



HOLY TRINITY  
CATHOLIC SCHOOL



Middle School Handbook  
2017-2018

Dear Middle School Parents,

Welcome to Middle School at Holy Trinity Catholic School!

Our goal for the middle school is to prepare and help transition your child(ren) into high school and beyond. The middle school will place emphasis on organization, structure, spiritual and personal growth, and academic achievement during these years. We also want to provide a safe and positive learning environment.

As the student enters middle school, the expectation in areas such as organization, homework and monitoring of grades are shifted more from the parent to the student.

We have prepared a middle school handbook as a resource of the procedures and expectations for your students. Please read with your child and sign and return the last page by September 16, 2016.

We appreciate your support this year and dedication to Catholic Education.

Holy Trinity Middle School Teachers,

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## **Athletic Eligibility**

Participating in the Holy Trinity Catholic School athletic program is a privilege, not a right. Students earn the privilege of participating through hard work, dedication, desire, and self-discipline. The school, in cooperation with the students and parents, will make a reasonable effort to hold participating students to personal, academic, and discipline standards. Students, athletes, spectators, coaches, and instructors represent the school, and they are expected to be worthy representatives.

Academics are a priority at Holy Trinity School. Students must maintain a C or above grade in each subject. This includes all specials. If a student has below a C, that student will be given a warning and will have one week or until the next evaluation day to bring that grade up to a passing grade. While a student is on a warning, they may go to practices and games. If the student's grades are not brought up to a C or above by the next evaluation day, they will not be able to attend practices or games until the next evaluation day and the grade is a C or above.

Behavior Eligibility when students choose to become an HTS athlete, they have to accept responsibility for their behaviors. If a student receives 5 demerits during a 9-week period, he or she will not be able to participate in games for a period of two weeks and will receive an after school detention. Weekly monitoring of behavior will occur during the time of the ineligibility. The student must remain demerit free during this period. The student may attend practice during this time. If a student earns 10 demerits during a 9-week period, they will be removed from the team.

## **Attendance**

Regular attendance at school is a major factor in determining academic success. Parents and guardians of students who acquire excessive absences may be required to provide documentation from a physician indicating that the absences are related to an existing medical condition. Students absent for more than thirty days during the academic year may be denied academic promotion.

Parents should call the school and leave a message on the student call off each day that a child is absent from school. Kindly report your child's absence by 10:00am. Give the child's name, homeroom teacher, and reason for the absence. Homework request can be left here also. Home requests will not be taken after 10:00 A.M. in order to give the homeroom teacher ample time to get assignments ready.

Students leaving school before 9:30 A.M. will be marked absent for a whole day. Students will be marked as half a day absent if they leave after 10:00 A. M. or leave before 2:00 P.M.

## **Birthdays**

Please do not send party invitations to school to be distributed for your child's birthday. This may cause hurt feelings among the students who are not invited. The only exception to this is if every boy or every girl or all students in your child's room are invited.

All children in grades K-8th may dress out of uniform on their birthday. Please be sure that clothing is within school guidelines. All students in grades 6-8 that have gym class on their birthday must change into their gym clothes. Students in the middle school, 6<sup>th</sup> – 8<sup>th</sup> grade, are not allowed to bring in a treat for their birthday.

## Cell Phones

Students are permitted to bring a cell phone to school to be used for after school activities only. The following cell phone procedure will occur daily. The students may keep their turned off cell phone in their book bags throughout the day. Students are not permitted to use their cell phones from 7:45 A.M. -3:00 P.M. Students are never allowed to use phones to take pictures at school or on the bus. Noncompliance will result in two demerits and confiscation of the cell phone. Parents must pick up the cell phone in the school office. After the second infraction students will not be permitted to bring cell phones to school at all.

## Chaperones

Parents wishing to accompany classes on field trips or field day must have all required state clearances on file at the beginning of the school year. All required forms and information can be found in the Holy Trinity School Handbook and on the website.

## Cheating/Plagiarism

- Cheating and plagiarism will not be tolerated
- Cheating includes: copying, borrowing, use of another student's work, cheating on tests or homework
- Each infraction will result in 5 demerits and automatic detention

## Chewing Gum

Students are not allowed to chew gum in school, except during testing week under their teacher's supervision. Students caught chewing gum will be given demerits.

## Communication

Holy Trinity Middle School will post all homework assignments, tests, projects, upcoming dates, etc. on [holytrinityrobinsonmiddleschool.wikispaces.com](http://holytrinityrobinsonmiddleschool.wikispaces.com). A monthly newsletter will also be available on the wikipage at the beginning of each month to provide some insight into what your child will be learning in their classes. Teachers will communicate via email, notes, and phone calls as needed. Grades will be posted on Option C in a timely manner.

\*If a concern arises with your child, please contact the teacher first to try and resolve the situation. Only then, if not resolved, should you contact the principal.

Directions for accessing the Middle School Wikipage

- 1.) Go to [holytrinityrobinsonmiddleschool.wikispaces.com](http://holytrinityrobinsonmiddleschool.wikispaces.com)
- 2.) Create a username and password. Save this information for future log-ins.
- 3.) Enter the Join Code provided by your child's homeroom teacher on the first day of school in the information/survey packet.
- 4.) **This must be completed within 7 days before the code expires. If you have any questions, please email Brenda Ford at [bford@holytrinityrobinson.org](mailto:bford@holytrinityrobinson.org).**

\*Please complete the information survey provided by your child's homeroom teacher on the first day of school. Return within one week. Please make sure a primary email address is provided for future communications.

## Dances

The students in grades 7th & 8th will have several dances each year. The dances are organized by the parents with the approval of the principal. All dances will occur on either a Friday or a Saturday evening. These events are for current Holy Trinity students only. Each child attending must complete a permission slip. Please remember these are Middle School dances, not a prom.

## Daily Expectations in:

### **Homeroom**

- Be in homeroom at 8:00A.M. in proper uniform (refer to school handbook)
- Unpack backpacks
- Turn cell phones off and place in classroom container.
- Gather all materials needed for ALL morning classes and Accelerated Reading Materials
- Sign up for lunch
- Turn in all notes and forms
- Immediately dispose of any chewing gum
- Participate in morning prayers, pledges and songs
- Remain silent for morning announcements
- Respect school property and the property of other students
- Students will no longer be allowed to phone home for forgotten items which include: lunches, clothes, homework or other materials

### **Hallways**

- Walk quietly
- Line up along walls and lockers outside of their next classroom
- Do not block classroom doorways
- Be respectful and courteous to others
- Use soft quiet voices

### **Classroom**

- Be on time
- Follow the rules and expectations of each teacher
- Have all materials needed: pencils, notebooks, textbooks, planners, **charged NOOKS**, and any other required materials
- Turn in homework/assignments on time
- Be an attentive listener in class
- Do not speak when others are speaking
- Be respectful to the teachers and peers
- Allow everyone to learn
- Record homework assignments before leaving each classroom

### **Cafeteria and Recess**

- Before lunch gather ALL materials and supplies for afternoon classes
- Follow all posted cafeteria rules
- Remain seated until finished eating and the "recess" bell rings
- Clean up, pick up all papers, scraps of food, etc., and dispose of them properly
- Obey cafeteria monitors and playground monitors at all times
- Speak in a conversational tone
- Walk at all times
- Display good sportsmanship and exercise self-control
- Include all classmates in play activities
- Play in assigned areas only
- Stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds.)
- Use equipment properly

### **End of the Day**

- Consult planners for homework
- Gather all materials and pack backpacks
- Follow dismissal procedures
- Quiet at dismissal to hear buses

### **Demerits**

In order to create a positive learning environment at Holy Trinity Catholic School, a demerit system will be used to address inappropriate behavior. Listed below are the consequences for negative behaviors and the number of demerits for each infraction in the middle school.

- |   |   |
|---|---|
| • Intentionally harms another             | 5 and automatic detention or suspension     |
| • Cheating or plagiarism                  | 5 and automatic detention or suspension     |
| • Fighting (Initiating or participating)  | 5 and automatic detention or suspension     |
| • Harassment/intimidation/ostracizing     | 4   |
| • Disrespect for teachers/staff/students  | 4   |
| • Obscenity (language or gestures)        | 4   |
| • Destruction of school property          | 4   |
| • Inappropriate use of technology         | 4   |
| • Name calling/teasing/gossiping/rumors   | 3   |
| • Dress code violation                    | 3   |
| • Use of cell phone between 7:45am-3:00pm | 2 and phone needs to be picked up in office |
| • Class disruption                        | 2   |
| • Horseplay in school                     | 2   |
| • Passing/writing notes                   | 2   |
| • Late for class                          | 1   |
| • Unprepared for class                    | 1   |
| • Chewing gum                             | 1   |
| • Failure to return signed demerit form   | 1   |

Five demerits will result in an afterschool detention. Ten demerits during a 9 Week period will result in the loss of all extracurricular activities, including sports.

## **Grading/Option C**

Holy Trinity Catholic School has an online grade book system. Parents will receive an ID number and password in order to check their child's academic progress via the Internet. Access to the online grade book may be found at [www.optionc.com](http://www.optionc.com) or through the link on our school website at [www.holy-trinity-school.org](http://www.holy-trinity-school.org). Please take advantage for this educational tool.

Parents will be notified via email if their child continuously maintains less than a "C" average.

## **High School Visits – 7<sup>th</sup> and 8<sup>th</sup> Grade Students**

Students are allotted three days a school year to visit /shadow a high school. A letter from the high school's office needs to be presented to the homeroom teacher upon students return to school in order for it to be recorded as a day of school. If a letter does not accompany the student, they will be marked as an unexcused absence. Students are responsible for scheduling their own school visit/shadow days. Once a day is confirmed the student is responsible for informing their teachers and make arrangements for missed assignments.

## **Homework**

Homework grading will vary by teacher except for math. The math homework policy will be

- 20 points for all assignments completed
- 19 points for only 1 or 2 missing
- 18 points for only 3 or 4 missing
- 17 points for 5 missing
- 16 points for 6 missing
- 15 points for 7 missing
- 14 points for 8 missing
- 13 points for 9 missing
- 0 points for 10 or more missing assignments

Homework assignments in all subjects will not be accepted after one week, unless a valid reason, such as being on vacation or out sick, is given. Students will be deducted a point each day until a week has passed and then will receive a 0 for the assignment.

It is the student's responsibility to record all homework assignments in their agenda. If a class is missed due to illness, band, violin, etc., the student needs to see each teacher for their missed work and notes. Homework charts are posted in each classroom to help.

## **Parent/Teacher Conferences**

Conferences will follow a new procedure for middle school. Parents no longer need to meet with homeroom teachers to receive report cards. Report cards will be sent home for parents to review before scheduling conferences. Upon reviewing the report card, parents will call the school office and schedule conferences. Each family will be able to schedule a 10-minute conference with no more than two middle school teachers. Conferences should be based on their child's report card and parent concerns. Remember that conferences are mandatory, so you must conference with at least one teacher.

## **Science**

The middle school science curriculum is comprised of three fields of study: life science, physical science, and earth science. The curriculum is designed to be an integrated progression within the three disciplines. Each year, your child will be introduced to a new topic or expand on a prior topic. For example, in Earth Science, 6<sup>th</sup> grade learns about the solar system and planets. Seventh grade learns about how the planets were formed, and 8<sup>th</sup> grade learns about the characteristics and lives of stars and galaxies.

As a way to reinforce and incorporate STEM into the science curriculum, 7<sup>th</sup> and 8<sup>th</sup> grade will follow the Scientific Method and complete a science fair project during the first semester of the school year.

## **Service Hours**

All students in grades 6-8 at Holy Trinity School are required to do community service. The requirements are 6<sup>th</sup> Grade 5 hours, 7<sup>th</sup> Grade 10 hours, and 8<sup>th</sup> Grade 30 hours: 15 school and 15 Confirmation.

Confirmation hours must be completed prior to Confirmation. All other service hours must be completed and turned into your homeroom teacher by May 1, 2018. Failure to complete service hours will affect your religion grade for the last 9 weeks.

Beaver Regional Honor League students will need an additional 15 hours and forms must be returned to the principal by May 29, 2018.

## **Technology**

Teachers use a wide variety of technological devices during instruction. Students are expected to handle all equipment with great care. If any equipment should be damaged through carelessness or mischievous activities, the student and his/her family will be held financially responsible for any repair or replacement required.

Individual use of the Internet is limited and monitored carefully. If any student deliberately logs onto an inappropriate site, or passes on an address for an inappropriate site to another individual, appropriate consequences will follow. These consequences may include, but are not limited to, suspension from computer class and/or the computer lab for an extended period of time.

## **Testing**

Teachers will be cognizant of student testing schedules and will try not to schedule more than 3 core subject tests on the same day. However, there are times throughout the year where this will be more difficult. These times will include before holiday breaks, the end of the 9 weeks, and the end of the school year. Advance notice will be given for tests and posted on the Middle School Wiki Page.





# *Holy Trinity Catholic School*

WHERE FAITH, EDUCATION, AND VALUES UNITE.

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## **HOLY TRINITY MIDDLE SCHOOL PLEDGE FORM**

**Parents and students must complete the following form and return it to homeroom teachers by September 5, 2017.**

### **Student Pledge**

1. I will follow all of the policies and regulations included in the Holy Trinity Middle School Handbook.
2. I understand the expectations required of me as a middle school student at Holy Trinity School.
3. I am aware of the consequences/demerits I will receive if I violate any policies stated in the Holy Trinity Middle School Handbook.

### **Parent Pledge**

1. I recognize that it is my responsibility to review and discuss the policies and regulations with my child(ren) outlined in the Holy Trinity Middle School Handbook.
2. I understand the consequences/demerits my child(ren) will receive when violating any policies stated in the Holy Trinity Middle School Handbook.

**I agree to the stipulations set forth in this Handbook.**

Student Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Please Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_