



Holy Trinity Catholic Schools

Elementary Handbook

STUDENT HANDBOOK

Holy Trinity Catholic Elementary School

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

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

Philosophy and Mission:

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

Catholic Identity:

We believe that:

1. The Catholic school is an integral part of the church's mission to proclaim the Gospel, build faith communities, celebrate through worship and serve others.
2. The commitment to academic excellence, which fosters the intellectual development of faculty and students, is an integral part of the mission of the Catholic school.
3. The Catholic school is an evangelizing, educational community.
4. The spiritual formation of the entire school community is an essential dimension of the Catholic school's mission.
5. The Catholic school is a unique faith-centered community which integrates thinking and believing in ways that encourage intellectual growth, nurture faith and inspire action.
6. The Catholic school is an experience of the church's belief, tradition and sacramental life.
7. The Catholic school creates a supportive and challenging climate which affirms the dignity of all persons within the school community.

Student Learning Goals

- effective communicator
- knowledgeable person
- collaborative worker
- contributing citizen
- problem solver
- critical thinker
- life-long learner
- uphold Catholic values
- demonstrate leadership abilities

Vision:

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

Policy of Equal Opportunity:

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

Academics

Kindergarten through 2nd grade uses a standard based grading scale. The standards based grading approach **focuses on what a student knows, not how long it takes to get there**. It measures how well a student understands the material and how they are progressing on their learning goals. It is based on a specific set of standards that students need to meet for each grade level.

Holy Trinity uses the following grading scale for grades 3 through 6:

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

****The student and/or parent is to speak with the teacher or staff member directly about any academic concerns. It is expected that most problems will be resolved at this level. If unable to resolve with the teacher, the principal may be contacted.**

Attendance Policy

When a student is unable to attend school, parents must notify the school office before 8:30 a.m. to inform the school that the student will be absent.

Students must be fever free without medication and symptom-free (vomiting, diarrhea) for at least 24 hours before returning to school.

Students who have good attendance records are more likely to meet academic potential and have a positive outlook for school. Absence from school results in a loss of instruction, not only missed assignments. Learning lost to absences can affect foundational learning necessary for future success in many skills and concepts being taught. Only through regular attendance and participation in learning can a student fully realize the benefits of HTC's educational program. A student's attendance record is an important part of her/his permanent record and can be a significant factor in future achievements.

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

- 1) personal illness
- 2) death and/or funeral of the immediate family
- 3) doctor or dental appointments that CANNOT be scheduled outside of school time

*Students that have repeated absences due to illness may be required to provide a doctor's excuse.

Students are responsible for making up any work missed during the time of an absence, and will be extended twice the length of time of absence in order to complete work. (For example, if a student misses two days of classes, he/she will have four calendar days to get assignments completed.)

****Students who are absent from school for half of the day or more are not allowed to participate in after school activities (including school events, practices, and games for sports).**

Holy Trinity Catholic Elementary is required by law to follow all truancy procedures as outlined by Iowa Code policy. Truancy is defined as *any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction or independent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant* (Iowa Code 299.8), www.legis.iowa.gov).

Repeated unexcused absences will result in contact from administration; further unexcused absences will incur a formal letter regarding the attendance policy and truancy laws, and possible legal implications.

Bus Transportation

A student living three or more miles from school may apply for bus transportation from the Fort Madison Community Schools. A middle school student living 1.5 miles from school may apply for bus transportation from the Fort Madison Community Schools. An elementary student living 1 mile from school may apply for bus transportation. If such transportation is not available, the family may apply for reimbursement. Parents/ guardians are encouraged to contact their local public school district for further information.

The Fort Madison Community School District requires each bus rider to carry a pass to get on and off the bus using a scanner. This device tracks the students as they enter and exit the bus. Every parent/guardian is able to track their student by using the following link:
<https://www.fmcsd.org/Page/28>

Every student has the right to a safe and enjoyable ride which is free from intimidation, threats, and harassment. Good conduct of all students while waiting for a bus or while riding the bus is primary to ensure a safe and pleasant ride for everyone.

Failure to comply with bus behavior expectations may result in consequences from HTC and/ or Fort Madison administrators, which may result in a loss of bus privileges.

The parent/guardian of a student who has lost their bus privilege is responsible for ensuring that the student is transported to and from school.

Calendar

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

Closings

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

Computer Use

Computer resources and Internet access will be available to students and teachers at Holy Trinity. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Computer—Terms and Conditions

- Students are responsible for proper, school appropriate behavior on the school devices for academic purposes. Access is a privilege, not a right and entails responsibility.

- Users are not permitted to transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, threatening, or illegal material on school devices at any time, whether on school property or not.
- Violations will result in: suspension of technology privileges, loss of Ipad use, and/or revocation of the student's account, as well as further disciplinary or legal action.
- The system administrators will deem what is inappropriate use and their decision is final.
- Users are considered subject to all local, state, and federal laws.

***PERSONAL PICTURES MAY NOT BE TAKEN WITHOUT A PERSON'S KNOWLEDGE AND CONSENT.**

Telephone/Cell Phones/ Smart Watches

Students may not be called during the school hours. Messages may be left with the office staff. If students bring Smart watches or cellphones to school, they must be turned off during school hours and placed in the classroom's designated space for personal devices. Students will be allowed to get their phones when they are dismissed for the day.

If a student's phone is not turned off during school hours and it disrupts class, the student will be asked to turn it off (first offense). If it becomes a habitual occurrence, the teacher will put the phone in the office and it will be returned at the end of the day (second offense). After the second offense, the student will be referred to the office to discuss disciplinary action.

If a student is caught on their cell phone during the school day the phone will be confiscated and the student will be referred to the office to discuss disciplinary action.

School iPads

Students receive a school iPad to complete their school work. The iPad is the property of HTC and is not for personal use. If a student damages their iPad they will be granted a temporary replacement until theirs can be fixed. iPads will be kept at HTC outside of school hours unless other arrangements have been made with administration and tech coordinator.

Discipline Philosophy

To carry out the mission of Holy Trinity Catholic Elementary to assist in the development of our students physically, emotionally, and intellectually, we strive to model and uphold Catholic values at all times within our school facilities. Students are held to a high moral standard under the guidance of their teachers, administration, and all others within our school community.

It is our duty to provide a safe and positive environment for all students to learn; disruptions will be handled accordingly depending on severity and frequency.

Harassment and Bullying are taken very seriously. Please read the attached links for our policy: [diocese of davenport anti-bullying/harassment doc.](#)

Behavior Response Procedures

HTC follows a positive behavior interventions and supports (PBIS) strategy for encouraging respectful and responsible behavior for all students. HTC is utilized as an acronym for:

- H- Have respect
- T- Take responsibility
- C- Create a safe environment

When students choose not to follow HTC expectations, teachers and staff will respond accordingly to limit disruptions to learning and correct behaviors based on the level of severity or frequency of issues.

Minor behaviors will be dealt with by the teacher or staff member in charge at the time of the issue and include (but are not limited to): minor language, horseplay, misuse of items, purposeful disruption to class, etc.

Major behaviors will be referred to the office and handled accordingly. Students may be given time to redirect or work on assignments, have a discussion with the administrator and return to class, have a parent contacted to relay the situation, or be subject to suspension or a review by the Discipline Advisory Committee (*see below). Major behaviors include (but are not limited to): repetitive minor behaviors, inappropriate language, physical or verbal aggression, disrespect to staff, use of personal cell phone or smart watch during school hours, disrespectful behavior toward the Catholic faith, academic dishonesty/plagiarism, any instance of prolonged disruption to learning, any instance of risk to safety, etc.

*Excessive Minor Behaviors and any Major Behaviors will be forwarded to the HTC Discipline Advisory Committee for further review, which may result in developing a behavior contract for a specified term. Parents must attend a disciplinary meeting regarding their child upon request. Serious infractions and/or failure to adhere to the behavior contract may result in loss of school privileges, suspension, or expulsion.

The Discipline Advisory Committee will consist of representatives from administration, pastoral staff, faculty, and the school board.

Due Process

Following a disciplinary action taken by the administration, the student's family may appeal to the Board of Education.

Dress Code

Uniform Guidelines for Holy Trinity Catholic:

- Shirts can be white, navy, gray, royal
- Pants, shorts or skirts in khaki or navy
- Land's End plaid in Clear Blue Plaid is approved
- No brand logos should be featured on uniform shirts or sweatshirts
- Leggings or tights may be worn under dresses and skirts, but must be in uniform colors
- Uniform shirts must be worn at all times, whether alone or under approved sweaters or sweatshirts
- Sweaters may be worn in approved uniform colors; sweatshirts must be Holy Trinity Catholic or in solid uniform colors
- Students need to wear socks and school shoes, fully enclosed and appropriate for running every day.
 - Students will need a separate pair of gym shoes that will be only worn during gym time.
- Shorts may be worn from the first day of school through October 15, and from May 1st until the end of the school year. Shorts must extend to fingertip length, or 4" above the knee and must be in uniform colors. No sports shorts, spandex, or denim.
- Dress down days will be announced and may be free or paid to raise funds for a selected organization or cause. Students are still expected to dress appropriately and modestly for school. No midriff crop tops, tank tops, or other cut-out style clothing. Shorts and skirts must be a quarter inch above the knee.
- Personal appearance should not distract from the learning environment; hairstyles should not be extreme or colored beyond a natural shade.

Drugs (Alcohol or Prohibited Substances)

Possession or 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.

Guns/Weapons in Schools

Guns or other objects that could be used as weapons are not permitted on school property ever. Any violation of this policy will result in law enforcement involvement and further disciplinary action.

Eligibility

Students wishing to participate in school sponsored extracurricular activities, must be in good academic standing.

Extracurricular Activities

- Students participating in extracurricular activities are representing our school and should follow our *HTC Crusader Way* (be respectful, responsible, and create a safe environment).
- Sportsmanship: Students should treat opponents, spectators, and officials with courtesy and respect.
- Areas in the school building not involved in the extracurricular activities are off limits to students. Parents are responsible for their child/ren while attending events.
- Any school owned materials are to be properly cared for (and returned upon request).

Fire and Tornado Drills

Fire and tornado drills will be conducted on a quarterly basis. Each classroom has designated evacuation procedures.

Field Trip Procedures and Rules

- All chaperones for field trips will need to submit an email address to take Diocesan training, and submit insurance information to transport students in a personal vehicle.
- Students will be assigned to a chaperone for transportation. The same chaperone is responsible for said students during the field trip.
- Students will be transported in vehicles and should have necessary child safety seats (when applicable) and seat belts at all times.
- Chaperones should be familiar with expectations for field trips and enforce expectations with assigned students when on a field trip.
- School rules apply when away from school property. HTC expectations are still expected from students during transportation and field trip locations.
- Respect of property, field trip organizers and community is expected of students, staff and chaperones at all times.

Guests

All visitors must report to the main office immediately upon arriving at Holy Trinity to sign in.

Library Regulations

Students will have the opportunity to check out books from the library on a regular basis. Students are responsible for lost or damaged books. Misuse of the library will result in loss of library privileges.

Locker/Desk Inspection

Open areas may be inspected by school personnel. School personnel will follow all search and seize laws and regulations. Holy Trinity is not responsible for any items stolen from the lockers.

HTC will abide by code 808A: code 808A

Lost and Found

Clothing items that have been found in and around the building will be taken to the lost and found bin. Jewelry, electronics, glasses, and school materials will be saved in the office. At the end of each quarter, lost and found items will be placed in an open area for students to claim. All unclaimed items will be disposed of.

Lunch/ Snacks/ Treats

We are a **Nut-free** facility. Please be mindful and read labels to ensure this policy is upheld. This is critical for the safety of our students and staff.

Students must eat their lunches in the cafeteria area. Students may either bring their own lunches or purchase school lunches. No pop, Gatorade, energy drinks, or caffeinated drinks are allowed during the school day.

Application for free lunches and reduced-price lunches may be made in the administrative office. Federal guidelines will be followed as the basis for eligibility for free and reduced-price lunches.

Medications

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

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

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

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

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

Parents must sign an **Authorization to Administer Medication to Students** form to be kept on file in the school office.

Parent/Guardian-Teacher Conferences

Parent/Guardian-Teacher conferences occur in the first and third quarters. Parents/Guardians are encouraged to contact their student's teachers whenever there is a perceived need for a conference.

Student Abuse

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