

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

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500.00 Holy Trinity Catholic Schools, Inc.

Student Personnel

501.0 Admission of students

Holy Trinity Catholic Schools, Inc. subscribe to the “Open Enrollment Policy” of the Diocese of Davenport Board of Education and to the age requirement of the Department of Education of the State of Iowa.

Adopted: January, 2011

501.1 International Student Admissions

The Diocese of Davenport encourages our individual schools to accept international students. We believe they bring diversity to our classrooms. All diocesan schools must follow immigration and diocesan procedures when accepting international students.

1. Agencies and/or program and/or individuals must provide supporting documents and credentials to the school office for approval.
2. Schools will be notified of approved placement agencies and/or programs.
3. Schools will decide to accept students based on their academic criteria.
4. The Diocese of Davenport schools office will continue to work with the agency and/or program, natural family and/or host family to complete the required forms in order to issue the students I-20 document.
5. I-20 paperwork will only be sent to the student directly per immigration regulations.
6. When a student has completed the consulate interviews, they are required to contact the school to complete the process of paperwork and registration.
7. Full tuition and stipend for families for one full academic year needs to be paid to the school at the time of arrival/registration.
8. If a violation occurs at the school level with an international student, the diocesan school office has to be notified immediately to determine the outcome with immigration.
9. Anyone living in the household over the age of 18 will be required to complete our Safe Environment Program and pass a background check before a student can live in the home.
10. All agencies, placement programs, and school advisors should have a back-up list of approved host families in case of emergencies, vacations, etc. might arise.
11. No program students are allowed to live with college/university students unless approved by the Diocesan School office.
12. Students in the Diocesan International Student Program are required to follow the rules of immigration, the Diocese of Davenport and the schools to maintain their F1 status. Failure to do so will result in termination of their I-20.
13. All students need to meet the State of Iowa graduating criteria to receive a diploma.
14. Religion classes
15. Application fees should not exceed \$150 per student.
16. Policies, refund policies, academic requirements, etc. should be given to the prospective student prior or at the time of the diocesan application packet is provided.
17. Students must be enrolled in a full course of study at our campus, one 3credit online class is allowed in addition to the school day per year.

Adopted: January, 2011

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503.00 Co-curricular activities

The Holy Trinity Catholic Schools, Inc. School 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 Administrator within any limitations placed on such activities by the Board of Education, the Diocese of Davenport, and the various state and regional athletic associations and other curricular groups that govern such activities.

Adopted: January, 2011

500.00 Holy Trinity Catholic Schools, Inc.

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504.00 Holy Trinity Catholic Schools, Inc. Participating in a Foreign Exchange Program

The following guidelines will govern a student enrolled in the Holy Trinity Catholic Schools and his/her participation in a legitimate Foreign Exchange Program.

1. The student must meet the requirements of the Foreign Exchange Program Agency sponsoring the activity and all paperwork is handled by the Diocese of Davenport School Office.
2. The student remains a student of Holy Trinity Catholic Schools while studying abroad.
3. Credits will be assessed by the principal and counselor pending upon transcripts received from the foreign school attended.
4. Course requirements of Holy Trinity High School and the Department of Education of the State of Iowa must be met prior to graduation.
5. The Foreign Exchange Program is open to only juniors and seniors.
6. The financial responsibilities of the program belongs to the student.

Adopted: January, 2011

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Student Personnel

501.0 Student Admission

510.2 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

501.00 Admission of Students

510.3 Academic Requirements

Holy Trinity Catholic Schools, Inc. follows State of Iowa law for the admittance of students and first grade and kindergarten enrollment.

“No child shall be admitted to school work for the year immediately preceding the first grade unless the child is five years of age on or before the 15th of September of the current school year.”

The Board of Education may make an exception to admit a younger kindergarten student only with very weighty reasons based upon strong professional evidence. Assessment procedures should not be administered until shortly before school starts each fall semester.

No child shall be admitted to the first grade unless the child is six years of age on or before the 15th of September of the current school year; except that a child under six years of age who has been admitted to school work for the year immediately preceding the first grade under conditions approved by the Department of Public Education, or who has demonstrated the possession of sufficient ability to profit by first grade work on the basis of tests or other means of evaluation recommended or approved by the Department of Public Education, may be admitted to first grade at any time before December 31. (School Laws of Iowa 282.3)

The preferred times for transfer admission into Holy Trinity Catholic Schools are prior to the beginning of the first semester or at the beginning of the second semester. Admission later than two weeks into the semester must have the approval of the Chief Administrative Officer.

Student(s) requesting admission into the Holy Trinity Catholic Schools system must meet a minimum of three of the four requirements for automatic admission:

1. The student must be in good behavioral standing in the school from which they are transferring (at the time of transfer).
2. The student will provide proof of a minimum of an overall 2.0 GPA for the last two semesters of attendance. The 2.0 GPA must be maintained for a probationary period of one full academic school year or re-admission for the next academic term may be denied.
3. The student will be an active member of one of the local area parishes.
4. Have the written recommendation of a priest.

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501.00 Admission of Students

510.3 Academic Requirements Continued

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.

Adopted: January, 2011

540.2 Student Use of Automobiles on School Property

All students who drive to school will be required to park in those areas that are designated for student cars.

Any student who is caught speeding or driving recklessly will be warned that if a second offense occurs, he/she will be prohibited from bringing his/her car upon school property. Any student who fails to comply with the warning given by school officials will be reported to the police department for appropriate action.

Any student who uses his/her car for transportation to and from classes (physical education, community service, shared time, etc.) will have a parental permission form filed in the office.

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540.3 Student Dress Code

All students of Holy Trinity Catholic Schools, Inc. will adhere to a dress code that is determined by the Board of Education upon the recommendation of the administrator.

The student dress code shall be published annually in the student handbook and on the school website.

Adopted: January, 2011

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540.4 Student Drug and Alcohol Policy

Holy Trinity Catholic Schools, Inc. is a private, Catholic school system and therefore, expects a high standard of conduct from its students wherever they may be. The use, sale, distribution, or possession of drugs or alcohol is illegal and unacceptable, and will be dealt with according to the provisions of the school system's Drug and Alcohol Policy for students as adopted by the Board of Education and published annually in the student handbook.

At the beginning of each school year all students will acknowledge their understanding of the Drug and Alcohol Policy by signing a statement stating that the student has read the handbook and accepting responsibility for their knowledge of the student handbook contents. This signed statement will be kept in the student's records in the office of the junior/senior high school building.

Adopted: January, 2011

562.1 Student Records, Accessibility and Confidentially

In accordance with Iowa Code Section 256.7 Chapter 12.3(6), it shall be the policy of Holy Trinity Catholic Schools, Inc. to establish and maintain a system of pupil records which include:

1. A permanent record (the official information concerning the pupil's education, i.e. attendance and education progress, serves as an official transcript, all data used to plan for the pupil's educational needs). This is to be permanently maintained and stored in a fire-resistant, locked file or safe.
2. A cumulative record (continuous and current record of progress and growth, i.e. courses taken, progress, attendance, physical and health record, interests, attitudes, abilities, honors, extracurricular activities – the working record). This may be sent to a receiving school.
3. Or a record, which includes all of the information, required for a permanent record and a cumulative record. A copy of this record could be sent to a receiving school and the original must be permanently retained in the school.

It shall be the policy that parents or legal guardians of students under age 18 have the right to inspect and review their child's educational records, including a right to copy the records for a reasonable fee. They also have the right to ask the school to amend the child's educational records if they feel the information in the records is misleading or inaccurate. Should the school refuse to amend the records, they have a right to a hearing and to place an explanatory letter in the child's file explaining why they feel the records are misleading or inaccurate. Any student age 18 or older has the same rights regarding his/her own educational records.

Disclosure of any student records shall not be made unless there is written consent of the parents/legal guardians for students under age 18, written student consent for students 18 years or older, a judicial order or a request of a receiving school. If a school wishes to release records to a receiving school without written permission, notice of such practice must be placed in the student handbook.

Adopted: January, 2011

570.0 Weapons

The Holy Trinity Catholic School Board believes weapons and other dangerous objects in school buildings and upon school grounds cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school premises or property within the jurisdiction of the school system.

School facilities are not an appropriate place for weapons and dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school property or onto property within the jurisdiction of the school or from students who are within the control of the school.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than 12 months. The Chief Administrative Officer shall have the authority to recommend this expulsion requirement be modified of a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the Chief Administrative Officer, in conjunction with the building administrator, to develop administrative regulations regarding this policy.

As used in these policies, rules, regulation codes, codes of conduct, and other written documents of the Davenport Diocesan Catholic Schools and Holy Trinity Catholic Schools pertaining to the governing and operation of these schools, the term “weapon(s)” and “other dangerous objects” shall include, but shall not be limited to the following:

1. Pistols
2. Revolvers
3. Any other firearm meeting the definition of such under Public Law No. 103227 including pistols, revolvers, rifles and shotguns

570.0 Weapons Continued

4. Daggers
5. Razors of any type and nature
6. Stiletos
7. A knife of any type or nature regardless of the composition of the materials used to make the knife.
8. Any object which is an offensive weapon by Section 723.1, Code of Iowa 1993, or as so found by the interpretation of the Supreme Court of the State of Iowa.
9. Any object which is a dangerous weapon as defined by Section 702.7, Code of Iowa 1993 or as found by any interpretation of the Supreme Court of the State of Iowa.
10. Any instrument designed primarily for use in inflicting death upon a human being or animal and which is capable of inflicting death upon a human being when used in the manner for which it was designed.
11. Any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the user intends to inflict death or serious injury on another.
12. Starter pistols and any other mechanical device of any nature whatsoever designed for or capable of discharging black rounds.
13. Pellet guns or air guns, whether the projectile is discharged by CO₂, air, or some other form of propellant.
14. Replicas and models of any type of firearm, whether or not said replicas and models are capable of discharging a projectile and of whatever construction or material. (This includes any object which appears when shown as if it is a pistol, revolver, firearm of any type, or any other "weapon" or "dangerous object" as defined herein.)
15. Any type of martial arts device including, but not limited to, throwing stars, nunchaus staff, batons, or swords (wooden or metal).
16. Stun guns
17. Ammunition or magazines for any firearm regardless of whether the ammunition is capable of being fired and regardless of whether the ammunition and magazines are installed a firearm, and regardless of whether the firearm is present.
18. Pipe bombs and any other explosive device including hand grenades, mines and claymores regardless of whether or not any of said devices are, in fact, capable of exploding.
19. Any incendiary device, of any nature whatsoever, including but not limited to "Molotov Cocktails," and other fused containers of petroleum or explosive products designed to explode, regardless of whether or not said devices are capable of exploding.

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570.0 Weapons Continued

20. Mufflers or silencers for any firearms regardless of whether the mufflers or silencers are installed on a firearm and regardless of whether the firearm is present.
21. Mace, pepper spray, gas of any nature propelled from any type of spraying device, and poison gas.

Adopted: January, 2011