**#otherpeoplematter**

**2019 – 2020**

**MIDDLE SCHOOL EXPECTATIONS AND POLICIES**

Our school wide theme this year is

 **FOLLOW THE WAY OF THE GOOD SHEPHERD.**

Jesus said, “My sheep hear my voice. I know them, and they follow me.”

Here at Holy Trinity School we will be focusing on not only following Jesus’ voice, but also leading as a good shepherd would. As responsible and respectful young people, middle school students can be excellent role models. They can use their gifts to lead by example here at school and elsewhere.

Students are to adhere to the **Policies on Student Responsibilities and Behavior** as outlined in the **Student-Parent Handbook**. At the middle school level the expectation is that students will:

1. Respect self, others, and property
2. Follow directions
3. Problem solve peacefully

Please be sure to carefully read the **Student-Parent Handbook** for schoolwide guidelines and policies. While these encompass the school as a whole, the middle school does have additional expectations and policies.

Students are encouraged to bring water bottles to class. These may contain only plain water - no additives or power drinks.

Middle school students do not have snack time, so a good healthy breakfast is vital. Gum, candy, pop, and snacks are not allowed during the school day.

All necessary materials must be brought to class daily.

Students may not return to homeroom or lockers for missing items.

Each instructor may have specific expectations and policies in his/her class, but the focus will be on developing respectful and responsible young people.

**CELLPHONE/ELECTRONICS/SOCIAL MEDIA POLICY**

As a general rule, cellphones and other electronics) are **NOT to be used**

**at any time on campus or during school sponsored activities.**

This includes before and after school, at extended day, on buses or on the playground. Students must have permission to use a cellphone during school hours. Misuse of these devices will result in confiscation of the items.

In order to protect all students from any misunderstanding due to social media posts, students should be very careful about such activity. (POSTS are defined by words, pictures, videos, etc.) Social Media Sites include but are not limited to: Facebook, Twitter, Instagram, Vine, Snapchat, Youtube, etc.

Consider the following about any post, e-mail, or picture:

 T – Is it true?

 H – Is it helpful?

 I -- Is it inspiring?

 N – Is it necessary?

 K – Is it kind?

If a post does not fit all parts of this description, don’t post it.

While a student’s use of social media will be outside of Holy Trinity School’s control, misuse can negatively impact our students and our school community. Holy Trinity Catholic School reserves the right to discipline students for behavior outside of school or school events, which disrupts the school or the school environment.

It is our goal to assist each student in developing his/her responsibility regarding assigned work.

**HOMEWORK POLICY**

Turning in work on time increases students’ comprehension and retention of the current class material. Work must be completed on time.

To emphasize the importance of timeliness, students may not be given full credit for late assignments.

Pink slips are used to record late/missing assignments. These pink slips are sent home at the end of each week. Students are expected to complete and turn in late assignments in a timely manner.

EDUCATE, our online grading system, is accessible to students and guardians. **Parents and students are encouraged to use this resource regularly to check and track student progress.**

**MAKEUP WORK**

 - Following an absence (due to illness, vacation, appointment, etc.) the **student** is responsible for collecting and completing any makeup assignments.

 • This includes missed classes due to school activities - band, student council, etc.

 - The **student** must see each teacher, at the teacher’s convenience, and request the work she/he missed, and/or make plans to reschedule activities, lessons, or tests.

 • It is the student’s responsibility to write down the assignment and turn in the assignments to the teachers.

 - The student must collect missed work the day he/she returns to school.

 - Assignments that were due the day of the student’s absence are due upon the student’s return to school.

-  **In most instances, assignments missed because of vacations will not be available until the student returns to school.**

 • It is the student’s responsibility to seek out individual teachers
 to obtain a list of missed assignments.

 • It may be necessary to arrange after school time to make up missed lectures, labs, tests, etc.

**UNIFORM AND APPEARANCE POLICIES**

The school uniform is one way to identify oneself and show pride in being a Holy Trinity School middle school student.

Uniform policies are included in the **Student-Parent Handbook** and on the **Holy Trinity School Website** ([www.holytrinityssp.org](http://www.holytrinityssp.org))

Students are expected to follow all aspects of the uniform policies particularly: keeping shirts tucked in, wearing appropriate socks - no logos or designs - and wearing appropriate shoes - no sandals or backless shoes or wheeled shoes, etc.

**Uniform and appearance policies will be strongly enforced.**

**GUIDELINES FOR USING THE STUDENT PLANNER**

**(Assignment Notebook)**

The Student Planner is a form of two-way communication between school and home. Students will use it to record daily work and assignments. Using the planner will help students set goals, develop organizational skills, recognize accomplishments and build self-esteem.

The student planner will also be used to inform parents of late/missing assignments.  **Parents/guardians, please get in the habit of checking this planner regularly.**

At the end of each week the student will bring home the student planner so it can be reviewed and signed by parents/guardians and returned to school on Monday. If the student loses the planner, a replacement must be purchased from the homeroom teacher at a cost of $5.00.

**Student Responsibility**

 1. Write in assignments and activities each day for each class.

 2. Bring home planner daily and discuss assignments and activities with parents/guardians.

 3. Have parent/guardian sign the planner each week.

 4. Complete required school work and turn it in on time.

1. **Bring this student planner to each class.**

**Parent/Guardian Responsibility**

1. Ask student about school assignments and class activities.

2. Read and review the planner regularly.

 3. Discuss successes and concerns with student.

 4. Sign **completed** planner at the end of each week.

 5. Sign and return any pink slips or other communicaton.

**Teacher Responsibility**

 1. Check the student planner regularly.

 2. Monitor the use of the student planner.

**Our goal is that parents/guardians, students, and teachers –**

**working together - will increase student responsibility,**

**improve academics, and promote success in school.**

**WE HAVE READ AND UNDERSTAND THE MIDDLE SCHOOL EXPECTATIONS AND POLICIES INCLUDING:**

**THE CELLPHONE/ELECTRONICS/SOCIAL MEDIA POLICY, HOMEWORK POLICY, USE OF THE STUDENT PLANNER,**

**AND THE UNIFORM POLICY.**

STUDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_

 (signature)

PARENT/GUARDIAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_

 (signature)

Please sign and return to school by **Monday, September 16.**