finalized before leaving home in the morning. Messages to teachers will be delivered to the teacher's mailbox, voicemail or email throughout the day.

Chain of Command for Effective Communication

On Matters Involving Instruction

1. Classroom Teacher
2. Principal and Academic Dean

On Matters Involving Athletics

1. Athletic Director
 2. Principal
- On Matters Involving Student Discipline
1. Classroom Teacher
 2. Principal
- On Matters Involving School Grounds
1. Principal

Classroom Volunteers

We encourage parent/guardian participation and volunteerism in our school. Out of courtesy to the teacher/or in case of special events or schedule changes, we ask that parents contact the teacher to schedule volunteering. Teachers need notice when parents are volunteering for planning purposes. Visits to Kindergarten and First Grade need to be delayed until after the first four (4) weeks of school, or at the teacher's discretion. This gives the children time to adjust to the school environment.

All parents/guardians that would like to volunteer must have the following on file prior to any classroom visits:

1. Protecting God's Children.
 - a. Seminar hosted by parishes around town. Click [here](#) for more information.
2. Volunteer and Church Personnel Criminal Background Check Authorization Form. ([digital copy](#))
 - a. iChat on file with school office.

We do not allow students from other schools or pre-school aged children to visit classrooms during the school day unless permission has been granted by the principal.

All visitors must report to the office and receive a visitors' badge. Visitors must check in at the office before proceeding to classrooms. Class visits must be approved by the principal. Student visitors are welcome during non-school hours.

Classroom Visits

Parents/Guardians are welcome to observe their child's classroom. All visits must be preapproved with 24 hours' notice. Classroom visits should not exceed 30 minutes.

Parent Conduct Expectations

We strive to collaborate with our parents because we know it is through our partnership that students can reach their potential spiritually and academically. We expect our parents to support and encourage their children enrolled at Most Holy Trinity Catholic Academy.

We encourage and expect parents to follow the communication plan outlined in our Most Holy Trinity Catholic Academy Handbook. We request all parents to use "official" emails and school hours for communication.

We ask parents to model respect and Christ-like behavior, in words and actions, when dealing with teachers, administration and other members of the community. We know that our children are always watching, listening and learning and will model the behaviors we set before them. **Dismissal time is not an appropriate time or location for meetings with a teacher and/or administration.**

We encourage and expect parents to be positive role models for their child(ren) and to refrain from any public displays of inappropriate behavior (e.g. angry outbursts, foul language, etc.)

Parent conduct should have a positive effect on a student's experience.

Possible consequences for parent/guardian inappropriate behavior include, but are not limited to, an administration/parent conference and a Parent Code of Conduct Probation Agreement. Failure to meet the terms of the Probation Agreement will result in student expulsion without review.

School Sponsored Groups and Clubs

To encourage the growth of the whole child, the school administration may see fit to bring in afterschool groups to provide enrichment services. The decision for the school to sponsor a non-parish organization falls under the authority of the pastor and/or principal who must consider the implications of said affiliation and the school. The enrichment service must ultimately advance the school's Catholic mission and never serve to contradict the Church's mission or teachings.

Parent/Teacher Conferences

Parent/teacher conferences are an important link in the educational process. We strongly encourage parents/guardians to plan on attending the two formal conferences during the year. A parent, teacher, or student can initiate additional conferences, as necessary. All parent conferences should be scheduled through the teacher. For a conference to be productive, teachers need adequate time to gather important student information, and conferences must be scheduled during the teacher's conference period. **The morning is a time for teachers to prep and prepare for their students; this is not a time for conferences.**

Appendix A: Behavior Management Expectations for Kindergarten – 2nd Grade

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL AND KIND
<ul style="list-style-type: none"> • Hands to self • Walking • Inside voices • Personal space 	<ul style="list-style-type: none"> • Ready to learn • Taking care of yourself • Following directions, the first time 	<ul style="list-style-type: none"> • Treat people the way you want to be treated (all staff members, peers and adults) • Help when needed • Ask before doing • Try your best • Follow rules anywhere you are
POSSIBLE BEHAVIOR MANAGEMENT OUTCOME CONSEQUENCES		
<ol style="list-style-type: none"> 1. Verbal: Talk to the teacher 2. Take responsibility for their actions (reflect) 3. They write (dictate) a letter/phone call to parent or guardian 4. Principal involvement 5. Parent conference with teacher/principal 		<p>**Consequences may be more severe in any above category based on seriousness of the action.</p>

Appendix A: Behavior Management Expectations for 3rd – 8th Grade

<p><u>Personal Accountability</u></p> <ul style="list-style-type: none"> • Uniform violation • Use of cell phone during school hours 		
<p><u>Being Disrespectful Towards Others</u></p> <ul style="list-style-type: none"> • Mean or rude gestures • Teasing/taunting/ridiculing • Tripping • Grabbing/pinching • Pushing/shoving • Hitting/slapping/kicking • Biting/spitting • Punching/fighting • Throwing objects • Threatening • Inappropriateness via social media 	<p><u>Possible Outcomes</u></p> <p><i>Non-sequential and will be applied as necessary</i></p> <ul style="list-style-type: none"> • Documentation • Written apology of action • Parent contact is made • Student discussion with principal regarding behavior • Conduct grade may be affected • Parent meeting with Principal • Referral sent home • In school suspension • Out of school suspension 	<p>Please Note:</p> <p>*Consequences may be more severe in any category based on the seriousness of the action.</p> <p>*For repeated offenses, an individual behavior plan may be implemented to address a specific behavior.</p> <p>*Failure to meet the requirements of the behavior plan will result in the student being suspended and/or excused from school pending a disciplinary review hearing for re-admittance to the school.</p> <p>*If parent cannot be contacted, behavior report will be sent home, signed by parent and returned the next school day.</p>
<p><u>Behaviors That Could Injure Others</u></p> <ul style="list-style-type: none"> • Lying • Swearing • Stealing • Fighting • Damaging property • False reporting of aggressive behavior • Severe harassment or behavior • Disrespectful to adults • Name-calling • Racial, ethnic name-calling 		

Appendix B: Harassment Behavior Definitions

Harassment Policy

Harassment of any kind is unacceptable. Harassment refers to inappropriate behavior that is unwelcome, generally considered offensive, and fails to respect the rights of others. Harassment encompasses a broad range of physical, written, or verbal behavior. These behaviors include, but are not limited to, the following:

- **Fighting/Physical Aggression** - This includes play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation with students or staff.
- **Threats and/or Verbal Abuse** - This includes any overt or implied verbal or physical threat. Examples include but are not limited to: telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to yourself, another person, suggesting property destruction, and the like.
- **Teasing, Verbal or Non-Verbal** - This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.
- **Acts of Hate / Violence** - This is any act of hate/violence including, but not limited to: verbal abuse, slurs (including ethnic, religious, or gender-based) comments or threats, physical violence or conduct, vandalism or destruction of property directed against any person.
- **Inappropriate Language/Gestures** - This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating environment.

Allegations of harassment will be taken seriously and should be reported immediately to the either your teacher or the principal.

Respect for the dignity and worth of each individual is a basic tenet of the Catholic Church and Most Holy Trinity Catholic School. Each individual faculty, staff member, or student is entitled to work/attend school in an environment free from discriminatory practices or any form of harassment. We will not tolerate behavior from anyone that is threatening to others. (AOD Policy 5014)

Possible Consequences for Harassment: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, loss of special class privileges (music, gym, Spanish, etc.), in-school suspension, suspension/expulsion.

Appendix C – Acceptable Use Policy

Most Holy Trinity Catholic Academy strongly believes in the educational value of technology resources (including the internet) and recognizes their potential to support our curriculum and student learning. The following set of guidelines will outline the proper use of technology resources.

Technology Resources

Most Holy Trinity provides a variety of technology resources on and off campus for students which have been purchased, leased, donated or contracted for. The following are some of the technology resources that this policy applies to:

- laptop computers
- tablets
- robotic equipment
- software applications
- internet access

Proper Use of Technology Resources

- Students will only use a computer when a teacher or other parent volunteer is present.
- All technology resources are to be used for educational purposes only.
- Technology resources are provided for all students. Please use all resources safely and with respect. If you notice a resource is not in working condition, please report it to your teacher so it may be fixed for the next student.
- Students may only use the internet when the teacher approves.
- The internet is only used for educational purposes. The use of the internet in classrooms is left up to the discretion of the classroom teacher. Classroom teachers may limit internet use to a certain list of approved sites. Students should always ask before visiting websites that a teacher hasn't approved.
- Most technology resources are limited in some way to manage student use. Students will use these resources within the limitations.
- Students will remember that they are representing Most Holy Trinity Catholic Academy at all times and will use the digital citizenship guidelines taught in class.

Student Protection Efforts

- Most Holy Trinity filters the internet access of students to limit the chances of students viewing inappropriate content. Despite our efforts, it is always possible for students to come across improper material.
- As part of their education at Most Holy Trinity, students are taught how to safely search internet resources and critically review websites for their educational value, and how to distinguish between good and bad web sites.
- In keeping with the Archdiocese Protecting God's Children program, students are instructed not to use personal information on social websites (Twitter, Instagram, Facebook, etc.) and to never communicate with unknown persons (via email, instant message, etc.) despite the age they claim to be.
- Students will only use a computer when a teacher or other parent volunteer is present.

- Students should always report to their teacher (or adult supervisor) any inappropriate websites or situations they encounter while using the internet.

Student Email

- Student email will be available to Most Holy Trinity students in grades 3-8.
- Students will be given instruction on the safe and appropriate uses of email

Access at Home

- Most Holy Trinity will provide students with varying levels of access to some resources at home (e.g. Microsoft 365). Most of these resources require a broadband quality internet connection.
- Technology resources aren't always guaranteed to be working.
- Not all students will have the same programs at home that are offered at Most Holy Trinity. Some students may not have a computer or may not have the internet at home. Ask your teacher for suggestions on completing assignments (ie. using the local library, staying in at lunchtime or coming in before school starts, etc.).

Improper use of Technology Resources

- As stated above, all resources are to be used for educational purposes only. Students are provided with an individual username/password which allows them to store their own files and data. In the event students must create their own usernames, the teacher will give specific parameters for students to follow and student must seek out teacher support.
- Students will not share passwords or access another student's files.
- Students will not remove any resources from the school unless written permission is given to borrow a resource by a teacher. All resources must be returned.
- Students may access their school email only. Any other email or file sharing program is not allowed.
- Students will make only respectful and appropriate comments on school blogs, message boards and websites.

Consequences for Inappropriate Use

- The use of technology resources is a privilege and may be taken away.
- A student may lose their technology privileges for the remainder of the school day or longer at the discretion of any teacher.
- Any long-term loss of privileges will be decided upon by the technology teacher and approved by the Principal. Alternate assignments will be provided in-place of assignments or activities which require technology resources.
- Use of home-based email or other forms of technology that are not necessarily initiated at school but do involve inappropriate use of technology by Most Holy Trinity students may result in a loss of privileges at school.

