

Holy Trinity Catholic Schools, Inc.

SECTION 700 – AUXILIARY SERVICES

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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700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

700.00 Respect for Life

The Holy Trinity Catholic Schools, Inc. regard all life with the greatest of respect and dignity. It is the obligation of the Holy Trinity Catholic Schools, Inc. to protect and cherish all life.

In dealing with young women who are pregnant, it remains the position of the Holy Trinity Catholic Schools, Inc. that all life be respected, dignified and protected.

The decision for life will be supported by the Holy Trinity Catholic Schools, Inc. insofar as possible. The Holy Trinity Catholic Schools, Inc. will assist the individual girl in the continuance of her education, if the family so wishes. To some extent each girl's situation is unique and each young person will be accorded individual consideration with respect to specific circumstances. It is the goal of the Holy Trinity Catholic Schools, Inc. to provide the greatest degree of respect, safety, understanding, compassion and Christian charity possible.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

701.00 Textbook Loans

Basic textbooks, non-religious in nature, adopted and purchased by the Fort Madison Community School District, may be made available to pupils attending the Holy Trinity Catholic Schools, upon request of the pupil or the pupil's parent.

The amount of money allocated annually through the budget process shall not be less than the amount of money anticipated to be collected through the annual textbook fee plus a sum of money which can be attributed for textbook purchases from the general student fees.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

702.00 Community Relations

The Holy Trinity Catholic School Board recognizes that sound school-community relations are essential for the successful development of a good school system. All school employees shall be encouraged to be effective agents of good will in cementing a partnership of understanding between school and community.

Interpretation of the progress and problems of Catholic education shall be encouraged through full use of all communication media in the school community. Teachers shall be encouraged to publicize efforts as well as their personal achievements so that ever-widening public will sense the increased importance of Catholic School Option and those who serve.

The public relations program must be a planned, systematic, two-way process of communication between the school district and its various public. Good internal and external communication is essential for the best interest of the school system.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

703.0 The Public Information Program (Board Meetings)

All meetings of the Board of Education shall be conducted publicly, except when it is necessary to go into executive session to discuss personnel matters, legal consideration, or the sale or purchase of property.

Meetings of the Board, both regular and special, shall be announced to the public via newspaper and radio and interested citizens shall be encouraged to attend.

Notice of Meetings shall be posted at least 48 hours before a meeting at the Business Office of the Holy Trinity Catholic Schools, Inc.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

704.00 Contacts between Staff and the News Media

Staff members may meet with representatives or the news media to discuss any aspect of the instructional program for which they feel qualified, remembering, of course, that they must separate fact from opinion and they can speak only for themselves.

Which such contacts shall encouraged, disruption during the school day cannot be tolerated. The administration will retain responsibility for disseminating information of a system-wide nature.

Only those persons designated as spokesman by the Board of Education will speak to the press in the name of the Holy Trinity Catholic Schools, Inc.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

705.00 Public Access to System Records

Public records of the Holy Trinity Catholic Schools, Inc. may be inspected by persons at reasonable times and without unreasonable delay. Personnel files of staff members shall not be available for inspection unless required by legal authorities and then inspection would generally require a judicial order.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

706.00 Public Use of School Facilities

The Holy Trinity Catholic Schools, Inc. recognizes the responsibility to area citizens to make school facilities available to the general public and shall strive to make them available insofar as such activities do not conflict or interfere with the school program. Such public use of school facilities may be permitted within established Board policies and administrative rules and regulations. System facilities are designed, however, primarily for the use of the school and direct school related organizations. Such school usage shall in all cases have priority over outside organizations requesting the use of school facilities.

The building principal shall have the right and power to grant the use of such facilities to individuals, firms, clubs, churches, or other organizations that may qualify in accordance with the Board of Education policies.

The Board of Education reserves the right to deny usage of any system facility when the organization espouses beliefs contrary to the teaching of the Catholic Church.

Adopted January, 2011

708 Public Conduct at Parish/School Sponsored Events

School sponsored/approved activities are an important part of their programming and offer faith formation students the opportunity to participate in a variety of activities. School sponsored/approve activities are provided for the enjoyment and the opportunity of involvement they afford faith formation students.

All attendees of such activities are guests of the school and must comply with their rules and policies. Attendees will not be allowed to interfere with the enjoyment of the participating faith formation students or other attendees or with the performance of employees and officials supervising the approved activity. All are expected to display mature behavior and sportsmanship. The failure of attendees to do so is not only disruptive but also embarrassing.

To protect the rights of faith formation students to participate without fear of interference and to permit the sponsors and officials of sponsored/approved activities to perform their duties without interference, the following provisions are in effect:

1. Abusive, verbal or physical conduct of attendees directed at participants, at officials or sponsors of such activities, or at other spectators will not be tolerated.
2. Verbal or physical conduct of attendees that interferes with the performance of students, officials or sponsors of activities will not be tolerated.
3. The use of vulgar, obscene or demeaning expressions directed at faith formation students, at officials or sponsors participating in a sponsored/approved activity, or at attendees will not be tolerated.

If an attendee at such event becomes physically or verbally abusive, uses vulgar, obscene or demeaning expressions, or in any way impedes the performance of an activity, the attendee may be removed from the event by the individual in charge or any staff representative. Law enforcement may be contacted immediately if the situation warrants. The program administrator may recommend the exclusion of the spectator from future sponsored or approved activities.

Upon recommendation of the local administrator or their designee, the Board of Education shall cause a notice of exclusion from such activities to be sent to the attendee involved. The notice shall advise the attendee of the school's right to exclude the attendee from the sponsored activities and events and the duration of the exclusion.

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

708 Public Conduct at Parish/School Sponsored Events Continued

If an attendee has been notified of exclusion and thereafter attends a sponsored activity, the attendee shall be advised that his/her attendance will result in prosecution. The school may obtain a court order for permanent exclusion from future activities.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

708.00 Cooperation with Local Governmental Units

It shall be the policy of the Holy Trinity Catholic Schools, Inc. to work with local governmental units in matters that affect the school's responsibility. Close cooperation is most desirable with those agencies dealing with health, mental health, recreation, law enforcement, fire protection, and other educational or welfare agencies providing services to the patrons of the system and of the community.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

709.00 Cooperation with Charitable and Non-Profit Organizations

The Holy Trinity Catholic Schools, Inc. shall cooperate in furthering the work of any charitable or non-profit community-wide agency, provided such cooperation does not restrict, impair, or interfere with the education and spiritual program of the school system. All requests for student and staff participation in contest, solicitation of funds, distribution of materials, information, tickets, and etc. and other non-school initiated activities must be approved by the Executive Secretary. In all cases the welfare of the student and the best interests of the school system and the Catholic Community must be of major consideration for approval to be granted.

The school system must not be used in any way to promote personal, economic, or political philosophies of the staff or other agencies. This is not to be construed that such topics are not discussed frankly and honestly within the classroom, that such controversial issues must be free of bias, prejudice, or promotion and be presented in an objective, comprehensive way.

Adopted: January, 2011

700.00 Diocese of Davenport Board of Education **Auxiliary Services**

710.0 Health Services

Health service programs should be developed and applied in the individual's three environments: home, church, and school. In addition to the policy regarding Student Health Records, the following policy is also adopted for the Catholic Schools of the Diocese of Davenport:

1. The program shall include information for sound physical growth and will include the importance of exercise, sound eating habits, and educating regarding AIDS and sexually transmitted diseases, and abuse of drugs, tobacco and alcohol. These will be taught in the context of Catholic teachings.
2. The program shall foster emotional and social well-being by teaching self-respect.
3. In addition to information relating to the physical environment and the care that is should be given, students will be aware of the problems of misuse of the environment. Special care should be given to the "environment of the school" that it be a place where personal and spiritual growth can occur. The importance of Catholic values should be noticeable in the school environment.
4. Emergency health forms are required to be on file annually in order to protect the students.
5. The program is to promote health from a wholistic approach. It should not be only an informative program but one that teaches positive values and attitudes.
6. Dispensing of medication of any kind must be administered by a nurse or designated party with written consent of parent(s)/guardian(s). The designated party must be certified.
7. Schools need to maintain accurate health records. The administration is responsible for keeping these records.

This policy is required for schools by state law and recommended for parish faith formation programs where applicable.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

711.00 Use of Privately Donated Goods, Services and Funds

The Holy Trinity Catholic School Board may accept donations for goods, services, or funds to enrich or supplement programs and/or activities approved and offered by the school system. In the acceptance and use of such donated goods, services, and/or funds, the Board of Education will observe all applicable conditions as set forth in the Diocesan, state and federal rules and regulations.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

712.00 Student and School Organization Funds

Approved school student organization or activities may engage in fund raising activities for the benefit of the organization, students or the school. Such groups, clubs or activities must be under faculty supervising and have the prior approval of the building principal and the Board of Education.

The disbursement or use of such funds must be in accordance with the rules and regulations of the school system.

The Executive Secretary, upon the recommendation of the principal and with consultation with the Business Manager, must approve the creation of student school accounts for all such organizations or activities.

All such clubs and organizations must deposit funds raised with the Business Manager and must file regular financial statements with the Business Manager no less than every other month starting with the first report due on the third Monday of October, December, February, April and June. A final report will be due in July and will coincide with the end of the Holy Trinity Catholic Schools financial year.

Said financial report should include as minimal information, a summary of funds received and funds expended during the reporting period. The report should contain enough information that a person not familiar with the organization will be able to discern how the monies were raised and to whom funds were expended. The report must also include a listing of all financial assets of the organization and how those assets are secured.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

713.00 Advertisement on Donated Items

Instructional materials and/or goods used within the school in general should not carry advertisement of a particular firm, business, individual, or organization. However, the Executive Secretary, after consultation with the Board of Education, may approve the use of materials carrying advertising if the educational value of the material makes a significant contribution to the total education program and/or if the advertisements are not considered excessive or discriminatory.

This policy does not prohibit the sale and use of advertising space for student newspapers, programs, tickets, and etc., that are a part of the total school program.

The Holy Trinity Catholic School Board reserves the right to accept or reject all offers of financial aid rather through gifts or advertising. Advertising supporting products which have been deemed contrary to church teachings may be rejected.

Adopted: January, 2011

714.00 Public Conduct on School Premises

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend school sponsored or approved activities only as guests of the school system, and accordingly as a condition of such permission, they must comply with the school system's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

1. Abusive, verbal, or physical conduct of spectators directed at participants, officials, or sponsors of sponsored or approved activities or at other spectators will not be tolerated.
2. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors, of sponsored or approved activities will not be tolerated.
3. The use of vulgar, obscene, or demeaning expression directed at students, officials or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, or obscene or demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the Executive Secretary may recommend the exclusion of the spectator at future sponsored or approved activities.

Upon the recommendation of the Executive Secretary, the Board shall cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school system's right to exclude the individual from school system activities and events and the duration of the exclusion. If the spectator disobeys the school officials or school system order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of the exclusion

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

714.00 Public Conduct on School Premises Continued

and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may seek a court order for permanent exclusion from future school sponsored or approved activities.

Adopted: January, 2011

700.00 Holy Trinity Catholic Schools, Inc.

Auxiliary Services

715.00 Solicitation of Students

Solicitation or fund raising from students shall not be permitted unless it is integrated with the educational program and objectives of the school system or of specific teaching programs in the schools. Prior to any such solicitation by out-of-school agencies, the administration of the building and the Executive Secretary must approve of the project.

Adopted: January, 2011

700.00 Diocese of Davenport Board of Education **Auxiliary Services**

750 Mandatory Reports of Child Abuse by a Care Giver

It shall be the policy of the Diocesan Board of Education that all instances of suspected child abuse by a caregiver be reported to the Iowa Department of Human Services by the professional employees of the schools of the Diocese of Davenport. The requirement to report both orally and in written form is mandatory. (Iowa Code 232.67-75)

A caregiver is defined as a parent, guardian, foster parent, relative or other person with whom the child resides, or any person providing care for a child but with whom the child does not reside.

Mandatory reporters (all professional educators) are required to complete two hours of training during their first six months of employment and two hours every five years thereafter.

Priests are generally not considered mandatory reporters, unless they serve as professional educators. However, permissive reporting may be done by priests or others in the Diocese pursuant to the Diocesan Sexual Misconduct Policy. In addition, priests who receive information about child abuse in the context of the Sacrament of Reconciliation are not obligated to report on the basis of that information.

Permissive Reports of Child Abuse by a Care Giver

Although catechetical leaders and catechists are not mandatory reporters, ethically and morally they are encouraged to report any suspected abuse.

*Note that the Diocesan Sexual Misconduct Policy must also apply regarding sexual misconduct. When either that policy or Iowa law change, they will be followed.

Adopted: January, 2011

700.00 Diocese of Davenport Board of Education **Auxiliary Services**

750.1 Mandatory Reports of Child Abuse

In order to provide the greatest possible protection to children (under age 18), mandatory reporters who “believe a child has suffered child abuse” must orally report such to the Iowa Department of Human Services within 24 hours. **A written report must be forwarded to the Department within 48 hours of the oral report.** (It is suggested that the person reporting request the form from the Department during the oral report, if not forms should be available in the school office.)

In lieu of the Department form, the written report must contain:

1. Name, age, address of the suspected abused child.
2. Name, address of parents, guardians or person legally responsible for the child.
3. Description of injuries including any evidence of previous abuse and the name of the person(s) thought to be responsible for the suspected abuse.
4. Name, age, condition of other children in the home.
5. Child’s whereabouts, if different from parents, guardian, or persons legally responsible for the child.
6. Name and address of person(s) making this report.

There are six categories of child abuse:

1. Physical abuse
2. Denial of critical care (food, nutrition, shelter, adequate clothing, adequate health care, mental health care, emotional needs and proper supervision)
3. Sexual abuse (acts or omission)
4. Mental injury (ignoring, rejecting, isolating, terrorizing, corruption, verbal assaults and over-pressuring)
5. Presence of illegal drugs in the home or child’s

It is the responsibility of the Iowa Department of Human Services to determine abuse and/or neglect. Therefore Diocesan school personnel should not investigate any allegations or child abuse by caregivers. (Abuse by a school employee is covered in a separate policy.) All school administrators must be informed of any reports being made to the Iowa Department of Human Services on child abuse by a caregiver.

*Note that this policy as with all others, is written to adhere to current Iowa law at the time of the meeting. Any changes to Iowa law must be followed at once.

Adopted: January, 2011

700.00 Diocese of Davenport Board of Education **Auxiliary Services**

750.2 Permissive Reports of Child Abuse

It shall be the policy of the Diocesan Board of Education that religious educators and youth ministers should make a report to the Iowa Department of Human Services when child abuse by a caregiver is suspected. Though the State of Iowa considers them to be permissive reporters, the Diocesan Board of Education encourages the “permissive” reporters to follow the same regulation as the mandated reporters as to types of reports, time frame and contents of reports.
(750.1)

Adopted: January, 2011

700.00 Diocese of Davenport Board of Education Auxiliary Services

755 Procedures for Investigating Allegations of Abuse of Students by School Employees

Policies and procedures for investigating allegations of abuse of students by school employees are required to be adopted by all schools. (Iowa Code section 280.17, 1995). It is based on administrative rules adopted by the State Board of Education and found in Iowa Administrative Code 281—102.

The Office of the Director of Faith Formation and Education/Superintendent of Schools and Diocesan Board of Education have designated the building principal as the level one investigator. The building principal should designate another principal within the geographic area as an alternate level one investigator. The level two investigator shall be determined by the local Catholic Board of Education. If assistance is needed, contact the Diocesan Director of Faith Formation and Education/Superintendent of Schools. The names of these investigators need to be published annually.

Procedure:

1. Form Complaint of Injury to or Abuse of a Student by a School Employee must be completed in its entirety and given to the building administrator.
2. The building administrator will conduct a level one investigation following the procedures outlined in the Catholic Educator's Handbook.

Note: The Diocesan policy on sexual misconduct is an overriding policy for all Diocesan/Parish/School certified and non-certified staff and volunteers.

Adopted: January, 2011

700.00 Diocese of Davenport Board of Education **Auxiliary Services**

756 Permissive Reports of Child Abuses

It shall be the policy of the Diocesan Board of Education that religious educators and youth ministers should make a report to the Iowa Department of Human Services when child abuse by a caregiver is suspected. Though the State of Iowa considers them to be permissive reporters, the Diocesan Board of Education encourages the “permissive” reporters to follow the same regulation as the mandated reporters as to types of reports, time frame and content of reports.
(750.1)

The Diocesan Sexual Misconduct Policy may also require such reporting if applicable.

Adopted: January, 2011

700.00 Diocese of Davenport Board of Education **Auxiliary Services**

757 Acknowledgement - Diocesan Sexual Misconduct Policy

The acknowledgement accompanying the Diocesan Sexual Misconduct Policy must be signed by all Diocesan/Parish/School certified and non-certified staff and volunteers annually and maintained as described in that policy.

Adopted: January, 2011