

Holy Trinity School

Middle School Handbook

These rules must be followed in addition to the school handbook rules and are subject to change.

Behavior

Manners

- Standing up to greet any adult that walks into the classroom.
- Praying before recess, lunch, and end of day.

Church procedures

- Hold your buddy's hand or guide them to church and from church
- Hold your buddy's hand while praying "Our Father"
- Genuflect before entering and exiting the pew
- Bow before taking the Eucharist
- After Eucharistic minister or pastor says "Body of Christ" students should respond "Amen"
- If you are elected to participate in Mass it is your responsibility as a middle school student to be aware of the procedure for a typical Mass.

**These procedures will be reflected in the student's grade for religion*

Positive behavior

- Positive behavior will be acknowledged by all teachers in various ways
- Be on the lookout for opportunities to show kindness, leadership skills, and empathy in order to receive positive referrals

Write ups

Study Skill

- Missing or Incomplete Assignments
- Neglecting to copy down all assignments in your agenda book daily
- Not on task
- Unprepared with class materials
- No signatures for weekly chart and weekly reading log; **daily.**
- Missing or unsigned grade check sheet

School Uniform

- All shirts must be tucked in during class time (this includes walking to and from each class).
- Non Holy Trinity sweaters can only be worn on playground.
- No Holy Trinity sweatshirts or jackets in church; only cardigans
- All black shoes only (excluding sole trim; these may be white, beige, black)
- Uniform skirt or shorts must be proper length (ie. five fingers horizontally from your knee)

All procedures and rules are subject to change. All teachers retain the right to alter information, rules and procedures at their discretion.

- Plain white or black socks
 - Socks can't be rolled
 - No logos or symbols
 - Socks must be above the ankle
- No bracelets (this includes hairbands worn around the wrist)
- Earrings must be “stud” style only - dangling earrings not allowed
- Only one religious necklace
- If a young man's hair seems too long, at the teacher's request, must be cut before the following week

*Repeat dress code violation will result in loss of free dress pass/privilege

Free Dress

- No leggings
- No distressed jeans
- No crop tops
- No sandals
- No inappropriate shirts
- No sheer shirts

Infractions

- Excessive talk
- Excessive noise in the halls during transitions (this includes the pavilion and staircase)
- Running/Jumping up and down the stairs at ANY time
- Not following specific directions
- Not following classroom or school rules
- Being out of class without permission

*If you have received a verbal warning and continue to misbehave you will receive an automatic infraction.

Misconducts

- Cursing
- Play fighting
- Leaving school grounds
- Being disrespectful to self and/or others
- Being disrespectful to other teachers, staff, and parent volunteers
- Misuse of technology (including using technology for a purpose it is not intended for or using technology that is not assigned to you)
- Inappropriate behavior
- Any inappropriate behavior in church or during prayer, you will receive an automatic misconduct.

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General Information

Absences

- It is your responsibility to get any classwork or homework from your teachers.
- It is your responsibility to make up any tests or quizzes within the specified time frame assigned to you by the teacher.

Student Work

- At teacher's discretion late work will result in partial credit.
- You have as many school days as you have missed plus one to turn in late work.
 - *Ex: If you were absent Monday- Thursday. Your work would be due Tuesday; 4 days missed and 5 days to make up.*
- If you have not completed missing work within the necessary time frame, or you repeatedly neglect to turn in classwork or homework, including major projects, regardless of the grade you might receive, you will be required to complete all required work during lunch recess with Ms. Lloyd. This also applies to students who fall behind in meeting their AR goal.

Transitions

- You must walk to your next class quietly.
- Must have all materials BEFORE you transition to your next class
- If, for ANY reason, you must go back to your homeroom a note is required
- If you are late to any class (without a note), you will automatically receive an infraction

Restrooms/Office/Classrooms

- You must ask permission to leave a class, the playground, or the lunch area at any time

Student Libraries

- Students must check out library books using teacher's system
- Students will be charged (book value) for library books that are not returned by the end of the year

Backpack Hangers

- Student backpacks will be kept outside the classroom
- Students will be responsible for maintaining a clean and neat hallway
- Any food or bags left on Friday will be discarded or placed in lost and found
- Students should only be touching their own materials
 - Failure to comply may result in misconduct

Cell Phones

- Student cell phones must be turned off and turned into the homeroom teacher at the beginning of school each day. They may **NOT** be stored in backpacks, desks, etc.
- Students may never use cell phone on campus without permission from teacher/coach etc.
- Students who need to use the phone during the school day will be directed to the office to make the necessary call.

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Field Trips

- Field trips are scheduled by the teacher to reinforce curriculum
- Students may be excluded from a field trip for the following reasons: excessive tardies/absences that have resulted in missing assignments, missing homework or classwork, failing grades, failure to be “on track” to meet AR goal, behavior concerns.

Christian Service

- Students will participate in a classroom planned service project in addition to the school wide service projects.
- Students will be required to earn a minimum of 6 golden tickets for each marking period (progress report or report card) for a total of 12 each trimester. Students who exceed this goal will receive a treat.
- Class are required to earn a minimum number of golden tickets each trimester. Classes that exceed this goal will receive a reward at the end of the trimester.
- Our goal is for you to become “people of service.”
- Golden tickets may be earned for Random Acts of Kindness, helping teachers (before or after school), and for other announced opportunities.

Procedures

NO students are allowed upstairs BEFORE school, RECESS or LUNCH without specific permission from a faculty member.

Morning Arrival Rules

7:00am – 7:30am: All students must go to specified lower elementary classroom

*You may use your devices before school.

7:30am- 7:45am: All student must sit at lunch benches.

*Once you are in line for assembly all phones/electronic devices and earbuds are put away.

Recess

10:00am-10:20am: Recess

- Quietly walk downstairs, buy snack (if necessary), line up against rectory wall.
- When recess is over, line up, walk quietly to the pavilion to meet your teacher.

Lunch

11:50am-12:35pm Lunch

- 11:50am-12:15pm: Play time
- 12:15pm-12:35pm: Lunch

Dismissal

3:00pm-3:15pm

- At 3:00 pm you will walk out of classroom, line up against rectory wall, and wait for your specific homeroom teacher
- If you go to daycare, **stay in pavilion and check in immediately with Ms. Ceci**
- If you walk home you must leave school grounds immediately

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- You must exit through the parking lot gate on Boyce Ave.
- In the parking lot, you will sit on your assigned class bench and wait to be picked up
- If you are not picked up by 3:15pm you **MUST** go to daycare

*Once you leave the school, you are not allowed to return unless you have an adult with you.

Students on Sports Teams:

- For **away** games, athletes should change in the bathrooms at lunch time.
- On all days students will walk with their class and teacher to dismissal in the parking lot. At 3:15 the student athlete will be released to the coach. If no coach is present, students must go to Homework Club.
- Except on away game days, coaches will oversee bathroom supervision so that athletes may change. Students will use the downstairs bathroom to change.
- No practice may begin before 3:15pm.

Information for Students & Parents

Conference Day and Time: Wednesdays: 7:00am – 7:25am

-Appointments are required for both parent and student conferences.

Homework Club: Homework club is open Monday – Thursday from 3:15 – 4:00pm in the middle school classrooms.

After School: All adults allowed to pick up your child must be on the office pick-up form

School Supplies

- ✓ Lunch box/bag & Backpack
- ✓ Pencil pouch with zipper
- ✓ 1 scientific calculator (Texas Instrument TI30XII or similar)
- ✓ 1 plastic supply box (8 5/8 x 5 3/4 x 2 1/2 inches)
- ✓ 3 packages of college ruled loose leaf notebook paper
- ✓ 6 durable pocket folders (1 for each subject)
- ✓ Supply of graph paper
- ✓ 4 packages of 3x5 index cards
- ✓ 1 index card container
- ✓ 3 packages of standard size sticky notes
- ✓ 2 pkgs of 24 sharpened #2 pencils (**NO MECHANICAL PENCILS**)
- ✓ Supply of blue, black and red pens (**NO** other colors please!)
- ✓ Pack of highlighters (4-5 pack) assorted colors
- ✓ Supply of pink pearl erasers
- ✓ 1 pencil sharpener with container to hold shavings
- ✓ 2 black Papermate FLAIR pens
- ✓ 1 pack of colored Papermate FLAIR pens (4 pack or larger)
- ✓ Small personal stapler with staples
- ✓ 1 package of 3 large glue sticks
- ✓ 2 packs Dry Erase Expo markers – 1 thick / 1 thin
- ✓ 1 box of 24 crayons
- ✓ 1 box of markers (Crayola 8 pack Classic Colors, broad tip)
- ✓ 1 box regular sized colored pencils

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- ✓ 1 box of watercolor paints (8 colors with brush)
- ✓ Ruler with inch and cm markings (must fit in pencil pouch)
- ✓ 1 pair of scissors
- ✓ Correction Tape (**No Liquid Correction Fluid PLEASE!**)
- ✓ Scotch tape
- ✓ 2 spirals (3 subjects each)
- ✓ 4 composition books
- ✓ 1 headset / earphones / earbuds for use with iPad
- ✓ 3 large boxes of Kleenex
- ✓ 1 bottle of hand sanitizer
- ✓ 2 canisters of cleaning wipes (Lysol, Clorox, etc.)
- ✓ 2 pkg of FRAGRANCE FREE baby wipes or hand/face wipes
- ✓ 2 reams of white copy paper
- ✓ **6th Grade ONLY** novel - *Freak the Mighty* by Rodman Philbrick
- ✓ **7th Grade ONLY** – novel - *Watership Down* by Richard Adams
- ✓ **8th Grade ONLY** – novel - *The Giver* – by Lois Lowry.
- ✓ **6, 7, and 8th Grade** – *New American Bible – CATHOLIC* Paperback ISBN-13: 978-0529064844

Please ensure that your child has all of the necessary supplies to succeed! Coming to class unprepared makes it difficult to follow directions and to learn.

Thank you for your support!

By signing this document you are acknowledging that you understand the rules and consequences listed above.

Student Name (printed) _____

Student Signature _____

Parent Name (printed) _____

Parent Signature _____