

# Holy Trinity Catholic School



## Parent & Student Handbook 2018-2019

# Meetings

## Dates & Times

- NJHS meetings will be held during lunch/recess on the first Thursday of each month
- Members are expected to attend all meetings and activities. Absence from a meeting will result in a deficiency notice
- Additional meetings can be scheduled as needed.

## Meeting Sign-In

- Students are expected to sign in after they have found their seat and placed their lunch down.
- The sign in sheet will be removed after the start of the meeting.
- Students must sign in for themselves as evidence of their attendance at the meeting.
- If students purchase lunch, they should buy their lunch first and then go to the meeting room.

## Absences

- Written notice must be provided to Mrs. Griesbaum in advance if a member will miss a meeting, with the exception of an emergency or unforeseen absence from school.
- It is the member's responsibility to see Mrs. Griesbaum and pick up any information or materials missed on the day of the meeting or on the day he/she returns to school.

**Excused Absences:** Students will receive an excused absence for missing a meeting and providing written notification and if he/she is sick or has a doctor appointment (situations classified as a documented absence from school).

**Unexcused Absence:** Students will receive an unexcused absence for missing a meeting without written notification and/or for any other reason than illness or a doctor appointment. This results in a deficiency notice.

# Group Service Projects

NJHS members will participate in planning, preparing, and the execution of the following:

## **Fall Semester:**

**Math and Science Night Date: November 13, 2018 (ATTENDANCE IS REQUIRED)**

## **Spring Semester:**

**Reading Night: April 9, 2019(ATTENDANCE IS REQUIRED)**

**Participation in the Group Service Project:** There are many areas that members are able to participate in for the group projects. Some areas include, but are not limited to, marketing of events, chairing a committee, corresponding with faculty/staff, and participation the day of the event to name a few. Students will sign up for areas of interest and be expected to complete. Parents will be provided the information well in advance too. Please be sure to check the NJHS website for updated information.

# Individual Service Hours

Individual service is a very important part of participation in NJHS! These projects are the *students'* projects. They should rely on parents and other trusted adults only for transportation, safety/monitoring, and encouragement. It is important to choose projects that guarantee the well-being of the student; avoid activities where a trusted adult cannot monitor their safety. It is the member's responsibility to keep track of his or her service hours and fill out the appropriate paperwork. Volunteer time does not include transportation, breaks, etc. It is the member's actual working/contact time with those that you are helping!

## Guidelines for Individual Service Projects

- **Get approval from the advisor before starting a project (in person or via e-mail).**
- Choose projects that will help **not-for-profit agencies and organizations in need**, not for-profit businesses of family or friends.
- These hours will be completed outside of the normal school day.
- Students should choose projects that they would not already be completing. This is an opportunity to grow in confidence and leadership by sampling activities, some of which may be unfamiliar.
- Projects that involve another NJHS member are encouraged. By working together, members can help each other gain confidence and leadership skills!
- Service Hour sheets should be turned into the school office. The sheets will be placed in my box.
- Hours prior to induction ceremony **DO NOT COUNT**.
- Service hour sheets are due in the office the date listed below. It is the student's responsibility to make sure the sheets are turned in on time.

## Individual Service Hour Deadline Dates

- Minimum of **2** total hours completed by the end of Quarter 1 (October 20, 2017)
- Minimum of **4** total hours completed by the end of Quarter 2 (January 10, 2018)
- Minimum of **4** total hours completed by Mid-Quarter 3 (March 15, 2018)

\*Students that do not meet the requirement by the deadline date will be issued a deficiency notice.

## Documentation Forms

- Available on the Mrs. Griesbaum's NJHS google classroom
- Always take the documentation sheet with you to be signed by the adult in charge.
- **It is your responsibility to fill out the form**, the supervising adult only signs it!

**\*\* Documentation Sheet \*\***

INDIVIDUAL SERVICE DOCUMENTATION

Student Name \_\_\_\_\_

Date the volunteering effort took place: \_\_\_\_\_

Name of the organization overseeing the volunteering effort: \_\_\_\_\_

Description of the volunteering effort (written by the student)- Describe all duties completed. This should be done in a complete sentence format.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

To be completed by adult supervising the event

This student volunteered for \_\_\_\_\_ total hours of time on the activity described above.

\_\_\_\_\_  
Adult's Name (printed)

\_\_\_\_\_  
Adult's Signature

\_\_\_\_\_  
Title (or Relation)

\_\_\_\_\_  
Daytime phone number

# Quarterly GPA Check & Academic Probation

- Required GPA: 7<sup>th</sup> and 8<sup>th</sup> Graders- 3.5, 6<sup>th</sup> Graders- 3.8 (PROBATIONARY YEAR)
- At the end of each grading period, the advisor will check the GPA for each member (information provided by the main office).
- If a member falls below the required GPA, he or she will be given written email notice that they have been put on academic probation until the next grading period.
- Academic probation does not prohibit a student from participating normally in all NJHS group activities; however, it does give the member time to seek out the necessary help needed to improve his/her GPA to a minimum of a 3.5 (7<sup>th</sup> and 8<sup>th</sup> graders) and 3.8 (6<sup>th</sup> graders).
- If the member's GPA is not up to a 3.5 (7<sup>th</sup> and 8<sup>th</sup> graders) and 3.8 (6<sup>th</sup> graders) by the next grading period, he or she will be dismissed from NJHS.
- A member can only serve academic probation ONE time during the school year. If he or she falls below the required GPA again, that person will be dismissed.

## Character Violations

- Any member displaying poor character or citizenship in HTCS classrooms or hallways can receive a NJHS character violation from any teacher or staff member at HTCS, including the NJHS advisor.
- These character violations can be given anywhere on the school grounds or at any NJHS/school/district sponsored event.
- Character violations will be filled out by the staff member and given directly to the advisor. The advisor will have a conference with the NJHS member about the violation.
- **PARENTS: A student's actions at school are the responsibility of the student. Character violations will be discussed directly and solely with the student. There will be no phone call or notice mailed home.**
- If a student receives two character violations, it will result in a deficiency notice.

# Deficiency Notices

## Deficiency Notices

- To remain a member of NJHS, students must fully participate and remain eligible in the areas of scholarship, leadership, character, citizenship, and service.
- This is a written notice that you will receive if you (for example) miss a meeting, do not sign up or participate in a service project, do not meet individual service hour requirements, receive character violations, miss due dates/deadlines, etc.
- **PARENTS: These notices are the responsibility of the student and will be given directly to them. There will be no phone call or notice mailed home.**
- Consequences for receiving these notices are cumulative for the entire school year and do not “start over” each quarter.

## Consequences of a Deficiency Notice

- First Deficiency Notice: Member will receive an email, and member will complete sheet acknowledging notice. An additional service hour will be assigned.
- Second Deficiency Notice: A meeting will be scheduled with member, advisor, and another faculty member. Member will be advised that two deficiency notices may result in dismissal.
- The student will have the opportunity to discuss before a final decision is made. All decisions will be FINAL.

# Dismissal from NJHS

Students who do not comply with the principles and rules of membership may be dismissed any time. The advisor may recommend that dismissal proceedings begin for various reasons, including but not limited to the following:

- Failure to maintain the minimum cumulative grade point average
- Receiving two deficiency notices, denoting a lack of required participation
- Failure to maintain a high standard of conduct, citizenship, or character.

For particularly flagrant violations (per Article X, Section 2 of the NJHS Constitution), the Advisor will meet with the Principal and exercise their prerogative to dismiss the member without convening the Faculty Council.

# Advisor/Student/Parent Communication

## Website

On the NJHS google classroom, you can view current projects, download important forms, or find helpful tips and reminders.

## Responsibility of the NJHS Member (Student) in Communication

- It is the student's responsibility to communicate the happenings of NJHS with their parents.
- **All students will be required to have an email address. Parents will be included on the distribution list, but ALL members must have an email. Email is the primary communication tool used for NJHS.**
- Students are encouraged to e-mail or speak directly with the advisor.
- NJHS members are welcome to come to the advisor anytime with questions or concerns about NJHS activities and requirements or with any problems they are experiencing fulfilling their scholarship, leadership, character, citizenship, or service expectations.
- Remember, members are joining knowing what is expected. If members feel that NJHS is too much or not a good fit, members should notify Mrs. Ybarra so that we may discuss and handle appropriately.

## Contact Information

Mrs. Erica Griesbaum  
egriesbaum@htcs.org