

Holy Trinity Catholic Schools, Inc.

SECTION 300 - ADMINISTRATION

The policies in this section have been approved by the Merger of both Aquinas Schools and Marquette Schools in 2005.

The policies in this section have been approved by the HTC Board of Education as reviewed in 2010.

The policies in this section have been approved by the HTC Board of Education as reviewed in June of 2014.

Reviewed June, 2017

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302.0 General Principles of Administration

Administration exists for the purpose of ensuring that students have the opportunity to develop their abilities and talents as completely and as effectively as possible. The efforts of a Board of Education and an administrative staff are aimed at facilitating the purpose.

The administration of the school system will be governed by these principles:

1. The administrators and teachers in each school will be responsible for working out the best possible educational program for their students under the guidelines established by the Board of Education and the central office administration.
2. The Chief Administrative Officer will be held accountable for ensuring that the school system is providing the most effective possible sequence of educational experiences for all pupils.
3. Responsibility will flow through the teachers, building coordinators, elementary principal (if any), junior senior high school administrator (if any), the Chief Administrative Officer to the Board of Education.
4. All staff members will be informed as to how the district administration is organized. They shall be told to whom they are responsible for each particular function and to whom they can go in case they disagree with their immediate supervisor.

Adopted: January, 2011

302.1 Ethics of Administration

The Code of Ethics for administration, which has been prepared by the American Association of School Administrators, should serve as a guide for the professional conduct of all administrators in the district.

1. The professional Catholic school administrator constantly upholds the honor and dignity of his/her actions and relations with pupils, colleagues, school board members, and the public.
2. The professional Catholic school administrator obeys local, state, and national laws; holds him/herself to high ethical and moral standards, and gives loyalty to his/her country and to the cause of democracy and liberty.
3. The professional Catholic school administrator accepts the responsibility throughout his/her career to master and to contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession.
4. The professional Catholic school administrator strives to provide the finest possible educational experiences and opportunities to all persons in the Holy Trinity Catholic School System.
5. The professional Catholic school administrator applying for a position or entering into contractual agreements seeks to preserve and enhance the prestige and status of his/her profession.
6. The professional Catholic school administrator carries out in good faith all policies duly adopted by the local board, the Diocesan School Board, and the regulations of state authorities and renders professional service to the best of his/her ability.
7. The professional Catholic school administrator honors the public trust of his/her position above any economic or social rewards.
8. The professional Catholic school administrator does not permit consideration of private gain or personal economic interest to affect the discharge of his/her professional responsibilities.

9. The professional Catholic school administrator recognizes that Holy Trinity Catholic Schools, Inc. is the parish's business and seeks to keep each member of the board of education and the parishes fully and honestly informed about their schools.

Adopted: January, 2011

302.20 Professional Development of Administrative Personnel, non-certified and certified employees

Administrators of the district should make every effort to stay abreast of the latest thinking and methods in education. Therefore, the following policies shall be in effect in Holy Trinity Catholic Schools:

1. Holy Trinity Catholic School leaders are encouraged to attend college summer sessions or workshops if their work schedules can be arranged to accommodate these through approval of the Chief Administrative Officer.
2. Holy Trinity administrative and certified/non-certified employees may be directed to attend conferences, workshops, and other activities which will directly benefit the school system. Expenses may be paid by the school on recommendation of the Board of Education.
3. The Chief Administrative Officer and other employees may attend national meetings of their respective organizations on a schedule recommended and/or approved by the Chief Administrative Officer and in accordance with money budgeted and approved by the Board of Education for that purpose.
4. Administrators may be required to attend periodic inservice workshops sponsored by outside agencies to improve skills in personnel management, supervision, and improvement of instruction, public relations, and other aspects of school management.

Adopted: January, 2011

302.30 Administrative Rules and Regulations

The Board of Education may delegate to the Chief Administrative Officer the function of formulating the administrative rules and regulations designed to carry out the policies of the Board of Education. These rules and entailed arrangements shall constitute the regulations governing the schools.

The administrative rules and regulations of the school system are intended to be consistent with board policy and provisions of the law, but do not necessarily incorporate the same. All employees are expected to know all such rules and regulations of the Board of Education as well as board policy and provisions of the law pertinent to their activities as employees of the school system.

Administrative rules and regulations are, when appropriate and possible, formulated using the administrative team concept under which the administration functions. This is to assure maximum contribution and input from all levels and areas of the school system in the drafting of such rules and regulations. Advice, recommendations, and suggestions are sought from the staff, community, and students when possible or deemed advisable.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc.

Administration

305.0 Chief Administrative Officer

305.1 Delegation of Duties

The Chief Administrative Officer may delegate the responsibility for the completion of any task to any subordinate officer or employee, except in such matters as by statute or by resolution of the board of education cannot be delegated. The completion of such work shall be deemed the same as is done by the Chief Administrative Officer.

All reports and recommendations requested by and submitted to the Board of Education from any officer or employee under the direction and supervision of the Chief Administrative Officer shall be made through the office of the Chief Administrative Officer. Information desired by any Board of Education member shall be sent through the office of the Chief Administrative Officer.

Adopted: January, 2011

305.2 In the Absence of the Chief Administrative Officer

In the event that the Chief Administrative Officer is absent from the system, 1) the high school principal (if any) or the Dean of Discipline for the 7-12 building, or 2) the elementary principal (if any) or the elementary building coordinator shall be acting with all the powers, duties, and responsibilities as herein described. In the event both of the people are temporarily absent from the school system, a senior staff member shall be designated by the Chief Administrative Officer as being responsible for the interim operation of the school system.

Adopted January, 2011

300.00 Holy Trinity Catholic Schools, Inc.

Administration

305.0 Chief Administrative Officer

305.3 Policy Responsibility

The creation, determination, and establishment of school policy is the primary and most important function of the school board, and the execution of that policy should then be the function of the Chief Administrative Officer. Delegation by the Board of Education of its executive powers provides freedom for the Chief Administrative Officer to manage the schools within established policies. The Chief Administrative Officer shall then be held responsible by the Board of Education.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc.

Administration

305.0 Chief Administrative Officer

305.4 Other Administrative Personnel

The Chief Administrative Officer shall delegate such duties and responsibilities to administrative personnel and other employees under his/her direction as are necessary to the successful operation of the school system, and with such delegation the necessary authority.

All employees shall be under the person immediately in charge and the Chief Administrative Officer. They shall perform such duties as are customarily performed and/or as stated in the rules and regulations to be performed by persons in the position they hold and such other duties as may be directed by the Chief Administrative Officer or the person directly in charge.

The Chief Administrative Officer shall maintain a comprehensive, coordinated set of job descriptions for all administrative positions so as to promote efficiency and economy in staff operations. Such job descriptions should be available in the Chief Administrative Officer's files and the business manager's files.

Adopted: January, 2011

305.0 Chief Administrative Officer

305.5 Job Description

The Chief Administrative Officer is the educational and spiritual leader of the school system. He/she is accountable to the Board of Education for administering and supervising all aspects of the school and implementing school policies.

The Chief Administrative Officer is responsible for the promotion of a faith community and Christian values. Therefore, he/she must be acquainted with the Catholic philosophy of the school system and have an understanding and acceptance of SHARING THE LIGHT OF FAITH. He/she is to be an example to and encourage students and faculty in Christian worship and service.

Responsibilities:

1. Assists the Board of Education in the development of policy.
2. Is responsible for the implementation of the policies of the Board of Education.
3. Is accountable for the expenditures of all monies.
4. Develops the budget, directs the business manager to prepare a monthly financial report to the Board of Education and an annual financial report.
5. Make recommendations to the Board of Education for staff retention and employment.
6. Delegates authority and responsibility to other administrative personnel.
7. Represents the school system to the State Department of Education, the Diocese of Davenport, the local public school district, the Southeast Iowa Super Conference, the Great Prairie Area Education Agency, and the community at large.
8. Advises and assists all organizations supporting the school system such as TAPS, Music Boosters Organization, Athletic Board, God's Portion Day Committee, Rodeo Committee, etc.

9. Oversees the administration of title school lunch programs and food service.
10. Administers and coordinates the maintenance program and personnel of the school system.
11. Oversees the marketing and development office which is responsible for: a) Student recruitment; b) Planned giving of both proximate and deferred nature; c) Annual giving; d) Capital improvement.
12. Oversees with the business manager the assignment of STO (School Tuition Organization) dollars to Holy Trinity families according to state rules and regulations. Awards grant and aid monies, scholarship monies that are available to Holy Trinity students according to the individual scholarship guidelines and procedures established by Holy Trinity.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc.

Administration

306.0 Business Manager

The Business Manager is responsible for the management and record keeping of all financial accounts of the Holy Trinity Catholic School System. He/she administers all accounts and provides monthly and periodic reports to board members and staff.

The Business Manager reports directly to, and is supervised by the Chief Administrative Officer. The Business Manager works directly with the Chief Administrative Officer, Board of Education and Board Finance Committee to provide reports and intervention necessary to conduct the business and financial operations of Holy Trinity Catholic School System.

Responsibilities and duties:

1. Collect and record tuition at Holy Trinity Catholic Schools, Inc.
2. Record and deposit all monies received by the school system.
3. General account:

- a) Receive and pay all invoices
 - b) Post receipts and expenditures to proper accounts
 - c) Prepare monthly financial statements
 - d) Prepare semi-annual and annual financial reports
 - e) Balance all accounts
4. Payroll Account:
- a) Prepare and issue check to all personnel each month
 - b) Maintain payroll records of all employees
 - c) Prepare and issue W-2 forms
 - d) Prepare unemployment reports
 - e) Pay state and federal taxes
5. Oversees the financial aspects of the School Lunch Program by directing the Director to:
- a) Deposit daily receipts
 - b) Post daily lunch participation and receipts
 - c) Receive and pay all invoices
 - d) Balance all accounts
 - e) Prepare monthly statement report
 - f) Prepare yearly state report
 - g) Reviews and approves free and reduced lunch applications
6. Activity Accounts – oversees the assistant business manager
- a) Receive, deposit and post receipts from all activity accounts
 - b) Receive and pay all invoices
 - c) Balance all accounts
7. Oversees and administers the financial aspects of HTC's God's Portion Day.

300.00 Holy Trinity Catholic Schools, Inc.

Administration

306. Business Manager
Continued

8. Assist the Finance Committee in the development of the annual budget.
9. Works with the Chief Administrative Officer to see that state tax dollars are received for textbook and transportation reimbursements to the Holy Trinity Catholic School System.
10. Presents the monthly financial report to the Board of Education.
11. Presents the annual financial report to the Board of Education.
12. Attends school board meetings and serves as the recording secretary:
 - a) Notifies board members of meetings
 - b) Issues agenda, minutes and other materials as submitted
13. Assists the Chief Administrative Officer in the assignment of STO (School Tuition Organization) dollar awards and Holy Trinity scholarship/aid awards.
14. Assumes other financial and business duties and responsibilities as assigned by the Chief Administration Officer.

Adopted: January, 2011

Updated: October, 2018

307.0 Principal of Junior/Senior High School

The Principal is responsible in carrying out the Board of Education's policies and the rules and regulations of Holy Trinity Catholic Schools, grades 7-12. He/she will develop, organize, implement, and evaluate the program of student activities.

The major area of responsibility is the administration and supervision of faculty, staff and students. The Principal is responsible for the promotion of a faith community and Christian values. Therefore, he/she must be acquainted with the Catholic philosophy of the school system and have an understanding and acceptance of SHARING THE LIGHT OF FAITH. He/she is to be an example to and encourage students and faculty in Christian worship and service.

The Principal should have a knowledge of the psychology of the age level of the students in the school. He/she is to create an atmosphere conducive to learning and be open to the suggestions and ideas of the faculty.

Responsibilities:

1. Assists the Board of Education in the development and implementation of policy.
2. Works with the staff to create and maintain the best educational environment for all participating students.
3. Develops a philosophy of curriculum in accordance with the goals of the school system and the Diocese.
4. Supervises the faculty of Holy Trinity Catholic Junior/Senior High School and conducts classroom evaluations of the faculty.
5. Is responsible for the selection, retention, promotion, and assignment of all personnel, professional and non-professional in the 7-12 building.

8. Supervises the lobby area before and after school and the cafeteria during lunch periods.
9. Is responsible for the proper practice of fire and tornado drills. Work with the public school system to have students trained in safe bus passenger behaviors.
10. Works with the Fort Madison Public School System to co-ordinate the special needs services of personnel that are employees of the public system working with Holy Trinity Catholic Schools.

Adopted: January, 2011

308.0 Director of Early Childhood Center and/or Principal/Building Coordinator of Elementary Schools

This person is responsible in carrying out the Board of Education's policies and the rules and regulations of the elementary school and/or Early Childhood Center(s). He/she will develop, organize, implement and evaluate the program of student activities.

This person's major area of responsibility is the administration and supervision of faculty, staff, and students.

This person is responsible for the promotion of a faith community and Christian values within the building, therefore, he/she must be acquainted with the Catholic philosophy of the school system and have an understanding and acceptance of SHARING THE LIGHT OF FAITH. He/she is to be an example and to encourage students and faculty in Christian worship and service.

This person should have knowledge of the psychology of the age level of the students in the school. He/she is to create an atmosphere conducive to learning and be open to the suggestions and ideas of the faculty.

Responsibilities:

1. Assists the Board of Education in the development and implementation of policy.
2. Works with the staff to create and maintain the best educational environment for all participating students.
3. Develops a philosophy of curriculum in accordance with the goals of the school system and the Diocese.

4. Supervises the faculty of the elementary school and/or Early Childhood Center.
5. If the person fulfilling this position has the proper evaluation licensure, this person will be responsible for the formal classroom observations and evaluations of certified personnel within the building. If the person does not have the necessary licensure, the Chief Administrative Officer of Holy Trinity Catholic Schools will do the certified staff evaluations as mandated by the Diocese of Davenport and the State of Iowa Department of Education.
6. With proper licensure, this person is responsible for the selection, retention, promotion and assignment of all personnel, professional and non-professional with the collaboration of the Chief Administrative Officer.
7. Delegates authority and responsibility to other staff members.

300.00 Holy Trinity Catholic Schools, Inc.

Administration

308.0 Director of Early Childhood Center and/or Principal/Building Coordinator
of Elementary Schools

Continued

8. Supervises the instructional budgets and reviews and approves purchase orders submitted by staff with the knowledge of the Chief Administrative Officer.
9. Assist the Chief Administrative Officer, the Business Manager, and Finance Committee in the development of the yearly budget.
10. Assumes other duties and responsibilities as assigned by the Chief Administrative Officer.

Duties:

1. Works with faculty and parents, if necessary, regarding student's misconduct, disciplines appropriately, and holds conferences with faculty and parents when needed.
2. Supervises and coordinates elementary activities.
3. Is responsible for the supervision of the student lunch hour.
4. Conducts faculty meetings.
5. Meets periodically with individual faculty members.

6. Advises the TAPS organization.
7. Attends conference and area meetings as needed.
8. Attends school board meetings.
9. Communicates with the Chief Administrative Officer concerning the efficient administration of the school system.
10. Is responsible for building personnel to be current and properly trained in the “Protecting God’s Children” safe environment requirements of the Diocese of Davenport.
11. Is responsible for the proper practice of fire and tornado drills. Works with the public school system to have students trained in safe bus passenger behaviors.
12. Works with the Holy Trinity transportation director to ensure proper transportation on all school trips, etc.
13. Works with the special needs personnel that are employed by Fort Madison Public Schools and provides services to Holy Trinity students.

Adopted: January, 2011

314.0 Use of School Facilities

Requests to use the facilities of the Holy Trinity Catholic Schools, Inc. can be made to the Chief Administrative Officer.

1. Full disclosure of purpose and format of event must be made prior to any permission.
2. Order and crowd control is the responsibility of the user.
3. Board of Directors may, under certain circumstances, require the user to hire law enforcement officers as a condition of the agreement.
4. Special permission must be given to sell or exhibit any commercial products.
5. No alcoholic beverages may be sold, consumed, or brought to the premises. HTC God's Portion Day and parish festivals that use a HTC school building is the sole exception and they must display proof of the necessary state permits.
6. The user must agree to make good any loss or damage to the premises used.
7. The user's authority over the event shall never supersede that of the representative of the Board.
8. The schedule of costs, as set by the Board, will apply to all groups whenever admission is charged. The schedule of costs will be waived in the case of groups, such as Boy Scouts, Camp Fire, etc., when no admission is charged and when the following conditions are met:
 - a) An adult leader is in charge and present at all times.
 - b) Any cleaning or custodial service is done by the users before vacating the premises.
 - c) Full and prompt restitution is made for any damage.
9. All events must show proof of appropriate insurance that meets Holy Trinity Catholic Schools and Diocese of Davenport requirements.
10. Holy Trinity Catholic Schools, Inc. enforce a "tobacco free" environment. Smoking or the use of any tobacco product is not allowed.

11. Holy Trinity Catholic Schools, Inc. enforce a “no firearms” environment in all its buildings/properties and this enforcement does not change when another person is using the property.

Adopted: November 24, 1972

Revised: January, 2011

315.0 Teacher Workday

The length of a teacher's workday will be seven and one-half (7 ½) hours. Included in these hours will be free time for lunch.

The length of a teacher's workday on days when students are not present shall be determined by the Chief Administrative Officer but shall normally not exceed seven and one-half (7 ½) hours.

The length of a workday may also be determined by weather conditions which may cause late arrival or early dismissal. Teachers will be expected to arrive to work or stay at work as weather conditions warrant.

For elementary teachers whose students require direct supervision, the workday shall begin at 7:50 when students will be supervised either in the individual classrooms or in assigned area supervised by a staff member on a rotating basis.

The junior/senior high school has extended open hours for various student extra-curricular activities both before and after regular school hours. Certified personnel need to have schedules approved by the administration and be diligent that there is always an adult(s) present that have the necessary Diocesan training for "Safe Environment."

Early Childhood Center certified and non-certified employees follow a schedule as developed by the Director of the Early Childhood Center(s).

Adopted: January, 2011

316.0 Administrator's Release from Contract

It is the purpose of this policy to provide suitable administrators for the school system and to provide for suitable replacements for those administrators seeking to be released from a signed contract.

APPLICABILITY:

The provisions of this policy applies to all administrators that are seeking to be released from the terms of a signed contract.

RESPONSIBILITIES:

It is the responsibility of the individually affected administrators to seek release from their contract in a timely manner and in accordance with the provisions of this policy. It is the responsibility of the Chief Administrative Officer of the Board to enforce the provisions of this policy and to make recommendations, within the scope of this policy, to the Board when an administrator seeks to be released from the terms of their contract.

GENERAL RULES:

At times it may be necessary for an administrator to request to be released from the terms of a contract after it has been signed by the administrator and the Chief Administrative Officer. The Board of Directors will be reluctant to grant a release from a contract and will do so only subject to the following provisions:

- A. The reason for seeking release must be valid and as timely as possible.
- B. If the release is requested before July 1, the administrator will deposit with the Business Manager, the sum of \$2,500.00 . If the release is requested after July 1, the administrator will deposit with the Business Manager, the sum of \$3,000.00, if the release is requested after August 1, the administrator will deposit with the Business Manager \$3,500.00,

which will be used to offset expenses needed to secure a suitable replacement for the administrator.

- C. This policy does not prohibit the Board from granting a release contrary to these provisions in the case of extreme emergency or for humanitarian reasons.

NOTE: Administrators not abiding by the terms of this policy will not be released from the terms of a signed contract. In the event that a contracted administrator terminates employment without proper release by the Board, the Chief Administrative Officer will inform the Iowa State Department of Public Instruction for appropriate action by the Department, in addition to any legal remedies that may be advised.

Adopted: January, 2011

Revised: January, 2022

300.00 Holy Trinity Catholic Schools, Inc.

Administration

317.0 Tobacco Free Environment

Smoking and the use of any tobacco product is prohibited in all classrooms, offices, cafeteria, libraries, restrooms, halls and public areas of Holy Trinity Catholic Schools, Inc. at all times.

Groups that use the facilities of Holy Trinity Catholic Schools, Inc. must follow the tobacco free environment rule or they may not use the facility.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc.

Administration

318.0 School Exclusions/Expulsions

A student may be expelled only upon the majority vote of the Board. Such action will be considered only upon the recommendation of the Chief Administrative Officer and after sufficient consultation with the personnel and the Pastor of the student involved, if that student is Catholic.

The Chief Administrative Officer will follow the procedures of the Diocese of Davenport and the State of Iowa Department of Education to ensure that due process has taken place.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc.

Administration

319.0 Suspension of Students

Students may be suspended from classes by the Chief Administrative Officer for good and sufficient reason, as outlined in the appropriate student handbook. Reports of such suspensions will be made to the Board at its next regular school board meeting.

Adopted: January, 2011

320.20 Student Appeals (Due Process)

The appeal process to the principal'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.

Appeal to the Board may be made following the receipt of official notification to the student and his/her parents. The appeal shall be made in writing to the Chief Administrative Officer 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 BY THE ADMINISTRATOR UNLESS AND 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 appeal hearing.

Students who file an appeal may choose to delay disciplinary action until their appeal can be heard. The student and his/her parents 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 so 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 may make 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 appeal process may have his/her suspension delayed until the full completion of the appeal process. However, if upheld, the full 30-day 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 components: a) the student's request for the delay, and should cite reasons for the delay, and b) acknowledgement by the student that the full suspension will be carried out if the appeal is denied.

300.00 Holy Trinity Catholic Schools, Inc.

Administration

320.20 Student Appeals (Due Process) Continued

***THIS POLICY WILL ALSO BE INCLUDED IN THE POLICY HANDBOOK SECTION 300.0 ADMINISTRATION AS POLICY 320.20, AS POLICY 320.20 APPEALS PROCESS. UPON ADOPTION OF THIS POLICY, ALL EXISTING POLICY DEALING WITH STUDENT APPEAL WILL BE NULL AND VOID.

320.21 Drug, Alcohol and Prohibited Substances Polies

1. Definitions

A. "Drugs" are considered to be any controlled substance which is illegal without a medical doctor's prescription. A student must be able to provide a current prescription, in his/her name for any medication in his/her possession. All such prescription drugs shall be delivered to the school office, and not kept upon the person of the student for whom with the prescription was written. Special arrangement through the principal's office must be made for students who carry doctor prescribed inhalers. A student who distributes legitimate prescription drugs to others for who the prescription was not written will be considered in violation of this policy, and appropriate action will be taken.

“Drugs” also shall include inhalants such as gasoline, glue, hair spray, paint, or any other aerosol, vapor, or substance which is used to induce a “high.” This policy shall also cover look-alike drugs. Drugs shall also include drug paraphernalia of any kind, including but not limited to rolling papers, pipes, forceps or clips, needles, etc.

B. “Alcohol” is considered to be any liquid in which alcohol is listed as an ingredient, including some cough medicines and other over-the-counter medications, not previously approved for school use by the school office. Such medications will be left in the school office and treated in the same manner as prescription drugs.

C. “Prohibited Substances” include drugs and alcohol as defined above. Prohibited substances also include but are not limited to tobacco, nicotine, and vaping products.

i. Tobacco products, whether smoked or smokeless, include but are not limited to cigarettes, cigars, pipes, chew, snuff and any other form of tobacco or plant material.

ii. Nicotine products include but are not limited to gum, dissolvables, liquids, gels, and any other form of nicotine.

iii. Vaping products include electronic smoking devices which are designed to transform plant material, liquids, oils, nicotine, and other chemicals into a light aerosol (vapor) that may be inhaled by users. Such devices include but are not limited to e-cigarettes, e-pens, mods, hookah pens, vape pens, personal vaporizers, dab pens, Juuls, and any other ESD regardless of appearance or name. This policy extends to include any substance to be used in ESDs or any smoking paraphernalia.

300.00 Holy Trinity Catholic Schools, Inc. **Administration**

320.21 Drug, Alcohol, Prohibited Substances Policies

2. General Rules

All rules listed in this policy are applicable year around on school property and with regard to all school events; otherwise they shall be enforceable from the first day of enrollment to the last effective day of enrollment.

3. General Searches

A. Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated the law or school district policy, rules, or regulations affecting

school order. Reasonable suspicion may be formed by considering factors such as the following:

1. Eyewitness observations by employees
2. Information received from reliable sources
3. Suspicious behavior by the student
4. The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. The age of the student
2. The sex of the student
3. The nature of the infraction
4. The exigency requiring the search without delay

4. Types of Searches

A.. 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 to be 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.

320.21 Drug, Alcohol, Prohibitive Substances Policies Continued

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 students will be endangered by the delay which may be caused by following these procedures.

B. 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 is permissible to check for cleanliness and vandalism. Periodic inspections of all or a 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.

C. Automobile Searches

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

5. Drug Testing

- A. Students and their parents also agree to comply with drug testing when requested to do so by school administration, and/or police. Request for drug tests will be made only after reasonable cause is determined by the administration. Failure to comply with a request for testing within 24 hours will result in immediate out of school suspension and a possible recommendation for expulsion, such suspension will last until notification by the

testing site that testing has been done. The cost of the drug testing done at the school's request will be borne by the Holy Trinity Catholic Schools, Inc. only if the results of that testing is negative. All results will be kept confidential, and the first positive test results will be used unless the parents notify the administration that they are seeking additional testing, from a split sample taken from the original specimen, or from more elaborate

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320.21 Drug, Alcohol, Prohibitive Policies Continued

tests recommended by the family doctor. All such additional tests will be at the parent's expense. Proof of scheduling the additional tests must be provided to the school within 48 hours of the school receiving the first test results. The student will be placed on probation during the time of the request for testing and the actual receipt of the final test results.

6. Law Enforcement

A. In instances where sale, distribution or use of drugs or alcohol is suspected on school property or at school events when students are under the direct supervision of school authorities, or responsible adults who assume the responsibility of enforcing school rules and regulations, it shall be the obligation of the school administration to immediately notify the Fort Madison or West Point Police Department(s) and/or the Lee County Sheriff's Department and then to assist as requested in the prosecution of the student(s) in question.

Adopted: March, 2019

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320.21 Drug, Alcohol, Prohibitive Substances Policies Continued

Good Conduct Code for All Students

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.

Use of Prohibited Substances on School Grounds or at School Functions

Any student who attends school or school functions 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 official will be automatically put on in-school suspension by the administration for up to five (5) days, in addition to the penalties listed below.

Any student who is in possession of any prohibited substances at school or at school functions as determined by and/or witnessed by administration or designated school official

will be automatically put on in-school suspension by the administration for up to five (5) days, in addition to the penalties listed below.

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 (5) days, be brought before the Board of Education, and given penalties listed below. The administration will recommend the penalty for such a violation, which may include expulsion.

Use of Prohibited Substances Generally, NOT on School Grounds or at School Functions

Any student who is found to be using, or in possession of, prohibited substances (alcohol, marijuana, cocaine, methamphetamines, or any other illegal, illicit or inappropriate drugs, chemicals or 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.

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320.21 Drug, Alcohol, Prohibitive Substances Policies Continued

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:

Although the Holy Trinity Catholic School System applauds the lack of substance use or abuse, and we recognize that circumstances can sometimes be out of a student's control, we

do not want to encourage the habit of attending parties, functions, activities, etc. where substance use or abuse of prohibited substances is occurring. In such an instance the following will occur: First Occurrence – the administrator will meet with the student and the parent/guardian to discuss the incident and ways to avoid a similar circumstance in the future. A formal warning will be put in the student’s discipline file. Second 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. Third 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 their parents, or legal guardian, at non-school functions, unless the parent/guardian requests the policy be enforced.

Consequences for Violations of Good Conduct Code

THIS POLICY IS IN EFFECT THROUGHOUT THE STUDENT’S ENROLLMENT OR RE-ENROLLMENT AT HOLY TRINITY CATHOLIC SCHOOLS, INCLUDING THE SUMMER MONTHS. (If a student has no violations of the Good Conduct Code for 3 years, any record will be wiped clean, 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 Catholic 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 (high school principal, middle

320.21 Drug, Alcohol, Prohibitive Substances Policies Continued

school principal, elementary principal) 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 1-day activity during said suspension time. (Homecoming Court membership, Prom King/Queen selection, valedictorian/salutatorian addresses will not be allowed.)

First Violation of Student Good Conduct Code

(Penalty for violation on school grounds or at school functions)

1. 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.
2. The parents/guardians are given written notification of the meeting and the results of the meeting.
3. The student will serve 1-day of in-school suspension.
4. The student will write a 1000 word 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.
5. 30 hours of service work to the school, parish, or community to be completed by the end of the activity suspension.
6. The student will not be permitted to participate in or attend any Holy Trinity Catholic 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 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.

300.00 Holy Trinity Catholic Schools, Inc.

Administration

320.21 Drug, Alcohol, Prohibitive Substances Policies Continued

First Violation of Student Good Conduct Code

(Penalty for violation if NOT school related)

1. 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.
2. The parent/guardian is given written notification of the meeting and the results of the meeting.
3. The student will write a 1000 word 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.
4. The student will not be permitted to participate in or attend any Holy Trinity Catholic 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 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.

Second Violation of Student Good Conduct Code

(Penalty for violation on school grounds or at school functions)

1. Steps 1 and 2 as above as outlined in first violation.
2. The student will serve a 2-day in-school suspension.
3. The student will meet with the Lee County alcohol substance abuse organization and pay for the required course at the student's own expense.
4. 45 hours of service work to the school, parish, or community. Service work to be completed by the end of the activity suspension.
5. 45 days of suspension from school activities as outlined above.

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320.21 Drug, Alcohol, Prohibitive Substances Policies Continued

Second Violation of Student Good Conduct Code

(Penalty for violation if NOT school related)

1. Steps 1 and 2 as outlined in the first violation.
2. The student will meet with the Lee County alcohol/substance abuse organization and pay for the required course at the student's own expense.

3. 45 days suspension from school activities as outlined in the description of the first violation.

Third Violation of Student Good Conduct Code

(Penalty for violation on school grounds or at school functions)

1. Steps 1 and 2 as outlined in first violation.
2. The student will serve a 3-day in-school suspension.
3. 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.
4. 60 hours of school, parish, or community service work. Service work is to be completed by the end of the activity suspension.
5. The student will be suspended from school activities for 60 calendar days according to the guidelines listed under the first violation.

Third Violation of Student Good Conduct Code

(Penalty for violation if NOT school related)

1. Steps 1 and 2 as outlined in the first violation.
2. 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.
3. The student will be suspended from school activities for 60 calendar days according to the guidelines listed under the first violations.

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.

Subsequent Violations

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

320.21 Drug, Alcohol, Prohibitive Substances Policies Continued

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 Catholic Schools building.

HTC is a drug, alcohol, tobacco, nicotine, ESD, and smoke-free campus. As such, use of any products covered in this policy is also prohibited by HTC employees, contractors and visitors.

Adopted: March, 2019

300.00 Holy Trinity Catholic Schools, Inc.

Administration

322.0 Tuition Monies Exclusions

In all schools of the Diocese of Davenport and in particular in the Holy Trinity Catholic Schools, all expenses for religious instruction are paid from the contributions of the respective parishes which support the elementary or secondary schools. No part of the tuition or fees paid by parents or students unless specifically itemized as an expense related to religious instruction shall be deemed as tuition or fees for religious instruction. Thus, all tuition and textbook charges paid directly by parents and/or students are appropriate tuition tax deduction/credit expenditures.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc.

Administration

323.0 Tuition and Fee Payment

All prior tuition must be paid by the time of enrollment for the current school year. Tuition must be paid in advance by the first of each month, with the option to pay in advance quarterly (September, November, January and March), semiannually (September and January), or annually (September).

Fees for certain classes, extracurricular activities, etc. will be due at the time of registering for said activity.

If a family is unable to pay tuition and fees according to this policy, they should notify their parish priest and/or Chief Administrative Officer and make other arrangements.

PAST DUE TUITION will be collected in the following manner: Tuition past due after the first quarter shall be collected by the Business Manager sending a letter to the families of those students in arrears. Families that continue to be past due with tuition will be referred to the School Board President/Pastor/Chief Administrative Officer who will determine the necessary plan of action.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc. **Administration**

324.0 Sex Equity in Education

As written by the Holy Trinity Catholic Schools, Inc.

GRIEVANCE PROCEDURE Federal Educational Amendments of 1972

WHEREAS, the Board Education of Holy Trinity Catholic Schools, Inc., in compliance with the rules and regulations pertaining to non-discrimination on the basis of sex under education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation, or application of the Iowa Sex Equity rules and the Title IX Regulations, may be quickly and smoothly resolved, and

WHEREAS, students (or their representatives) and employees of Holy Trinity Catholic Schools, Inc., are eligible to participate in this grievance procedure, and

WHEREAS, the resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student or employee, the administration and the Board of Education;

NOW THEREFORE BE IT RESOLVED, that the following grievance procedure be adopted by the Board of Education, Holy Trinity Catholic Schools, Inc.:

ARTICLE I. Definitions

1.1.Grievance: An issue that reaches Level One Procedure. This issue involves the violation, interpretation or application of any article of the aforementioned Rules and Regulations.

1.2.Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by Holy Trinity Catholic Schools, Inc.

1.3.Student Representative: Any individual acting on behalf of a student or students.

1.4. Employee: Any full-time or part-time teacher, secretary, clerk, custodian, cleaner, administrator, or other person receiving compensation for services rendered to Holy Trinity Catholic Schools, Inc.

1.5. Compliance Coordinator: The person designated by the Board of Education to coordinate efforts to comply with Sex Equity Rules and the Title IX Regulation.

1.6. Superintendent: The Chief Administrative Officer or a designated representative.

ARTICLE II. Level One Procedure

2.1. The student (or student representative) or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Compliance Coordinator.

2.2. The Coordinator's responsibilities: a) investigate, within one week of receipt of a written complaint, the circumstances of the complaint; b) render a decision in

300.00 Holy Trinity Catholic Schools, Inc. **Administration**

324.0 Sex Equity in Education Continued

writing with a copy to the Complainant within two weeks after receipt of complaint; c) provide the Complainant one week to react to the decision before it becomes final.

2.3. The Complainant's responsibilities: a) If the Complainant disagrees with the decision rendered at Level One, the Compliance Coordinator will immediately request the Superintendent to review the complaint.

ARTICLE III. Level Two Procedure

3.1. If the Complainant disagrees with the decision rendered at Level One, the Compliance Coordinator will immediately request the Superintendent to review the complaint.

3.2. The Superintendent will schedule a meeting within one week of the receipt of the request for review. The meeting participants shall be the Complainant and the Coordinator and the Superintendent.

3.3. The Superintendent will render a written decision within one week of the meeting. The Complainant and the Coordinator will receive copies of the decision.

Grievance decisions may be appealed to the local school board, to the Superintendent of the Diocese of Davenport.

GRIEVANCE FORM – SEX DISCRIMINATION

Student Name of: Student Representative

Employees

School or Department

Statement of Complaint:

Solution Suggest by Complainant:

Signature of Complainant Date Submitted

Please forward to the Equity Compliance Coordinator Executive Secretary, Holy Trinity Catholic Schools, 2600 Avenue A, Fort Madison, Iowa 52627

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc. **Administration**

332.1 Disaster and Crisis Management Plan/Pandemic Plan

Holy Trinity Catholic Schools, Inc. shall develop a Disaster and Crisis Management Plan as formulated by the Diocese of Davenport, policy 332.

Holy Trinity Catholic Schools, Inc. plan includes a document that is kept in all Holy Trinity Catholic School facilities. This document is reviewed with certified and non-certified personnel each fall semester. It is the responsibility of the Chief Administrative Officer to see that this procedure is implemented.

Adopted: January, 2011

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333.0 Co-curricular Activities

The Board recognizes the value of a program of educationally sound co-curricular activities. The responsibility for the instigation and administration of such programs is placed in the hands of the building coordinator for that facility within any limitations placed on such activities by the Board of Education. The Chief Administrative Officer must be informed and concur with all co-curricular activities so the over-all schedules for Holy Trinity Catholic Schools are coordinated.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc. **Administration**

370.22 Accreditation of Catholic Schools

Holy Trinity Catholic Schools Inc. shall maintain an educational program that allows Holy Trinity Catholic Schools to be accredited by the Iowa State Department of Education.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc. **Administration**

380.10 Closing School – Inclement Weather

Holy Trinity Catholic Schools, during times of inclement weather, should follow the same schedule as the public schools or their area in emergency school closings. The Diocesan Superintendent of Schools is to be contacted when school is dismissed for circumstances other than inclement weather.

Holy Trinity Catholic Schools will, when possible, follow the decision of the public school system when dealing with weather related school closings.

When Holy Trinity Catholic Schools must close its schools, announcement of such closing will be made over school website, local radio and television stations.

Adopted: January, 2011

300.00 Holy Trinity Catholic Schools, Inc. **Administration**

380.20 Weather Related School Closings

On days when school has been delayed, shortened, or cancelled due to weather conditions (specifically ice, freezing rain, or snow), all school buildings will be closed to students for student activities. School personnel may use the building for solely educational purposes. These personnel shall include teachers, janitors, cooks and office staff. Exceptions will be allowed for fog related closing and/or delays if the fog has lifted. When school is closed for any of the above mentioned weather events, there will be no school sponsored or supervised student activities. Permission must be sought and given by the building administrator when exceptions for fog are allowed. For events which have been scheduled by contract between other schools, buses will be allowed to transport students/athletes only if the Fort Madison Public Schools and one additional neighboring school are also operating their buses or hosting co-curricular events at their main gyms.

Adopted: January, 2011