



Holy Trinity Catholic Schools

Student Handbook

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STUDENT HANDBOOK

Holy Trinity Catholic Junior/Senior High School

A school program is a joint venture in which students, staff, parents, Church, and community attempt to provide an opportunity for growth for all students enrolled.

Students enrolled at Holy Trinity expect to receive care, concern, and directions from others, and in turn agree to demonstrate care, concern and help for others. In seeking his/her own growth each student must be willing and able to work in harmony with all who share in achieving the goals of the school.

Philosophy and Mission: The faculty at Holy Trinity is eager to develop a learning program of academic excellence and to provide a Christian atmosphere to help students develop spiritually as well as physically, emotionally, and intellectually. We believe in the value of our Catholic school system. Consequently, we will strive to develop a curriculum based on Catholic Christian principles and to help the students at Holy Trinity develop a value system determined by these principles. Holy Trinity is a God-centered school, with Gospel values being central to our theme and purpose.

Catholic Identity: We believe that:

The Catholic school is an integral part of the church's mission to proclaim the Gospel, build faith communities, celebrate through worship and serve others.

The commitment to academic excellence, which fosters the intellectual development of faculty and students, is an integral part of the mission of the Catholic school.

The Catholic school is an evangelizing, educational community.

The spiritual formation of the entire school community is an essential dimension of the Catholic school's mission.

The Catholic school is a unique faith-centered community which integrates thinking and believing in ways that encourage intellectual growth, nurture faith and inspire action.

The Catholic school is an experience of the church's belief, tradition and sacramental life.

The Catholic school creates a supportive and challenging climate which affirms the dignity of all persons within the school community.

Policy of Equal Opportunity: The educational system of Holy Trinity Schools, Inc. is committed to equal opportunities and does not discriminate on the basis of race, color, national or ethnic origin, sex, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to Holy Trinity Schools and Title 1 of the Americans with Disabilities Act in the educational programs or activities which it operates. The Educational System Policy is not to discriminate in educational programs and activities extends to the employment in, and admission to, such programs, activities and services. It admits both employees and students of any race, color, national and ethnic origin, sex or disability, and extends to all the rights, privileges, employment opportunities, programs, activities and services generally accorded, or made available, in the programs/activities. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic or other school-administered programs.

Vision: The Diocese of Davenport will continue to base expectations of student learning on rigorous standards of academic excellence which address each child's developmental needs and are rooted in Gospel values and Catholic Church teachings.

Student Learning Goals:

- Demonstrate integrated Gospel values throughout their daily lives
- Accept church, civic, and personal responsibility
- Access and use information effectively and morally
- Anticipate and constructively react to change
- Apply technology morally and competently
- Communicate ideas and feelings effectively in various ways
- Demonstrate life-management, work world, and social skills
- Display global awareness, cross-cultural understanding, and social justice principles
- Demonstrate personal wellness practices
- Think critically and creatively
- Solve problems independently, cooperatively, and effectively in a Christian manner
- Reason scientifically, mathematically, and historically
- Learning experience is a life-long adventure which is also a rewarding one

RULES AND REGULATIONS OF HOLY TRINITY STUDENTS

This handbook outlines general procedures, policies, and philosophy for the day-to-day operation of Holy Trinity Schools. ***It is not an all-inclusive document.*** The administrators have the right and obligation to adjust routine procedures as circumstances warrant in order to maintain an optimal learning environment.

Student development requires each student to grow in the ability to assume more responsibility in making choices and living with the results of those choices. In the process of growth, students' progress from decisions made because of rewards or punishments to a concern for the opinions and the evaluations of others, and ultimately to regard the part one has in showing respect for maintaining proper values for the mutual benefit of all. Discipline is a necessary part of human growth and cannot be avoided. We do have a choice to discipline ourselves or become subject to disciplinary action on the part of others. Holy Trinity's disciplinary system is established to foster growth in self-discipline.

A student's disciplinary record becomes part of the records kept by the school and may be part of the information furnished to those who are authorized to receive a copy of the student's school records. Attendance is an important factor to future employers.

The knowledge of rules and regulations, their processes and their implementation is the responsibility and obligation of each Holy Trinity student. **IGNORANCE—LACK OF KNOWLEDGE OR UNDERSTANDING —OF THE RULES AND REGULATIONS WILL NOT BE CAUSE FOR RELEASING A STUDENT FROM RESPONSIBILITY TO KNOW AND UNDERSTAND THE STATED POLICIES.** By choosing to attend Holy Trinity, a student accepts the responsibility of school rules and expectations of Holy Trinity Schools.

Admit Slip

When returning after an absence, students should obtain an admit slip in the office explaining the absence and stating if the absence is *excused/or unexcused*. It is the student's responsibility to find out all assignments missed and to make up the work missed within the teacher's established guidelines.

Affection

Any offensive display of affection in public is considered behavior in poor taste. Any display of offensive affection is considered disruptive to the educational process and will not be tolerated. In addition to any disciplinary action taken, the parents of both students involved will be contacted for assistance in controlling this behavior.

Announcements

Announcements are read each morning and afternoon in addition to being posted on the Holy Trinity web site. The sponsor or other staff member in charge of the activity can have an announcement posted. Students need to accept responsibility for listening to announcements when they are read. Daily announcements are also posted in the lobby.

Assemblies

During class or all-school assemblies, students are to sit in the area designated for them. Each teacher is responsible for the conduct and attendance check of the group assigned and should be present with the students unless participating in the program. Courtesy is to be extended at all times through respectful attention and absence of talking or derogatory remarks during regular assemblies.

Attendance Policy

General: Students who have good attendance records are more likely to achieve higher grades and enjoy school life to a greater degree. A student's attendance record is an important part of her/his permanent record and can be a significant factor in being admitted to college or getting a job. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established the good habits of responsibility that a good attendance record indicates.

Accordingly, it is the policy of Holy Trinity Junior/Senior High School that **any student who misses 8 or more classes in a specific course in one semester** (excluding school-sponsored activities, documented doctor visits, hospital stays, or other events the administration deems exclusionary) **may receive an F for the class.**

As mentioned above, the school does recognize that there are some valid reasons for a certain limited amount of absences. Holy Trinity generally considers the following reasons for absenteeism to be valid:

- a. personal illness
- b. sickness in the immediate family
- c. death and funeral of some member of the immediate family
- d. doctor or dental appointments that CANNOT be scheduled outside of school time
- e. educational trips with parents
- f. specific and defined personal reasons that could not have been foreseen
- g. participation in school-sponsored field trips and activities.

The school will notify parents when the absences or excused absences (excluding school activities in any classes) total 4 in any semester. Further, a parent conference (either in person or by phone) with school officials will be arranged when absences total 6 in any class. Parents will be notified on the occasion of each subsequent absence.

Call-In: All students must be in their assigned classroom by the second bell. When a student is unable to attend school, parents are asked to call the appropriate school office before 9 a.m. to inform the school that the student will be absent.

Excused: When the student returns, he/she **must** bring a signed note from the parent/guardian that explains the reason for the absence. Excused absences are for the following reasons only:

- Personal illness
- Medical appointments (documentation required)
- Bereavement
- Religious observance
- Court appearance (documentation required)
- Prearranged absences for family activities, where at least one of their parent/guardians will be present

- School-sponsored trips
- Administration-approved absences

A student who is absent for the reasons listed previously and follows approved procedures will be allowed to make up the work missed and will be given credit for the work made up. It is the student's responsibility to contact the teachers for make-up work assignments and the deadlines for the work. If students know they will be missing class periods, they should contact their teacher before the absence takes place.

Daily Eligibility: It is expected that students be present for the whole day of an extracurricular activity if they want to participate. If absence is necessary, then arrangements must be made with the administrator. Students are expected to be present and reported present at 8:30 a.m. on the day following an extracurricular activity. Violations of this recommendation could lead to a student's suspension from the next scheduled activity.

Unexcused: If a student is absent on a given school day, for any reason other than those listed previously, he/she will be considered unexcused. The parent/guardian will be notified and the student will be given a detention. If a student accumulates three unexcused absences from any class in the course of a semester, the student and his/her parents will be required to meet with the principal (or designated representative) for disciplinary action. Students are expected to make up work missed in class but should expect reduced credit. An equivalent amount of class time missed will be made up after school during detention.

Book Rentals/Fines

Textbooks will be issued to students at the beginning of the semester. Students will complete a "Book Condition" stating any problems they see with the books at the time. When the books are returned to the teacher at the end of the course, the teacher will determine if there is any damage of unusual wear and tear to the textbook. If so noted, the teacher or administrator will assess the appropriate fines. If a student loses a textbook, he/she must pay for the **replacement** cost of the book.

Bus Transportation

A student living three or more miles from school may apply for bus transportation from the Fort Madison Community Schools. A middle school student living 1.5 miles from school may apply for bus transportation from the Fort Madison Community Schools. An elementary student living 1 mile from school may apply for bus transportation. If such transportation is not available, the family may apply for reimbursement.

Parents/guardians are encouraged to contact their local public school district for further information.

- A. Students who ride the buses are expected to conduct themselves properly. A student who damages a bus in any way is responsible for payment of repair costs.
- B. Fort Madison Community Schools use a demerit system for misbehavior problems. Demerits can result in the loss of riding privileges. Misbehavior problems on Holy Trinity buses can also result in loss of riding privileges.
- C. Students riding the Holy Trinity buses to school events must return on the bus. Permission to return by other means will be given by the administrator, faculty member, sponsor, or coach after parents have informed the supervisor. The school will not assume responsibility for students who are not passengers on the school bus.
- D. A parent or approved adult must be present in any vehicle transporting Holy Trinity students to and from an extra-curricular event in which they are participating. The administration must approve exceptions to this rule. The Diocese of Davenport recommends parents carry a minimum of \$300,000 liability insurance when transporting students for school activities. Proof of insurance is to be on file in the Business Office.

Calendar

A calendar of school events is kept up to date on the school web site (www.holytrinityschools.org). Any additions or removals to the calendar should be submitted to the administrative office of each building.

Cheating

Holy Trinity is committed to helping students become responsible employees, active citizens of their community and life-long learners. Two components of this commitment are developing a student's sense of morality and ethics as they pertain to dishonest academic practices.

A "dishonest academic practice" would be defined as practices including, but not limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas off in class as one's own.

Definitions:

Cheating—Within a school setting is defined as, "doing something dishonest or using misrepresentation," (World Book Dictionary, Vol. 1, pg. 347)

Copying—To make an exact, or nearly exact, duplicate of another's work and pass it off as your own. It is also copying if the student uses some type of electronic/digital device to complete his/her work and turns it in as his/her own.

Plagiarize—"Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas." (*MLA Style Manual and Guide to Scholarly Publishing* by Joseph Gibaldi. New York, The Modern Language Association of America, 1998.)

Education Examples of Academic Dishonesty. (The examples below are only a small sample of possible academic standards violations.)

1. Allowing another student to copy your work and turn it in as his/her own.
2. Copying someone else's homework and turning it in as your own work.
3. Downloading sections or, or an entire term paper, from the Internet and turning it in as your own work.
4. Looking at someone's test and copying his/her answer(s).
5. Concealing possible test information on one's person or using an unapproved "crib sheet" to try and gain an advantage.
6. Translation software in any format is used to do homework without prior teacher permission.
7. Having someone else do your daily homework or research assignments and turn it in as your own work.
8. Having someone else take a test for you.
9. Use of any electronic/digital device to gain access to information to gain an unfair advantage.
10. Turning a paper in to one class and then turning that same paper in for a different class without prior teacher approval.
11. Copying a piece of published music or computer software.
12. Copying a paragraph and claiming it as your own work.
13. Copying a picture from a copyrighted clip art web site and using it for public distribution.
14. Removing a paper from someone else's folder on the school network and passing it off as your own.
15. Signaling in some way what answers to test questions might be.

Classes and Consequences of Academic Dishonesty

Ignorance is never an acceptable defense for academic dishonesty. It is understood that there are levels of academic dishonesty. Copying homework, although unacceptable, is not weighted the same as downloading a paper from the Internet. Therefore, receiving a "zero" for a daily quiz of ten points would have very different weight than if an entire term paper, worth 100 points were plagiarized and received the same consequences.

The following system would be true for every class taken within the Holy Trinity curriculum. Numbers of violations would accumulate, taking all courses into account.

In each class each act of academic dishonesty will be written up and turned in to the office. Each violation requires the teachers to have a conference with the student(s) involved. Parents will be notified about each offense within any given class. If a teacher permits a student(s) to redo the assignment, the assignment will receive reduced credit. If there are repeated offenses in any one class, the student runs the risk of additional consequences at the discretion of the administration..

Class Rank

A student's class rank is determined by his/her semester grade point average. The average is computed by multiplying grade points earned by the number of classes taken.

Closings

In the event that school or any school-sponsored event is delayed, cancelled, or dismissed early, it will be announced over the following radio and/or television stations: WGEM-TV (Channel 10), KHQA-TV (Channel 10), KHWA-TV (Channel 7), KTVO-TV (Channel 3), KBKB (Ft. Madison), KILJ (Mt. Pleasant). Their web sites also will list school delays and closings. Because of busing, Holy Trinity follows the Fort Madison Community School System on early dismissals, late starts, and weather-related situations.

Co-Habitation Policy

Unmarried students living together (co-habitation) will not be allowed to enroll at Holy Trinity. Enrolled students who are found to be living in a state of co-habitation will have one week to change the arrangement. If they fail to do so, they will be brought before the School Board for possible expulsion.

College Visits

Juniors are allowed one day of excused absence for college visits. This day is to be taken some time during the second semester. Seniors are allowed two days of excused absence to visit colleges. Senior college visits should be completed by the start of fourth quarter. All college visits should be scheduled through the Guidance Office where students are given pre-arranged absence sheets to be filled out by teachers then handed in to the office.

Complaints and Concerns in Academics

The student and/or parent is to speak with the teacher or staff member directly about his/her concerns. It is expected that most problems will be resolved at this level.

A student or parent unable to resolve a matter at the student/parent-teacher/staff level shall give in writing a signed statement as to the nature of their complaint and their request for a hearing to the principal. The student/parent, the teacher/staff member, and the principal will be present at the hearing.

Within six (6) working days following the hearing, the administration will provide a written report to the student/parent and to the teacher/staff member stating the nature of the complaint and the action taken to resolve the complaint.

Appeal of the administrator's action:

- a. Teachers/staff members may appeal this resolve to the school board president for a board decision.
- b. If the matter remains unresolved following the principal's decision, the student/parent may appeal to the president of the school board in writing. The president of the school board will then refer the complaint to an executive session of the board, either at a regularly scheduled meeting or at a special meeting, with or without a referral to the grievance committee of the board.

Complaints and Concerns in Athletics

The athlete and/or parent(s) is to speak with the coach directly about his/her concerns. It is expected that most problems will be resolved at this level.

An athlete or parent unable to resolve a matter at the athlete/parent-coach level shall give in writing a signed statement as to the nature of their complaint and their request for a hearing with the athletic director. The athlete/parent, the coach, and the athletic director will be present at the hearing.

Within six working days following the hearing, the athletic director will provide a written report to the athlete/parent, the coach and the administration stating the nature of the complaint and the action taken to resolve the complaint.

Appeal of the athletic director's action:

- a. Coaches may appeal this resolve to the administration and finally to the school board president for a board decision.
- b. If the matter remains unresolved following the athletic director's decision, the athlete/parent may appeal to the Chief Administrator.
- c. If the matter remains unresolved following the Chief Administrator's decision, the athlete/parent may appeal to the president of the school board in writing. The President of the school board will then refer the complaint to an executive session of the board either at a regularly scheduled meeting or at a special meeting, with or without referral to the grievance committee of the board.

Computer Use

Computer resources and Internet access will be available to students and teachers at Holy Trinity. We are very pleased to have these resources, as we believe they offer valuable, diverse, and unique resources to both students and teachers. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet in an 'electronic highway' connecting millions of computers and individual users all over the world. Along with this access comes the availability of material that may be of questionable educational value. Families should be warned that some material on the Net may contain items that are illegal, defamatory, or inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of computer resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty and their adherence to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. If a user violates any of these provisions, his or her account will be terminated and future access could be denied in accord with the rules and regulations listed below.

To gain access to Holy Trinity's computer resources and the Internet, all students must obtain parental permission. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Computer—Terms and Conditions

1. Students are responsible for good behavior on the school computers.
2. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of computer privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
4. Users are not permitted to transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, threatening, or illegal material.
5. Physical or electronic tampering with computer resources is not permitted. Altering computer configurations or damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.
6. Users must respect all copyright laws that protect software owners, artists and writer. Plagiarism in any form will not be tolerated.
7. Security on any computer system is a high priority, especially when the system involves many users. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to logon to the network as anyone but yourself may result in cancellation of user privileges.
8. Holy Trinity will assume no responsibility or liability for any phone charges, line costs, or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, nondeliveries, or misdeliveries. User of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
9. All communication and information accessible via the computer resources shall be regarded as private property. However, system administrators may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

Violations may result in a loss of computer access as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

Conduct

Student conduct in the school, on the grounds, and while participating in a school-sponsored activity off campus is under the supervision of the school according to these regulations and procedures.

The primary task of Holy Trinity is to form its students in the gospel values. They should see themselves as Christ's followers, treating one another with love, dignity, and respect. Every aspect of Holy Trinity should contribute to this formation. In particular this means that the disciplinary policies and procedures followed by Holy Trinity should be based upon and conform to this teaching.

The Holy Trinity Code of Conduct for Students:

The Code of Conduct represents the teachings of the Church with regard to day-to-day behaviors. It therefore represents what will be required of Holy Trinity students throughout their time at Holy Trinity.

1. Students will express their respect for Almighty God, our Lord Jesus, in their actions and words.
2. Students will respect the person and authority of administration and staff of Holy Trinity in their actions and their words.
3. Students will treat one another with respect at all times.
4. Students will show self respect through observing dress code and daily conduct.

5. Students will show respect for others who are not members of the Holy Trinity community.
6. Students will treat Holy Trinity and its properties with care and respect.
7. School Administration, Teachers and Staff will treat students with respect.

Corridors

Conduct befitting ladies and gentlemen is expected at all times. Between classes when the corridors are crowded, a great deal of order and courtesy is required to facilitate the movement of students from class to class. Rowdiness, excessive noise, and running will not be tolerated. Violations of any of these will merit a detention.

Course Changing Procedures

A course may be added or dropped within the first five calendar days of the semester. After five calendar days, the instructor must initiate a course change with the consent of the parent/guardian. A course change form can be obtained from the Director of Student Services. Before a course may be changed, the student must do the following:

- A. Get signature from the teacher indicating approval to drop the course
- B. Get signature of affected teacher indicating approval to add the course
- C. Get signature of parent/guardian indicating approval to change courses
- D. Get signature of Director of Student Services assigned to that grade level
- E. Hand form in to Administrative Office for Information System Update

Only after all of these steps have been completed, will the course change take effect.

Dances

All high school dances are closed. All Holy Trinity students are welcome to Holy Trinity dances, except the Prom. For Prom, one member of the couple must be a junior or senior at Holy Trinity. Sophomores and freshmen may participate if asked by a Holy Trinity junior or senior. Traditionally, the Student Council takes care of the dances and the junior class takes care of Prom. Student Council and the senior class will be responsible for the Homecoming traditions. Officers of the sponsoring organization are in charge of meeting the band or DJ at the agreed-upon time. Dance times will be determined by the administration. The administration will set a time when students must be in the dance.

The officers of the sponsoring organization are responsible for procuring four couples to chaperone each dance. The officers are also responsible for providing each couple with a copy of these rules and regulations:

- A. Smoking is prohibited on school premises.
- B. Use of alcoholic beverages and other drugs is strictly forbidden. Pop cans or other containers may not be brought into the dance or taken to the restrooms. Student Handbook rules and guidelines will be followed.
- C. Police officers with breathalyzers may be present at HTC dances.
- D. Good behavior and modesty is expected of all students. Dancing must follow standards of Catholic morality. If these regulations are violated, the administration has the right to call off any dance.
- E. Junior High students are not permitted to attend high school dances.
- F. All of the above rules are subject to change by the administration.

Demerits

Tardiness to class, food or drinks outside approved areas and times, inappropriate language, other various disruptions, are violations of the student code and will be punished with a demerit. A demerit is a written record of the violation issued to the student by a faculty or staff person. If a student receives three demerits, they have

one detention. A detention resulting from 3 demerits will be 50 minutes in length. Students with continual demerits may be given in-school suspension or other consequences as the administration deems fit.

Detentions

Teachers have the authority to issue detentions to any student who is interfering with the learning process in the classroom. Teachers will monitor any detention(s) given in the classroom. Detentions will normally be held after school, but may be set up at a time convenient to the teacher and student before school. No other arrangements or accommodations will be made. The administrative office will handle demerits and tardy detentions. **Dress Code detentions will be 30 minutes in length. Arrangements will be made to serve these detentions.**

Disciplinary Procedures

Violations of the tobacco, drug and alcohol policies are covered specifically later in this handbook. Classroom teachers may give appropriate detentions to maintain a proper learning atmosphere and/or to require students to make up work. A student neglecting to serve a classroom detention will be referred to the administration.

Class 1 – Violation of the following will result in a detention.

1. Corridor violations, disturbances, no pass.
2. Disorderly conduct, vulgar eating habits, rowdiness, inappropriate language
3. Excessive noise and disruptive activities outside the classroom or other quiet areas
4. Throwing objects

Class 2 - The following actions result in an in-school suspension. A second offense will result in out-of-school suspension. Suspension will begin the day of the violation. Such suspension will be suspended during the time of appeal.

1. Disrespect towards teachers, school personnel, or other students
2. Skipping class/school
3. Skipping a detention that has been doubled
4. Hazing of students
5. Three Class 1 violations in one quarter

Class 3 – Students violating the following will receive automatic out-of-school suspension

1. Stealing
2. Consistently in violation of school rules
3. serious disrespect towards a teacher, staff member, or administration
4. Willful destruction of school property

Class 4 – Students violating the following will appear before the administration and will face disciplinary probation or possible expulsion from the school. The Principal may meet with the Faculty Advisory Board for their input. The student and the student’s parents/guardian will also meet with the Principal.

1. Harassment of any kind directed at teachers, students, school personnel, or volunteers
2. Immoral actions
3. Consistently in violation of rules or creating discipline problems
4. Possession, intent to distribute, or distributing drugs on school grounds

A Disciplinary referral report is to be made to the Administrative Office whenever the faculty or staff member concerned is unable to deal with the situation or when the severity of the violation observed is such that a change of the student’s schedule, detention, and/or notification of parent or guardian is in order. Usually, the Administrator will consult with the teacher or staff member making the referral to help clarify the situation. The

Administrator will act upon each referral (examples include, but are not limited to, issue warning, assign to a supervised study hall, require an apology to the appropriate party or parties, notify parent or guardian).

Class-Period Suspension: When a student has been referred for disciplinary action from a specific class, the Administrator may choose to have the student remain in the office area for that particular class period for one, two, or even three consecutive class periods.

One Day In-School Suspension: A student may be required to spend one full class day in a designated place working on specific assignments if the Administrator deems the referral to be very serious.

Three Day In-School Suspension: As a final warning to the student and notification to the parents that continued misbehavior will not be tolerated, the three day in-school suspension may be implemented. After a three (3) day in-school suspension, a student may be placed on probation and permitted to return with specific requirements for the length of time stated after a probationary agreement has been signed by the student, parent, and Administrator.

Only the Principal has the authority to suspend a student or place him/her on probation. During suspension a student is not eligible to practice, participate in, or be a spectator at any of the school activities.

Dress Code

The Dress Code for all students, male and female, will be as follows for the 2014-2015 school year.

Bottoms: Girls: Tan khaki or navy pants (no denim fabric), skirts, skorts and jumpers (no shorter than either 4 inches above the knee or fingertip length with arms extended). School approved plaid acceptable in skirts, skorts, and jumper. Boys: Tan khaki or navy pants (no denim fabric).

No wind suits, slicks, sweat pants, stretch pants, bib overalls or miniskirts allowed.

Tops: Solid navy or white dress shirts or polo shirts with turned down collars and sleeves or full turtleneck shirts. Solid royal blue polo shirts will be allowed if purchased through the school. No logo or label to be shown except approved HTC logos only. Shirts shall be tucked in to pants, skirts and skorts. No shirts may be worn inside out.

Sweaters: Solid navy or white cardigans, pullovers, fleece, v-neck and sweater vests may be worn over an approved top with collar showing. No logo or label to be shown except approved HTC logos only. Approved HTC logos may be in silver, royal blue, black, or white letters.

Sweatshirts: Solid gray or royal blue sweatshirts with approved HTC logo will be allowed if purchased through the school and must be worn over an approved top with collar showing.

Shoes: Fully-enclosed, clean tennis shoes or dress shoes with socks.

Other: Students will be allowed to wear scarves, ties, belts and socks of their choice as long as the selection is in good taste. Belts are required for pants that have belt loops for all students in grades 7 through 12. Tights, knee highs and leggings in solid navy, tan, khaki, gray or white colors may be worn **under** the dress code clothing items described above.

No midriff or cleavage should be showing at any time.

No attire (including hats) promoting racial or religious intolerance, gangs, violence, sexism, vulgar and inappropriate language, drugs, alcohol, or tobacco products will be allowed in school or at school events.

Torn or cut-off pants, shorts or shirts will not be allowed at any time.

No dresses unless announced by the administration.

Caps/hats and other miscellaneous headwear will not be worn in the school building during the school day.

SUMMER DRESS CODE: Shorts in a solid khaki (tan) or solid navy (no shorter than either 4 inches above the knee or fingertip length with arms extended) can be worn from the first day of school until September 30th and from May 15th until the end of the school year. During this time students may wear modest shorts with a dress code shirt. No sport shorts or bike shorts may be worn. Shoe policy applies as noted above. Shirts must be tucked in during this time. Belts must be worn at the Jr/Sr High if shorts have belt loops. No denim.

PERSONAL APPEARANCE:

- a. Hair styles must be clean and well-groomed and not of such an extreme nature as to cause undue attention to the person or cause a class disruption.
- b. Hair color needs to be a shade that is naturally occurring to humans. No purple, blue, etc., except when approved by the principal for special events. Color used at such special events will be temporary and easily washed out.
- c. Visible pierced jewelry may be in the ear only and not of such an extreme nature as to cause undue attention to the person or cause a class disruption.
- d. Gentlemen need to be clean shaven.
- e. Tattoos are strongly discouraged. If a student is competing in a Holy Trinity uniform for sports, cheerleading, fine arts, etc., tattoos must be covered.

Dress Down Days:

Administration occasionally approves dress down days, whereby students are given an opportunity for choice of clothing. Clothing must still be appropriate and modest.

Drugs (Alcohol or Prohibited Substances)

Use of Alcohol and Other Illegal Drugs. Chemical use, abuse, and dependency is a major health problem in our society. Holy Trinity Schools believes the use and abuse of alcohol and other illicit drugs by our students must be prevented. The school is committed to work with families, parishes, law enforcement, and health organizations in the community to assist the students in controlling substance abuse when it occurs.

Possession or Use of Prohibited Substances on School Grounds or at School Functions. Any student who attends school or school functions in possession of, or under the influence of, alcohol, marijuana, cocaine, methamphetamines, or any other illegal, illicit, or inappropriate drugs, chemicals or substances (herein collectively referred to as "Prohibited Substances") as determined by and/or witnessed by administration or designated school officials, will be automatically put on in-school suspension by the administration for up to five days, in addition to the penalties listed below.

Furnishing or Selling Prohibited Substances on School Grounds or at School Functions. Any student who furnishes or sells prohibited substances on school grounds or at a school function as

determined by and/or witnessed by administration or designated school official will be automatically put on out-of-school suspension for up to five days, be brought before the Board of Education, and given the penalties listed below. The administration will recommend the penalty for such a violation, which may include expulsion.

Use of Prohibited Substance Generally, NOT on School Grounds or at School Functions. Any student who is found to be using, or in possession of, Prohibited Substances as determined and reported to the school by law enforcement personnel, parent/guardian reporting their son/daughter, or as witnessed by an administrator will be disciplined as listed below.

Students who are knowingly in the presence of underage and/or illegal consumption of Prohibited Substances, but such student is determined to have not personally consumed or otherwise engaged in the use of such Prohibited Substances, as judged by law enforcement personnel or the administration will be handled in the following manner:

- A. **1st Occurrence:** The administrator will meet with the student and the parent/guardian to discuss the incident and ways to avoid similar circumstances in the future. A formal warning will be placed in the student's discipline file.
- B. **2nd Occurrence:** The administrator will meet with the student, notify parent/guardian, the student will receive an immediate 7-day suspension from all school activities according to the guidelines below.
- C. **3rd Occurrence:** The penalty will become what is given to a first-time violator of the Good Conduct Code.

This policy does not apply when a student is in the presence of and with the consent of their parent(s), or legal guardian at non-school related functions, unless the parent/guardian requests the policy be enforced.

Consequences for Violations of Drug/Alcohol Policies

This policy is in effect throughout the student's enrollment or re-enrollment at Holy Trinity Schools—including the summer months. (If a student has no violations of the good conduct code for three years, any record will be wiped clean and said student will be considered to have no violations. This gives recognition to the fact that a student may learn from earlier poor decisions.

Student Self-Reporting. Holy Trinity Schools want to reinforce the development of personal integrity and student responsibility for one's own actions. The school system wishes to encourage this behavior by stipulating that a student who self-reports personal violation of the good conduct policy to the **head administrator of said building before** that administrator learns of the incident through other formal reporting sources, that student will receive a reduction in the length of the suspension from activity penalty of approximately one-third as determined by the administrator. The student and administration may agree to permit student participation in a one-day activity during said suspension time. (Homecoming Court membership, Prom King/Queen selection, valedictorian/salutatorian addresses will not be allowed.)

- A. **Penalty for violation on school grounds or at school functions—first violation.**
 - a. The administration meets with the student. The administration will also attempt to have the parent/guardian attend this meeting if it can be done in a timely manner.
 - b. The parents/guardians are given written notification of the meeting and the results of the meeting.
 - c. The student will serve one day of in-school suspension.
 - d. The student will research the topic of alcohol (or other substance) abuse on the teenage body and provide their conclusions as directed by the Administration.
 - e. Thirty (30) hours of service work to the school, parish, or community to be completed by the end of the activity suspension.

- f. The student will not be permitted to participate in or attend any Holy Trinity School activities (including, but not limited to, prom, post-prom, athletic contests, dances, activities, competitions, meetings, performances, intramural activities and social events of clubs) exclusive of religious activities for a period of thirty (30) calendar days, immediately following administrative action. This may include graduation exercises at the discretion of the administration. However, if the student is a member of a school-sponsored activity, he/she must attend the group's public events and practices during his/her period of suspension, as a member of the group, but he/she cannot participate in the public events. In those activities that receive academic credit, at no time shall ineligibility affect the grade. (In the event of an infraction during the summer, the penalty will begin in the fall. Thanksgiving break, Christmas break, and Spring break days do not count toward the penalty days. For students involved in summer competitions, their ineligibility period will include that sport's season during the summer months. For students involved in competitions during any break, the ineligibility period will include that activity's schedule during the break.)
- B. Penalty for violation on school grounds or at school functions—second violation.**
- Steps 1 and 2 as above outlined in first violation.
 - The student will serve a two-day in-school suspension
 - The student will meet with the Lee County alcohol/substance abuse organization and pay for the required course at the student's own expense.
 - Forty-five (45) hours of service work to the school, parish, or community. Service work to be completed by the end of the activity suspension.
 - Forty-five (45) days suspension from school activities as outlined above.
- C. Penalty for violation on school grounds or at school functions—third violation.**
- Steps 1 and 2 as outlined in first violation.
 - The student will serve a three (3)-day in-school suspension.
 - The student will be referred to the Lee County Alcohol/Substance Abuse Organization and the school will follow the recommendations of the organization for counseling, etc.
 - Sixty (60) hours of service work to the school, parish, or community. Service work to be completed by the end of the activity suspension.
 - Sixty (60) days suspension from school activities as outlined above.
- D. Penalty for violation if NOT school-related —first violation.**
- The administration meets with the student. The administration will also attempt to have the parent/guardian attend this meeting if it can be done in a timely manner.
 - The parents/guardians are given written notification of the meeting and the results of the meeting.
 - The student will write a 1,000 essay on the topic of alcohol (or other substance) abuse on the teenage body. Reference material for this essay will be provided by the administration.
 - The student will not be permitted to participate in or attend any Holy Trinity School activities (including, but not limited to, prom, post-prom, athletic contests, dances, activities, competitions, meetings, performances, intramural activities and social events of clubs) exclusive of religious activities for a period of thirty (30) calendar days, immediately following administrative action. This may include graduation exercises at the discretion of the administration. However, if the student is a member of a school-sponsored activity, he/she must attend the group's public events and practices during his/her period of suspension, as a member of the group, but he/she cannot participate in the public events. In those activities that receive academic credit, at no time shall ineligibility affect the grade. (In the event of an infraction during the summer, the penalty will begin in the fall. Thanksgiving break, Christmas break, and Spring break days do not count toward the penalty days. For students involved in summer competitions, their ineligibility period will include that sport's season during the summer months. For students involved in

competitions during any break, the ineligibility period will include that activity's schedule during the break.)

E. Penalty for violation if NOT school-related —second violation.

- a. Steps 1 and 2 as above outlined in first violation.
- b. The student will serve a two-day in-school suspension
- c. The student will meet with the Lee County alcohol/substance abuse organization and pay for the required course at the student's own expense.
- d. Forty-five (45) hours of service work to the school, parish, or community. Service work to be completed by the end of the activity suspension.
- e. Forty-five (45) days suspension from school activities as outlined above.

F. Penalty for violation if NOT school-related—third violation.

- a. Steps 1 and 2 as outlined in first violation.
- b. The student will serve a three (3)-day in-school suspension.
- c. The student will be referred to the Lee County Alcohol/Substance Abuse Organization and the school will follow the recommendations of the organization for counseling, etc.
- d. Sixty (60) hours of service work to the school, parish, or community. Service work to be completed by the end of the activity suspension.
- e. Sixty (60) days suspension from school activities as outlined above.

G. Violation of Suspension. Should a student attend an event before their suspension is complete, the entire penalty will be repeated beginning when the violation of the suspension is discovered.

H. Subsequent Violations. Subsequent violations will be handled per administrative discretion, including possible expulsion proceedings.

These consequences are the minimum penalty. Coaches, teachers, and club advisors may also have rules for their particular organization that involve good conduct code behaviors. These rules will be written, discussed with parents/guardians/students and involve signed statements that address the rules. These signed statements will be kept on file in the athletic director's or administrative office of the appropriate Holy Trinity building.

Dual Credit – Classes (High School)

Holy Trinity students can earn both college and high school credit at no extra charge through an agreement with Southeastern Community College. The Guidance Office has complete information and a list of courses offered each semester. See the Director of Student Services for details.

Due Process

The appeal process to the administrator's disciplinary decisions will be as follows:

Following the implementation of any disciplinary action taken by the administration, a student may appeal that action to the Board of Education.

An appeal to the Board may be made following the receipt of official notification to the student and his/her parent(s). The appeal shall be made in writing to the Chief Administrator and must be sent by registered mail with a copy to the Board President (also by registered mail). The appeal must include a clear, typewritten explanation of the basis for an appeal. The appeal must be received within five (5) calendar days of the student or his/her parent receiving written notification of disciplinary action. **The student will be on suspension from the time that notice was given until the official notice of the appeal has been received by registered mail.**

Following receipt of the appeal, the Board may schedule a special meeting or may place the appeal on their regular agenda of monthly board meetings. At no time will more than fifteen (15) days elapse between the filing of the appeal and the appeals hearing.

Students who file an appeal may choose to delay disciplinary action until their appeal can be heard. The student and his/her parent must notify the Principal in writing if they choose to delay disciplinary action until after the appeal. Disciplinary action must be served on consecutive days and cannot be arranged as to circumvent the intent of the policy. Only information included in the "intent to appeal" may be presented at the hearing. At the hearing the Board makes an immediate ruling or may delay a decision for up to thirty (30) calendar days of the hearing. If the Board makes an immediate decision and the parties are present, this will suffice as notification. If a decision is delayed, notification of that decision will be made by registered mail to the student's legal address.

The student, by using the appeals process, may have his/her suspension delayed until the full completion of the appeals process. However, if upheld, the full suspension is carried out immediately following the notification of the appeal. The request for a delay from the student must be submitted in writing with the following component:

1. The student's request for the delay and should cite the reason for the delay
2. Acknowledgement by the student that the full suspension will be carried out if the appeal is denied

Electronic Devices

Telephone/Cell Phones

Students or teachers may not be called to the telephone during school hours except in cases of extreme necessity or emergency. Messages may be left with the office staff. If a student needs to use the telephone during the school day, the student is to request permission from the office staff to use the telephone during the school day.

Student cell phones are not to be used during the regular school day except during the lunch period. Inappropriate use of electronic devices to access or record restricted information related to exams or school assignments will be considered cheating and academic discipline procedures will be followed.

If a student is found using a cell phone, or if a cell phone is heard the phone will be confiscated and turned into the central office. The first offense will have the phone returned at the end of the school day. The second offense will result in a phone call to the parent/guardian, confiscation of the phone for the remainder of the day, and a 30 minute detention with the Dean of Discipline. The third offense will result in confiscation of the phone and the parent/guardian will need to meet with the building Dean of Discipline. The cell phone will be returned to the parent/guardian.

Electronic Devices other than cell phones

Students may bring personal CD players, iPods, PDA's to school. Students' listening and viewing choices should be in accordance with the Code of Conduct and school philosophy. Devices must be turned off at all times during the regular school day. Use is limited to before and after school. Disrupting or annoying use will result in confiscation of the device with additional discipline and/or loss of privileges as deemed appropriate by the Dean of Discipline. **HTC STUDENTS ARE REMINDED THAT PERSONAL PICTURES MAY NOT BE TAKEN WITHOUT A PERSON'S KNOWLEDGE AND CONSENT.**

Eligibility

Along with the Iowa High School Athletic Association, we encourage athletes to maintain good grades. With this in mind, biweekly eligibility sheets will be filled out by each teacher and placed in the athletic director's mail box.

The eligibility sheets will ask the teacher to identify those students who have a “D” or “F” as a grade at that point in the grading period. Students having at least one “F” for that grading period will be put on “probation” for two weeks. (They will have those two weeks to improve their grade.) If they appear on the ineligible list the next grading period, they will be declared ineligible for 2 weeks (Sunday through Saturday). The student may not be declared ineligible for a class not listed on the eligibility sheet the prior grading period. (i.e. A teacher forgets to hand in an eligibility sheet and XXX has an F. XXX is eligible and can participate).

Students that fail a class for the quarter will be ineligible for a period of 2 weeks from the time the grades are turned in. HTC students who fail for a semester fall under the additional State of Iowa mandate. (see page 16)

Notification procedure is as follows:

1. The teacher and the athletic director will notify the student each week they are placed on the list.
2. The athletic director will notify the coach if any student(s) are on the list.
3. The coach will notify the student(s).
4. The Director of Student Services will receive a copy of the list. The Director will contact student(s) to discuss class progress and encourage student(s).
5. At midterm of each quarter, parents will receive a progress report for any student receiving a “D” or “F” in a class.
6. The student is ineligible Sunday through Saturday of the 2-week period.
7. The student will continue to attend practices and other coach-required activities. The student will not participate in athletic contests.
8. Continual assessments will take place in classrooms so there are ample opportunities for the grade to be raised.
9. Ultimately, it is the student’s responsibility to raise the grade.

Any of the following will also make a student ineligible:

1. If a student has not had a medical examination by a licensed practitioner for one calendar year.
2. If he/she changes schools, except for a residence change by the parents.
3. If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideas, principles, and standards of your school.

Language of new rule (New language is in *italics*)

36.15(2) Scholarship rules.

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281-Chapter 12. Coursework *taken from a postsecondary institution* and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. (HOLY TRINITY-SEMESTER GRADE)

(2) *If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic*

contests and competitions in which the contestant is a contestant for 30 consecutive calendar days. (HOLY TRINITY- SEMESTER GRADE)

- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. *A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule.]*
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local Chief Administrator of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. *Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.*

Facilities

The use of the school and its facilities by students outside of regular school hours is generally acceptable as **long as there is supervision by an authorized staff or faculty member**. In all cases, permission must be received from the Principal. The staff or faculty member in charge will have the final authority and responsibility for the event. It is the responsibility of all to help take care of the facilities of Holy Trinity Catholic Schools.

Each student should take personal pride in the appearance of the buildings. Any group that uses the buildings will be responsible for cleaning up afterwards, returning all equipment to its proper place, turning all lights off, and making sure the building is locked. Any damage which results from a deliberate act demands full restitution.

Fire and Tornado Drills

All students are to know the procedures and pattern to be followed for both fire and tornado plans. Once the signal is given for fire, students should proceed quietly to the nearest exit. In a tornado drill, students should be directed to the nearest safe location and remain there until the *all clear* signal is given. In both drill situations, teachers are responsible for all students so they should keep their grade book with them at all times.

Food and Beverage

Only water in closed containers will be allowed in the classrooms. All other food and beverages should be eaten in the cafeteria or front lobby

Grading Scale

Holy Trinity uses the following grading scale:

A+	4.0	97-100%
A	4.0	96-93
A-	4.0	90-92
B+	3.67	87-89
B	3.33	83-86
B-	3.0	80-82
C+	2.67	77-79
C	2.33	73-76
C-	2.0	70-72
D+	1.67	67-69
D	1.33	63-66
D-	1.0	60-62
F	0.0	0-59

Advanced Placement (AP) courses will receive ONE quality points in addition to the grading scale.

Graduation Requirements-Core Curricula

The requirements to receive a diploma from Holy Trinity High School are listed below. All students must enroll in eight classes each semester.

Department	Requirement	Department	Requirement
Theology	4 years	PE	4 years
English	4 years	*Fine Arts	.5 year
Math	3 years	Guidance	
*Social Studies	3 years	Computer Apps.	1 year
Science	3 years	Speech	.5 year

*American History is required for all juniors, and Government is required for all seniors.

*One semester from the art, music, or drama electives is required.

Personal Finance class starting with the class of 2012.

In addition to the requirements listed above students must successfully complete electives to total a minimum 28.0 credits.

Guests

All guest speakers must have prior Administrator permission. All visitors must report to the main office immediately upon arriving at Holy Trinity to sign in and receive their badge. Any faculty member who sees a visitor in the building without a badge will direct the visitor to the main office. If the visitor refuses to go to the main office, administrators are to be notified immediately. Students who have guests must introduce them to their teachers at the beginning of each class period. These guests must be registered in the main office and should have a badge indicating that they have registered. If they do not have a badge, they should be sent to the main office.

Guns/Weapons in Schools

It shall be the policy of the Holy Trinity Board of Education that weapons and other dangerous objects be taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Facsimiles of weapons used in a threatening fashion are subject to this policy.

Students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. The principal, in consultation with the superintendent of schools, shall have the authority to recommend modification of the expulsion requirement for a student on a case-by-case basis. Re-admission of the student at the end of the expulsion period will be based on the recommendation of the principal to the Board of Education. Exceptions to this policy may be granted on a case-by-case basis by the principal for weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted in advance of the display for educational purposes.

Harassment

Bullying, Harassment

Harassment and bullying are violations of school district policies, rules and regulations and , in some cases, may also be a violation of criminal or other laws. The Holy Trinity Chief Administrator has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, mentor, counselor, or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - o tell a teacher, counselor, mentor or principal; and
 - o write down exactly what happened, keep a copy and give another copy to the teacher, counselor, mentor or principal including:
 - what, when, and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble a person(s) when the action:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performances; or

- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications (jokes, stories, or activities);and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Honor Points

Some elective classes are considered more rigorous academically than others, so students taking those classes will receive one bonus point to be added into their GPA. A committee consisting of faculty members and administrator(s) will determine which class(es) will receive honor points.

Honor Roll

Any student who receives a grade point average of 3.0 or better for the semester will be included on the honor roll. All courses receiving a grade are included in the grade point average. No student who receives a D or an F on the report card shall be included on the honor roll list.

Injury

In the event of an injury or illness to a student, faculty or staff member, these steps are to be followed:

- A. Contact an adult supervisor immediately (teacher and/or staff member)
- B. Do not move the injured person. First aid will be administered if appropriate.
- C. The principal or his/her designee will determine if outside aid is necessary. Contact the rescue squad by dialing 9-1-1.
- D. Contact parents/guardians immediately.

Library Regulations

The library is to be used by students for individual reference work or for individual quiet study. No book is to be taken from the library by a student without signing his/her name to the card found in the pocket of the book. If books are not returned on or before the date due, the student is subject to a fine and will be billed the cost of materials that are taken from the library and not returned or are delinquent for more than two weeks. Reference books, periodicals, magazines, and newspapers are to be used in the library and may not be taken from the room. Misuse of the library will result in loss of library privileges.

Lobby

The lobby of HTC is the first place people see upon entering the building. We want the lobby to be clean and neat at all times. Book bags and gym bags should not be left in the lobby. If you are in practice, please place your bags in the locker room. **It would be advisable not to leave valuables or large sums of money in those bags.**

Locker/Desk Inspection

School personnel may inspect lockers, desks, and any other areas belonging to the school and used for storage by the students without notice or any type of suspicion. Students may not place their own padlocks on lockers. Holy Trinity is not responsible for any items stolen from the lockers.

Lost and Found

Clothing items that have been found in and around the building will be taken to the administrative office. Jewelry, electronics, glasses, and school materials will be saved in the office. At the end of each quarter, lost and found items will be placed in an open area for students to claim. If not claimed by the end of the year, all will be disposed of.

Lunch

Holy Trinity is a closed campus. Students must eat their lunches in the cafeteria area. Students may either bring their own lunches or purchase lunches from the Office. No pop is allowed during the school day.

Application for free lunches and reduced-price lunches may be made in the administrative office. Federal guidelines will be followed as the basis for eligibility for free and reduced-price lunches. Procedures for ruling on application will be the same as those followed for the past school year. If a student receiving free or reduced-price lunches wishes to eat twice in one day, he/she must pay the full meal price for the second lunch.

Make Up Work

The student is responsible for making up any work missed during the time of an absence. The student is allowed to double the days missed in calendar days (not class meeting days) to make up the work. For example, if a student misses two days of classes, he/she would have four calendar days to get the class work made up –not four A days and four B days – just four calendar days. Many teachers have web pages listing class work and assignments that can assist the student in getting missed work handed in on time. Links to these web pages are under the “Teachers’ Websites” tab on the Holy Trinity Catholic Schools Home Page at www.holytrinityschools.org or through the JMC link, also located on the Holy Trinity Catholic Schools Home Page.

Management of Funds

All financial matters and activities within the school organizations are under the supervision of the Principal. The Principal must authorize, and the School Board approve, all fund drives or collections held by students, faculty, or staff.

Medications

When a student brings medication to school, Iowa state law requires:

1. That medication be identified, have the student’s name on the bottle, also the doctor’s name, dosage, and be in the proper prescription bottle. Request an additional prescription bottle from the pharmacy for school use. Bring to school only enough medication necessary for school-time doses
2. That a current authorization form must be completed and be on file in the school office.
3. That the school must be contacted when there is a medication or dosage change.

All medication will be kept in the school office and dispensed only by an adult school employee. This means the medication is not taken unless the authorized person administers and observes the student actually takes the medication. This is to provide a system that will assure maximum confidence in accuracy and safety.

Any deviation from this policy is outside of our jurisdiction. The school cannot be held responsible for those students who continue to bring medication without knowledge of school personnel.

For non-prescription drugs, the same procedure will be followed as for prescription medication. This includes antihistamines, aspirin, Tylenol, ointments, etc. Parental permission is sufficient for students to bring and take cough drops on their own unless the student is taking other medication.

Tylenol/Ibuprofen is available in the school office, but students must have written parental permission before they can take this medication. Parents sign an **Authorization to Administer Medication to Students** form to be kept on file in the school office. If you prefer another over-the-counter medication, you may supply an original container of the medicine with the student's name on it to be kept in the office.

Addendum to National Honor Society Selection Guidelines:

The selection procedures and guidelines used by the Holy Trinity chapter of the National Honor Society are outlined in the official National Honor Society Handbook published by the National Association of Secondary School Principals. A brief summary of these procedures follows:

To be eligible for membership, the candidate must be a sophomore, junior or senior, and have a cumulative grade point average of 3.50 (on a 4.0 scale). Freshmen are not eligible. All eligible candidates must complete a Student Activity Information Form on which they list the various in-school teams, clubs, and musical groups to which they belong, plus any awards or special recognition they have received. They also list any elected offices they currently hold or have held. The candidates also list any community activities in which they are involved.

All faculty members are given an opportunity to evaluate those candidates which they currently have or have had in class. The candidates are evaluated in the areas of leadership, service, and character. The actual selection of members is made by a five member committee appointed by the principal. The NHS Advisor serves as a sixth, non-voting member of this committee. In evaluating potential members, the areas of leadership and participation are considered to be very important. Leadership roles and/or participation in both the school and the community are considered. Scholarship is also very important, but it, in itself, is not the determining factor for membership.

The fourth area of consideration is that of character. The candidate must demonstrate the highest standards of honesty and reliability and uphold the principles of morality and ethics. The committee also reviews the information contained in each candidate's Student Activity Information Form and a summary of the faculty evaluation. To be selected for membership, the candidate must receive a simple majority vote from the five member committee. Membership in the National Honor Society (as outlined in the National Honor Society Handbook) is an honor bestowed upon the members by the faculty committee. A person cannot apply for membership, nor should he or she consider membership to be his or her right regardless of his or her qualifications.

National Honor Society

The National Honor Society was established for the recognition of outstanding high school students. Membership in NHS follows the guidelines of the National Honor Society Organization.

Off Campus Without Authorization

Any student off campus during school hours without authorization will be subject to detention comparable to (or exceeding) the amount of time missed at the administrator's discretion.

Out of Town Trips (School-Sponsored)

Students participating in Holy Trinity-sponsored activities are to travel in the vehicles provided by the school and are to be under the supervision of the sponsoring coach/moderator. All Holy Trinity activity regulations apply. All students must have a Diocesan permission slip signed and returned to the trip sponsor before leaving in the school vehicle.

Parent/Guardian-Teacher Conferences

Parent/Guardian-Teacher conferences occur in the middle of the first and third quarters. Each building will set up their schedule for conferences so there is no conflict. Parents/Guardians are encouraged to contact their student's teachers whenever there is a perceived need for a conference.

Parking Regulations

Any means of transportation (car, motorcycle, moped, bicycle, etc.) used by the student must be parked in the school parking lot in a manner that does not block sidewalks or the kitchen driveway. Cars parked inappropriately will have to be moved and the student will not be allowed to make up the class work missed while doing so.

Students are not to be in the parking lot during the school day unless they have received permission from office personnel. Students leaving the premises during the school day must have permission from the main office.

Students who exceed the posted speed limit, drive in a manner that endangers the well being of other drivers or pedestrians in the parking areas, park in an abnormal manner, or park in restricted areas, will be subject to Disciplinary action. Students are not to park in the first row of parking specifically designed for staff and visitors.

Physical Education

All students must take PE. All students are expected to dress appropriately for PE, wear gym shoes, and participate with a positive attitude. A student may be excused from participating in PE only with a note from the principal's office (doctor's excuses must go through the office). Students who have an extended excuse from PE will have an alternative PE assignment in order to maintain their grade.

Posters

Posters and signs may be placed on the walls in the corridors by permission of the teacher or sponsor. As soon as they have served their purpose, they should be removed. Masking tape should be used on painted walls and then only for a short time. Scotch tape should never be used on painted walls. Posters may not be placed on glass without the permission of the Principal. The administration reserves the right to remove any posters found to be unacceptable. Groups should get permission from the Principal or his/her designee before using tape on the lobby windows.

Poster Parties must have faculty/sponsor supervision at all times. All mixing and cleaning of poster materials must be done in the maintenance room opposite Room 107.

Pre-Arranged Absences

Special permission to be absent from school may be given as follows:

Planned Absence: A written note from a parent is required prior to the absence. This should be done three days in advance of the absence. A pre-arranged absence sheet should be completed and presented to each teacher whose class will be missed. The sheet should be returned to the office at the end of the day where a copy will be made and given to the student.

Early Dismissal: A request for authorization to leave school may be made when there are circumstances that CANNOT be handled outside of school hours. This request must be **written** by a parent or guardian, must include the specific reason for the request, the exact time of the requested dismissal, the length of the dismissal, and be presented at the office before school starts. Early dismissals may be approved only through the office.

Off Campus: Permission is given to students to leave the school during a portion of the school day when a **written** request from a parent or teacher is presented to the office. A student leaving school with such permission is to sign out and sign back in at the main office. No student will be allowed to leave without proper permission.

Check-Out: If, after starting the class day, it becomes necessary to leave school for any reason, the student is to check out at the main office. Permission to leave school will be granted only with appropriate authorization of parent or guardian.

Progress Reports

Good communication of educational progress is important. First and third quarters all students will receive a Progress Report in all subject areas. This allows the student and parent to know academic standing at the beginning of each semester. Progress Reports will also be sent to parents when a student's work fails or falls below the minimum level at which a passing grade can be given. Progress reports will be sent out during the fourth or fifth week of each quarter. Progress Reports will also be sent when a student does not perform to his or her potential.

Purchases

Students are not allowed to make purchases or to charge anything to their class, group activity, or Holy Trinity Catholic Schools without a signed "Purchase Order" which must be obtained in the administrative office.

Scheduling

Student scheduling will be arranged so that maximum efficiency of the staff can be utilized. Students failing to register for sufficient credit hours will be assigned a class. Students may be refused permission to take a class if they do not have the proper prerequisites for the class. Likewise, students will be placed in classes according to their tested ability. All requests for changes in schedule must be made during the first five days of the semester.

School Supervision

Classroom and hall conduct should reflect the concern we as Christians have for one another. Teachers will supervise hallways and lobbies during passing time. Their requests or directions should be followed promptly and courteously.

Searches

Personal Searches

1. A student's person and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable
 - A. Pat-down search – IF a pat-down search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

- a. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex present unless the health or safety of the students will be endangered by the delay which may be caused by following these procedures.

Locker Inspections and Searches

1. Inspections: Although school lockers are temporarily assigned to individual students, they remain the property of the school at all times. The school has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or random selection of lockers may be conducted by school officials in the presence of the student. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.
2. Searches: The student's locker and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

Vehicle Searches

1. Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of the student parking areas. The interior of a student's vehicle on the school's premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Senior Fees

A graduation fee is charged to all seniors. This is to cover the cost of diplomas, senior banquet, and printed materials.

Shared-Time Classes

Shared-time classes with the public school are a privilege and should be treated as such. A student caught skipping a shared-time class, leaving early, or arriving back late will receive a detention(s). Continued offenses will be referred to the Principal for disciplinary action. Students enrolled in shared-time classes are responsible for attending those classes on all days in which that school is in session, even if Holy Trinity is not in session. On the days in which Fort Madison High School is not in session but HTC is in session, shared-time students will remain at Holy trinity and report to the office.

Students attending classes at the public high school will have five minutes to get to their scheduled class. They should sign out in the office before leaving Holy Trinity.

Skip Day

Holy Trinity has NO SKIP DAY. If the senior class insists on a skip day, then the administration will have the option of denying senior week and/or the class trip.

Sportsmanship & Integrity

Students should treat opponents, spectators, and officials with courtesy and respect. Students are not to lead cheers that interfere with the organized cheers of the cheerleaders of either team. Conference rules state that fans cannot sit in the front row of the bleachers during basketball games.

Staff Authority

Teachers have specific regulations in their classes and activities for legitimate educational purposes. Many types of situations arise daily which demand the immediate action of a staff member for the good order of the school. Unless students have serious moral reservations about directions, they are expected to obey all teacher and staff directions promptly and courteously. Requests or directions that cause moral reservations must be

reported to the Principal immediately. Other disputes and disagreements will be settled with the help of the administration after students have carried out the directions.

Student Abuse

Student abuse reporting is contained in Board Policy. Holy Trinity's Level I investigators are the building principals when dealing with student abuse complaints against employees. Holy Trinity's Level II investigators are the local police and/or the Lee County Sheriff's Office. Level I Investigators' names and phone numbers are posted in the school buildings.

Sunday Policy

While Holy Trinity encourages its students to be involved in a variety of academic and extra-curricular activities, it also recognizes the sacredness of Sunday and the need for family/parish-based faith experiences. For these reasons, the Holy Trinity administration, faculty, staff, coaches, and moderators will keep Sundays free of school-sponsored activities. All exceptions to this must be approved by the administrative staff and reported to the school board at their regular meetings.

Withholding of Diplomas and Final Grades

If detentions are not served, fines and bills are not paid, or if uniforms are not turned in to the Athletic Director, diplomas will be withheld. Seniors are required to complete a checkout list before a diploma is issued.