

Holy Trinity Catholic Schools, Inc.

## SECTION 500 – STUDENT PERSONNEL

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

Policy 500 Student Personnel

- 501.0 Admission of Students
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501.0 Admission of students

Holy Trinity Catholic Schools, Inc. subscribe to the "Admissions Policy" of the Diocese of Davenport Board of Education and to the age requirement of the Department of Education of the State of Iowa.

It shall be the policy of the Diocesan Board of Education and Holy Trinity Catholic Schools that students meeting the school's reasonable academic, behavioral and financial requirements are to be admitted regardless of race, ethnic origin, or creed if the parents/guardians express that they are choosing the school because of the Catholic philosophy of education, the incorporation of Gospel values, the quality of education and/or other qualities of Catholic education.

Students must be 5 years of age by September 15 of that year to enter Kindergarten (Iowa Code 282.3)

The CAO will approve (select those appropriate –all timely filed applications by June 1; incoming kindergarten applications; & good cause applications) The CAO will determine if there is sufficient classroom space for enrollment requests.

As a Catholic School System, priority is given to families in the following order:

1. Currently enrolled students of Holy Trinity and siblings of current students.
2. Children from families of St. John, St. James, St. Mary or Holy Family parishioners.
3. Children from Teachers/Staff at Holy Trinity.
4. Children of graduates of Holy Trinity, Aquinas, or Marquette.
5. Children from families who are registered at other Catholic Parishes.

The Holy Trinity Catholic School System will not accept any student who has been expelled from another school system during the last twelve months without administrator and board approval.

Registration and admission are not finalized until all educational records, including health and special education records, have been received and adequately reviewed by administration.

*Students who do not meet our minimum basic standards may be considered for probationary acceptance with the understanding that an informal evaluation by professional administrative staff will be conducted, that the results of this interview and evaluation are shared with the appropriate school officials, that parents will comply with the school requests for outside tutorial and/or counseling assistance; and that, in the opinion of the administration, the school will have a beneficial effect on the student. With the agreement of parents, faculty, and administration, some curricular and classroom modifications can be made for these students, but not until appropriate testing and evaluation has been done and reviewed.*

## Equal Opportunity & Nondiscrimination

It is the policy of the Diocese of Davenport to provide equal employment and educational opportunities and not to discriminate.

The educational system of the Diocese of Davenport is committed to equal opportunities to the extent required by law, and does not discriminate on the basis on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in educational programs or activities which it operates. As a religious institution, we affirm the right to consider creed a bona fide qualification in certain cases. 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 does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school and parish administered programs.

Further, the Board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

Adopted: January, 2011

Updated: April 2023

The Diocese of Davenport encourages our individual schools to accept international students. We believe they bring diversity to our classrooms.

Definition of an international student: An international student is a student who has been issued an I-20 from the Diocese of Davenport and holds an F-1 Visa issued by the US Department of State.

International Student Enrollment A student must go through the admissions process of the local school to be enrolled as an international student. An international student must be enrolled full-time. The principal will make the final determination as to whether a student is accepted. The number of international students accepted by a local school is established by the local governing body.

Additionally:

- All international students must pay tuition.
- International students who complete all requirements for graduation are eligible to earn a diploma from a recognized High School.
- International students are expected to follow the school schedule and attend class according to the approved school calendar for the academic year.
- The international student must adhere to all attendance policy, behavior, and academic performance standards required of all students.
- The student must dress appropriately for attendance at a recognized school. The local school will determine the actual dress code.
- The local school requires that a religion class be taken by the international student.
- The student is required to participate in the spiritual formation opportunities (school Mass, adoration, bible studies, retreats, community service, etc.) offered by the school.
- Host families will be expected to be compliant with the Diocesan Safe Environment Requirements.
- Host families may be expected to fulfill the volunteer expectation for parents.

Fees, Registration, Tuition All international students must pay tuition. The local board of education will determine the fees, registration costs and tuition for an international student. Tuition and fees will be reasonable and just. That fee schedule must be submitted to the diocesan Superintendent of Schools. International students are included in the local school's tuition refund policy.

**Extra-Curricular Activity Participation** All international students must strictly adhere to the guidelines set forth by the Iowa Department of Education and the appropriate governing body/bodies for the extracurricular activity.

**Role of the PDSO** The Primary Designated School Official (PDSO) is an employee of the Diocese of Davenport who serves as the main point of contact for issues related to Student and Exchange Visitor Program (SEVP) certification.

500.00 Holy Trinity Catholic Schools, Inc.

**Student Personnel**

501.0 Student Admission

501.2 Circumventing Another Schools' Good Conduct Rule

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period ineligibility at that school transfers into the Holy Trinity Catholic Schools Junior/Senior High School, will not be eligible for interscholastic competition at Holy Trinity Catholic Junior/Senior High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at the Holy Trinity Catholic Junior/Senior High School as far as any Good Conduct is concerned.

Adopted: January, 2011

Reviewed: May, 2023

## 501.4 Admission or Retention of Students with Special Needs.

The Board of Education recognizes the need to afford students with special needs the opportunity for admission to schools. ADA states that private schools “may not exclude or deny admission to an otherwise qualified disabled student solely because of the student’s disability.” For schools, the law requires that an appropriate education be provided, only if it can be accomplished with “minor accommodations.” What constitutes minor accommodations will differ for each school. While there is no comprehensive list, minor accommodations may include:

- Preferential classroom seating
- Enlarging print materials on a copier
- Multi-modal instruction (esp. visual and auditory)
- Temporarily changing an instructional room
- Replacing a desk with a small adjustable table to accommodate a wheelchair
- Addressing some allergy and medical needs that can be met with/without parent/aides

No comprehensive list exists of things that constitute major accommodations. However, “minor accommodations” do not include:

- Spending substantial amounts of money
- Establishing a new program to address the disability
- Hiring additional personnel to work with the disabled student
- Negatively impacting universal instruction as determined by the principal
- Disregarding existing school behavior and conduct codes

The individual student’s disability needs to be judged against the ability of the individual school to address those needs, in light of the school’s financial, physical, and human resources capacity.

Schools strive to provide minor accommodations and/or modifications within the scope of their school’s resources for students who are identified as having special learning needs (individuals with an IEP or an active 504 plan in place).

Schools will collaborate with parent(s), the public school, and the Area Education Agency when providing a plan of services for the child.

If students require more than reasonable or minor accommodations that cannot be provided for by the local school to effectively meet the student’s needs, the principal shall meet with the parents and refer them to other schools and programs that have the ability to effectively serve their child’s needs.