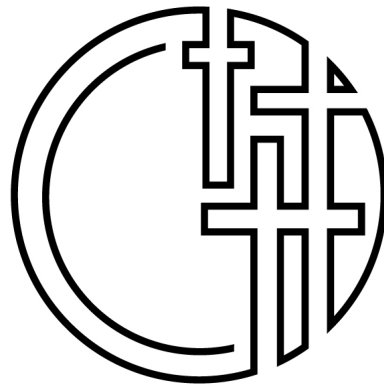


# STUDENT & PARENT HANDBOOK 2019-2020



# Holy Trinity

Catholic Church and School

• Taking the Journey Together •

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Des Moines, Iowa 50310  
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[www.htschool.org](http://www.htschool.org)

The provisions contained in this handbook may be changed at any time, with or without notice.  
This handbook is not an all inclusive summary of all rules governing student conduct and behavior.

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# DIOCESE OF DES MOINES MISSION & BELIEF STATEMENT

We develop and inspire learning for life by providing a world-class education within a Catholic environment for our students.

- Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives
- Each student in Catholic schools should experience the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society
- Catholic schools and parishes are partners with parents in the education of the children
- Catholic school educators apply research-based curriculum and instructional strategies that enhance the learning of all students

# DIOCESE OF DES MOINES ESSENTIAL LEARNINGS

## **ESSENTIAL ACADEMIC LEARNING**

### **Our students will:**

- access and use information effectively;
- apply technology competently;
- think critically and creatively;
- solve problems independently and cooperatively;
- reason scientifically, mathematically, and historically.

## **ESSENTIAL SPIRITUAL/SOCIAL LEARNING**

### **Our students will:**

- accept church, civic and personal responsibility;
- anticipate and constructively react to change;
- communicate ideas and feelings effectively in various ways;
- demonstrate global awareness, cross cultural understanding, and social justice principles;
- demonstrate personal wellness practices; cultivate an understanding of and appreciation for the arts.

# HOLY TRINITY BOARD OF EDUCATION

The Board of Education is one of the seven standing committees of the Pastoral Council. Holy Trinity's program encompasses a philosophy of total education. The Board oversees the adult education program, religious education for children of the parish attending public schools, the parish school and the preschool Celebrate program.

The Board is composed of the pastor, the principal and nine parishioners who are elected to three-year terms at annual parish elections. Open Board meetings are held on the second Thursday of each month at 6:00 pm with an agenda published on the website prior to that meeting. All who are interested are encouraged to attend.

## HOLY TRINITY BOARD OF EDUCATION DIRECTORY

Fr. Mark Neal, Pastor

Dr. Anne Franklin, Principal

THIRD YEAR REPS	SECOND YEAR REPS	FIRST YEAR REPS
Jolene Edgington	Susan Fenton	Christa Baker
Erin Grillot	Mike Johnson	Tim Hanrahan
Shane Ramaeker	Matt Koester	Brant Kahler

## DEPARTMENT OF EDUCATION SUPERINTENDENT OF DIOCESAN SCHOOLS

Donna Bishop

601 Grand Avenue, Des Moines, IA 50309

515.237.5013

# HOLY TRINITY PARENT TEACHER ORGANIZATION (PTO)

The Parent Teacher Organization (PTO) is made up of parent volunteers who participate in many events throughout the year. The PTO meets monthly, August--May. Every parent and all HT faculty are invited to all meetings.

## OUR MISSION

The Holy Trinity Catholic School Parent Teacher Organization (PTO) is a parent-led organization which promotes cooperation between parents and teachers to further the education of our children. We accomplish this mission through monthly meetings and various fundraisers and service projects throughout the school year. Every parent, teacher, and administrator at Holy Trinity Catholic School is a member of the PTO.

## OUR LEADERSHIP TEAM

The PTO leadership team is made up of parents who have volunteered to serve as an officer or committee chair for the current school year. Visit the Holy Trinity website ([www.htschool.org](http://www.htschool.org)) for the current list of officers and committee chairs and their contact information.

# GENERAL INFORMATION

## SCHOOL ORGANIZATION

The organizational structure for Holy Trinity Catholic School includes the Diocesan Board of Education and Superintendent of Schools, Holy Trinity Board of Education, Principal, Director of Student Services, teachers, parents, and students. Included in the Holy Trinity educational program are a preschool for three and four-year-olds and a Developmental Kindergarten for young five-year-olds. Grades kindergarten through eighth are divided into an elementary unit (K-5), and a middle school unit (6-8).

## SCHOOL LEADERSHIP

Holy Trinity Catholic School employs an accredited, professional full-time Principal licensed by the State of Iowa. The major responsibilities include: faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The Principal is employed by the parish and have direct accountability to the pastor and Holy Trinity Board of Education. The Director of Student Services coordinates academic and behavioral interventions and support; acts as PTO liaison; and takes a lead in managing effective implementation of a school-wide PBIS behavior system.

## SCHOOL FACULTY

The faculty of Holy Trinity Catholic School is comprised of fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas to which they are assigned. Faculty members in grades PreK-5 are hired primarily as self-contained classroom teachers. Teachers in grades 6-8 work in their areas of expertise and certification. Additional specialists are employed in the areas of Learning Support, Early Childhood Literacy Interventionist, Guidance/Counseling, Physical Education, Art, General and Vocal Music, Instrumental Music, Media, and Technology. The faculty is regularly observed and evaluated by the school Principal and Director of Student Services.

## SUBSTITUTE TEACHERS

When a teacher is out of school because of illness, professional meetings, or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the Principal to hire a long-term substitute. Whenever possible, a substitute who is familiar to the students will be engaged. The substitute will work closely with the classroom teacher and the Principal to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect may be sent to the Principal for disciplinary action. Substitute teachers have permission to follow every part of the Holy Trinity discipline policy.

## PARENT VOLUNTEERS

All parent volunteers who assist in the classrooms, special events and extracurricular activities are required by the Diocese of Des Moines to complete Virtus training and a background check. Virtus training sessions are offered online. To register, please visit [www.virtus.org](http://www.virtus.org). Please contact the school office if you are unable to register on-line or have any questions.

## STUDENT RECORDS

A permanent record of each student is kept on file in the school office. According to the Family Educational Right and Privacy Act, parents may have the right to see their child's permanent record upon request. Anyone over the age of 18 has the right to see his/her records. Should parents/guardians wish to see the records of their child(ren), contact needs to be made with the Principal. Student records are private property and are submitted only when lawfully requested.

## **TEXTBOOKS**

Textbooks are requested through the Des Moines Independent Community School District according to Iowa State Code 301 and Senate File 2125. Funding is limited to twenty dollars per pupil (exact amount to be determined by public school expenditure for previous year). Parents of Holy Trinity Student(s) may not request this service through any other public school district.

## **CLASSROOM REQUESTS**

Holy Trinity invests a large amount of time and energy in creating balanced class lists for each school year based on a multitude of educational factors. In order to best meet the needs of all students in the school, Holy Trinity does not accept classroom requests. However, we greatly value the partnership between home and school. Should there be any information important for staff to consider when making class lists, this information is to be sent in writing to the school leadership by April 1 in order to be considered for the upcoming school year.

# **STUDENT SERVICES**

## **NONDISCRIMINATORY PRACTICES**

It shall be the policy of the Diocesan Catholic Schools Board that all schools follow practices that do not discriminate on the basis of age, sex, race, or national origin. In addition, schools shall comply with the anti-bullying/anti-harassment laws of the state of Iowa as they apply to religious institutions, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act as such may apply to diocesan schools.

## **SPECIAL SERVICES/STUDENTS WITH SPECIAL NEEDS**

Through the Diocesan Offices of Schools, Holy Trinity Catholic School has the services of the Superintendent of Schools, Director of Educational Services, Director of Teaching and Learning and a Marketing Specialist. Through Des Moines Public Schools, the following personnel are available: psychologist, social worker, audiologist, speech therapist, and educational consultant. Holy Trinity Catholic School has a Professional School Counselor, Early Childhood Literacy Interventionist, Title I Interventionists, certified ELL teacher, and a Learning Supports Teacher on staff. Holy Trinity works alongside Catholic Charities who offers school-based counseling services provided to families on a sliding scale.

When students display academic or behavioral difficulties in school, Holy Trinity Catholic School first utilizes a problem solving approach through our Building Assistance Team (BAT), made up of a team of staff specializing in various academic and behavioral approaches. The problem solving process may result in the recommendation of an academic/behavioral intervention, a 504 plan, or recommendation to Des Moines Public Schools for evaluation with parent approval. These screening and testing services are available free of charge. The Director of Student Services will serve as the building 504 coordinator.

Holy Trinity Catholic School does NOT offer a special education program. However, reasonable accommodations will be made for students with special needs based upon the following procedure. Holy Trinity Catholic School will seek to jointly serve identified, qualified students with special education needs through Des Moines Public Schools if a cooperative effort which adequately meets the needs of the child can be established with the public school and parents. Students who require more extensive special education services as determined through testing, Des Moines Public Schools recommendation, and/or medical diagnosis may be staffed to a full public school program to more appropriately meet the needs of the child.



# **SAFETY - EMERGENCY**

## **EMERGENCY FILE REQUIREMENT**

Each family must have emergency information on record at Holy Trinity Catholic School. This record states the names of persons to be notified if parents or guardians cannot be reached. Schools are required by law to have emergency numbers on record for all students. Families will be asked to update their emergency information each year through the parent portal in PowerSchool.

## **SAFETY DRILLS**

In order to provide for a safe exit from the buildings or shelter in place, regular fire, tornado, and additional safety drills are held throughout the school year. In accordance with the Iowa Code, drills are practiced and a record of dates and times for such drills are kept on file. All students are expected to follow directions in an orderly manner.

## **EMERGENCY SNOW CLOSINGS**

The decision to delay the start of school, cancel or to dismiss early will be made by the school leadership. All families will receive an email notification and phone call. Families may elect to receive SMS messaging in the event of emergency closings/delays. It is critical your information is up to date in PowerSchool in order to receive these updates.

- If Holy Trinity has a delayed start, Preschool AM will NOT have classes.
- If Holy Trinity has an early dismissal, Preschool PM and DK will NOT have classes.
- To check for school cancellation, etc., please check the school website ([www.htschool.org](http://www.htschool.org)) or KCCI channel 8 or WHO-TV 13.
- In the event of school closings or cancellations, Kids Connection will be CLOSED and all school extra-curricular activities will be cancelled.

## **INDOOR DISMISSAL**

In the event of severe weather, it may be unsafe for students to be waiting outside. Therefore, students may be asked to remain in the building to be picked up. Students usually picked up by the parking lot will be waiting in the gym by class. Students usually picked up in the L-drive will be waiting in the main school hallway by class.

## **CRISIS MANAGEMENT PLAN**

In the event of a crisis or emergency at Holy Trinity Catholic School, the appropriate emergency response procedures are activated. Holy Trinity Catholic School maintains and frequently reviews its Emergency Response Manual. The safety of students is our first priority in any and all crisis situations.

In the event of an evacuation from the buildings and grounds of Holy Trinity School, students and staff will move to an alternative site to be communicated via School Messenger. Parents and/or guardians will be asked to follow specific pick up procedures set in place to ensure student safety. In addition to an alternative pick up site, an information center may be established to communicate with parents and guardians of the Holy Trinity students and staff via School Messenger.

In the event of a weather or safety emergency, Holy Trinity may adjust dismissal procedures. This may include changes such as indoor pick-up, delayed dismissal time, early release, etc.

# **SAFETY - CAMPUS**

## **ALLEGATIONS OF ABUSE BY A HOLY TRINITY EMPLOYEE**

Holy Trinity employees are prohibited from physically abusing (striking a student, sexually abusing) students. Students who wish to allege abuse from a Holy Trinity employee can report the alleged abuse to any one of the following individuals: Anne Franklin, Principal, (Level 1 Investigator); Jodi Safris, Director of Student Services; or Kara May, Professional School Counselor, all at 255-3162.

## **SEXUAL HARASSMENT**

It shall be the policy of the Diocesan Board of Education that all educational programs maintain a learning environment free from sexual harassment.

## **ASBESTOS MANAGEMENT PLAN**

Holy Trinity Catholic School has an asbestos management plan and is in compliance with the rules and regulations of "AHERA". The Asbestos Management plan for Holy Trinity is available for review in the school office. This management plan is required under the federal "Asbestos Hazard Emergency Response Act" (AHERA) codified in 40CFR Part 763. If you have questions, please call the school office.

## **SMOKE-FREE ENVIRONMENT**

Holy Trinity Catholic School is a smoke free building and grounds facility.

## **PETS**

Pets are not to be brought on campus during school hours, drop-off, or pick-up times. The potential danger to students and staff (including those with severe allergies) and possible liability to the school is a great concern.

## **RECESS/WINTER**

Students will go outside unless it is 0 degrees or below, including wind-chill. Students are asked to bring the following: coat, snow pants, boots, mittens/gloves and a hat. Please label these items and check them daily as items can become misplaced and are usually damp from outdoor activities.

## **BICYCLES/SKATEBOARDS/ROLLER BLADES/MOPEDS/SCOOTERS**

Bicycles are brought to school at the student's own risk. We encourage the use of personal bicycle helmets and locks. Bicycles must be parked in the designated bike racks. The school is not responsible for lost or stolen bicycles. Bikes are not to be walked in or ridden on the playground, sidewalk surrounding the school, or any time during the school day.

Skateboards, long boards, roller blades, scooters, or mopeds are not allowed on the school/parish premises at any time.

## **PICKING UP AND DROPPING OFF STUDENTS**

Students arriving late to school must have a parent or guardian sign them in at the school office. Students who leave school early must also have a parent or guardian sign them out in the school office.

# ADMISSIONS

## REGISTRATION

Registration is held in the spring of each year for those students who will be attending Holy Trinity Catholic School the following year. An online format is used for the registration process. In order to guarantee placement for the 2020-2021 school year, current families are required to register prior to February 15, 2020. After such date, any new family who registers will receive placement in accordance with the Board of Education Admissions Policy. New families moving to Holy Trinity Parish during the school year who desire parishioner status on tuition rates must register at the parish office and school office.

## HOLY TRINITY BOARD OF EDUCATION

### ADMISSION-K-8

501.1

It is a regulation of Holy Trinity Board of Education that application for enrollment (PS-8th) will be considered according to:

1. Compliance with the Board of Education policy on class size limits (policy 501.6)
2. Parent/custodian/guardian compliance with the Board of Education policy on financial obligations (policy 501.8);
3. February 15th is the date annually by which students must enroll to reserve their enrollment priority. On February 16th, enrollment will be determined according to the criteria listed below in paragraph 7. After February 16th, students will be considered in order in which completed applications and fees are received.
4. The Principal will place those children who are not admitted on a waiting list. This list will remain in effect until a child's name is removed from the list. To remain on the list, a child must be registered annually.
5. For registered and tithing Holy Trinity parents/custodians/guardians whose children are not admitted to Holy Trinity Catholic School (K-8) due to space limitations and who choose to enroll their children in other Catholic elementary schools, an attempt will be made to place these children in another Catholic school at a reciprocal tuition rate which will not disadvantage these parishioners. Holy Trinity Catholic School will also help to place children in a Catholic school of the parent's choice, if possible, at reciprocal tuition.
6. Any registration fees will be refunded for children who cannot be admitted and choose not to have their name placed on a waiting list.
7. Application for enrollment at Holy Trinity Catholic School will be considered according to parent/custodian/guardian compliance with the Board of Education policy on financial obligations and the following priorities. In most cases, enrollment priorities are given in the following order:
  - a. Students or siblings of students currently enrolled in Holy Trinity Catholic School
  - b. Children of Holy Trinity parishioners and employees, according to the date registered in the parish.
  - c. New students from other Catholic parishes
  - d. New non-Catholic students

Policy Adopted:	September 2000	Policy Revised:	August 2001	January 2017
			May 2005	January 2018
Policy Reviewed:	May 2005		March 2006	
	June 2010		January 2011	
	January 2011		September 2014	
	January 2015		June 2015	

## CLASS SIZE LIMITS

- A. Preschool class size is limited to 16 for three year olds and 20 for four year olds.
- B. Developmental Kindergarten class size is limited to 15.
- C. Kindergarten through 8<sup>th</sup> grade class size is limited to 26 students.
- D. Class size may be adjusted for any school year at the discretion of the Principal.

## PLACEMENT

**501.2**

In most cases, placement in sessions will be granted in order of registration completion with priority in each category given to those needing wrap around child care:

Siblings of current Holy Trinity students who are:

1. Parishioners of Holy Trinity or another Catholic parish that does not have a school
2. Parishioners at another Catholic church
3. Non-Catholic

Current students who are:

4. Parishioners of Holy Trinity or another Catholic parish that does not have a school
5. Parishioners at another Catholic church
6. Non-Catholic

New students who are:

7. Children of Holy Trinity employees (based on tenure)
8. Children of Holy Trinity alumni
9. Parishioners of Holy Trinity or another Catholic parish that does not have a school (according to date registered)
10. Parishioners at another Catholic church
11. Non-Catholic

Enrollment and Session Request Deadlines

1. February 15<sup>th</sup> is the date annually by which students must enroll and pay all registration fees to reserve their enrollment and session request priority.
2. Session request prioritization applies only to registrations completed by this deadline. Placement requests made after the registration deadline will be accommodated as space is available.
3. Families must be compliant with the Financial Obligations (policy 501.8) to reserve their enrollment and session request priority.

Policy Adopted: September 2000  
Policy Revised: January 2014  
January 2017  
January 2018

Policy Reviewed: May 2005  
June 2010  
January 2011  
January 2015

## FINANCIAL OBLIGATIONS

501.8

In order for child/ren to attend Holy Trinity Catholic School or Holy Trinity Faith Formation, parents/custodians/guardians must comply with the following financial obligations:

- 1) Catholic parents/custodians/guardians must be registered and active tithing members with their respective parish. A tithing member is defined as one who annually pledges a monetary amount to the parish and who annually fulfills that pledge.
- 2) Tuition and all other school-related fees must be paid per financial agreement. Any delinquent fees must be paid prior to registration for the upcoming school year.
- 3) For holy trinity catholic parishioners to benefit from the Dowling parish assessment tuition discount, parents/custodians/guardians must be registered and active tithing members of Holy Trinity Catholic parish.

Holy trinity catholic church and school want to ensure that all students have an opportunity to participate in catholic education. Individuals who believe they are unable to pay the full cost of tuition should contact school administrators and/or the pastor regarding financial assistance. Limited diocesan and parish funds are available to offset some of the cost of tuition.

Policy adopted: September 2000

Policy revised: April 2005

June 2010

December 2014

Policy reviewed: May 2005

June 2010

April 2015

# TUITION AND FEES

Holy Trinity Parish through church assessments, registration fees and regular contributions, financially support Holy Trinity Catholic School. Church assessments and registration fees are subject to change each year.

All registration is done online. There are three parts to this process:

1. Enrollment Contract (student/parent information)
2. \$100 Deposit
3. Tuition Agreement

Once all three of these steps are complete, you will be notified by our office, and then your child will be assigned to a class list. The \$100 deposit required for all families, regardless of grade or number of children, is applied as a credit on the tuition bill and holds the student's place on the class list once step 3 is complete.

At the time of registration, parents will be asked to complete a Tuition Agreement (step 3) to indicate what manner of payment will be used: annual, semester or twelve-month plan. Payments are set up via ACH unless annual or semester payment arrangements are made. Any student transferring mid-year into Holy Trinity Catholic School will pay tuition pro-rated to the nearest month.

## K-8 REGISTRATION FEES: \*

Number of Students in Family	Registration Fee
1	\$225
2	\$325
3	\$425
4	\$525
5	\$625

## PRESCHOOL & DK REGISTRATION FEE: \*

Preschool 3's - \$100 per student      Preschool 4's - No registration fee      DK-\$100 per student

\* Registration Fees are NONREFUNDABLE

**HOMEROOM FEE:** \$10 per student

**TECHNOLOGY FEE:** \$25 per student in Preschool - DK  
 \$50 per student in Kindergarten – 3<sup>rd</sup> grade  
 \$75 per student in 4<sup>th</sup>-5<sup>th</sup> grade  
 \$100 per student in 6<sup>th</sup> – 8<sup>th</sup> grade

## TUITION RATES:

**Preschool 3's**    Tues/Thurs: \$1,520      Mon/Wed/Fri: \$1,915

**Preschool 4's**    No tuition \*\*

**DK**    1 - Student      \$2,400

### Grades Kindergarten-8th:

1 – Student      \$3,275  
 2 – Students      \$6,059  
 3 or more Students      \$8,679

### Grades (K-8) – Out of Parish:

1- Student      \$6,300  
 2- Students      \$12,600  
 3- Students      \$18,900  
 4-Students      \$25,200

\* *Members of a Catholic parish without a school receive the same rate as In-Parish tuition (please inquire).*

\*\* *Tuition for Preschool 4's is covered by the Universal Preschool Grant for eligible students. The \$10 homeroom fee is the responsibility of the parents/guardian.*

# TUITION AND FEES

## TUITION ASSISTANCE

Families in need of tuition assistance may obtain diocesan help from the Catholic Tuition Organization (CTO) and Project Hope. Application forms are available from the bookkeeper or in the school office. Those families seeking tuition assistance are required to:

- 1) pay the remaining tuition balance, or
- 2) make monthly good-faith payments as set by the pastor or Principal;
- 3) other tuition assistance might be available through the parish, contact pastor or Principal.

## SCHOOL HOURS

1st – 8th grade:	8:10 AM – 3:15 PM	Monday – Friday
Kindergarten	8:10 AM – 3:15 PM	Monday - Friday
Developmental Kindergarten:	12:05 PM – 3:10 PM	Monday – Friday
Preschool 4 year-old AM	8:05 AM – 11:15 PM	Monday, Tuesday, Thursday & Friday
Preschool 4 year-old PM	12:05 PM – 3:15 PM	Monday, Tuesday, Thursday & Friday
Preschool 3 year-old AM	8:05 AM – 10:45 AM	Monday, Wednesday & Friday
	8:05 AM – 10:45 AM	Tuesday & Thursday

**Adult Supervision begins at 7:50 AM.** Therefore, we ask that students **NOT** be on the grounds **before 7:50 AM** for safety reasons unless they are involved in morning school activities or the Holy Trinity Breakfast Program. Students may enter the building at 7:50 AM.

**Students who are not participating in extracurricular activities and remain on school grounds after 3:30 PM will be sent to Kids Connection and assessed the applicable fee.**

# DROP OFF/PICK UP PROCEDURES

PLEASE ADHERE TO THE FOLLOWING DROP OFF/PICK UP PARKING LOT PROCEDURES:

## DROP OFF:

For safety purposes the following guidelines have been established for AM drop off:

- Arrive on time (drop off time begins at 7:50 am)
- Have children ready to exit the car when you reach either drop off location
- Students must exit on passenger sides of vehicles
- Parents, please remain in your vehicle unless you have parked in the parking lot

## ARRIVAL BEFORE 7:50 AM

REASON	ACTION
Meeting with the teacher	Go directly to the teacher's classroom. If finished before the start of school, remain in the classroom
None of the above	Students must report to Kids Connection and parents will be responsible for the \$26 drop in fee.

## ARRIVAL AFTER 7:50 AM

Location→ Procedure↓	"L" Drive	Church/School Entrance
Entrance	ONLY from Adams Ave.	ONLY from Beaver Ave.
Exit	Only to Beaver Ave.	ONLY to Urbandale Ave.
Right Side	No parking Drop off students on passenger side only Right turning onto Beaver Ave.	No parking Drop off students
Left Side	Thru-Traffic lane ONLY No student drop off Left turning onto Beaver Ave.	Through lane for vehicles planning to park during drop off. No student drop off
Other	No loading or unloading to students on Adams Ave.	Park vehicle in clearly designated parking spots Crosswalk use is required by all individuals



## SPECIAL PROCEDURES:

GRADE:	SECTION/TIME:	PROCEDURES:
Preschool 3s	ALL/8:05 am Monday through Friday	Parent/Guardian(s) are asked to park in the parking lot. Please accompany your child(ren) to the school.
Preschool 4s	AM/8:05 am Monday, Tuesday, Thursday, Friday	Parent/Guardian(s) are asked to park the in parking lot; do not park in front of the preschool building. Please accompany your child(ren) to the preschool building..
Preschool 4s	PM/12:05 pm Monday, Tuesday, Thursday, Friday	Parent/Guardian(s) are asked to park in the parking lots; do not park in front of the preschool building. Please accompany your child(ren) to the preschool building..
Developmental Kindergarten (DK)	ALL/12:05 PM Monday through Friday	Parents are asked to park in the parking lots. Parents are required to accompany their child into the building using the <b>school office doors only</b> starting at 12:00 pm.

### Teachers/Staff have been instructed to do the following:

- Monitor crosswalks using the STOP/SLOW sign
- STOP = walkers crossing from the parking lot to sidewalk AND/OR sidewalk to parking lot
- SLOW = no one is waiting to cross in the crosswalk
- Be assertive when directing traffic
- Ensure that traffic keeps moving
- Ensure no large gaps between vehicles
- Explain the rules to the student and parent when guidelines are not followed

### PICK UP GUIDELINES:

**Kindergarten-5th grade:** All parents will be required to complete the Student Assigned Pick Up Location Form. This form indicates which location their child will be up from during afternoon dismissals. For changes to the assigned pick up location, the parent **MUST** notify the homeroom teacher before noon that day. If the homeroom teacher is not notified, the parent **MUST**: 1) park the car in the parking lot and come get the student OR 2) come to the original pick zone.

### SAFETY:

- Obey traffic signals as well as those directing traffic.
- Refrain from any use of cellphones while picking up or dropping off students
- Drive slowly (under 10 mph) in the parking lot and “L” drive
- Drivers do not stop to talk to other parents, teachers/staff, and/or students
- Refrain from leaving vehicle(especially when running) unattended in loading and unloading areas
- Students may not enter/exit the Acanthus Lodge parking lot without being with a parent escort

**NO PARKING AREAS:**

- North side of Adams Avenue, from the corner of Adams and Beaver Avenues to the first telephone pole
- 42nd Street between preschool house and Urbandale Avenue
- Acanthus Lodge parking lot, during lodge events
- Benzoni Law Office parking lot
- Christopher’s Restaurant parking lot

**PICK UP**

<b>GRADE LEVEL</b>	<b>LOCATION</b>	<b>TIME</b>	<b>PROCEDURES</b>
Preschool 3s	“L” Drive	10:45 am	<p>The teacher will bring students out the front doors of the school and walk them to the waiting area of the “L” drive. Please enter from Adams Avenue and exit onto Beaver Ave.</p> <p>All children will remain with the teacher until picked up by parent/guardian.</p> <p>Please exit the L drive onto Beaver Avenue.</p> <p><i>At 11:00 am preschool students who have not been picked up will be taken to Kids Connection and signed in.</i></p> <p><b>Parents will be responsible for the \$26 drop in fee.</b></p>
Preschool 4s	Preschool building	11:15 am and 3:15 pm	<p>Preschool parents or guardians are asked to park their vehicles in the parking lot.</p> <p>Parents will wait on the sidewalk outside of the white fence in front of the Preschool building.</p> <p>Please exit the parking lot using Urbandale Avenue.</p> <p><i>At 11:30 am OR 3:30 pm if a child has not been picked up the teacher will take the child to Kids Connection and sign them in.</i></p> <p><b>Parents will be responsible for the \$26 drop in fee.</b></p>
DK	Sidewalk/Black top between South Entrance and Preschool Building	3:10 pm	<p>Parents must park their car in the parking lot and walk to get student in the designated area.</p> <p>If waiting for an older sibling, the parent may walk over to other designated area and wait after picking up their DK/K student.</p> <p>Please exit the parking lot using Urbandale Avenue.</p> <p><i>At 3:30 pm if a child has not been picked up the teacher will take the child to Kids Connection and sign them in.</i></p> <p><b>Parents will be responsible for the \$26 drop in fee.</b></p>

Kindergarten - 8th	“L” Drive	3:15 PM	<p>Students in grades K-5 will be escorted to their designated waiting zones; staff will remain with the students until the last student is picked or escorted to Kids Connection. Students must notify the supervising adult that their ride has arrived to pick them up and enter the vehicle on the passenger side only.</p> <p><i>Students in car seats must be able to buckle unassisted in order for parents to use the L-Drive. Students requiring assistance, will need to be picked up in the Parking Lot.</i></p> <p>Parents will be required to wait for student(s) outside in order for students to quickly and orderly reach their designated waiting zones.</p> <p>Middle school students do not have waiting zones, but instead are responsible for exiting the building and promptly locating other siblings and/or transportation.</p> <p><i>At 3:30 pm if a child has not been picked up the teacher will take the child to Kids Connection and sign them in.</i></p> <p><b>Parents will be responsible for the \$26 drop in fee.</b></p>
Kindergarten - 8th	Parking Lot	3:15 PM	<p>Students in grades K-5 will be escorted to their designated waiting zones; staff will remain with the students until the last student is picked or escorted to Kids Connection. Students must notify the supervising adult that their ride has arrived to pick them up and enter the vehicle from the passenger side only OR use the appropriate crosswalk to reach their ride.</p> <p>Parents will be required to wait for student(s) outside in order for students to quickly and orderly reach their designated waiting zones.</p> <p>Middle school students do not have waiting zones, but instead are responsible for exiting the building and promptly locating other siblings and/or transportation.</p> <p><i>At 3:30 pm if a child has not been picked up the teacher will take the child to Kids Connection and sign them in.</i></p> <p><b>Parents will be responsible for the \$26 drop in fee.</b></p>
Others	Walkers and bikers will not be allowed to loiter after school; they are required to leave immediately. Bikers must walk their bikes off campus. Students attending Kids Connection must go directly from their classroom to the Social Room; they are not to exit the building.		

DROP OFF/PICK UP

Holy Trinity School Kindergarten – 5<sup>th</sup> Grade PM Pick Up Location Map



# ATTENDANCE/TARDY POLICIES

## ATTENDANCE PHILOSOPHY

Success in school and regular attendance has a strong correlation. Regular attendance and punctuality is expected of ALL students. We believe regular attendance is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility. Students who arrive after 10:00 AM and leave before 2:00 PM are counted as ½ day absent.

Students are not to leave the school building or playground during the school day without written or verbal permission given to the school office from their parents or guardians. If a student is to be picked-up during the school day, the school office must be notified in advance. **An adult must come to the school office to sign out their student.**

For safety purposes, if it is necessary for a student to remain after school for academic or disciplinary reasons, he/she will call parents before classes are dismissed.

## PROCEDURES FOR ABSENCES/TRUANCY

Chronic truancy, defined as frequent unexcused absence, is a strong predictor of undesirable outcomes for students, including academic failure, dropping out of school, substance abuse, gang involvement, and criminal activity. Chronic absence, defined as any excused or unexcused absence, is increasingly identified as an important early indicator that a student is at-risk for school failure and early dropout. Holy Trinity Catholic School defines chronic absenteeism as missing 10 percent or more of school days.

Iowa Code Chapter 299 on Compulsory Education states, “Children in Iowa are required to attend school between the ages of 6 and 16 by September 15<sup>th</sup> of each year. If a child is at least 4 by September 15<sup>th</sup> and enrolled in a statewide preschool program, the attendance rules apply for that child.”

### **6% Absence Rate**

- Email Notification or letter sent to parent(s) from school office.

### **8% Absence Rate**

- Parent phone conference with school leadership team.

### **10% Absence Rate**

- Parent meeting with school leadership team.

**Greater than 10% Absence Rate may result in further disciplinary action**

## TARDINESS POLICY

Tardiness to class creates an obvious interruption for all class members, teachers and staff. It is unfair that students who are unprepared because of tardiness interrupt an entire class. Tardy students not only affect their own studies, but also interfere with the progress of those students who are prompt.

In order to maintain instructional integrity in the classroom as well as develop students’ habits of self-discipline and responsibility, students are expected to arrive to school before the 8:10 AM bell. Students who are not in their classroom by 8:10 AM will be considered tardy. Tardy students will be sent to the school office to sign in. Excused tardiness will include medical and/or dental appointments. Over-sleeping will not be considered a valid excuse and the student will be counted tardy.

## PROCEDURES FOR TARDINESS

- 5th Unexcused Tardy in a Trimester
  - Email Notification or letter sent to parent(s) from school office
- 7th Unexcused Tardy in a Trimester
  - Parent phone conference with school leadership
- 10th Unexcused Tardy in a Trimester
  - Parent Meeting with school leadership
- Additional Unexcused Tardies may result in further disciplinary action.

## TRUANCY

Any students absent from school without the knowledge and consent of his/her parents or guardians will be considered truant. If a student leaves the school without permission or cuts class the parents will be contacted and appropriate consequences will be given. Parents will be notified whenever a student is found truant and will only be reinstated in his/her class after a conference with the Principal and parents or guardians. Additionally, 10 or more unexcused absences without medical documentation may result in a referral to truancy court.

## REPORTING ABSENCE FROM SCHOOL

**Parents are required to notify the school office by 8:30 am if a child will be absent or tardy that day.**

**Attendance Line: 515-255-3162 ext. 114**

**Attendance Email: [attendance@htschool.org](mailto:attendance@htschool.org)**

Please state student's name, grade, homeroom teacher, and reason for absence. If your child has been diagnosed with an illness, please provide this information as well.

If the school has not been notified of a child's absence, the office will contact the child's parents. The school will make every attempt to contact parent(s) by 8:30 am if the child is absent and no phone call or email is received from parent(s).

- It is a parent's responsibility to see that the child attends school as required by the Iowa Compulsory Attendance Statute.
- **Please arrange appointments so the student does not miss school.** Vacations that result in absence from school are discouraged and considered an unexcused absence.
- Any absence excused or unexcused will be recorded as time absent from school.
- School leadership may request a signed doctor's note if your child is absent for an extended period of time.
- Students who reach 12% of absenteeism will place themselves in jeopardy and may have consequences, such as loss of academic credit or summer school.

## EXCUSED ABSENCES

- personal illness, not to exceed 3 days without a doctor's note
- death or serious illness in the immediate family
- other verified emergencies
- necessary medical or dental emergencies or appointments
- all other absences must be approved by the administrator

## **UNEXCUSED ABSENCE**

Unexcused absences are those due to:

- vacation trips
- non-Holy Trinity Catholic School athletic events or practices in which the student is participating or attending
- non-verifiable medical/dental appointments
- truancy or suspension from school
- other absences deemed unexcused by the administrator

## **PRE-PLANNED ABSENCE**

If a student is to be gone from school for a vacation, the school office and teacher should be informed at least one week ahead of time to arrange school work and tests.

## **HIGH SCHOOL VISITS**

The administration at Dowling Catholic High School no longer sanctions 8th grade student visits. Students who feel it is necessary to visit a school in order to reach an enrollment decision should schedule visits on teacher in-service days.

## **HIGH SCHOOL TOURNAMENTS**

In the event that a local high school would be involved in state level tournaments, students may obtain an excused absence to attend the event. The school office should be notified no later than 8:30 am the day of the event via electronic response (e-mail) or a hand-written signed note from parent/guardian. Arrangements must be made with each teacher to complete any missed schoolwork. Students will not be released from school without written or verbal parental communication before 8:30 am the day of the event.

## **MAKE UP WORK AND ASSESSMENTS AFTER ILLNESS OR EMERGENCY**

It shall be the responsibility of the student on the day of his/her return to arrange with the teachers for make-up work. All schoolwork and assessments, including scheduled tests and quizzes, missed because of an absence due to illness or family emergency will be made up within the number of school days that are double those of the absence.

# DRESS CODE

## KINDERGARTEN - 8<sup>TH</sup>

It is a decision of the Board of Education that all students will abide by the Holy Trinity Dress Code. Parents are expected to help the school enforce the dress code policy. All students must come to school in dress code - changing at school in the mornings will not be allowed.

The clothing items in this dress code can be found in area stores and catalogs. Clothing that does not conform to these guidelines may not be worn at school. All clothing must be clean and worn in the manner intended, (i.e. no shirts/jackets tied around the waist).

### PANTS:

- Black, navy blue or khaki dress slacks; corduroy, polyester or cotton twill in good condition (no rips or stains).
- No denim, cargo pant/side pockets, loops, or labels.
- No stretch pants, stirrups, leggings, gauchos, sweatpants, or athletic pants.
- Solid leggings can only be worn under skirts, skorts or jumpers. They may not be worn as pants.
- Pants must have a hem, fit appropriately, and be worn at the waist.

### SHORTS/CAPRIS:

- Black, navy blue or khaki walking/dress shorts/capris; corduroy, polyester or cotton twill.
- Shorts/capris may be worn in August, September, October, April, May and June. Long pants must be worn November 1<sup>st</sup> – March 31<sup>st</sup>.
- These items of dress may not be shorter than 3” from the middle of the knee, must have a hem and fit appropriately.
- No cargo shorts

### SKIRT/SKORTS/JUMPER:

- Black, navy blue or khaki.
- Plaid jumper available for purchase through Lands’ End.
- May not be shorter than 3” from the middle of the knee.
- Girls can wear solid black, navy or white leggings under their skirts/skorts/jumpers. Solid colored black, navy or white tights may be worn under skirts.
- Leggings or tights MUST be worn under skirts/jumpers November 1<sup>st</sup> – March 31<sup>st</sup>.

### SHIRTS:

**Each student will be required to purchase a red Holy Trinity logo polo shirt to be worn on designated days, such as field trips or special class activities. RED LOGO SHIRTS WILL ALSO BE WORN EVERY MASS DAY. Logo shirts must be purchased from Land’s End ([www.landsend.com](http://www.landsend.com)). Our preferred school code is 900140583**

- **Red, navy and white** solid color short or long sleeve polo shirts, either plain (no logo) or with the Holy Trinity logo are allowed.
- White Peter Pan blouses can be worn with dress code bottoms
- Shirts must be tucked in at all times.
- Shirts may have no more than two buttons unbuttoned at the top
- Shirts must fit appropriately -not too baggy and not too tight.
- Dress Code shirts may be worn in conjunction with a solid white shirt or long sleeved undershirt only.



## **SWEATER:**

- Solid colored red, navy or white cardigan, vest, v-neck, crew neck.
- Dress code shirt **MUST** be worn underneath.

## **SWEATSHIRTS/FLEECE JACKETS:**

- **Red, navy, white or gray** “Holy Trinity” spirit wear crew neck sweatshirts or fleeces are acceptable.
- Hooded sweatshirts are **NOT** acceptable in the classroom.
- Only Holy Trinity Logo or Dowling Catholic Logo fleeces allowed.
- **Holy Trinity Fleeces are available through Lands’ End. Only RED, NAVY and BLACK HT Fleeces are acceptable.**
- Dress code shirt **MUST** be worn underneath.

## **SHOES:**

- Fully enclosed heel and toe.
- Tennis shoes are encouraged for students in grades K-5 for playground and physical education activities.
- No slippers, cleats, or wheeled shoes.

## **SOCKS:**

- Solid color socks are required with all footwear
- Socks must be visible.
- Tights must be black, navy, or white solid in color.

## **BELTS:**

- Required for Grades 2 – 8 for all clothing that has belt loops.
- Extra belt length may not hang down.
- Solid black, brown or navy in leather or leather type material. Belt may be either smooth or woven.

## **HAIR:**

- Hair must be well groomed at all times
- Hair must not fall below the earlobes or collar for boys
- Girls must have long hair styled such that it does not distract the learning environment (staff discretion)
- When applicable, students must be clean-shaven
- Extreme hair styles and/or extreme unnatural hair color is not allowed
- No hats, bandanas, or sunglasses in classrooms or church
- Hair accessories must not distract the learning environment (staff discretion)
- Accessories should not consist of dress up items, such as crowns, cat ears, and the like.

## **JEWELRY/ TATTOOS:**

- Girls may wear stud style earrings only.
- All other jewelry is to be inconspicuous and appropriate.
- Students may not have any visible tattoos or ink (including temporary tattoos).
- Make up must be natural in style.
- No facial piercing.

## **JEANS DAYS:**

- Jeans Days are scheduled throughout the year.
- *Please visit the calendar on the website for scheduled jeans days.*

### **The following may be worn on jeans day:**

- Solid colored denim jeans or skirts with no holes or tears.
- Solid colored denim shorts during shorts season – no shorter than 3 inches from the middle of the knee.
- Appropriate shirts must cover the shoulders and include: T-shirts, turtlenecks, button downs, sweatshirts, fleece, etc. (No inappropriate writing.)
- No sleeveless shirts, camisoles or tank tops. Shirts with shoulder cutouts will be considered a tank top
- Dress code approved shoes.

## **REQUIRED ATTIRE FOR PHYSICAL EDUCATION:**

K-5th grade students

- socks and tennis shoes.

6th-8th grade students

- Shorts/ sweatpants
- T-shirt/ sweatshirt /socks /tennis shoes
- Shorts may not be shorter than 3” from the middle of the knee, must have a hem and fit appropriately.

## **PICTURE DAY:**

- Students may wear dress code or “dress up” clothing for picture day.
- Jeans are not acceptable.
- Dress/skirt length may not be shorter than 3 inches from the middle of the knee.
- Leggings can be worn under skirts/dresses of appropriate length. They may not be worn as pants.

## **SCOUT MEETING DAYS:**

Students (boys and girls) may wear their scout uniforms on their meeting days, unless it is a Mass day.

## **DRESS CODE MODIFICATIONS**

The school leadership reserves the right to make modifications to the dress code after providing communication of those modifications at any time throughout the school year.

# HEALTH SERVICES

Our school is served part-time by a school nurse (RN) who monitors illness, student health records, and maintains a health file on each student to meet health records for the State of Iowa. Health Care Plans are required by the State of Iowa for students who have health issues that do or may affect their educational process. The school nurse develops a care plan in coordination with parent/guardian(s) usually through written interview, the education staff, and physician, as necessary. The State of Iowa requires up-to-date immunization records. Parents are asked to complete a health update form on their student annually. Athletic physical examinations are required annually for all students participating in school athletics. Parents are asked to complete a health update form on their student annually.

The following are requirements for annual screenings and examinations:

Screening/ Examination	Grade(s)	Completed by	Additional Requirements
Hearing	Preschool	Heartland AEA	Completed at school
Dental	K	Dentist/Dental Provider	All students entering Kindergarten required to submit dental records*
Physical	K, 4, 7 & New students	Healthcare Provider	Athletic physical examinations required annually for students participating in parish athletics
Vision	K and 3	Healthcare Provider	All students entering Kindergarten and 3rd grade required to submit proof of outside vision screening*
Vision	1, 4, 7	School Nurse	Completed at school

\*Copies of the examination will be required for the student's school health file.

All students entering 7th grade are required by the State of Iowa to have proof of one dose of the Meningococcal conjugate vaccine (MenACWY) prior to the 1st day of classes. **If a student does not have proof of the vaccination by the start of school, he or she will be excluded from class until proof is provided.**

## RECOMMENDATIONS ON WHEN YOUR CHILD SHOULD STAY AT HOME DUE TO ILLNESS:

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. **Although sometimes inconvenient, for the health of all, parents are expected to adhere to the 24-hour recommendations.**

- **Diarrhea/Vomiting** – within the last 24 hours: keep child home.
- **Fever** – 100 degrees or greater: keep child home until fever-free without medication at least 24 hours.
- **Runny Nose** – due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose: keep the child home.
- **Strep Throat** – highly contagious bacterial infection – sore throat, fever (usually), aches; diagnosis is made by a throat culture: **child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning to school.**
- **Pinkeye** – highly contagious and presents itself with burning, itching red eyes with yellow drainage: **child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school.**
- **Chicken Pox** – one of the most common contagious viral diseases of childhood. Symptoms include low-grade fever and a distinctive rash. The rash begins as red bumps, which develop into blisters that open and form scabs. The rash causes itching with may be severe. Children should not return to school until all blisters have scabs. This usually takes seven (7) or more days.
- **Impetigo** – a skin infection that occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots that fill with fluid (blisters). The blisters rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic or both. **The child should be on medication for 24 hours before returning to school.**
- **Rash** – may be due to many different illnesses and may be contagious. A physician should be contacted for a diagnosis and permission for your child to return to school.
- **Hand Foot and Mouth** - a mild, contagious viral infection common in young children — characterized by sores in the mouth and a rash on the hands and feet. **The child should be free of all sores/blisters prior to returnint to school.**

## EXTENDED ILLNESS

A doctor's note will be required for any absence due to illness that lasts longer than three (3) days.

## PE/RECESS - LIMITATIONS OR EXCLUSION

If your child requires exclusion from PE or recess, a physician's note dated with timeframe of exclusion will be required.

## HEALTH CARE PLANS

The Iowa Administrative Code 281--41.23(281) states the definition of “individual health plan is the confidential, written, pre-planned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation and an emergency plan. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.” The Administrative Code further states prior to the provision of special health services a written individual health plan is on file [IAC 281--41.23(1)(b)(4)].

## **ACCIDENT OR ILLNESS**

In case your child is ill or has an accident at school, the parent or guardian will be notified as soon as possible. **Ill students must be picked up in a timely manner.** Please have an alternative place for your child to go if you are unable to pick up and take care of your ill child. For this reason, emergency contacts in Power School are critical. No child is ever sent home until prior arrangements have been made.

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

All medication is administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The Principal will maintain a record of course completion.

**If your child requires medication during school hours, please review the following procedures:**

- **Parents must complete the parent “Request for Giving Medication” form (available on school web site under “school forms”) for prescribed and over-the-counter medication that is to be administered at school. A separate form is to be used for each medication or when the dosage changes.**
- Prescription Medications must be in the original pharmacy-labeled container with date, student's name, prescribing physician or person authorizing administration, medication, dosage and time. The pharmacy label on prescription medication is considered the prescribed instruction. If the medication is given at home and school, request a “school container” from the pharmacy.
- A student may be considered for co-administration or self-administration with demonstrated competency and instructions from the physician, and physician and parental permission (such as diabetic students).
- Over-the-counter medications must be in the original container and must be labeled with the student's name. All over-the-counter or non-prescription medications will only be administered by school personnel when accompanied by signed parent permission.
- Parents may administer medications at school to their own children.
- Antibiotics that are prescribed for three times a day should be given at home. There may be exceptions for those to be given with meals.
- **ALL MEDICATIONS MUST BE KEPT IN THE NURSE'S OFFICE. NO MEDICATIONS ARE ALLOWED IN BACKPACKS OR SCHOOL LOCKERS.**

## CONCUSSION RETURN TO PLAY PROTOCOL

Concussions are a type of traumatic brain injury caused by a fall, motor vehicle crash or other bump or blow to the head or body. A concussion can impair not only the physical abilities of a student, it can also affect how that student thinks, acts, feels and learns. In order for us to continue to serve our student population on a case-by-case basis, we need to stay in communication with families on what is observed and what needs to be done in order to prevent and help with healing. If a concussion is ever suspected and or confirmed, it is necessary for the school to be contacted and a personal plan to be set for that student.

**If your student has a concussion in or out of school please contact the school office and read through the following code set by the Iowa Public Health regarding new brain injury/ concussion policy. If you have any questions please contact our school office.**

Below, is the return-to-play protocol for concussions that has been adopted into law as of July 1, 2019. This will be used towards all students in grades seven through twelve.

**641—54.1(280) Purpose.** This chapter describes the return-to-play protocol for concussion or other brain injury to be adopted by July 1, 2019, by the board of directors of each school district and the authorities in charge of each accredited nonpublic school with enrolled students who participate in an extracurricular interscholastic activity in grades seven through twelve. Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in an organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, with the ground, or with obstacles. Concussions can occur with or without loss of consciousness, but the vast majority of concussions occur without loss of consciousness.

**641—54.3(280) Return-to-play protocol.** The following return-to-play step-wise process shall begin when the student who has been removed from participation in any extracurricular interscholastic activity governed by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union is no longer showing signs, symptoms, or behaviors consistent with a concussion or other brain injury for a minimum of 24 hours and has received written medical clearance from a licensed health care provider to return to or commence such participation. **54.3(1) Return-to-play process.** Each step shall take a minimum of 24 hours. a. If the student shows signs, symptoms, or behaviors consistent with a concussion or other brain injury at any step of the return-to-play protocol, the student must stop the activity and the student’s licensed health care provider and parent or guardian shall be contacted. b. If the student shows signs, symptoms, or behaviors consistent with a concussion or other brain injury during this process, an additional 24-hour period of rest shall take place. After the 24-hour period of rest, the student shall drop back to the previous level when the student showed no signs, symptoms, or behaviors consistent with a concussion or other brain injury and begin the progression again.

### 54.3(2) Return-to-play steps:

Step 1	Athlete has received written medical clearance from a licensed health care provider to begin the return-to-play process, AND the athlete is back to regular activities, including school, without experiencing any concussion signs, symptoms, or behaviors for a minimum of 24 hours.
Step 2	Low impact, light aerobic exercise. Walking or stationary cycling at slow to medium pace. No resistance/weight training.
Step 3	Basic exercise, such as running in the gym or on the field. No helmet or other equipment
Step 4	Noncontact, sport-specific training drills (dribbling, ball handling, batting, fielding, running drills) in full equipment. Resistance/weight training may begin.
Step 5	Full contact practice and participation in normal training activities
Step 6	Contest participation.

# NUTRITION SERVICES

## LUNCH PROGRAM

Holy Trinity Catholic School is a Team Nutrition School. We work closely with USDA to continuously improve and promote the health of our school children. As a Team Nutrition School, we serve lunches that are lower in fat and sodium, and include more grains, vegetables and fruits. Holy Trinity is in compliance with the Meal Requirements for the National School Lunch Program under Healthy, Hunger-Free Kids Act of 2010. A large emphasis is placed on the inclusion of fresh fruits and vegetables, as well as many new recipes that include leafy greens, and red/orange vegetables, beans and legumes, all staples needed for a well-balanced diet.

Holy Trinity follows the National School Lunch Program which allows us to offer Free/Reduced priced meals to those families that apply and are approved. This is a confidential process and an application can be completed at any time during the school year. Applications are available outside the school office or use the quick link on the school website to print an application. All applications are to be turned in to Donna Reeder, Nutrition Services Director.

**Because we are a federally funded lunch program, no outside food will be allowed in the lunchroom (McDonalds, Jimmy Johns, Subway, Panera, etc.) for students and/or adults. Candy, gum, and cans or bottles of pop are not allowed. If outside food is brought in, it will be asked to be removed and school lunch purchased.**

## LUNCH PROGRAM

The Holy Trinity lunch program must be in compliance with the Healthy Hunger-Free Kids Act of 2010. Five food components must be offered for lunch (protein, vegetable, fruit, grains, and milk). Your child is not required to take all five items offered but a minimum of three different components must be taken. One of the three must be a fruit or vegetable.

A la Carte is offered to students in grades 2-8 once they have eaten their meal. Some items included are fruit juice, baked chips, 100% fruit juice slushies, fresh fruit, yogurt and string cheese. New items are introduced as they become available and will be in compliance with the Smart Snacks/Healthy Kids Act.

**Feel free to eat lunch with your student. Please call school at 255-3162, x120, prior to 10:00 AM that day. We welcome visitors! As a reminder, no outside food from a restaurant will be allowed in the lunchroom. Please see bolded paragraph above.**

## LUNCH FEE

- \$ 2.95 Student
- \$ 3.75 Adult
- \$ .70 Milk

## NUTRITION SERVICES

### HOLY TRINITY SCHOOL MEAL CHARGE POLICY

#### **PURPOSE/POLICY:**

The intent of this policy is to establish a consistent meal account process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

#### **Requirement:**

All school food authorities (SFAs) must develop a written policy for children eligible for reduced-price of full-price meals that do not have money to pay for meals at the time of service and communicate the policy to all students and households by the beginning of the 2017-2018 school year.

#### **I. PURPOSE**

- a. To ensure that all students have a healthy meal and that no child goes hungry.
- b. To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- c. To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- d. To establish fair practices.
- e. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- f. To establish a consistent practice regarding charges and collection of charges.

#### **II. SCOPE OF RESPONSIBILITY**

The Holy Trinity School Nutrition Services Department:

- i. Responsible for maintaining charge records
- ii. Notifying parents/guardians of outstanding balances by Email and notes sent home.

The Parent/Guardian:

- i. Maintain a positive balance in your child's lunch account
- ii. Apply for Free/Reduced priced meals to avoid outstanding balances
- iii. Contact the Food Service Department and the School to resolve any issues with your child's lunch account

#### **III. POLICY and PROCEDURE**

- a. The parent/guardian will be informed of their excessive balance until the account is brought back into good standing. This will be done weekly by email and correspondence sent home from the Nutrition Services Department.
- b. No student shall be denied a reimbursable meal based on their meal account balance.
- c. No a la carte items will be allowed to be charged to an account with insufficient funds, even if the child offers to pay in cash.
- d. If the application for free/reduced meal status is approved, the balance owed will still need to be paid.
- e. We reserve the right to charge a late fee for delinquent accounts.

The written meal charge policy will be communicated to the household by posting on the website, including in the student/parent handbook and to all transfer students during the school year.



## **PAYMENT FOR BREAKFAST/LUNCH**

If payment by cash or check is the preferred method of payment, any amount of money can be sent to school. Money or checks should be placed in an envelope labeled “Lunch Money”, with student’s name, grade and teacher. One check per family is fine. Indicate on the envelope how much you would like applied to each account. Reduced or free lunches are available for those families who qualify. Please contact Donna Reeder, Nutrition Services Director at [dreeder@htschool.org](mailto:dreeder@htschool.org) or 255-3162 x120 for further information.

### **MySchoolBucks.com**

Holy Trinity provides parents a convenient, easy and secure online prepayment service to deposit money into your child’s school meal account at any time. This service also provides parents the ability to view your child’s school meal account at any time. By having money in each child’s account prior to entering the cafeteria, lunch lines move along much faster so your children have more time to eat and be with friends.

Parents can use MySchoolBucks to view their account without using it to make online payments. Parents will have the ability to print out a copy of their child’s eating history report. This history report will show all dates and times that the student has purchased a breakfast, lunch, and/or ala carte item within the past thirty days.

### **Things to know about MySchoolbucks:**

1. Go directly to MySchoolbucks.com or to the Holy Trinity website ([www.htschool.org](http://www.htschool.org)), and click the MySchoolbucks quick link.
2. You will need your student school lunch ID# to create an account. This school lunch ID# is sent home with each child at the beginning of school year on a MySchoolBucks flyer. Or you can contact Donna Reeder, Nutrition Services Director at 255.3162 ext. 120.
3. If you have more than one child in the school you can handle all online prepayments from the same online account.

## **PEANUT-AWARE SCHOOL**

**520.2**

Food allergies, specifically allergies to peanuts and peanut-products, have increased over the last decade, both nationally and within Holy Trinity Catholic School. To better ensure the safety and well-being of all students, the Board of Education implements the following requirements to make Holy Trinity Catholic School a “peanut-aware” facility, not a peanut-free facility. Specific procedures regarding safety and implementation will be the responsibility of the school leadership and included in the student handbook.

# OTHER PROCEDURES AND REGULATIONS

## SCHOOL PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages, loses or destroys school property or texts, the student will be expected to pay the expenses involved to replace the item.

## STUDENT DELIVERIES

Floral or other celebration deliveries will not be delivered to students during school hours as it is disruptive to the learning environment. Any deliveries will remain in the office until dismissal. Additionally, no outside food can be delivered to school for students

## TELEPHONE USE

The school telephone is intended for calls concerning school business. Normal family business should be taken care of before leaving home in the morning. Students should arrange after school plans and rides ahead of time. Please inform students of their after school and childcare arrangements BEFORE they come to school. Students will not be called from their classrooms unless there is an emergency. Messages will be given to a child, and if necessary, they may return a call when appropriate.

## CELL PHONE/ELECTRONIC USE

Because of the school's concern for a safe and productive learning environment, the use or possession of cell phones, any audio playing device, electronic games, laser pointers, or Apple or Samsung Galaxy watches are not allowed by students from the beginning of the school day until dismissed by staff. Those items are to be left in the student's lockers/backpacks during the school day.

If a student is in possession of any of these items during the school day, the item will be confiscated and safely kept for two days in the school office (for a period to expire at the end of the 2nd full day of school), unless a parent/guardian chooses to pick up the item from the school leadership.

## TOYS/PERSONAL PLAYGROUND OR SPORTS EQUIPMENT

Toys of any variety from home should remain at home unless permission is specifically granted or a request is made from the classroom teacher to bring a toy. Items brought without permission will be confiscated. Toy weapons are prohibited. Unless a student has an approved educational plan of use through the school, fidget devices are considered toys and will be treated as such.

**\*\*\*All confiscated items will be safely kept for two days in the school office (for a period to expire at the end of the 2nd full day of school), unless a parent/guardian chooses to pick up the item from the Principal or Director of Student Services.**

## LOST AND FOUND

Lost and found items are located inside the west doors of the school. Parents are asked to check for lost items at this location. Periodically all items are laundered and sent to charity.

## GUM/CANDY

Gum/candy chewing is prohibited in the classroom and/or on school grounds at all times.

## CLASSROOM SNACKS

Depending on grade level, students are allowed to bring a healthy snack to eat at a designated time in the classroom. Suggestions include string cheese, fruit/vegetables, crackers, pretzels, and granola bars. Holy Trinity School has students with severe, life threatening food allergies. We require classroom snacks sent to school contain NO peanuts or peanut oils. Please check food labels before sending snacks to ensure they contain no peanut, peanut oil, or products that may have been manufactured around peanuts and are individually packaged. Thank you for helping keep ALL students safe.

## PARTIES

Arrangements for any type of classroom party or otherwise must be approved by the Principal and the classroom teacher.

- **Holiday Parties (Halloween, Christmas, Valentine's Day)**  
PTO has made arrangements to have all above mentioned parties. Homeroom parents will be contacted by the PTO with details. Students may bring Valentine cards with a piece of candy for the Valentine's Day class party, but all food items must be consumed at home. All classmates must be included when distributing Valentines.
- **Whole Class Reward Parties**  
Parties will be allowed for whole-class rewards and must be approved in advance by the school leadership. Examples of whole class reward parties include PTO fundraiser reward parties, Gala Auction reward parties, any other reward party approved in advance by school leadership.
- **End of Year Class Picnics/Parties:**  
Any group food not provided by the school nutrition program must be approved in advance by the school leadership.

## BIRTHDAY TREATS

Birthdays are important to every child, and students enjoy celebrating their special day with their classmates. We are encouraging birthdays to be celebrated with non-food items such as pencils, erasers, stickers, bookmarks, etc. A family may also choose to participate in the Birthday Book Club! This involves donating a book to the classroom library or to Media Center in the name of the student having the birthday.

Throughout our school day we are continuing to make a conscious effort to model a healthy environment among our staff and students daily; this is in the accordance with the Healthy Kids Act established by the Iowa Legislature to promote a healthy lifestyle for students. If electing to celebrate with food, it must be ordered through the school cafeteria by contacting Donna Reeder at [dreeder@htschool.org](mailto:dreeder@htschool.org) or 515-255-3162 x120. Birthday treats must be ordered at least one week in advance and funds need to be in the student's lunch account prior to delivery. No outside food will be allowed for birthday treats.

## INVITATIONS TO BIRTHDAY/PRIVATE PARTIES

Birthday/Private party invitations are NEVER to be passed out at school unless all classmates or all of one gender in the class are invited. A student directory is available in the secure portal on the Holy Trinity website.

# HOME/SCHOOL PARTNERSHIP

## PARENT-STUDENT-TEACHER CONFERENCES

Parent-Student-Teacher Conferences are scheduled in fall and spring. It is expected that all students and parents attend scheduled conferences. Specific conference times are scheduled for all parents and students in grades Preschool-8th. This is a very valuable time of sharing between parents and teachers about academics, growth in maturity, and the faith development of each child.

### Fall Conferences:

Grades PS3, PS4 & DK-8th:	Monday, October 14, 2019	3:30 – 7:30 PM
	Tuesday, October 15, 2019	3:30 – 7:30 PM
Grades PS3, PS4 & DK-8th:	Thursday, October 17, 2019	8:00 – 11:00 AM

### Spring Conferences:

Grades PS3, PS4 & K-8th:	Monday, February 17, 2020	3:30 – 7:30 PM
	Tuesday, February 18, 2020	3:30 – 7:30 PM
Grades PS3, PS4 & K-8th:	Thursday, February 20, 2020	8:00 – 11:00 AM

## DUAL PARENT REPORTING

In the case of divorced parents, the names and addresses of both parents should be sent to the school office. A certified copy of the Order of Dissolution, as well as any subsequent modification of the Order, should be on file. Unless otherwise decreed in the Order, information commonly made available to parents of any students in attendance (i.e.) notices of school functions, progress reports, and appointments for Parent-Teacher Conferences, etc. will be provided to both parents upon request. Both parents are encouraged to attend the parent-teacher conferences. Divorced parents are asked to furnish Holy Trinity Catholic School with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

## VISITING CLASSES

Visitors are welcome to visit Holy Trinity Catholic School. Please call the school office to make arrangements with the teacher or Principal prior to your visit. Given disruption to the learning environment, we discourage parents from observing their student's classrooms. However, please feel free to contact teachers directly in regard to volunteer opportunities. Many parents join their children at lunchtime. In order to keep the school environment secure, parents and visitors must sign in at the office and receive a visitor pass before going anywhere in the school building. *As a reminder, no outside food from a restaurant may be brought into the lunchroom.*

## CONTACTING TEACHERS

- School Office Hours      7:30 AM-4:00 PM Monday-Thursday  
7:30 AM-3:30 PM Friday
- Staff Hours                7:45 AM-3:45 PM Monday-Thursday  
7:45 AM-3:30 PM Friday

Parents may contact teachers by phone, either before or after school hours, or parents may contact teachers via email. Please consult the Holy Trinity website for e-mail addresses or extensions.

Holy Trinity Catholic School encourages parents to contact a teacher as needs arise. Parents may request a conference at any time they feel a need to do so. Teachers are available to meet with parents before or after school. Please call to schedule a time that is mutually agreed upon by both parties.

## **GRIEVANCE PROCEDURE FOR PARENTS**

If an occasion arises that a parent feels a problem has occurred at school, the procedure to follow is:

1. Contact the teacher involved with the problem. The school leadership will generally refer parents to the teacher if this step is not completed.
2. Contact the school leadership if the problem is not resolved.
3. If a parent does not feel an agreement has been reached, the problem may then be taken to the Board of Education. If parents wish to speak at a board meeting, they should contact the board president or the Principal 10 days prior to the meeting date to be put on the agenda or limit their comments to the allotted Open Forum minutes.

## **PARENT PARTNERSHIPS**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school leadership reserves the right to require the withdrawal of a family if the administration determines that the partnership is irretrievably broken.

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that parents may be requested to remove their student from the school for any of the following reasons:

- A. Refusal to cooperate with school personnel
- B. Refusal to adhere to Diocesan or local policies and regulations
- C. Interference in matters of school administration or discipline
- D. Public rejection of the laws, norms, and teachings of the Catholic Church

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

Student directory information is designed to be used internally within the school parish. Directory information is defined in the annual notice. It may include the student's name, parents/guardians names, address, telephone number; date of birth; e-mail address; grade level; enrollment status; participation in officially recognized activities and sports; dates of attendance; awards received; photograph and other likeness and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually along with the Parent/Student Handbook of the intent to develop a directory or to give out general information. Parents will have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students via PowerSchool.

Holy Trinity BOE Policy 506.2E allows you the right to refuse releasing of this information. Please refer to the policy below for further information.

## **HOLY TRINITY BOARD OF EDUCATION 506.2E RELEASE OF STUDENT DIRECTORY INFORMATION**

Holy Trinity Catholic School has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974.

This law required the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

Holy Trinity has designated the following information as directory information: student's name, address and telephone number; date of birth; e-mail address; grade level; enrollment status; participation in officially recognized activities and sports; dates of attendance; awards received; photograph and other likeness and other similar information.

Parents have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to their child/ren through the registration process and withhold consent for the listing or use of information or images regarding their child/ren.

# DISCIPLINE

Discipline is defined as the training that develops self-control, character and orderly conduct as well as acceptance of or submission to authority and control. The home and school must work in such a way that children learn to help each person to live the Gospel values of our faith.

**“Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain the goals for Catholic Education.” (Vatican II Document)**

The students at Holy Trinity are entitled to learn and develop in a setting which promotes respect for self, others and property. The school environment should encourage academic and social maturation and should promote the dignity and worth of each student in preparation for the responsibilities of adulthood. The school fosters the total well-being of each person physically, emotionally, intellectually and spiritually. School leadership, staff members, parents and students are charged with cooperating to develop mature, healthy and responsible individuals capable of self-control.

## PBIS

The discipline policy of Holy Trinity Catholic School is based on promoting Positive Behavioral Interventions and Support (PBIS).

PBIS is a multi-tier system of supports to provide a school-wide initiative with a consistent set of expectations, including positive reinforcements and corrective consequences for all students in grades PS-8. Students are expected to live the “Trinity Traits” of being respectful, responsible, and safe at all times. The objective of implementing PBIS was to create a learning environment that encourages positive social interactions, active engagement and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning.

The school-wide PBIS program in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning. PBIS emphasizes prevention, active instruction and research-validated practices for:

- a. establishing and teaching clear expectations for all students in all settings;
- b. establishing and teaching clear expectations for all staff;
- c. modeling and rewarding these expectations;
- d. helping school staff, families and community members understand and support the diversity of students
- e. understanding the physical and social contexts of behavior; using data to guide decisions regarding change.

## MORAL/CHARACTER EDUCATION

### Definition and purpose

Following rules and practicing social skills are important in the very same way as developing academic and physical skills. Integral to Catholic education are the skills of taking ownership; building trust, respect and confidence;

showing consideration for others; learning to share and accepting responsibility for the choices that are made.

1. Discipline is as fundamental in Catholic education as it is in Christian life. Good discipline originates in the home because parents are the first teachers of the child. It is a parent’s obligation to teach by example in order to develop in the child good habits of behavior as well as proper attitudes toward school.
2. School discipline is an outgrowth of good home training; therefore, **cooperation between home and school is essential**. It is the school’s obligation to expand, encourage and develop those habits and attitudes.

3. Individual students must contribute to the good of the group, take ownership for their actions and learn to accept consequences.
4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.
5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs and rights.
6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.
7. Recognizing that there are distinct differences in acceptable conduct in the hallways, rest rooms, gym, lunch room, playground, and assemblies, when classes are in session, students are expected to be quiet when moving within the building out of respect to others who are at work.
8. Students are also to be respectful upon entering and exiting the building.
9. The church is always to be entered reverently in silence and respectfully bowing/genuflecting to the altar upon entering a pew.

## **SCHOOL AND PARISH ACTIVITIES CODE OF CONDUCT**

All students involved in activities outside of school hours will demonstrate good conduct, including patience, manners and an attitude indicative of the spirit and mission of the Catholic Church. All students are expected to carry themselves in a mature, Catholic manner inside and outside of the classroom. Participating in activities is a privilege, not a right. Students are here to improve their skills, work on becoming a team, and enjoy their experience. For some students, this may be the only team activity they participate in. For others, they may be on other competitive, non-parish teams or activities. This activity is conducted by volunteers. To respect the volunteers' time and the effort of all the participants, it is required that participants commit to the following:

All students and parents shall at all times follow the following guidelines for participating in activities:

1. Be kind to others
2. Keep your hands, feet, body parts and all other objects to yourself
3. Listen when others are talking
4. Wait your turn
5. Always work together as a team
6. Use good manners
7. Be positive - "I can do it" or "I will try"
8. No tattling
9. Be an active participant
10. Be honest -- always tell the truth
11. Do your best
12. Do not bully anyone
13. Respect the adult volunteers

All students and parents shall follow these guidelines and any questions regarding these guidelines shall be directed to leadership in the following order:

1. Activity Leader
2. School Administration
3. Board of Education

## **AREAS OF DISCIPLINE**

The parish and school premises are important areas of discipline:

- a. while on parish / school grounds
- b. while on contracted school buses
- c. while engaged in related school activities and functions, such as approved field trips, tours and extracurricular activities such as sports, band and choir
- d. Conduct of students away from the school grounds is subject to school discipline if it directly affects the welfare of the school and/or parish.

## **SUSPENSION**

Suspension is a warning that a student's behavior is not in keeping with the Holy Trinity philosophy and that such conduct may lead to recommendation for expulsion. Suspension may be "in-school" or "out-of-school." The student may be provided with educational material to work on throughout the day. The student will be excluded from all regular classes and contact with other students throughout the day. The student is responsible for getting homework assignments for the next day.

## **BOARD OF EDUCATION DISCIPLINE POLICY**

It shall be the policy of the Holy Trinity Board of Education to support the mission and purpose of the school, which will be affirmed as needed through discipline policies.

The following behaviors are detrimental to a productive and safe learning environment (this list is not all inclusive):

- sexual or other forms of harassment
- smoking
- drinking alcohol
- possession of any illegal substance such as cigarettes, alcohol or drugs
- possession of knife, gun, matches, lighter, etc.
- any violent behavior such as physical attack or intimidation to teacher or student

Offenses may result in suspension or expulsion as the situation dictates. With any case of violent behavior, the authorities may be notified and expulsion may result.

## **RESTRAINT AND PHYSICAL FORCE**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate)



## DISCIPLINE

# PBIS OFFICE MANAGED BEHAVIORS

### **Abusive Language**

- Offensive or disrespectful language or gestures
- Threatening to cause injury to person or property

### **Destruction of Property**

- Severe inappropriate use of technology
- Vandalizing or disrespect of property
- Pulling the fire alarm

### **Harassment/Bullying**

- Severe put downs
- Disrespectful language or physical behaviors directed at another student
- Sexually inappropriate behavior

### **Overt Disrespect**

- Cheating/Forgery
- Public displays of affection
- Disrespect to peers or adult
- Severe Rudeness
- Leaving the room, building, or campus without permission
- Habitual behaviors that disrupt instruction
- Refusal to re-enter or exit building/ room

### **Physical Aggression**

- Throwing things with intent to cause harm
- Physical actions that cause harm
- Fighting (examples may include: punching, biting, hitting, choking, kicking)
- Weapons

### **Theft**

- Stealing

### **Habitual/Severe Behaviors**

#### **Teacher Managed Behaviors:**

- Every behavior should be accompanied with documentation, a reteaching and consequence.
- Behaviors and consequences should be communicated to parents.
- Teacher's discretion will be used when addressing situations.

# DISCIPLINE

## CYBER BULLYING

Neither the school's network, the broader Internet nor cellular phones (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment by any student at Holy Trinity Catholic School. All forms of harassment through any electronic means, often called "cyber bullying", are unacceptable. Any action that influences the learning environment, even if occurring outside school hours or off school grounds, will have consequences per Iowa law.

Cyber bullying includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web-site creations or postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Any student, faculty, or staff member who feels that they have been victims of such misuses of technology should not erase the offending material from their computer or cellular phone. They should print a copy of the material immediately and report the incident to the administration. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, Saturday school, community service, suspension, separation or expulsion from school. Use the procedure outlined below for filing a report on cyber bullying.

**Harassment is a serious matter.** All activities in the investigation will be carried out with discretion and privacy will be maintained to the fullest extent possible. Information related to these complaints will be maintained as confidential, consistent with the diocesan obligations.

The following procedures should be followed:

1. Verbally communicate to the harasser that you want the behaviors to stop. If this is too difficult for the student to do alone, he/she may seek help from a teacher, counselor or administrator. If the behavior stops at this point no further action is needed.
2. If the behavior is deemed verbal, physical harassment or abuse and the behavior is repeated, the student will report to a higher authority. (ie. teacher, counselor, administrator)

This will be done utilizing the following forms:

- a. Diocesan Anti-Harassment/ Bullying Complaint Form
- b. This form is found in the student handbook, classrooms and with school leadership.

Following a valid report, school leadership may use but is not limited to the following courses of action: meet with parents, assign community service, in-school suspension, out of school suspension.

The principal will notify the Board of Education of the recommendation for expulsion. (This may require an unscheduled Board meeting as only the Board may authorize expulsion.) Parents and student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from Holy Trinity Catholic School. This may include referring the student and his or her family to a local community resource for counseling. Re-admission after expulsion may not take place for one semester and only with the explicit permission of the Board of Education.

## DISCIPLINE

### THREATS OF VIOLENCE

It shall be the policy of the Holy Trinity Catholic school leadership to respond to all threats of violence as serious in intent. All threats will be investigated by the administrators, counselor and / or designee. The threat will be reported to and a meeting will be conducted with the student's parents. Holy Trinity will take disciplinary action which may include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Board of Education President, Diocesan Superintendent, and Pastor will also be notified and consulted.

### INVESTIGATION PROTOCOL

**These steps will be followed in each case:**

1. Teacher, parent or student(s) reports threat to the school leadership.
2. Administrator or designee interviews student(s).
3. Parents of the student(s) who made the threat will be called. No threat will be taken lightly.
4. In the event a student is threatened, and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called.
5. Student(s), lockers and personal items may be searched at any time without notice.
6. Upon investigation, if the school leadership determines that there is reason to believe that the threat of violence is supported by the results of the investigation, the provisions in the school disciplinary policy will be followed regarding suspension and/ or expulsion.
7. Any valid threat may be reported to the police.

Parent(s) of the student who made the threat will be required to come to school as soon as practical and remove the student from the school grounds. Holy Trinity Catholic School will require professional counseling through Employee and Family Resources or a counselor of the family's choosing, approved by the school. The student will not be allowed back into school until a professional counselor has provided in writing a document stating that the student is not a threat to himself/herself or others. The student may be searched daily as a condition for return to Holy Trinity Catholic School. The school counselor or designee will meet regularly with the student making the threat. Teachers are also asked to be cognizant to curtail any teasing that might come out of this disciplinary action.

Documentation by all involved regarding the situation and post disciplinary activities will be kept on file.

Any student who sells a controlled substance on the parish grounds or at school related functions will be subject to **immediate expulsion**.

The school leadership will notify the Board of Education of the recommendation for expulsion. (This may require an unscheduled Board meeting as only the Board may authorize expulsion.) Parents and student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from Holy Trinity Catholic School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of the Board of Education.

# DISCIPLINE

## SAFE ENVIRONMENT

It is the goal of Holy Trinity Catholic School to provide all students, staff and parents with a safe and orderly environment.

### Violence

Holy Trinity has a zero tolerance for violence. Acts of violence will result in consequences that could include expulsion.

### Bullying

Holy Trinity has a zero tolerance policy for bullying. Bullying will result in consequences appropriate to the behavior.

### Harassment

Holy Trinity has a zero tolerance for harassment. Harassment will result in consequences that could include expulsion.

### Weapons

Holy Trinity has a zero tolerance for weapons. Weapons are not allowed on school grounds or at school sponsored events. Weapons will be taken from students and others who bring them onto the school property. When a weapon is taken from a student, the parent of that student will be contacted. At the discretion of the school leadership, law enforcement may also be contacted. The student will be subject to further disciplinary action, including expulsion. Students who fashion weapons from pens and other materials will be disciplined.

## Student Search/Contraband

- A. NO CONTRABAND ALLOWED. In the interest of maintaining the health, safety and good order of the school environment, students shall not have items of contraband in their possession or control on school grounds, on school vehicles, or while attending school activities or events. Items of contraband include controlled substances which have not been validly prescribed, apparatus used for the school leadership of controlled substances, alcoholic beverages, tobacco products, weapons, explosives, poisons, inhalants, stolen property or other devices or material which are intended to interfere with school order. Certified school employees may without or warrant search a student, a student's belongings, students' lockers, desks, work areas or vehicles under the circumstances outlined below in order to maintain the safety, health, discipline and order of the school environment.
- B. REASONABLE SUSPICION. Searches of students, their clothing, pocketbooks, briefcases, book bags, duffel bags or other personal containers in the immediate proximity of the student, searches of lockers, desks, other work stations which a student may lock (except for periodic inspections) will be conducted if there is a reasonable suspicion that a criminal offense or a school rule (including the rule prohibiting possession of contraband) has been violated by the student(s) being searched and that the search will produce evidence of such violation.
- C. PERSONAL SEARCH. Authorized personnel with a witness present may ask a student to empty his/her pockets, handbag, briefcase, book bag, duffel bag, or other personal belongings when there is reasonable suspicion that the student has contraband in his/her possession. If the student fails to comply, an administrative staff member of the same gender or his/her designee with a witness may search the student or his/her belongings. Except in cases of emergency (e.g., it is believed the student may harm himself/herself or others), other staff members shall not conduct a search. If contraband is found in a personal search, appropriate disciplinary action may be taken.

#### D. LOCKERS AND OTHER LOCKED FACILITIES.

1. PERIODIC INSPECTION. Lockers, desks and other facilities remain at all times property of the parish/school, even though temporarily assigned to students. Lockers, desks and facilities may be periodically inspected for cleanliness, missing school property and evidence of damage. 24-hour advance notice may be given of the date and time of inspection before periodic inspections are made of lockers or other facilities which students are permitted to lock. Written notice need not be given; oral notice may be given through normal school channels. If contraband is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items, which may be illegal to possess, may be turned over to law enforcement authorities.
2. Authorized personnel with a witness may request a student to open his/her locker or other assigned facility which may be locked by the student and disclose its contents when there is a reasonable suspicion the student has contraband in the facility. Facilities that are not allowed to be locked by students may be inspected or searched at any time. If the student fails to comply authorized personnel with a witness may search the locker or other facility. If contraband is found the student may be subject to appropriate disciplinary actions, and items that may be illegal to possess may be turned over to law enforcement authorities.

E. SEARCHES BY LAW ENFORCEMENT OFFICIALS. Law enforcement officials will not be allowed to search students, their belongings, desks, lockers or vehicles on school premises unless pursuant to an arrest, a valid warrant or other reason allowed by law.

The law as to private schools and search and seizure is clear. A private school, while respecting a student's and employee's property, may, nonetheless, with or without probable cause, search person, lockers, books, bags, and other possessions since the search is not conducted by "public" authorities as opposed to "private" authorities. That is to say that search and seizure may happen at a private institution without constitutional safeguards. It is the policy of Holy Trinity Catholic School to respect people; Constitutional rights and to balance those rights against the responsibility of the school to insure a drug/weapons free environment.

With respect to due process, the due process clause of the State and United State Constitutions do not impact on the private school setting. Holy Trinity Catholic School may suspend or terminate a student's attendance with or without due process. As used here due process contemplates a hearing and notice prior to a student being deprived of any significant right. It is the policy of Holy Trinity that due process does not limit in any way the ability of Holy Trinity Catholic School to suspend or expel any student it deems undesirable. Hearing and notice are gratuitous and are not mandatory under Holy Trinity policy.

These policies are intended to acknowledge that the school and parish are ultimately responsible for the environment and atmosphere at the school and are not subject to public authorities.

# DIOCESE OF DES MOINES

## CATHOLIC SCHOOLS POLICIES/REGULATIONS POLICY 579

### STUDENT PERSONNEL

#### Harassment, Bullying and Hazing

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. Schools must develop and incorporate programs to eliminate harassment, bullying and hazing. (IAC 2808.28)

For the purposes of this policy harassment, bullying and hazing shall mean any electronic, written, verbal, or physical act or conduct toward a person which is based on any actual or perceived trait or characteristic of the student or school personnel, coaches, sponsors and volunteers which creates an objectively hostile school environment that meets one of more of the following conditions:

- Places a student or school personnel, coaches, sponsors and volunteers in reasonable fear of harm to their person or property;
- Has a substantially detrimental effect on the student's or school personnel, coaches, sponsors and volunteers' physical or mental health;
- Has the effect of substantially interfering with the student's academic performance or school personnel, coaches, sponsors and volunteers' job performance;
- Has the effect of substantially interfering with the student's or school personnel, coaches, sponsors and volunteers ability to participate in or benefit from the services, activities, or privileges provided by the school.

“Electronic” shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

The phrase “trait or characteristic” of the student, school personnel, coaches, sponsors and volunteers as used in this policy includes, but is not limited to, 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.

The term “sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality. The term “gender identity” means the gender related identity of a person, regardless of the person's assigned sex at birth.

Harassment, bullying and hazing may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student or school personnel, coaches, sponsors and volunteers that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's or school personnel, coaches, sponsors and volunteers' performance or creation of an intimidating, offensive, or hostile learning or working environment.

This policy shall be in effect while students are on school property, while on school-owned or school operated/leased vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe themselves or other students or school personnel, coaches, sponsors and volunteers are the victim of bullying, harassment or hazing should immediately report their concerns to the school principal or the principal's designee. The principal or the principal's designee will be responsible for handling all complaints by students alleging bullying, harassment or hazing. The school must promptly and reasonably investigate allegations of bullying, harassment and hazing.

The investigator must consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment, bullying or hazing. (IAC 280.28)

Any individual who believes a person has been bullied, harassed or hazed may report the matter to legal authorities. Retaliation against a person because the person has filed a bullying, harassment or hazing complaint or assisted or participated in an investigation or proceeding is prohibited. An individual who knowingly files a false complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The principal shall ensure that the anti-harassment, anti-bullying and anti-hazing policy and procedures are printed in the Handbooks and shall contain the following statement: The Diocesan Catholic Schools Policy on harassment, bullying and hazing can be found at [www.dmdiocese.org](http://www.dmdiocese.org) Catholic Schools, About Catholic Schools, School Policies and Regulations. The policy must be integrated into the school's Comprehensive School Improvement Plan (CSIP).

The principal or the principal's designee is responsible for collecting data relating to incidents of harassment, bullying and hazing. This data must be reported to the Iowa Department of Education upon completion of the investigation.

Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behaviors or lifestyles that are inconsistent with Catholic teachings.

Policy Adopted: January 31, 1994  
Policy Revised: May 21, 2012  
Policy Reviewed: March 25, 2013

# **DIOCESE OF DES MOINES**

## **CATHOLIC SCHOOLS POLICIES/REGULATIONS**

### **REGULATION 579.1 (Accompanies Policy 579)**

#### **STUDENT PERSONNEL**

#### **Harassment, Bullying and Hazing Complaint and Investigation Procedure**

##### **COMPLAINT PROCEDURE:**

Any individual who believes that the individual or any other school related individual has been harassed, bullied or hazed should notify the principal or the principal's designee. Each school shall have a designated investigator. The alternate investigator is the diocesan superintendent of schools or her/his designee. If the principal or the principal's designee is a witness or the alleged instigator of the bullying, harassment or hazing, the diocesan superintendent of schools or her/his designee must be the investigator.

The complainant or the investigator should complete the Diocese of Des Moines Anti-Bullying Incident Report Form turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form.

The investigator has the authority to initiate an investigation in the absence of a written complaint.

##### **INVESTIGATION PROCEDURE:**

The investigator will reasonably and promptly commence the investigation upon receipt of a complaint. The investigator will interview the complainant and the alleged harasser/hazer. The alleged harasser/hazer may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator should include the totality of circumstances during the investigation.

Upon completion of the investigation, the investigator will make written findings and conclusions to each allegation and report the findings and conclusions to the principal and pastor/canonical administrator. If the principal or the principal's designee is the alleged instigator the report shall be given to the pastor/canonical administrator and superintendent. Information received during the investigation is kept confidential to the extent possible.

##### **RESOLUTION OF THE COMPLAINT:**

If the principal is not the investigator the principal may, if deemed necessary investigate further after the principal receives the investigator's report. In such a case, the principal may make a determination of any appropriate additional steps which could include an interview with the complainant and alleged abuser. Additional steps may include suspension or expulsion.

The principal must file a written report closing the case and documenting any disciplinary action taken in response to the complaint. The complainant, the alleged abuser and the investigator must receive notice as to the conclusion of the investigation. Disciplinary action information can only be shared with the alleged abuser and his/her parents. Care must be taken to protect the privacy of all individuals involved.

The principal must maintain a log of information necessary to comply with the Iowa Department of Education reporting requirements.

Regulation Approved: January 21, 2008  
Regulation Revised: May 21, 2012  
Regulation Reviewed: March 25, 2013



**DIOCESE of DES MOINES ANTI-BULLYING INCIDENT REPORT**

The top portion of this form is to be completed by anyone (teacher, student, parent) observing an incident of concern. This entire form should then be sent to the principal of the building who will establish the investigation procedures.

Name of person completing report \_\_\_\_\_

Incident date: \_\_\_\_\_ Reported date: \_\_\_\_\_

Student(s) bullied/harassed \_\_\_\_\_ State ID \_\_\_\_\_ Building \_\_\_\_\_ Grade \_\_\_\_\_

Identify each of the following 18 categories (real or perceived) for which the student is reported to have been bullied/harassed. Check all that apply.

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Age              | <input type="checkbox"/> Color                        | <input type="checkbox"/> Race                 | <input type="checkbox"/> Creed                     |
| <input type="checkbox"/> National Origin  | <input type="checkbox"/> Ancestry                     | <input type="checkbox"/> Marital Status       | <input type="checkbox"/> Sex                       |
| <input type="checkbox"/> Religion         | <input type="checkbox"/> Gender Identify              | <input type="checkbox"/> Physical Attributes  | <input type="checkbox"/> Physical/Mental Abilities |
| <input type="checkbox"/> Political Belief | <input type="checkbox"/> Political Party Preference   | <input type="checkbox"/> Socioeconomic Status | <input type="checkbox"/> Sexual Orientation        |
| <input type="checkbox"/> Familial Status  | <input type="checkbox"/> Other (Please Specify) _____ |   |  |

Method of bullying/harassment (check all that apply).

- |   |   |                                 |                                   |
|---|---|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Electronic Communication   | <input type="checkbox"/> Written Communication (e.g. cyber) | <input type="checkbox"/> Verbal | <input type="checkbox"/> Physical |
| <input type="checkbox"/> Social/Relational (ostracizing, exclusion) <input type="checkbox"/> Other (Please Specify) _____ |   |                                 |                                   |

Location of incident (check all that apply).

- |                                     |                                     |  |                                      |
|-------------------------------------|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Bus        | <input type="checkbox"/> Hallway    | <input type="checkbox"/> Classroom                                 | <input type="checkbox"/> Locker room |
| <input type="checkbox"/> Gym        | <input type="checkbox"/> Cafeteria  | <input type="checkbox"/> Extra curricular activity (on/off campus) | <input type="checkbox"/> Bathroom    |
| <input type="checkbox"/> At Lockers | <input type="checkbox"/> Playground | <input type="checkbox"/> Other(Please Specify) _____               |                                      |

Person(s) reported to have bullied/harassed \_\_\_\_\_

If district student enter student's state ID \_\_\_\_\_ Building \_\_\_\_\_ Grade \_\_\_\_\_

If the person is a school staff member or volunteer, the **administrator** investigating must enter data into the Iowa Department of Education EdInfo site, **entry may not be completed by an administrative assistant.**

Identify where the person(s) reported to have bullied/harassed is from.

- District Student  Student from other district  School Staff Member  Volunteer

**To be completed by school counselors, investigators and administrators only.**

If the Iowa Anti-Bullying/Harassment law was violated, check all of the reasons that apply.

- Was violated because conduct places the student in reasonable fear of harm to the student's person or property.
- Was violated because conduct has a substantially detrimental effect on the student's physical or mental health.
- Was violated because conduct has the effect of substantially interfering with the student's academic performance.
- Was violated because the conduct has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

If the Iowa Anti-Bullying/Harassment law was not violated, check the box indicating that another law, school policy, or rule was violated **or** check the box indicating that no law, school policy, or rule was violated.

- Was NOT violated nor was any other law/school policy/rule violated.
- Was NOT violated but another Iowa/school policy/rule was violated (such as school code of conduct).

Check all of the following consequences/remedial actions that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Verbal warning                       | <input type="checkbox"/> Written warning                       | <input type="checkbox"/> Parent(s) or guardian(s) notified |
| <input type="checkbox"/> Parent(s) or guardian(s) conference  | <input type="checkbox"/> Signed agreement                      | <input type="checkbox"/> Counselor follow up               |
| <input type="checkbox"/> Restricted privileges                | <input type="checkbox"/> Specialized seating assignment        | <input type="checkbox"/> Individual Behavior Plan          |
| <input type="checkbox"/> Detention/Saturday School            | <input type="checkbox"/> In School Suspension - _____ days     | <input type="checkbox"/> SRO Referral                      |
| <input type="checkbox"/> Suspension or expulsion - _____ days | <input type="checkbox"/> Law enforcement                       | <input type="checkbox"/> Community Service                 |
| <input type="checkbox"/> Bus Suspension - _____ days          | <input type="checkbox"/> Student Conference with Administrator | <input type="checkbox"/> Referral to Internal Team         |
| <input type="checkbox"/> No consequences warranted            | <input type="checkbox"/> Other (Please specify)                |  |

Investigation Completed by \_\_\_\_\_ Date \_\_\_\_\_

Data entered in to Iowa Department of Education EdInfo site by \_\_\_\_\_ Date \_\_\_\_\_

# GRADING/RECORDS

## PROGRESS REPORTING TO PARENTS

Progress reporting and student assessment is based on the overall philosophy and mission statement of the Catholic Schools of the Des Moines Diocese. Progress reporting is based on the following beliefs:

1. Progress reporting should promote self-esteem and motivate continued growth toward specific goals for each child.
2. Progress reporting should provide parents and students with accurate information and encourage parental involvement.
3. Progress reporting will recognize that each child has unique needs and abilities and the assessment will reflect effort, as well as actual accomplishments based on consistent norms.
4. Progress reporting and conferences will provide an opportunity for interaction with the best interest of the child in mind.

## K-8 STANDARDS BASED PROGRESS REPORT

Holy Trinity Catholic School uses a Standards-Based Report Card for students in grades K-8. Progress is reported three times per year, at the end of each trimester. Achievement Levels (4,3,2,1) will be used as the marks to show student progress assessed during each trimester.

### The following is the 4,3,2,1 Achievement Scale for Grades K-8:

- 4 = Meets Grade Level Expectation with Excellence
- 3 = Meets Grade Level Expectation
- 2 = Progressing Towards Grade-Level Expectation
- 1 = Attempts; Not Meeting Grade-Level Expectation

## PRESCHOOL /DEVELOPMENTAL KINDERGARTEN

Each student will receive a progress folio during the school year. In addition, a conference including the student, parent and teacher will be held in the fall and spring semester.

### Students will be assessed on the following:

Physical Development, Social/Emotional Development, Intellectual Development, Language Development

### Some helpful definitions:

**Standards:** The K-12 Diocesan Standards describe what a student should know and be able to do in a subject by the end of the 12th grade. On the Progress Report the standards are labeled and found under each subject area. The standards can found hanging on posters in the school hallways and/or classrooms.

**Benchmarks:** These are more specific than a standard and give detail as to what content needs to be mastered. The Grade Level Expectations (GLE) are the benchmarks specific to each grade level. On the Progress Report, benchmarks are listed, but not labeled, under the standards (shaded). Diocesan standards, benchmarks and GLE's are available on the website: <http://www.dmdiocese.org/standards-benchmarks-and-glele.cfm>

**Body of Evidence:** Teachers determine student progress by gathering a body of evidence from student work such as classroom assignments, assessments, tests, and observations. By using the body of evidence teachers can give student and parents a more accurate assessment of the level at which the student is performing in relations to the standards and benchmarks.

# PROGRAMMING

## FIELD TRIPS

Field trips are an integral and important aspect of education and will be utilized as real-life learning experiences for students. Field trips serve the educational program by utilizing those resources of the community which cannot be brought into the classroom. Parents will be notified in advance of the trip. Information will be provided concerning the time, place, transportation arrangements, and cost. Teacher and adult supervision are provided for all trips. All late/incomplete assignments and/or quizzes & tests must be completed in order to attend field trips. **Any student in grades K-5 with 3 or more office referrals in a trimester may not be allowed to attend any field trips that trimester. Any Middle School student with 6 or more office referrals will not be allowed to attend any field trips.** Exceptions for unique circumstances can be made at the discretion of school leadership. Signed parental permission slips for each student must be on file prior to the field trip. A fee will be required for travel and admission costs. This fee will be charged via student FACTS accounts. **No cash/checks will be accepted for field trips.**

Due to liability and responsibility, students may not leave from field trips with parents or other non-school personnel unless the parent notifies the school office in advance.

A student must be in attendance for the entirety of the school day, barring excused medical appointments, in order to attend a field trip.

## HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance curriculum at Holy Trinity Catholic School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program.

## KIDS CONNECTION

Kids Connection is designed for before and after school child care for Holy Trinity Catholic School children. Hours are from 6:30 AM to 8:05 AM and 3:15 PM to 6:00 PM. Breakfast is served in the morning and a snack is served after school. School vacation and summer programming is available. The program strives to establish a safe, structured and enjoyable atmosphere for all children. If you are interested in Kids Connection, please call the director of Kids Connection at 255-3162 x127.

## RELIGIOUS FORMATION

*The religious formation of children is the primary reason for existence of Catholic schools.* Thus, Holy Trinity Catholic School's religious education program is of special curricular importance. Scripture, doctrine, prayer and liturgy are related to children at their developmental level, beginning with their own experiences. Prayer is an important part of the day. It begins and ends each day, lunchtime and is experienced daily in religion class.

All children have the opportunity to celebrate liturgy together at least once a week. Mass is scheduled weekly at 8:30 AM. Parents, grandparents and friends are invited to attend school liturgies. Throughout the year students have the opportunity to receive the Sacrament of Reconciliation during the school day. Special service opportunities, renewal days and seasonal activities are shared throughout the year, as well.

## **SACRAMENTAL PROGRAMS**

The Church recognizes parents as the primary educators of their children, as they are the first teachers in their children's lives. According to the United States bishops, parents have the "right and duty" to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child's baptism to form them in the Catholic faith.

The parish and school work together with the parents to provide a comprehensive approach to formation for the sacraments. The Holy Trinity Director of Faith Formation works to provide the parish element of sacramental preparation. The teachers provide the classroom component of this preparation.

All parents of children to receive First Eucharist or the Sacrament of Reconciliation are expected to attend meetings in preparation for these sacramental celebrations.

Preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. An opportunity for preparation for the sacraments of Reconciliation and Eucharist is offered in the second grade year.

## **SPORTS**

The Parochial League offers organized league play in girls volleyball, boys and girls basketball, and boys and girls track. These sports are available to students in grades 6 through 8. Fifth grade students may participate in track and field. Holy Trinity also participates in boys and girls basketball through Des Moines Parks and Recreation for grades 3 through 5.

The Parish Athletic Committee will set all athletic fees prior to the start of each sports season. This fee must be paid in full before the student athlete can compete with the team. Sport fees will be applied to student FACTS accounts. No cash/checks will be accepted as payment. No student will be denied the opportunity to participate because of cost, and funding assistance is available for those who apply to the principal.

## **TECHNOLOGY POLICY**

Technology is a vital part of the approved curriculum at Holy Trinity Catholic School. The use of school owned and a maintained computer is a privilege, not a right, and may be revoked if abused. Technology use must be consistent with the educational and spiritual objectives of the school system. Appropriate and equitable use of the Internet will allow students and staff access to resources unavailable through traditional means. Students' use must be in support of education, including research and administrative support consistent with school policy.

The purpose of Holy Trinity Catholic School's Acceptable Use Policy is to ensure that the Internet usage at school is for constructive educational goals and is consistent with the philosophy of the school. Because the Internet provides access to computer systems located all over the world, families should be aware that some material accessible via the Internet may contain material that is illegal, controversial, inaccurate, or potentially offensive. The Holy Trinity Catholic School system cannot control all the content of the information available. However, the school system believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. The school system does not condone the use of inappropriate materials and will make precautions to limit access to these materials.

**Student Technology Acceptable Use: The following are terms and conditions for using the school system technology:**

**I. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.**

- A. Students will be able to access the Internet through their teachers.
- B. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the internet appears, disappears, and changes, it is not possible to predict or control what students may locate.
- C. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
- D. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
- E. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
- F. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
- G. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
- H. The school makes no guarantees as to the accuracy of information received on the Internet.
- I. Permission to use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

**II. Student Use of Internet**

- A. Equal Opportunity – The Internet is available to all students within the school through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
- B. On-line Etiquette:
  - a. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
  - b. Students should adhere to on-line protocol:
    - i. Respect all copyright and license agreements
    - ii. Cite all quotes, references and sources.
    - iii. Remain on the system long enough to get needed information, then exit the system.
    - iv. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  - c. Student access for electronic mail will be through the supervising teacher. Students should adhere to the following guidelines:
    - i. Others may be able to read or access the mail so private messages should not be sent.
    - ii. Delete unwanted messages immediately.
    - iii. Use of objectionable language is prohibited.
    - iv. Always sign messages.
    - v. Always acknowledge receipt of a document or file.
    - vi. Students will not access their own personal e-mail or other accounts, including social networking sites, without the teacher's permission.

- C. Restricted Material – Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- D. Unauthorized Costs – If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

### **III. Student Violations – Consequences**

- A. Students who misuse technology or access restricted items on the Internet are subject to disciplinary action according to the school’s Positive Behavior Intervention and Supports disciplinary program. Examples of Unacceptable Practices include, but are not limited to:
  - 1. Giving out our passwords, or other individuals’ passwords;
  - 2. Using someone else’s account or user name;
  - 3. Harassing someone
  - 4. Any use of sites that specifically involve unacceptable topics
  - 5. Seeking unauthorized access to any resource, including but not limited to social networking sites such as Instagram, Facebook, Twitter, SnapChat, etc;
  - 6. Trespassing in another’s folders, work or files;
  - 7. Reproduction or transmission of copyrighted material without explicit permission;
  - 8. Downloading, copying, installing, or transmitting commercial software, shareware or freeware without permission from the school’s Technology Coordinator.
  - 9. Playing games online or downloading games that are not for educational purposes.
  - 10. Use a flash drive or CD from any source other than the school without permission of the teacher.
  - 11. Vandalism – Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet or to any computer on the school property. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.
  - 12. Electronically sharing work with another student without permission of the teacher.
- B. Cyber bullying – See page 39 of Student Handbook.

### **IV. Other**

- A. Notify an adult immediately if, by accident, you encounter materials that violate the rules of acceptable use.
- B. Do not print anything without permission from a teacher.

# Holy Trinity Catholic School Chromebook Policy



The policies, procedures, and information within this document apply to all Chromebooks used at Holy Trinity Catholic School by students, staff, or guests including any other device considered by the School leadership to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

## **Receiving Your Chromebook:**

*Parents & Students must sign and return the Chromebook Policy Agreement before the Chromebook can be issued to their child. Chromebooks are assigned to middle school students and teachers.*

## Taking Care of Your Chromebook:

Students are responsible for the general care of the school Chromebook. Chromebooks that are broken or fail to work properly must be taken to the classroom teacher immediately.

### General Precautions:

- No food or drink is allowed next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks will always remain in the assigned classroom unless directed by the teachers for use elsewhere in the building.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Never shut your Chromebook with any items inside as it will damage the screen.

### Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

### Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

## Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Holy Trinity Catholic School. Spot checks for compliance may be done by staff at any time. The school will set all screen savers and configure the homepages.

## Using Your Chromebook

### At School:

The Chromebook is intended for use at school. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, student handbooks and schedules may be accessed using the Chromebook.

### Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### Printing:

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.



## Managing Your Files and Saving Your Work:

Students will save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

## Software on Chromebooks:

### Originally Installed Software:

- The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.
- Students are not to install additional software on their Chromebook unless it has been approved by Holy Trinity Catholic School.

### Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material.

## Protecting & Storing Your Chromebook:

### Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school. Students will be assigned a specific Chromebook in each classroom. Under no circumstances are students to modify, remove, or destroy identification labels or other students' account information.

## Chromebook Damage/Repair:

- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will be restored to the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost.

### Accidental Damage or Loss Protection:

**Parents/Students will be charged for full replacement cost of a Chromebook that has been damaged due to intentional misuse or abuse.**

## Chromebook Acceptable Use:

### General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Holy Trinity Catholic School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources at Holy Trinity Catholic School.

## Chromebook Acceptable Use (cont.)

- Access to the Holy Trinity Catholic School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the School's Acceptable Use Policy (as stated in the Student and Parent Handbook). Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the school's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school leadership to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.

### Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. School leadership reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

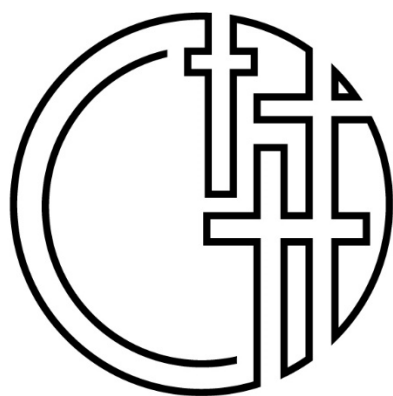
### Email:

- Students may be assigned an email for academic reasons. This email access will be through a Google Gmail system managed by Holy Trinity Catholic School.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission.
- Email is subject to inspection at any time by teachers and school leadership.
- Students will only be able to communicate with other Holy Trinity Catholic School students and faculty unless otherwise directed by their teacher.

### Consequences:

- Non-compliance with the policies of the Chromebook Policy Handbook or Holy Trinity Catholic School's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

# Additional Middle School Information 2019-2020



**Holy Trinity**  
Catholic Church and School

## MIDDLE SCHOOL HANDBOOK

This section is dedicated to those policies and procedures that deal specifically with Holy Trinity Catholic School's 6<sup>th</sup> – 8<sup>th</sup> grade students and teachers.

### ABSENCES/TARDIES

Please see the full Attendance/Tardy Policies on pages 19-21 in this handbook. The following rules apply for middle school students in order to make up missed work, quizzes, tests, etc.:

- Pre-arranged Absences
  - If a student is to be gone from school for a prearranged absence, the student is responsible for notifying his/her teachers in a timely manner so that arrangements can be made for missing work
  - All work (including long-term projects) that was assigned is due the day the student returns unless arranged differently with the teacher
  - If any assignment is not completed upon the student's return, it will be considered late work
- Illness or Emergency
  - It shall be the responsibility of the student on the day of his/her return to check and arrange for make-up work with the teachers
  - All school work (homework, quizzes, tests, projects, etc.) that was missed due to illness or family emergency will be made up within the number of school days the student was absent (i.e. absent one day = one day to make up work; absent two days = two days to make up work)
- Tardies
  - Middle school students who are tardy moving from class to class during the school day may be subject to disciplinary action.

### BLOCK SCHEDULING

Middle school core classes will follow an 80-minute block schedule. Religion and specials classes are not included in the block and will meet for 40 minutes each day. Teachers will provide students with a detailed schedule at the beginning of the school year.

### PAROCHIAL SCHOOL DANCES

Each month during the school year, a Diocesan school in the Des Moines area hosts a parochial school dance for 7<sup>th</sup> and 8<sup>th</sup> grade students. The dances are an opportunity for students from various metro Catholic schools to socialize and interact in a Christ-centered environment. The students represent the Catholic schools and are expected to act like Christians in word and deed.

The Superintendent and Parochial School Administrators expect students attending school dances to abide by the following guidelines:

- 1) Adult chaperones are present at all Catholic school dances. Students must obey, without question, the directions of the chaperones.
- 2) Harassing/bullying words or actions will not be tolerated.
- 3) Improper touch or provocative dancing will not be tolerated.
- 4) Students are to tell an adult chaperone immediately of any improper conduct.
- 5) Most host schools provide refreshments for students to purchase. No other items (snacks, drinks, glow sticks, silly string, etc.) are allowed.

### **Dress Code for Parochial School Dances**

In effort to promote modesty, dignity, self-respect, and respect of others, the following dress code will be enforced at all Parochial school dances:

- **No shorts or skirts.** Jeans, pants, slacks, capris, corduroys are acceptable.
- **Shirts must have sleeves.** T-shirts, polo style, turtlenecks, button downs, sweatshirts, sweaters, fleece are acceptable. No sleeveless shirts, tank tops or strapless shirts.
- **Shirts must fit appropriately.** Bare midriffs, low cut, or tight shirts are not allowed and are not appropriate attire in keeping with the guidelines of modesty and dignity.

**The parochial school dances are a privilege, not a right. This means the privilege can be taken away if the students' words, actions, or attire do not merit the privilege. Students who misuse the privilege of attending the dance will be removed immediately and their parents will be contacted to pick them up.**

\*\*\*Sixth grade students may be invited to attend the May parochial school dance.

# GRADING/RECORDS

## MIDDLE SCHOOL PROGRESS REPORT

In addition to the 4,3,2,1 achievement scale, middle school teachers are also responsible for implementing the Diocesan Assessment Principles and Guidelines in determining proficiency levels for students in grades 6th-8th.

### Grade 6-8 Assessment Principles and Guidelines:

1. Differentiation of instruction is necessary in order for students to grow and progress.
2. Behavior is not considered part of academics and is not part of the proficiency level (4,3,2,1) assessment score
3. Extra credit will not be given; quality differentiation is expected to determine whether a student exceeds grade/course level expectations.
4. Zeroes
  - Will be given temporarily for missing or incomplete work
  - Late/unfinished assignments will be marked a zero and missing in PowerSchool until the assignment has been completed and turned in
  - All work must be turned in by the end of the trimester
5. Determining proficiency
  - Teachers will triangulate data, considering most recent scores to determine proficiency scores (4,3,2,1)
6. Homework
  - Homework must be meaningful, purposeful, of high quality and aligned to specific benchmarks and course-level expectations
  - Incomplete work will be recorded as a zero until completed and turned in
  - Consequences for incomplete work may result in working lunch and study club
7. Formative Work
  - Evaluating formative work must guide instruction and learning
  - Formative work must be checked or receive feedback, but not all work must necessarily be recorded in a grade book
  - More recent formative work should be used; however, there needs to be at least 2 or three pieces of evidence that demonstrates where a student stands in the most recent work in order to determine a proficiency level
8. Summative Work
  - Multiple summative assessments are to be used to determine a student's performance
  - Students will have the opportunity to demonstrate proficiency on Standards, Benchmarks, Grade-level Expectations, and Course-Level Expectations through formative work in the event that the summative assessment does not reflect proficiency
  - Teachers will look at the total body of evidence in order to arrive at a summative assessment score (4,3,2,1)

Letter grades will also be given in addition to the 4,3,2,1 proficiency scores on the 6th-8th grade progress report. The grading scale used for letter grades will be as follows:

A+	97 – 100	B-	80 – 82.99	D	63 – 66.99
A	93 – 96.99	C+	77 – 79.99	D-	60 – 62.00
A-	90 – 92.99	C	73 – 76.99	F	59.99% & below
B+	87 – 89.99	C-	70 – 72.99		
B	83 – 86.99	D+	67 – 69.99		

## **HOMEWORK**

### **6th-8th Homework Guidelines:**

- It is expected that students turn in homework the day it is due
- A letter grade and percentage will be reflected on the PowerSchool Gradebook for core subjects only (Language Arts, Math, Religion, Science, Social Studies, Spanish)
- Some formative work and all summative work will be recorded on the PowerSchool Gradebook
- PowerSchool will be updated regularly by the teacher.

### **6th-8th Incomplete/Late Work Policy:**

- If a student has incomplete/late work, it will be scored on PowerSchool as a zero until completed and turned in
- Students with incomplete/late work and/or teacher referral may be required to attend TABS, Study Club and/or working lunch to complete the missing assignment(s)
- All work must be turned in by the end of the trimester

### **6th-8th Retake Policy:**

- Teachers will determine if a retake for a formative or summative assessment is necessary
- Teachers may assign students to retake formative or summative assessments if they are not reaching proficiency
- All retakes will occur during Study Club
- Retakes must be completed within one week after the initial assessment has been graded and handed back.
- Teachers will report on most recent scores after the retake

## **WORKING LUNCH**

Working lunch is an option for students with incomplete or late work. It is held during the middle school lunch hour at the discretion of staff.

## **STUDY CLUB**

Study club is an after-school program staffed by the middle school teachers to provide academic opportunities for 6th-8th grade students.

- Study Club is held on Tuesdays and Thursdays from 3:20-4:00 PM
- The following are examples of how Study Club time may be used:
  - Students may voluntarily stay for extra help from a teacher.
  - Retakes on assessments (assigned by teacher)
  - Peer Tutoring (with Dowling students)
  - Studying with peers for an upcoming test
  - Completing missing assignments/late work
  - Working with peers on group projects

### **Communicating Study Club**

- Students required to stay for study club (missing work or not at proficiency) will be given a minimum of 24 hours advance notice. The teacher will e-mail parents directly assigning the date for study club
- Students may voluntarily drop-in to study club on Tuesdays and Thursdays

## **MIDDLE SCHOOL HONOR ROLL**

Honor Roll is determined at the end of each trimester. The following are guidelines for middle school honor roll:

- GPA of 3.5 or higher = High Honors
- GPA of 3.0 – 3.49 = Honors

## **MINIMUM REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES**

To participate in school extra-curricular activities and athletics a student must:

- 1) Maintain effort and good conduct in his/her classes.
- 2) Maintain a “C” minus average in each class, including all specials classes and attendance at band lessons for those participating in band.
- 3) Maintain a 90% attendance rate.
- 4) A student must be in attendance the entirety of the school day, barring excused medical appointments in order to participate in an extra-curricular activity.

Students who fall below these criteria will be suspended from play and practice unless arrangements are made with the individual teacher(s) for before/after school study. The school leadership will re-evaluate the student’s academic progress at the end of three weeks to determine if re-admittance to the activity is permissible.

## **LOCKERS**

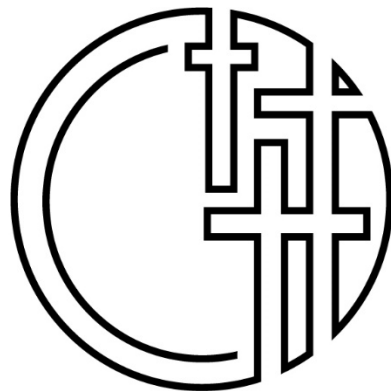
Each middle school student will be assigned a locker. Students may provide a combination lock and stand-alone locker shelving. The locker remains the property of Holy Trinity School and should be treated with respect. Nothing can be attached to the outside of the locker. No tape or adhesive can be used inside or outside the locker. Students are responsible for items found in their assigned locker. It is strongly recommended that students lock their locks at all times and do not share their combination with other students.

Based on space availability, each homeroom will include communal lockers available should students wish to store their coats during cold weather. Only coats may be stored in the communal lockers. As these are unlocked, they are to be used at the student’s discretion; Holy Trinity is not responsible for items missing or stolen from unlocked or communal coat lockers.



# Athletic Handbook

2019-2020



**Holy Trinity**  
Catholic Church and School

# Des Moines Area Catholic Athletic League Handbook

The DM Area Catholic Athletic League Mission is supported by the following  
Des Moines Area Catholic Parishes:

Assumption, Granger	St. Augustin, Des Moines
Christ the King, Des Moines	St. Francis, West Des Moines
Holy Family, Des Moines	St. Joseph, Des Moines
Holy Trinity, Des Moines	St. Patrick, Perry
Sacred Heart, West Des Moines	St. Pius X, Urbandale
St. Anthony, Des Moines	St. Theresa, Des Moines

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\*All Athletic forms are available at [www.htschool.org](http://www.htschool.org) under School Resources – School Forms

### **Mission and Goals**

The Des Moines Area Catholic Athletic League is based in Catholic values. The mission is to provide each eligible member of our parishes an opportunity to participate in athletics through leagues functioning in a family-oriented environment. Catholic athletics furthers the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church. Our goals are to improve the health and wellness of the parish communities, promote healthy lifestyles among their members, and provide those members with the best possible facilities to use while participating in parish activities.

### **Pre-Season Requirements of Participants:**

- Fees paid by established deadline
- Registration Form - includes emergency and medical consent information (included in this Handbook)
- Current Annual Physical (you can get one from your doctor)
- Insurance Waiver (included in this Handbook)
- Code of Conduct signed by participant and parent/guardian
- Concussion Protocol/Facts Sheet with sign off (included in this Handbook)
- Sign off on knowledge of and reading of the Handbook, participant and parent/guardian (included in this Handbook)

### **Participant Eligibility:**

- Students must be in grades 6-8 for girls volleyball, grades 6-8 for basketball, grades 6-8 for cheerleading, and grades 5-8 for track.
- The participant's parent or legal guardian is registered with the parish of the team they wish to join, and the participant is a student in the parish's school or faith formation program.
- A participant may only play on one parish team per school year.
- Grade requirements may be considered by individual parish.
- A player ejected from a game due to unsportsmanlike conduct will be removed from all games that day and also ineligible for the next game date.
- Participants must attend school/home school at least a half-day immediately preceding an athletic event on that same day. Absences due to scheduled appointments with a healthcare provider or due to a family tragedy will be considered excused.
- Local parish athletics overseers (this may be an athletic director, athletic committee, etc.) will determine eligibility for players in violation of the Player Code of Conduct (see below).
- This league is coached by volunteers. To respect the coaches' time and the effort of all the teammates, it is required that participants commit to a minimum of 50% of all practices during the week prior to that week's league events.

### Coaching Selection/Requirements:

- **MUST** have completed VIRTUS training and have a certificate on file at the parish. Start out by registering with VIRTUS Online at <http://www.virtusonline.org>, click on the yellow link on the left side of the screen labeled “Registration”. You can get instructions for completing VIRTUS from your parish office.
- **MUST** have completed Diocesan background screening.
- Commit to the time requirements and responsibilities of the sport involved.
- Must support athletic mission, player eligibility and Code of Conduct.
- Be a responsible Christian role model.
- Must have completed concussion training and have a certificate on file.
- Head coach must be at least 19 years of age.

### Player Code of Conduct:

- All student athletes will demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church.
- All students athletes are expected to carry themselves in a mature, Catholic manner on and off the court/field. Participating in athletics is a privilege, not a right.
- Student athletes are here to improve their skills, work on becoming a team and enjoy their athletic experience. For some students, this may be the only team activity they participate in. For others, they may be on other competitive, non-parish teams in addition to this parish team. This league is coached by volunteers. To respect the coaches’ time and the effort of all the teammates, it is required that participants commit to a minimum of 50% of all practices during the week prior to that week’s league events.

### Parent Code of Conduct

**“10 Things Parents of Athletes Need to Know”** adapted from a list created by the Diocese of Cincinnati

1. ***It’s about the kids.*** Do not live your own sports’ dreams through your kids. It’s their turn now. Let them make their own choices, have fun, make mistakes and learn from them.
2. ***Never complain to a coach*** about your child’s playing time after a game. If it’s necessary to speak up, help your kid have that conversation. Follow the protocol set out in this handbook.
3. ***Referees are doing their best.*** How would you like it if someone came to your job and screamed at you while you were working? If you have a real issue, work through appropriate channels (outlined in this handbook) the next day, and keep your cool.

4. **Let your coaches coach.** Your job is to BE A CHEERLEADER. Understand more goes into coaching and playing than what you see at games.
5. **It is EXTREMELY UNLIKELY** you are raising a professional athlete. Relax, let them have a good time and learn the lessons they are supposed to be learning in sports.
6. **Pursue LONG-TERM wins** so that sports help kids learn to live well, make good decisions, be a moral person, live faithfully, and value honesty and good character way more than points scored and short-term wins.
7. **If you have NOTHING POSITIVE to say**, then be quiet and watch the game. Think about it: you really want to be “that” parent? Do you?
8. **If you are LOSING YOUR MIND** on the sideline of a game, it’s time to look in the mirror and figure out why. It’s not healthy - for you or your child(ren) - to care that much about sports. Put that energy into something more productive, like making sure every player feels good about the effort they made.
9. **Let them FAIL.** Forgotten equipment, not working out, not practicing at home? Let them experience the consequences. It will make them better people AND better at sports AND better at life.
10. **Your kids are WATCHING YOU** and so are everyone else’s kids. Make them proud, not embarrassed. Show them how grown-ups are supposed to act.

#### **Grievance Procedure for concerns/problems:**

- 1st - Parent(s) or player must initially contact the coach/assistant coach in a Christian manner.
- 2nd - Parent(s)/Player contacts the Athletic Director.
- 3rd - Parent(s)/Player contacts the program administrator (school or religious education).
- 4th - Parent(s)/Player contacts the parish pastor.

### **Sports under DM Area Catholic Athletic League:**

\*In season parish sports take priority in practices and games over out of season sports.

#### **VOLLEYBALL**

Parochial Volleyball League (PVL)

Girls Volleyball -6-8th grade  
August thru October

#### **BASKETBALL**

Catholic Basketball League (CBL)

Girls Basketball - 6th-8th grade  
Mid-October thru December

Boys Basketball - 6th-8th grade  
January thru Mid-March

#### **TRACK**

Boys & Girls - 5-8th grade  
Mid-March thru Mid-May

#### **CHEER**

Follow basketball dates for girls and boys

#### **Other Athletic Opportunities**

1. Catholic Football League (CFL): <http://dmcatholicfootball.com/>
2. Cross Country: Visit [www.dowlingcatholic.org](http://www.dowlingcatholic.org) and click on Athletics. Scroll down for links to the middle school cross country program.
3. Dowling Soccer Club: <http://dowlingsoccerclub.org>
4. Dowling Riptide Swim Club: [www.dowlingcatholicriptide.org](http://www.dowlingcatholicriptide.org)
5. Dowling Maroon MAT Club Wrestling Program - Head HS wrestling coach, Kevin Stanley, email at [kstanley@dowlingcatholic.org](mailto:kstanley@dowlingcatholic.org)
6. Maroon Athletic Club (MAC) - girls basketball club. Sharon Hanson, co-head Varsity Dowling Catholic girls basketball coach. [Shanson@saintfrancisschool.org](mailto:Shanson@saintfrancisschool.org)
7. Maroon Basketball Association (MBA) - boys basketball club. Mike O'Connor, head Varsity Dowling Catholic boys basketball coach and Assistant Athletic Director for Dowling Catholic. [moconnor@dowlingcatholic.org](mailto:moconnor@dowlingcatholic.org)
8. Maroon Softball Club (Cremators)- contacts are Shannon Sinnott [duksinnott@msn.com](mailto:duksinnott@msn.com) or Charilie Grask [charliegrask@gmail.com](mailto:charliegrask@gmail.com). Website is:

## Insurance Information and Waiver

I hereby authorize any medical treatment necessary for

(player's full name) \_\_\_\_\_ in event of accident/injury

during \_\_\_\_\_ (name of parish) league practices, games or

tournaments for the \_\_\_\_\_ school year. I understand that if a serious injury occurs, medical and/or hospital care will be given.

\_\_\_\_\_ (name of parish) is not responsible in case of accidental injury. I further understand that in case of serious injury, we will be notified. But if it is impossible to contact us, we grant permission for emergency treatment or surgery as recommended by the attending physician. I further understand that I am responsible for payment of any doctor and/or hospital fees arising from the treatment of my child. To assist the doctor and/or hospital in those tasks, we have provided the following information:

Insurance company \_\_\_\_\_

Address of insurance company \_\_\_\_\_

Policy number \_\_\_\_\_

Hospital of choice \_\_\_\_\_

Policy holder name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Phone number \_\_\_\_\_ Date \_\_\_\_\_

## Athletic Indemnity Agreement

I consent to (child's full name) \_\_\_\_\_'s participation  
in the sport(s) of \_\_\_\_\_.

As a parent or legal guardian, I agree to fully release, discharge, indemnify and hold harmless

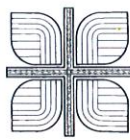
\_\_\_\_\_ (name of parish), its legal representatives, employees, and volunteers (all of  
whom shall be collectively referred to hereinafter as

\_\_\_\_\_ (name of parish) against any claim of cause of action

whatsoever brought by or on behalf of my child against \_\_\_\_\_ (name of parish) which  
arose out of my child's participation in the above referenced sport, regardless of whether such claim results from the  
negligence of individuals or companies not a party to this agreement. I certify that I have read and understand this  
agreement and the risks and hazards associated with the above referenced sport(s).

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_





DIOCESE OF DES MOINES  
BACKGROUND SCREENING APPLICATION

**TO BE COMPLETED BY LOCATION BY AUTHORIZING PERSONNEL**

Circle one: Parish School Other Location ID # \_\_\_\_\_  
Location name: \_\_\_\_\_ City: \_\_\_\_\_ Contact: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Check the category that best fits:**

- Applicant anticipated start date:
- Employee (Chancery, School, Parish)
- Candidate for ordination (deacon/seminarian)
- Priest/Deacon
- Educator ( BOEE Licensed)
- Substitute Educator (BOEE Licensed)
- Volunteer

**Virtus Date:** \_\_\_\_\_

**Check all that apply:**

- Regular Contact with Children
- MINOR

**If you transport individuals for parish or school events, please complete the MVR Section below:**

- Motor Vehicle Report (MVR)**  
Issuing State: \_\_\_\_\_  
Driver's License # \_\_\_\_\_

Name: \_\_\_\_\_  
                    **First**  **Middle**  **Last**  
**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
\_\_\_\_\_  
                    **City**                                    **State**                                    **Zip**                                    **Email:** \_\_\_\_\_

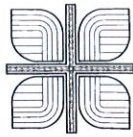
Realizing, as Church, the importance of protecting youth and other vulnerable populations, I hereby consent and authorize **an investigative and/or consumer** report to be conducted if deemed appropriate by the Diocese of Des Moines, any parish, school, or related Catholic institution. Public records may be used in this report, such as civil and criminal records and driving records, as well as personal interviews, as needed. I realize this inquiry may include information regarding my character, general reputation, a criminal background check and motor vehicle report.

This consumer report will be used for employment/volunteer selection purposes and may be subject to the Fair Credit Reporting Act (FCRA). I may receive a free copy of this report. Before any adverse action is taken based on this report, I will receive a copy of the report and notice of my rights under the FCRA.

Mindful of the importance of protecting children and other vulnerable persons, the undersigned acknowledges a truthful response of this information. I understand that past violations would not necessarily preclude the employment or volunteer position sought.

**Date of Birth:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
*(Social Security # required for background check)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE  
CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND  
YOUTH**

This is to acknowledge that I have received and reviewed a copy of the "Code of Conduct for the Protection of Children and Youth" of the Diocese of Des Moines.

I understand that I am responsible for complying with the policies as stated and should refer any questions to my immediate supervisor or the Diocesan Human Resources Department (515-237-5085) for clarification. I further understand that the Diocese reserves the right to change, modify and/or revise any of the policies at any time.

\_\_\_\_\_  
Employee, Educator, or Volunteer Signature

\_\_\_\_\_  
Employee, Educator, or Volunteer Printed Name

Parish/School/Agency Name \_\_\_\_\_

Location ID # \_\_\_\_\_

Date: \_\_\_\_\_

Position Description: \_\_\_\_\_



### Authorization for Release of Child and Dependent Adult Abuse Information

This form must be used to authorize release of child or dependent adult abuse information when the person requesting the information does not have independent access to it under Iowa law. Complete a separate form for each person for whom information is requested and email to [dhsabuseregistry@dhs.state.ia.us](mailto:dhsabuseregistry@dhs.state.ia.us), or fax to (515) 564-4112, or mail to the Iowa Department of Human Services, Central Abuse Registry, P.O. Box 4826, Des Moines, IA 50305.

Please specify which abuse registry you are requesting by checking the appropriate box below:

- Child Abuse Registry                       Dependent Adult Abuse Registry                       Both

Please specify your preferred **method of response** by checking a box and completing the information in Section 1.

- Address                       Fax                       Email

**Section 1: To be completed by the person or agency requesting the information.**

Requester: Last LOOMIS	First ALLISON	Agency Name ROMAN CATHOLIC DIOCESE OF DES MOINES	Telephone Number ( 515 ) 237-5097
Address 601 GRAND AVE			Fax Number ( 515 ) 237-5042
City DES MOINES	State IA	Zip Code 50309	Email aloomis@dmdiocese.org
List the name and address of the person whose information is being requested:			
Name (last, first, middle)		Birth Date	Social Security Number
Address	City	County	State      Zip Code
List maiden name, previous married names, and any alias:			
What is the purpose of your request for child or dependent adult abuse information? (POTENTIAL) EMPLOYEE OR VOLUNTEER OR RECHECK			
I have read and understand the legal provisions for handling child and dependent adult abuse information which is printed on the second page of this form.			
Signature of Requestor <i>Alloomis</i>			Date

**Section 2: To be completed by the person authorizing the Department of Human Services to release their child or dependent adult abuse information.**

I understand that my signature authorizes the requester to receive information to verify whether I am named on the Child Abuse or Dependent Adult Abuse Registry as having abused a child (Iowa Code section 235A.15) or dependent adult (Iowa Code section 235B.6). To the best of my knowledge, the information contained in Section 1 of this form is correct.

Signature of Person Authorizing	Date
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**Section 3: To be completed by the Central Abuse Registry or designee.**

- The person whose information is being requested is listed on the Child Abuse Registry as having abused a child.
- The person whose information is being requested is not listed on the Child Abuse Registry as having abused a child.
- The person whose information is being requested is listed on the Dependent Adult Abuse Registry as having abused a dependent adult.
- The person whose information is being requested is not listed on the Dependent Adult Abuse Registry as having abused a dependent adult.
- This request for information is denied because the form is incomplete.

Signature of Registry Staff or Designee	Date
Comments	

## **LEGAL PROVISIONS FOR HANDLING CHILD AND DEPENDENT ADULT ABUSE INFORMATION**

### **Redissemination of Child and Dependent Adult Abuse Information (Iowa Code sections 235A.17 and 235B.8)**

A person, agency, or other recipient of child or dependent adult abuse information shall not redisseminate (release) this information, except that redissemination is permitted when **ALL** of the following conditions apply:

- ◆ The redissemination is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- ◆ The person to whom such information would be redisseminated would have independent access to the same information under Iowa Code sections 235A.15 or 235B.6.
- ◆ A written record is made of the redissemination, including the name of the recipient and the date and purpose of the redissemination.
- ◆ The written record is forwarded to the Central Abuse Registry within 30 days of the redissemination.

### **Criminal Penalties (Iowa Code sections 235A.21 and 235B.12)**

A person is guilty of a criminal offense when the person:

- ◆ Willfully requests, obtains, or seeks to obtain child or dependent adult abuse information under false pretenses, or
- ◆ Willfully communicates or seeks to communicate child or dependent adult abuse information to any agency or person except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8, or
- ◆ Is connected with any research authorized pursuant to Iowa Code sections 235A.15 and 235B.6 and willfully falsifies child or dependent adult abuse information or any records relating to child or dependent adult abuse.

Upon conviction for each offense, the person is guilty of a serious misdemeanor punishable by a fine or imprisonment.

Any person who knowingly, but without criminal purposes, communicates or seeks to communicate child or dependent adult abuse information except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8 is guilty of a simple misdemeanor punishable, upon conviction for each offense, by a fine or imprisonment.

Any reasonable grounds for belief that a person has violated any provision of Iowa Code Chapters 235A or 235B shall be grounds for the immediate withdrawal of any authorized access that person might otherwise have to child or dependent adult abuse information.

## **FACTS FOR PARENTS AND PLAYERS**

### **“HEADS UP”: CONCUSSION IN SPORTS**

**The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7 – 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:**

(1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.

(2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.

(3) Key definitions: “Licensed health care provider” means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board. “Extracurricular interscholastic activity” means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

**What is a concussion?** A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

#### **What parents/guardians should do if they think their child has a concussion?**

##### **1. OBEY THE NEW LAW.**

- a. Keep your child out of participation until s/he is cleared to return by a licensed healthcare provider.
  - b. Seek medical attention right away.
2. Teach your child that it’s not smart to play with a concussion.
  3. Tell all of your child’s coaches and the student’s school nurse about ANY concussion.

**What are the signs and symptoms of a concussion?** You cannot see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

**STUDENTS:** If you think you have a concussion:

- **Tell your coaches & parents** – Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach if you think one of your teammates might have a concussion.
- **Get a medical check-up** – A physician or other licensed health care provider can tell you if you have a concussion, and when it is OK to return to play.
- **Give yourself time to heal** – If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. It is important to rest and not return to play until you get the OK from your health care professional.

**IT'S BETTER TO MISS ONE CONTEST THAN THE WHOLE SEASON.**

**Signs Reported by Students:**

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion •Just not “feeling right” or is “feeling down”

**PARENTS: How can you help your child prevent a concussion?** Every sport is different, but there are steps your children can take to protect themselves from concussion and other injuries. • Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches’ rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

**Signs Observed by Parents or Guardians:**

- Appears dazed or stunned
  - Is confused about assignment or position
  - Forgets an instruction
  - Is unsure of game, score, or opponent
  - Moves clumsily
  - Answers questions slowly
  - Loses consciousness (even briefly)
  - Shows mood, behavior, or personality changes
  - Can’t recall events prior to hit or fall
  - Can’t recall events after hit or fall
- Information on concussions provided by the Centers for Disease Control and Prevention.

For more information visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

*Fill out and return the bottom portion*

**IMPORTANT:** Students participating in interscholastic athletics, cheerleading and dance; and their parents/guardians; must sign the acknowledgement below and return it to their school. Students cannot practice or compete in those activities until this form is signed and returned.

We have received the information provided on the concussion fact sheet titled, “HEADS UP: Concussion in High School Sports.”

Student’s Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Printed Name: \_\_\_\_\_

Parent’s/Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Parish: \_\_\_\_\_

## Signature and Acknowledgement

I, \_\_\_\_\_, parent of \_\_\_\_\_ have

read and understand the policy as outlined in the Des Moines Area Catholic Athletic League Handbook. I also acknowledge that I have sat down with my Student-Athlete, and we agree to abide by the information as outlined.

In addition, we acknowledge that any violation of the rules as stated in the handbook, may potentially risk the ability of my student-athlete to participate in the current and future seasons on his/her parish team(s).

\_\_\_\_\_  
Signature of Parent

Date: \_\_\_\_\_

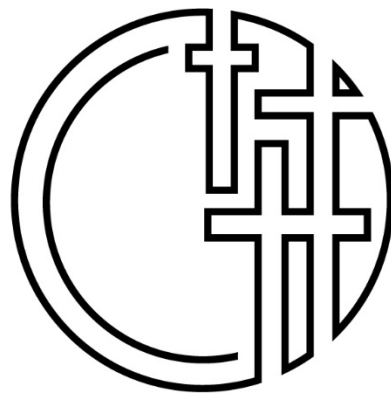
\_\_\_\_\_  
Signature of Parent

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Athlete

Date: \_\_\_\_\_

# Kids Connection Handbook 2019-2020



**Holy Trinity**  
Catholic Church and School



# 2019-20 KIDS CONNECTION PARENT HANDBOOK

## OUR MISSION

Kids Connection provides a Christ-centered environment in which our staff, children and families build a community that is based on respect, responsibility and being safe.

*\*In order to ensure that all parents can understand this handbook, please reach out to the Kids Connection Director for language or reading assistance.*

## HOURS

Summer	K-8	7:00 am-6:00 pm Monday-Friday
Before school	K-8	6:30 am – 8:00 am
After school	K-8	3:10 pm – 6:00 pm
Early Out		
Wednesdays	K-8	1:00 pm - 6:30 pm
Wrap around	PS3 MWF	6:30 am - 8:10 am, 10:45 am - 6:00 pm
	PS3 T/Th	6:30 am – 8:10 am, 10:45 am -6:00 pm
	PS4 AM	6:30 am – 8:10 am, 11:15 am - 6:00 pm
	PS4 PM, DK	6:30 am – 12:05 pm, 3:10 pm - 6:00 pm
No School Days		6:30 am-6:00 pm
Christmas & Spring Break		7:00 am- 6:00 pm

## CONTACT

Jenith Burry – Director  
515.255.3162 ext. 127  
[jburry@htschool.org](mailto:jburry@htschool.org)

Kate Janes – Site Supervisor  
515.255.3162 ext 130  
[kjanes@htschool.org](mailto:kjanes@htschool.org)

Students who participate in Kids Connection will be dismissed from school at 3:10 pm. All students must be picked up from Kids Connection by 6:00 pm. The guardians of students who are picked up after 6:00pm will be asked to sign a Late Pick-Up Form. After 3 Late Pick-Up forms have been received, a conference with the director will need to take place to discuss continuation of Kids Connection for the remainder of the school year.

## DROP-OFF

All children must be walked in and signed in by an adult. A sign in sheet will be located outside the gym entrance in the parish office hallway for before school drop off. This is for the protection of the children in case of a fire or other emergency. Children need to wash their hands prior to beginning to play. According to licensing procedures, “each child shall have direct contact with a person upon arrival for early detection of apparent illness, communicable disease or unusual condition or behaviors which may adversely affect the child or the group.” If any of these things are determined, the child must go home immediately. It is also required that all changes of phone numbers, places of employment, residence or pick-up information be turned in to the office as soon as changes are made.

## PICK-UP

All children must be picked up and signed out by an adult. Anyone, including parents, who are allowed to pick up the child, must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent registering the child in our center to properly fill out this form. In a custody situation, the parent registering the child must take responsibility to ensure this is in accordance with his/her specific court agreement. A copy of the court agreement must be provided to the center to ensure accuracy. If a parent who is not listed contests this, he/she will not be allowed to pick up the child until the parent registering the child gives approval. If the contesting parent can offer proof that he/she is indeed the legal parent or guardian and has legal rights, we will allow that parent to pick up the child and to submit his/her own PICK-UP PERMISSION FORM. The center reserves the right to refuse any individual access to our center if hostility exists.

Anyone not recognized by sight will be asked for a picture ID. If any individual other than those listed on the PICK-UP PERMISSION FORM is needed to pick up a child, the parent must alert the Kids Connection Director or Site Supervisor prior to that time. That individual must bring a photo ID. It is the parent's responsibility to notify the Kids Connection Director or Site Supervisor and make changes on this form whenever necessary.

## **ENROLLMENT FORMS**

The following is a list of forms required when enrolling a child. According to Chapter 109 of the Childcare Centers and Preschools Licensing Standards and Procedures, new forms will be completed yearly and also updated as necessary.

### **EMERGENCY MEDICAL/DENTAL CONSENT FORM**

This form gives the center permission to call an ambulance or transport a child in case of an emergency, to contact the child's physician or dentist for consultation or to contact another physician or dentist for consultation. It includes the names of the child's physician, dentist and hospital. This form must indicate any allergies, and/or other conditions pertinent to emergency care. If a physician, dentist or hospital is not listed, the center will designate a facility of their choice for the child.

### **PICK-UP PERMISSION FORM**

This form must list anyone who has permission to pick up or visit the child at anytime, including parents/guardians and those on the emergency list. It also names anyone who is not allowed to pick up the child as well as any custody situations that the center needs to be aware of.

### **CHILD INFORMATION FORM**

This form contains information concerning contacts, such as phone numbers and addresses, for parents/guardians as well as people who are to be utilized as alternate contacts for emergencies or illnesses when the parents/guardians are unreachable.

### **SUNSCREEN PERMISSION FORM**

This form requests that each parent provide sunscreen for his/her child. It also informs the parents that sunscreen will be applied to each child whenever the center deems necessary. This form must indicate any medical conditions, allergies or concerns pertinent to the application of sunscreen.

### **MEDICAL STATEMENT FOR ADMISSION OF PRESCHOOL STUDENTS**

A complete physical must be presented on or before the first day the child attends the center. A MEDICAL STATEMENT UPDATE must be completed yearly for preschool-age children. A current CERTIFICATE OF IMMUNIZATION must be presented on or before the first day the child attends the center. It must include a health official's signature as well as source of immunization. This certificate must be updated as the child receives immunizations.

### **STATEMENT OF HEALTH STATUS FOR SCHOOL AGE CHILDREN**

This School Age Assessment and Health Form must be completed for all school-aged (DK-8th Grade) children attending the center. This is due on or before the first day the child attends the center and must be updated yearly.

### **FEE AGREEMENT**

The fee agreement is a contract which states the amount that is agreed to be paid along payment schedule upon child's enrollment.

### **PARENT ACKNOWLEDGEMENT FORM**

This form is signed by the parent who acknowledges that he/she received, read and understands the policies contained in this parent handbook.

# FEES/PAYMENTS

## ATTENDANCE

Families will be charged a standard monthly Kids Connection fee depending on the attendance schedule signed up for. If your child is absent from Kids Connection, you will still be charged the same monthly fee. A 2-week written notice is needed for schedule changes.

## EARLY OUT WEDNESDAY CARE

Kids Connection Registration paperwork is required *prior* to student attendance on the 2019-20 scheduled Wednesday Early Dismissal dates. The dates scheduled for Early Dismissal are as follows: **September 4, October 2, November 6, December 4, February 5, March 4, April 1, May 6.** There will be an extra fee for those families needing care who are not enrolled in Kids Connection either Full Time Before/After or Full Time After School Only Child Care.

## DROP IN CARE

Upon completion of Kids Connection registration paperwork, drop in care is available for those who need an unexpected morning or afternoon of childcare. Parents will need to contact either the classroom teacher or Kids Connection director to communicate child care needs. Charges for drop in care will be posted to FACTS, payment will be expected by cash or check the day drop in care is used.

## UNLIMITED ACCESS TO PARENTS

Parents shall have unlimited access to their children and to the provider caring for their children during the center's hours of operation or whenever their children are in the care of a provider, unless parental contact is prohibited by a court order. Parents may enter the school building with use of their assigned key card on doors specified during Kids Connection operating hours.

## KEYCARDS

Each family will be issued an electronic key card (2 if needed) to enter the school building for the purpose of picking up your child from Kids Connection. Key cards will give access to specified doors (Parish Office entrance and south parking lot entrance) during Kids Connection operating hours (6:30 – 8:00 am; 3:15–6:00 pm). There will be a \$20 replacement charge added to FACTS for lost keycards. Cards will be issued to guardians only. Extra key cards may be checked out with a \$20 returnable deposit. Key cards are the responsibility of parents and should not be given to students.

## GROUPS AND STAFF

Kids Connection follows the NAEYC (National Association for the Education of Young Children) child/staff ratios for group size. Kids Connection typically has the following groups: PS3's/4's, DK/Kindergarten, 1st-3rd grade, and a 4th grade and older group. Each year is slightly different and groups may change depending on the number and ages of the children.

Age of Children	Minimum Ratio of Staff to Children
Three Years	One staff to every 8 children
Four Years	One staff to every 12 children
Five-Ten Years	One staff to every 15 children
National Afterschool Association (NAA) for children over 5	One staff to every 15 children

## **PAYMENTS & LATE FEES**

Payment for Kids Connection is due by the end of each month and can be paid in full at any time during the month. For drop-in participants, payments must be given on the day that Kids Connection is utilized. Kids Connection uses FACTS Management System which enables you to view your statements and pay balances online. Payments will be posted to FACTS on the first working day of each month with a payment due date of the last day of the month. If payment is not received in full by the end of the month, there will be a \$15 late fee added to your account. **Failure to pay balances in full may also result in suspension of child care.** Automatic withdrawal is also available. Payments may be given to the director or another staff member of Kids Connection.

## **KIDS CONNECTION CLOSINGS & DISMISSALS**

### **EARLY DISMISSALS**

On any day that school is scheduled to dismiss early, Kids Connection will be available immediately after school is dismissed. For Full-Time and Permanent Afternoon Only Kids Connection participants, the extra time spent in Kids Connection on these days is included in the monthly fee. For all others, there is an additional fee (see monthly fees). If your child is not a Full-Time or Afternoon only Kids Connection participant, you must sign-up your child for early dismissals at least 1 week in advance with the Kids Connection Director.

### **FULL-DAY DISMISSALS**

On any day that school is not scheduled, such as teacher work days or parent-teacher conferences, Kids Connection will be available from 6:30 am – 6:00 pm. For Full-Time, Permanent Part Time, and Permanent Afternoon Only Kids Connection participants, the extra time spent in Kids Connection on these days is included in the monthly fee. For all others, there is an additional fee (see monthly fees). If your child is not a Full-Time or Afternoon only Kids Connection participant, you must sign-up your child for full-day dismissals at least 1 week in advance with the Kids Connection Director.

### **KIDS CONNECTION DAYS CLOSED**

A complete list of Holidays and Professional Development days where Kids Connection is closed is available on the Holy Trinity calendar. **Kids Connection will be closed on National Holidays as well as Friday after Thanksgiving (Nov 29, 2019), Monday after Easter (April 13, 2020), and 3 days for staff professional development which will fall on Fridays during the year:**

- \*Sept 20, 2019 (Beaverdale Fall Fest Weekend)
- \*Nov 8, 2019 (HT Holiday Boutique)
- \*April 24, 2020 (Gala Auction)

### **CHRISTMAS & SPRING BREAKS**

The months of December and March will be discounted to account for a week off school. There will be additional fees for care over Christmas and spring breaks. Sign up will be required and all information will be sent to families in advance. Christmas and Spring Break operating hours are 7:00 am – 6:00 pm.

### **EMERGENCY WEATHER – SCHOOL CLOSINGS**

If Holy Trinity School is closed due to inclement weather, Kids Connection will NOT be available.

### **EMERGENCY WEATHER – LATE STARTS**

If Holy Trinity School starts late, Kids Connection will be delayed for the same amount of time. (Example: 2 hour late start for school = 2 hour late start for Kids Connection.)

## EMERGENCY WEATHER – EARLY DISMISSALS

If Holy Trinity School is dismissed early due to inclement weather, Kids Connection will not be available after school. Kids Connection closings and delays will be listed on KCCI Channel 8, WHO-TV 13, and the Holy Trinity website [www.htschool.org](http://www.htschool.org).

## PROGRAM OF ACTIVITIES

Kids Connection has chosen a curriculum for each room based on the children's developmental levels. The curriculum may include activities in the following areas: large and small motors, cognitive, social, emotional and spiritual. Lesson plans and daily schedules are posted within the center.

## HEALTH POLICY

### RECOMMENDATIONS ON WHEN YOUR CHILD SHOULD STAY AT HOME DUE TO ILLNESS:

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. Although sometimes inconvenient, for the health of all, parents are expected to adhere to the 24-hour recommendations.

- **Diarrhea/Vomiting** – within the last 24 hours: keep child home.
- **Fever** – 100 degrees or greater: keep child home until fever-free at least 24 hours.
- **Runny Nose** – due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose: keep the child home.
- **Strep Throat** – highly contagious bacterial infection – sore throat, fever (usually), aches; diagnosis is made by a throat culture: child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning to school.
- **Pinkeye** – highly contagious and presents itself with burning, itching red eyes with yellow drainage: child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school.
- **Chicken Pox** – one of the most common contagious viral diseases of childhood. Symptoms include low-grade fever and a distinctive rash. The rash begins as red bumps, which develop into blisters that open and form scabs. The rash causes itching with may be severe. Children should not return to school until all blisters have scabs. This usually takes seven (7) or more days.
- **Impetigo** – a skin infection that occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots that fill with fluid (blisters). The blisters rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic or both. The child should be on medication for 24 hours before returning to school.
- **Rash** – may be due to many different illnesses and may be contagious. A physician should be contacted for a diagnosis and permission for your child to return to school.
- **Hand Foot and Mouth** - a mild, contagious viral infection common in young children — characterized by sores in the mouth and a rash on the hands and feet. The child should be free of all sores/blisters prior to returning to school.

The incidence of a communicable disease at the center will be posted on the parent information board. Located in the south end of the middle school hallway.

## **MEDICATIONS**

Medication may be administered to a child when provided and requested by a parent. An AUTHORIZATION TO GIVE MEDICATION form must accompany all medications that are to be administered. All medication, both prescription and non-prescription, must be in its original bottle with the label intact. Once the medication is administered, the time and date will be documented on the AUTHORIZATION TO GIVE MEDICATION form. All medications will be stored in a medication lockbox. No medication will be allowed to be stored in the child's bag. All medication will be administered by a Kids Connection team member who has completed the Medication Administration professional development training. Medicine must be brought to Kids Connection staff and is not to remain with students.

## **INJURIES**

All injuries brought to the attention of a teacher will be documented in an INCIDENT REPORT which must be completed by the teacher who witnesses or handled the situation. This report will include the injury, first aid given and teachers who were present when the incident occurred. The report will be signed by the parent who will be provided a copy of the report if requested. Parents will be contacted immediately for all serious injuries, including all head injuries, as well as 911 if necessary.

## **DENTAL EMERGENCY**

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of loose baby teeth) the Kids Connection Director, Site Supervisor, or a member of the school administration will be called to evaluate the situation. The parent will then be called to make arrangements for the child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached, the child's dentist will be contacted by a member of the Kids Connection Leadership Team.

## **SMOKING POLICY**

According to the state licensing regulations Chapter 109.10(11), "Smoking and the use of tobacco products shall be prohibited in the center, outdoor play area and in center-operated vehicle during hours of operation of the center.

## **HAND WASHING POLICY**

All team members must wash their hands at the following times to prevent or minimize the transmission of illness or disease: upon arrival at the center, immediately before eating or participating in any food service activity, before leaving the restroom either with a child or by themselves, before and administering first aid. Children's hands will be washed at the following times to prevent or minimize the transmission of illness or disease: immediately before eating or participating in any food service activity or after using the restroom.

## **UNIVERSAL PRECAUTIONS POLICY**

Universal Precautions must be followed by Kids Connection Team Members at all times. A protective barrier such as gloves must be worn when handling any bodily excrement or discharge. Proper hand washing must be followed as stated in the Hand Washing Policy.

## **NUTRITION POLICY**

Holy Trinity will not be serving breakfast this school year. A morning snack will be offered for those students who are enrolled and attending Kids Connection before school during the time frame of 7:40-8:00 am.

Those students enrolled in wrap around care have the option of purchasing school lunch or bringing a lunch from home each day. Milk is available for purchase if a lunch is brought in from home. The cost of a school lunch is \$2.95 per child and milk is \$0.70. On the days where school lunch is not served, noon dismissals and full days of Kids Connection, lunch must be brought from home. We recommended packing your child a nutritionally balanced lunch on days when a lunch is brought from home.

A snack will be provided for all Kids Connection students after school is dismissed. Snacks are served according to the CACFP (Child & Adult Food Care Program) approved snack list. On days when Kids Connection is provided for the full

day, both a morning and afternoon snack will be served. *We ask that snacks are not brought from home, unless a student has a food allergy and there is a diet modification form on file with Kids Connection.*

Monthly school lunch menus may be found on the Holy Trinity website. Kids Connection snack menus may be found on the Kids Connection parent bulletin board.

## **POLICY FOR FOOD BROUGHT FROM HOME**

Food may be brought from home for breakfast or lunch purposes. Items from fast food restaurants and pop are not allowed. Holy Trinity is a peanut aware school. Items with peanuts are allowed in lunches. Children with an allergy will choose a friend to sit with them at a designated 'safe table' where foods with the allergen will not be served. Perishable food brought from home must be contained as to avoid contamination. A small ice pack works great to keep food cool. All food for lunch should be ready to eat when time and not require microwave use. Snacks brought from home for birthdays and parties, with the intent to distribute to a group are not allowed.

**Birthday Treats:** Outside food is not allowed for birthday treats. Parents who wish to bring in something to celebrate a birthday may bring in a non-edible item with enough to pass out to each child or you may contact Donna Reeder, Nutrition Services Director, and arrange for an approved snack to be delivered to the group. Mrs. Reeder can be reached at [dreeder@htschool.org](mailto:dreeder@htschool.org) or 255-3162 x120. Please contact Kids Connection Leadership for numbers of students.

## **BITING POLICY**

In a group care setting, we recognize that biting may occur, and we are ready to help children who bite to learn more appropriate behavior.

We intentionally program the day to avoid boredom, frustration or over-stimulation. We provide a calm and cheerful atmosphere with a mix of engaging, soothing, and age-appropriate activities. We also work to model acceptable and appropriate behaviors for the children, helping them learn words to express their feelings and giving them tools to resolve conflicts on their own.

Our center does not focus on punishment for biting, but rather on effective techniques that address the specific reason for the biting. We will support your child whether they bite or are bitten. When biting occurs, these are our three main responses:

1. Care for and help the child who was bitten. If the skin is not broken, we apply a cold pack. If the skin is broken, we cleanse the wound with soap and water. We call the child's parents and give them a copy of the incident report, which is filled out by the teacher who responded to the incident. The incident report is also kept in the child's file. The name of the child who bit is kept confidential.
2. Help the child who bit so that he/she learns other appropriate behavior. We address the child in a firm, calm voice, stating our disapproval of biting. We give the child's parent a note that same day informing them of biting. In general, we ask parents to keep us informed if their child is biting at home or in other situations. Children who bite in our program do not necessarily bite at home. If your child is biting in other situations, it is important for all of us to correct them consistently. Communication is very important in order to help your child stop biting.
3. Examine our program to stop the biting. The teacher and members of the Leadership Team analyze the cause of ongoing biting. We complete in-room assessments to determine the quality of the relationship between caregiver and child, the environmental influences on the child's behavior, and target the social-emotional support for the child. Then, we develop a plan to address the causes of the biting, focusing on keeping children safe and helping those who are stuck in the biting pattern. After developing this plan, we arrange a meeting with parents and share the details so you know specifically how we are addressing this problem

While biting is never a correct action, we know that children bite for a variety of reasons. Most of these reasons are not related to behavior problems. Sometimes the biting is related to teething. Other times, children bite to express

feelings they cannot yet articulate with words. We have also seen children bite when they are frustrated or over excited. No matter the reason for biting, you can count on us to assess and handle the situation appropriately so it will end as quickly as possible. We want the best for all children in our care.

## **OUTDOOR/WINTER**

Kids Connection involves activities that will take place outside. Students will go outside every day, unless the weather conditions are in the “red zone” according to the Child Care Weather Watch chart. Please dress students accordingly. We ask that winter clothing articles are brought in a bag and are labeled with your student’s name. The canvas grocery store bags work great!

## **DRESS CODE**

Kids Connection is an extension of Holy Trinity School, and students must abide by the Holy Trinity Dress Code (see the Holy Trinity School Parent/Student Handbook for specific details). Parents are expected to help the school enforce the dress code policy. All students must arrive to Kids Connection in dress code – changing at school in the mornings will not be allowed. During afternoon Kids Connection, students must also remain in dress code. Shirts may be untucked, but belts and shoes must be worn. Please communicate with the Kids Connection Director when it is necessary that a child change out of school uniforms. Kids Connection Staff will be mindful that there are evening events which require a child to change clothes before a parent is able to pick up at school.

When Holy Trinity School observes out of dress code days, Kids Connection students may also remain out of dress code. On no-school days when Kids Connection is available all day, students do not need to dress in uniform.

## **CELL PHONE / ELECTRONICS / TOYS, ETC.**

Cell phones, toys, iPods, and electronic game devices are not to be brought to Kids Connection, except for special days as designated by the director. If these items are brought to school they will be confiscated and released to parents. Holy Trinity School is not responsible for the safety or upkeep of such items. Kids Connection has a wide variety of indoor and outdoor toys for children to use. **Please do not let children bring items from home to Kids Connection.** Electronics, for the purposes of reading or homework, are allowed.

## **SCHOOL/KIDS CONNECTION PROPERTY**

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages, loses or destroys school or Kids Connection property, the student will be expected to pay the expenses involved to replace the item.

## **BEHAVIORAL EXPECTATIONS FOR STUDENTS**

In order to maintain a safe environment for all students and staff at Kids Connection, there are behavioral expectations for all children. These rules and expectations will be reviewed with the students on a regular basis.

## **DISCIPLINE**

Parents will find a complete and detailed section on discipline in the **2019-20 Holy Trinity Parent Handbook in the Discipline Section found on pages 35-46.**

Helping students to grow in self-management and responsibility requires patience, effort, trust, and mutual cooperation between parents, students, and Kids Connection staff. Parents and staff should facilitate student growth in responsibility for behavior, learning and personal development.

A high priority is placed on appropriate behavior at Holy Trinity. We believe appropriate behavior demonstrates that students are practicing gospel values and character in their personal lives and in their relationships with others.



Please see the following Behavior Matrix below for when behaviors will result in a Director Referral and immediate parent contact.

**Abusive Language**

- Offensive or disrespectful language or gestures
- Threatening to cause injury to person or property

**Destruction of Property**

- Severe inappropriate use of technology
- Vandalizing or disrespect of property
- Pulling the fire alarm

**Harassment/Bullying**

- Severe put downs
- Disrespectful language or physical behaviors directed at another student
- Sexually inappropriate behavior

**Overt Disrespect**

- Cheating/Forgery
- Public displays of affection
- Disrespect to peers or adult
- Severe Rudeness
- Leaving the room, building, or campus without permission
- Habitual behaviors that disrupt instruction
- Refusal to re-enter or exit building/ room

**Physical Aggression**

- Throwing things with intent to cause harm
- Physical actions that cause harm
- Fighting (examples may include: punching, biting, hitting, choking, kicking)
- Weapons

**Theft**

- Stealing

**Habitual/Severe Behaviors**

**COMMUNICATION WITH PARENTS**

In the event of a behavioral issue that requires a referral to the Kids Connection Director or Site Supervisor, parents will be notified by phone in a timely manner by either the Director or Site Supervisor. Other minor behaviors will be handled by Kids Connection Staff at the time of the behavior. Parents will be notified by staff at pick up time. Staff will use the form show above to provide parents with details of the behavior being discussed. A Kids Connection staff member and parent will be asked to sign this form.

Today I did great with....		Today I struggled with...	
Date:	Staff:	Date:	Parent:

**SAFE ENVIRONMENT**

It is the goal of Holy Trinity School and Kids Connection to provide all students, staff and parents with a safe and orderly environment. All measures will be taken to ensure that all team members are well-trained in any and all emergency procedures. Fire and tornado drills will be completed at least once per month. Other emergency procedures will be covered periodically at the discretion of the director. All team members will receive and maintain training in CPR, First Aid, Mandatory Child Abuse Reporting and Universal Precautions. As another measure of safety precautions, it is the responsibility of the parents to ensure that their child’s file is current with phone numbers, emergency contacts and pick-up permission forms.

**VERBAL AND/OR PHYSICAL HARASSMENT/BULLYING POLICY**

It shall be the policy of Kids Connection to maintain an environment free from verbal and/or physical harassment and/or abuse. Harassment may take the form of, but is not limited to, jokes, stories, pictures, comments or other actions that are annoying, abusive or otherwise demeaning in nature, provided the conduct is sufficiently severe, persistent or pervasive to create a hostile educational environment. (see page 45 in the Holy Trinity Student and Parent Handbook for the Diocese of Des Moines Catholic Schools Policies/Regulations Policy 579 on harassment, bullying and hazing.)

**WEAPONS**

Kids Connection has a zero tolerance for weapons. Weapons are not allowed on school grounds or at school sponsored events. Weapons will be taken from students and others who bring them onto the school property. When a weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action, including expulsion. Students who fashion weapons from pens and other materials will be disciplined. See Holy Trinity’s Parent / Student Handbook for complete details on student searches and contraband.

## **FIELD TRIP POLICY**

Kids Connection is interested in all areas of growth and development for our students. We feel that field trips are an important part in meeting this goal. It is the target and goal to make these outings learning experiences as well as trips for enjoyment and change of pace. These outings may include, but are not limited to, parks, zoos, museums, libraries and pools. The following criteria are applied to create uniformity and structure as well as to ensure the safety of our students:

- Permission Forms – a form must be signed by a parent giving his/her child permission to attend the field trip. Parents are notified of details on departure time and return, the destination and transportation method of the trip, and, if applicable, the cost.
- Ratios – the ratios established and used for each age group shall be exceeded by at least one qualifying staff member.
- Emergency Plans – as a precautionary measure, each Kids Connection staff member will be responsible for taking the following items on all field trips: first aid kit, child emergency contact and information form and a cell phone and any emergency devices needed (inhalers, EPI Pens). If an emergency occurs, the director will be notified as well as the child's parents and/or EMS personnel when needed.

Any parent wishing for his/her child not to attend a field trip will be required to make alternative arrangements for their child to leave the program before the group leaves the premises. If you are interested in meeting your child on field trips, please see the Kids Connection Director for details.

## **TRANSPORTATION POLICY**

Transportation will be provided by St. Joseph's Catholic School buses and drivers for field trips. Some field trips will be done by walking to nearby parks and businesses.

## **NEW TEACHER TRAINING**

All new team members will complete an orientation which includes the completion of all personnel records, an overview of all policies and procedures and any training videos pertaining to childcare that are set at the discretion of the training coordinator. They must also complete the following training requirements before the end of their probationary period of 90 days:

1. Mandatory Child Abuse Reporting Training for the State of Iowa
2. Universal Precautions for the State of Iowa
3. Infant, Child and Adult Cardiopulmonary Resuscitation (CPR)
4. Infant, Child and Adult First Aid
5. A minimum of ten hours of training from one or more of the following areas:
  - Child Development
  - Guidance and Discipline
  - Developmentally Appropriate Practices
  - Nutrition
  - Health and Safety
  - Communication Skills
  - Professionalism
  - Business Practices
  - Cross-Cultural Competence
6. At least four of the ten hours must be received in a sponsored group setting off-site
7. The remaining hours may be completed on-site

The Kids Connection Site Supervisor will monitor the orientation process as well as the 90-day probation period to ensure that all required areas are completed.

## **ON-GOING TRAINING & STAFF DEVELOPMENT PLAN**

After the first year of employment, all team members must comply with the following training requirements:

1. Maintain Mandatory Child Abuse Reporter Training for the State of Iowa
2. Maintain Infant, Child and Adult CPR
3. Maintain Infant, Child and Adult First Aid
4. Maintain Universal Precautions for the State of Iowa
5. Receive a minimum of ten training hours with at least two of the hours being in a sponsored group setting off-site
6. Attend on-site team meetings that cover a variety of policies and procedures

## **MANDATORY CHILD ABUSE REPORTING**

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility, who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services.

