

Holy Trinity

Catholic Church and School

Student Handbook 2025-2026

2926 Beaver Avenue, Des Moines, IA 50310 | Phone: 515-255-3162 ext. 116 | Fax: 515-255-1381

<https://holytrinitydm.org/school/>

Taking the Journey TOGETHER



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

The policies, regulations, and procedures contained in this handbook are subject to review and revision during the school year with approval from the Bishop, Superintendent, and diocesan legal counsel.



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Diocese of Des Moines Vision, Mission, and Belief Statements

Vision Statement

Catholic Schools in the Diocese of Des Moines, based on the teachings of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom and emerge as responsible citizens dedicated to the practice of life-long discipleship.

Mission Statement

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

Belief Statements

We believe...

- 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 experiences the value of human dignity and the concepts of peace and justice to enable them to participate in a global society.



- Catholic schools and parishes partner with parents to educate their children.
- Catholic school educators apply research-based curricula and instructional strategies that enhance the learning of all students.

Diocese of Des Moines Essential Learnings

Essential Academic Learning

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 and Social Learning

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 and appreciation of the arts.



Covenant of Trust between Parents and Holy Trinity

"Jesus said to his disciples, 'Let the children come to me; do not prevent them, for the kingdom of God belongs to such as these. Amen, I say to you, whoever does not accept the kingdom of God like a child will not enter it.' Then he embraced them and blessed them, placing his hands on them." (Mark 10:14-16).

At baptism, parents accept the responsibility of forming their child in the practice of the faith. "Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children" (*Canon 793.1*).

Catholic school personnel partner with the family in proclaiming and witnessing as disciples to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Parents at Holy Trinity are aware of this vocational call from God, and in response, commit themselves by word and example to be the first and best teachers of their children in the faith.

Practically, this means parents will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church, will be part of their child's education and formation.
- To the best of their ability, respect the teachings of the Church and help their children respect the Church and its teachings.
- Commit to conversing frequently with their children about God and include prayer in their daily home life.
- Participate in and cooperate with the Catholic school in programs that enable them, respectively, to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Support the moral and social teaching of the Catholic Church to ensure consistency between home and school.
- Teach their children by word and example to express compassion and concern for the needs of others.
- Practice stewardship of time, talent, and treasure, and meet their financial responsibilities in support of the school and parish.

Holy Trinity enters a relationship of trust with each school family. The Parent/Student Handbook provides the school's framework for this trusting relationship by setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

By completing my/our permissions in JMC, I/we hereby acknowledge that I/we have read this handbook and will abide by these regulations, that I/we have had an opportunity to ask questions about its contents, and that I/we will fulfill my responsibilities as the primary educator of my/our child as outlined in this covenant of trust.



Appendix II

"Good Standing" AND "Active Parishioner"

Parents, especially those who have not practiced the Faith regularly in a while often wonder what the "bare minimum" requirements are to be considered a Catholic "in good standing". The Church make this clear in what are called The Precepts of the Church, as found in The Catechism of the Catholic Church (2041 -2043):

- 1.Attend Mass on all Sundays and Holy Days of Obligation (January 1st, August 15th , November 1st, December 8th , December 25th)
- 2.Receive the Sacrament of Reconciliation (Confession) at least once a year
- 3.Receive the Eucharist at least once a year during the Easter season
- 4.Observe the days of fasting (Ash Wednesday and Good Friday) and abstinence (all the Fridays of Lent) as prescribed by the Church
- 5.Contribute to the material needs of the Church

It is the expectation of (SCHOOL NAME) that parents will genuinely commit themselves to keeping these minimum requirements. If in the view of the pastor/his delegate these expectations are not being met then membership status can and will be revoked, thus jeopardizing a child's admission/retention in the school and/or their rate of tuition.

Further, given that the schools rely upon the parish communities attached to them for support, there is a serious moral obligation to participate actively in the life of the parish as well as the school. In addition to attending Mass regularly, this would also include things like attending parish events, serving on parish committees or joining parish organizations, volunteering at parish events, and financially supporting the parish itself. This is especially important in light of ESAs; most of our families are finding Catholic education significantly more affordable now than they have in the past, and so are in a position to be generous with the parish now in a way that they have not been in the past.

While not all of our children are able to attend the school which is partnered with their family's individual parish, each family with a child in the school should be making a good faith effort to support the local community which makes that school possible. Habitual failure to do so can and will jeopardize a student's status in the school.



DIOCESE OF DES MOINES-Policy 505

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

School-Parent Partnership

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that the education of a student is a partnership between the parents and the school. As partners, the school and parents will work together to meet the needs of the student, utilizing the resources available at the school.

In the event the parent or guardian reduces the school's ability to continue the partnership, parents/guardians may be requested to remove their student(s) from the school. The school leadership reserves the right to require the withdrawal of the family if the administration determines the partnership has been irrevocably broken because of:

1. Refusal to cooperate with school personnel
2. Refusal to adhere to diocesan or local policies and regulations
3. Interference in matters of school administration or guidance

Policy Adopted: July 15, 2022

School Organization

The structure includes the Diocesan Board of Education and Superintendent of Schools, Leadership Council, pastor, principal, assistant principal, teachers, parents, guardians, and students.

Holy Trinity Catholic School's early education programs include preschool for three-year-olds (PS3), four-year-olds pre-Kindergarten (PK4), and transitional kindergarten (TK) for young five-year-olds.

Kindergarten (K) through Eighth Grade levels divide into an elementary school unit (K through Fifth Grade) and a middle school unit (Sixth through Eighth Grade).

Superintendent of Diocesan Schools

Donna Bishop | 601 Grand Avenue, Des Moines, IA 50309 | 515.237.5013 | dbishop@dmdiocese.org



The superintendent of schools assists the bishop in all matters that pertain to his educational and formational ministry in Catholic schools. The superintendent consults with the bishop and the chancellor on matters affecting the Catholic identity, policies and regulations, and personnel of the schools. In addition, the superintendent upholds the accreditation standards for all the schools from the Iowa Department of Education, serves as the executive officer of the Diocesan Catholic Schools Board, is the liaison between the board and the local schools, and confers with the diocesan attorney on legal matters. The superintendent serves school administrators and pastors, local boards of education, and school boards.

School and Family Organization (SFO) - Leadership Council

Begun in the fall of 2022, the School and Family Organization (SFO) combines the work of the Board of Education and Parent Teacher Organization at Holy Trinity Parish. This pilot initiative is happening in coordination with Des Moines Regional Catholic Schools.

The School and Family Organization's Leadership Council, composed of school and parish volunteers, works closely with the principal and pastor on faith, academics, community-building, and fundraising to support the school's mission.

Structure

- Membership comprised of the pastor, principal, and volunteers invited to serve by the pastor
- Leadership Council Officers - Chair, Vice Chair, Secretary, Treasurer - to be named by the pastor
- Meetings are held throughout the year and are open to the public

PURPOSE

The purpose of the Des Moines Region Catholic Schools Leadership Council is as follows: • To provide a vehicle of communication between parents, school faculty, (insert school name), and the parish and school community.

- To promote programs of information and education for the benefit of students and families.
- To promote spiritual and social activities for students, families and faculty.
- To aid with voluntary services and special revenue support activities.
- The Leadership Council shall annually prepare a calendar of fundraising activities, financial goals for the fundraising events and for what purpose the funds will be used.
- To serve as a sounding board for new initiatives in the school.

OFFICERS AND MEMBERS

The Executive Committee shall include a chair, vice chair, secretary, treasurer, school administration, and pastor. In addition to these officers, four additional committee chairs of the standing committees will serve on the Executive Committee. All individuals listed in this paragraph



are voting members of the Leadership Council. The chair of the Leadership Council must be a parent and Catholic.

1. Chair. The chair shall preside at all meetings of the Leadership Council and provide leadership in carrying out the purpose of the organization. He/she shall perform all duties incident to the office of the chair and such other duties as may be prescribed by the Leadership Council.
2. Vice Chair. The duties of the vice chair shall be to preside in the absence of the chair. He/she shall perform such duties, from time to time, as may be assigned by the chair. The vice chair shall succeed the chair in the following year.
3. Secretary. The duties of the secretary shall be to keep minutes of all meetings, keep permanent records of all minutes and important documents to be held at the school; and in conjunction with the

DRAFT - 5/20/24

executive committee members, send out notices of meetings, conduct all necessary correspondence, and assure that all meetings are properly published on a timely basis.

4. Treasurer. The treasurer position is an optional position for each Leadership Council executive committee. The duties of the treasurer shall be to assist in counting monies from the school Leadership Council fundraising events along with being a third party validation of the Leadership Council account. The treasurer may serve as a liaison with the parish finance council. In the event that there is not a treasurer, the Leadership Council executive committee members will perform the duties of this position or have a designated volunteer from the school.
5. Principal/Asst Principal. The principal shall represent the administration of the school. The principal's responsibilities are to communicate and coordinate the goals, objectives, and needs of the school and advise the Leadership Council on ways the organization can assist the school in achieving its overall objectives. The principal is the bonded and insured signee through the Des Moines Regional Catholic Schools Schools. If the school has an Assistant Principal they are also a member of the Leadership Council but not a voting member of the executive committee unless the principal is unable to attend and delegates their vote to the assistant principal.
6. Pastor(s). The pastor(s) shall serve as both a spiritual and administrative advisor to the Leadership Council. According to Canon Law, the pastor(s) has the ultimate authority over all Leadership Council decisions, especially those areas relating to finances and spirituality.
7. Committee Chairs shall lead the standing committees on Faith, Academics, Fundraising and Community.

The Executive Committee of the Leadership Council are responsible for adhering to the Des Moines Region Catholic Schools Leadership Council Constitution and Bylaws, and Leadership Council Guidelines and Addendums.



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Leadership Council Members

- Fr. Mark Neal, pastor
- Monica Morrison, principal
- Kari Rogers-Hensley, Chair
- Mallory Bennett, Vice Chair
- Open Chair, treasurer
- Open Chair, secretary
- Open Chair, volunteer coordinator

School Leadership

Principal

The school employs an accredited, professional, full-time principal licensed by the State of Iowa. Major responsibilities include being a faith leader for the school, personnel director, educational leader, management and administration, public relations, planning, and development. The principal, employed by the parish, is directly accountable to the pastor and the School and Family Organization's Leadership Council.

Assistant Principal

This position coordinates academic and behavioral interventions and support, acts as liaison to the School and Family Organization, and leads the effective implementation of a school-wide Positive Behavioral Interventions and Supports (PBIS) behavior system.

School Faculty

School faculty members are fully accredited, professional teachers. All teachers hold current licensure in Iowa and are qualified to teach assigned subject areas. The principal and assistant principal observe and evaluate faculty members regularly.

- PK4 through Fifth Grade faculty members work primarily as self-contained classroom teachers.
- Sixth through Eighth Grade faculty members work in areas of expertise and certification.
- The school hires additional specialists for Learning Support, Early Childhood Literacy Intervention, Guidance and Counseling, Physical Education, Art, General and Vocal Music, Instrumental Music, Media, and Technology.



Substitute Teachers

The school hires qualified and licensed substitute teachers when typical teachers are unavailable due to illnesses, professional meetings, or personal business.

Occasionally the principal may hire long-term substitutes, ideally those familiar with students. Substitutes work closely with teachers and the principal to ensure smooth and consistent transitions.

Substitutes deserve the same respect as typical teachers. The principal can discipline students who disrespect substitutes, and substitutes have permission to follow every part of the discipline policy.

Parent and Guardian Volunteers

The Diocese of Des Moines requires volunteers assisting classrooms, special events, and extracurricular activities to complete online VIRTUS training and background checks. Volunteers can register for VIRTUS training at <https://www.virtusonline.org/virtus/> or contact the school office for assistance.

Diocesan policy states

Volunteers who are working with children more than three hours a month will be required to complete the initial VIRTUS session. The volunteer will also be required to complete monthly training bulletins that will arrive via email. These trainings are to be completed by the end of the school year.

General Information

Student Records

The school office keeps permanent records for K through Eighth Grade students. According to the Family Educational Rights and Privacy Act, parents, guardians, and anyone over age 18 may see relevant records upon request. Parents and guardians can contact the principal to see student records. Student records are private property and only submitted when lawfully requested.

Classroom Requests

The school creates balanced class lists each academic year based on many educational factors. To best meet the needs of students, the school does not accept classroom requests. However, the school values its partnerships with households. Households can submit pertinent information to the school leadership in writing **by April 1** for the coming academic year.

Toileting



Students must be fully toilet trained. Newly toilet-trained children may have accidents, and they should bring a change of clothes to school for such times. The restrooms that students use are next to classrooms, and teachers supervise students when they leave the classroom to use the restroom.

Student Services

Nondiscriminatory Practices

Diocesan Catholic Schools Board policy states that all schools follow practices that do not discriminate based on age, sex, race, or national origin. In addition, schools shall comply with the anti-bullying and 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 and Students with Special Needs

Diocesan Office of Schools Resources

The school receives services from the Superintendent of Schools, Director of Educational Services, Director of Professional Development, and a Marketing Specialist.

Des Moines Public School Resources

Psychologists, social workers, audiologists, speech therapists, and educational consultants are available via Des Moines Public School.

Holy Trinity Catholic School Resources

The school employs a professional school counselor, literacy interventionist, Title I math Interventionist, certified English-language learners teacher, and a learning support teacher. The school participates in the Student Assistance Program through Employee and Family Resources offering guidance and support for families and students dealing with challenges in life.

When students display academic or behavioral difficulties, the school utilizes a problem-solving approach with the Student Support Team (SST) of staff specializing in various academic and behavioral approaches. The SST may recommend academic or behavioral interventions, employ Student Support Plans, or seek evaluations from Des Moines Public Schools with the approval of parents or guardians. As the Student Plan Support coordinator, the assistant principal communicates with families and manages the student support plans.

The school does not offer a special education program but reasonably accommodates students with special needs based on the following procedure.



- The school seeks to serve identified, qualified students with special education needs jointly with Des Moines Public Schools if the public school, parents, and guardians can establish a cooperative effort that adequately meets the child's needs.
- Students needing more extensive special education services as determined through testing, Des Moines Public Schools recommendations, or medical diagnoses may be staffed to a full public school program that can meet needs more appropriately.

Safety – Emergency

Emergency File Requirement

Households must have emergency information on record and list the names of people to notify if the school cannot reach parents or guardians. Please include an emergency contact that is not a parent. The law requires the school to have emergency numbers on record for students. Households must update emergency contact information annually via JMC.

Safety Drills

The school conducts regular fire, tornado, lockdown, and other safety drills throughout the academic year to practice safe exits from buildings and shelter-in-place situations. The school practices and records drills according to Iowa Code. Students must follow directions in an orderly manner. Holy Trinity School uses the I Love U Guys program to teach safety protocols to our faculty, staff and students. Please visit their [website](#) for more information.

Emergency Snow Closings

The school leadership decides whether to delay the start of school, cancel, or dismiss early. Households receive email notifications and phone calls in these cases. Households may elect to receive SMS messaging during emergency closings and delays. Households must update contact information in JMC to receive notifications.

- If the school has a delayed start, PK4 AM half day students do not have classes.
- If the school has an early or noon dismissal, PK 4 PM half day students do not have classes.
- In the event of school closings or cancellations, Kids Connection closes, and all extracurricular activities cancel. If school is cancelled early due to weather, there will be NO Afternoon Extended Learning and no Kids Connection. If school is delayed due to weather, Kids Connection will be delayed for the same amount of time. Students who are enrolled in Full Day PK and participate in either the AM or PM Extended Learning class may arrive at the start of the school day.



- For cancellations and delays, please check the school social media or KCCI Channel 8. JMC notifications will be sent out via email and text.

Crisis Management Plan

The school activates appropriate emergency response procedures and prioritizes student safety during crises and emergencies. The school maintains and frequently reviews its Emergency Response Manual. During emergencies, the school may adjust dismissal procedures to include indoor pick-up, delayed dismissal time, and early release.

Evacuation

Students and staff move to an alternate site during evacuations. The school communicates the alternate site and specific pick-up procedures to parents and guardians via JMC, ensuring student safety. In addition to an alternate pick-up site, the school may establish an information center to communicate with the parents and guardians via JMC.

Indoor Dismissal

Standard pick-up may be unsafe for students during severe weather. Students remain in the building.

- Students who typically leave via the parking lot wait in the gymnasium with their classes.
- Students who typically leave via the L Drive wait in the main school hallway with their classes.

Safety – Campus

Allegations of Abuse

Holy Trinity Parish prohibits employees from physically abusing (striking, sexually abusing, etc.) students. Students can report abuse to the following individuals.

Principal Monica Morrison	515.255.3162 ext. 117	mmorrison@htschool.org
Assistant Principal Bailey Van Vors	515.255.3162 ext. 118	bvanvors@htschool.org
Professional School Counselor Hannah Eggers	515.255.3162 ext. 221	heggers@htschool.org



Sexual Harassment

Diocesan Board of Education states that all educational programs maintain learning environments free from sexual harassment.

- [582.1 Sexual Harassment and/or Abuse by Student Allegation Form](#)

Sexual Harassment and/or Abuse by Students- Policy 582

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools maintain an environment free from sexual harassment and/or abuse. The schools must promote a sexual harassment and abuse free environment through information, supervision and investigation of allegations of such behavior.

Sexual harassment and/or abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Students who believe they have been sexually harassed and/or abused by students shall report such to the school's Level-One investigator.

Persons who have been sexually harassed and/or abused always have the right to notify the civil authorities.

The Level-One investigator must respond promptly to complaints/allegations of sexual harassment and/or abuse. The processing of a complaint or allegation shall be handled confidentially to the extent possible. Program personnel (employees/volunteers and students) are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigating process.

No one shall retaliate against a student or employee/volunteer because they have filed a sexual harassment or abuse complaint or participated in an investigation of such a complaint. The program administrator shall normally serve as the designated Level-One investigator. The name and telephone number of the Level-One investigator and an alternate shall be published annually in Student/Parent, Faculty/Staff and Catechist Handbooks.

If a student believes sexual harassment and abuse has occurred but does not wish, or believe it would be inappropriate, to file a complaint of harassment or abuse with a Level-One investigator, they may



inform the Program Administrator about the incident(s) but are not seeking Level-One investigation. In such case the program administrator should handle the concern as a discipline matter. (IAC-281.102)

Policy Adopted: January 31, 1994

Policy Revised: May 19, 2008

Policy Reviewed: January 30, 2020

Policy Revised: July 30, 2021

Sexual Harassment and/or Abuse by Students

Investigation of Sexual Harassment and/or Abuse by Students Regulation 582.1

The following procedures shall be implemented in the investigation of allegations of sexual harassment and/or abuse by students:

- 1) Any person having knowledge of sexual harassment and/or abuse should file a report with the program's designated Level-One investigator by using the Alleged Sexual Harassment and/or Abuse by Students Report form. Any program employee/volunteer receiving a verbal or written report of harassment or abuse must immediately pass on the information to the Level-One investigator.
- 2) The Level-One investigator must secure a written report of the allegation and provide a copy to the person filing, and the parents (if complainant is below age 19). The person named as the accused in the report shall receive a copy of the report at the time the person is initially interviewed by the Level-One investigator.
- 3) The Level-One investigator shall complete an informal investigation within five working days following receipt of a report. The investigator shall have access to any records of the alleged victim and the accused for the purpose of interviewing and investigating. If, in the opinion of the Level-One investigator, the alleged victim would be placed in eminent danger if continued contact between the alleged victim and alleged offender, provision shall be made to temporarily remove possible contact by or between the two.
- 4) The Level-One investigation may be deferred, if the investigator believes the magnitude of the allegations suggest an immediate professional investigation. If such is the case, the Level-One investigator shall contact the appropriate law enforcement officials, the person filing the report and the parents of same if the person is under 19 years of age. All steps involved in this process must be documented.
- 5) The investigator's role is to determine whether it is likely an incident occurred. Therefore, the investigator shall interview the alleged victim, the accused, and any other person who may have knowledge of the circumstances contained in the report. The parents of any involved students should be notified of the day and time of the interview so they or a representative may attend. If an involved student is in a grade from pre-kindergarten through grade 6, the parents must be informed.
- 6) If there was sexual abuse, the Level-One investigator must notify the law enforcement authorities. This places the case in their hands and brings closure unless the legal authorities decline to pursue an investigation. If this happens, the case must be referred to Level-Two.



- 7) The Level-One Investigation of Sexual Harassment and/or Abuse by Students Report shall be completed within fifteen calendar days of receipt of the report unless the investigation was temporarily delayed by law officials. Copies of this report shall be given to the alleged victim and the accused and the parents of any involved person under age 19.
- 8) At the conclusion of the Level-One investigation, the person filing the report shall be notified of the next step.

The investigation may be concluded at Level-One if:

- a) the allegation is withdrawn
- b) there is no preponderance of evidence to support the allegation
- c) the accused withdraws from the program

All other cases shall be referred to the Level-Two investigator. (IAC-281.102)

Regulation Adopted: January 31, 1994

Regulation Revised: May 19, 2008

Regulation Reviewed: January 30, 2020 July 30, 2021

Sexual Harassment and/or Abuse by a Student

Level 2 Investigation Regulation 582.2

Upon determination that there is need for a Level-Two investigation of sexual harassment and/or abuse, the Level-One investigator shall contact the Diocesan Superintendent of Schools. The Superintendent, in consultation with the Diocesan Director of Catholic Charities, shall appoint a Level-Two investigator who shall not be a school or AEA employee.

The Level-Two investigation should ordinarily be completed within a period of three weeks from receipt of the Level-One reports and forms. The Level-Two investigator shall:

- 1) review the Alleged Sexual Harassment and/or Abuse by Students Report.
- 2) review the Level-One Investigation of Sexual Harassment and/or Abuse by Students form.
- 3) conduct further investigation if, and as much as, deemed necessary to determine whether their preponderance of evidence to support sexual harassment and/or abuse allegations. Any involved person, who is below seventh grade, must have their parents informed previous to the interview when the interview will be held. The parents of any involved students should be notified of the day and time of the interview so they or a representative may attend.
- 4) make a written narrative report which shall include:
 - a) whether any exceptions apply.
 - b) whether the allegation is founded or unfounded at Level-Two.
- 5) send a copy of the report to the Level-One investigator and Superintendent of Schools.

If the Level-Two investigation is founded, the Level-One investigator upon receipt of the narrative report must:



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- 1) forward copies of the report to the student victim or parents (if the student is younger than 19), the alleged abuser, and the person filing the Alleged Sexual Harassment and/or Abuse by Students Report.
- 2) arrange for counseling services for the student upon the request of the student and/or parents. (IAC-281.102)

Regulation Adopted: May 21, 1990

Regulation Revised: May 19, 2008

Regulation Reviewed: January 30, 2020 July 30, 2021

Sexual Harassment and/or Abuse by Student

Retention of Investigation Records of Sexual Harassment and/or Abuse by Students Regulation 582.3

All notes, tapes, memoranda, alleged victim reports, investigator reports, and other related materials compiled during an investigation shall be retained by the school/parish program for a minimum of three years.

Records of reports found to be substantiated shall be placed in the accused's permanent record. The accused shall be permitted to attach a personal statement to such a record.

Records of reports found to be unsubstantiated shall not be placed in the alleged accused's permanent record.

Regulation Adopted: January 31, 1994

Regulation Revised: January 30, 2020

Regulation Reviewed: July 30, 2021

Smoke-free Environment

Holy Trinity Catholic School is a smoke-free facility.

Pets

Households cannot bring animals on campus except for service or therapy animals during school hours, drop-off, or pick-up times due to potential danger to students and staff and liability to the school.

Winter Recess

Students go outside for recess unless the temperature or wind chill is 0 degrees Fahrenheit or below, according to KCCI Channel 8 using the zipcode 50310.



Students may bring coats, snow pants, boots, mittens, gloves, and hats for winter recess. Parents and guardians should label and check winter recess clothes daily, as items can be misplaced and damp.

Bicycles, Skateboards, In-line Skates, Mopeds, and Scooters

Students bring bicycles to school at their own risk. The school encourages students to use bicycle helmets and locks. Students park bicycles in the designated bike racks. The school is not responsible for lost or stolen bicycles.

Students cannot walk in or ride bicycles on the playground, sidewalk surrounding the school, or during the school day. Holy Trinity Parish does not allow skateboards, longboards, in-line skates, scooters, or mopeds on the premises at any time.

Picking Up Early and Late Dropping Off Students

Students who arrive late must sign in at the school office. Parents or guardians must visit the school office to sign out students who leave school early. When picking up early please contact the student's teacher and school office to notify of early pick-up and late drop off. Please notify the school by 7:30 a.m. about late arrival or early dismissal.

Asbestos Management Plan

The school complies with Asbestos Hazard Emergency Response Act (AHERA) rules and regulations. The Asbestos Management Plan is available for review in the school office. The federal AHERA codified in 40CFR Part 763 requires this management plan. Contact the school office for details.

Admissions

Diocesan Catholic Schools Office policy states that parents, guardians, and students agree to comply with the philosophy, educational policies, and regulations of the Diocese by signing this form.

School History

Administrators call previous schools before accepting applicants to determine reasons for transfers, relevant student and household issues, student needs, debt, and compliance with policies and regulations. The school may not accept applicants until they pay off debts to previous schools.

Administrators investigate applicants with histories of expulsion to determine acceptance. For applicants with histories of expulsion admitted, acceptance may be probationary at the administrator's discretion.



The school reviews the academic, behavioral, and attendance records of applicants. Applicants must disclose their IEPs or 504 plans. Administrators authorize all admissions decisions so the school can meet students' spiritual, academic, social-emotional, physical, and behavioral needs.

Student Personnel- Policy 504

Admissions Status

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop that students and families who are admitted to a Catholic school agree to abide by the philosophy and the educational policies and regulations of the school and the Diocese. This agreement (Covenant of Trust) shall be indicated through signature of parent and student on the Handbook Signature Page.

Each school will develop and include in the Parent/Student Handbook a written procedure for enrollment priority, a commitment of faith, and a school-family partnership statement. This handbook provides the school's framework for a trusting relationship setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

Before admitting a transfer student, the school shall contact (call) the administrator of the prior school. This call serves multiple purposes. First, this call allows the receiving school to ascertain why the family wishes to transfer and to become aware of any issues with the student or family that the receiving school will need to be aware of. The call allows the school to determine whether it can meet the student's needs. This call is also to determine if there is back tuition owed to the school. If there is outstanding tuition due, the student may not be enrolled in the new school until the past due amount is paid in full.

Students may not be enrolled in two schools as a way to "hold a place" while they make a decision. This takes a seat away from another child. Administration reserves the right to ask questions of inquiring parents to make certain this is not an issue.

In the event an application to a Diocesan school should be made by a student expelled from another school a careful investigation must be made by the school administrator. A team will review each enrollment request to determine if enrollment will be accepted if the student has been expelled. If a student who was expelled from another school is admitted, the enrollment may be probationary at the discretion of the administrator.

Schools will review academic, behavioral, and attendance records from the prior educational setting before acceptance. All families will be required to disclose if the student has an IEP or 504 plan. Local administration reserves the final authority on all admissions decisions to ensure the school can best serve the needs of the whole child, including spiritual, academic, social-emotional, physical, and behavioral needs.

The Catholic schools in the Diocese of Des Moines enter a relationship of trust with each family. Should, if at any time, the school be unable to meet the needs of a student, or if a family or student cannot abide



by the policies and regulations set forth in the handbook, local administration reserves the authority to change admission status. (See policy 505.)

Policy Adopted: February 17, 1975

Policy Revised: July 12, 2024

Probationary Period

The school enters a relationship of trust with families. Administrators may change admission status if the school cannot meet student needs or families and students cannot follow Covenant of Trust. All new students enter a six week probationary period when accepted to Holy Trinity.

Application Procedure

The school requires households to apply online before registering new students. Households can apply via our website anytime, and the Director of Enrollment notifies applicants of acceptance, waitlist status, or declination. The school invites accepted households to enroll.

The school may not have space for all applicants, and the school leadership may place applicants on a waitlist to register when space becomes available.

The school encourages applicants to contact the Director of Marketing, Communication, and Enrollment Mercedes Steinkamp at 515.255.3162 ext. 115 or mercedies@htschool.org.

Enrollment

The school registration process requires households to complete Enrollment Application and Tuition Agreements via Blackbaud Tuition Management. Households must register before the school places students on the class roster. Households must pay delinquent tuition and fees to register.

The school collects one Enrollment Contract per household and one Blackbaud Tuition Agreement per household. Households cannot complete Blackbaud Tuition Agreements until they submit Enrollment Application for all students within the household.

The school uses Enrollment Application and Blackbaud Tuition Agreements to verify household information, communicate tuition and fees, schedule ACH payments, and collect tuition. Households make ACH tuition payments unless they arrange alternative payment options with school approval.

Priority Enrollment for Current Students

The school invites students to register for the next school before accepting applicants. Students can register online each fall before the priority enrollment deadline to guarantee placement and avoid late fees. **The priority enrollment deadline for 25/26 students to secure positions on the 26/27 roster is**



November 1, 2025. Students who do not register during priority enrollment follow the standard enrollment procedure.

Class Size Limits

If class size limits change, the school may not have space for all students to return. The school places students on the class roster according to when households submit applications, contracts, deposits, agreements, and the Leadership Council Admissions Policy.

The school leadership may place students on a waitlist to register for when space becomes available. Otherwise, the school attempts to place students in other Catholic schools according to the preferences of parents and guardians at an equivalent tuition rate that does not disadvantage parishioners.

Standard Enrollment Procedure

Standard enrollment procedure and date will be announced at a later time.

Enrollment Fee

The school collects an enrollment fee from households during standard enrollment to accurately count the number of students expected to attend school and protect against non-committal inquiries. The school collects one enrollment fee per student and may not refund fees to households who decide not to enroll.

Mid-year Enrollment

The principal decides if accepted applicants can register for the current academic year once it begins. Students transferring during the academic year pay tuition prorated to the nearest month but otherwise follow the standard enrollment procedure.

Probationary Enrollment

The school leadership may accept applicants to register under probationary conditions. Administrators, educators, and interventionists assess students for part of the academic year to determine if they can thrive at Holy Trinity Catholic School. The school leadership decides whether students can stay for the remaining school year.

Leadership Council Admissions Policy 501.1

The school places students and considers placing applicants according to these criteria.

- I. Compliance with the Leadership Council Class Size Limits Policy 501.6.
- II. Compliance with the Leadership Council Financial Obligations Policy 501.8.



III. Priority Enrollment for Current Students.

IV. Standard Enrollment:

- A. Current students and their siblings.
- B. Children of parishioners and parish employees according to the date of registration.
- C. Applicants from other Catholic parishes.
- D. Non-Catholic applicants.

The school refunds registration fees to applicants who choose not to be placed on a waitlist.

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

Leadership Council Placement Policy 501.2

In most cases, Holy Trinity Catholic School accepts and places students on a class roster in the order of registration with priority in each category given to those needing wrap-around child care:

Siblings of current Holy Trinity Catholic School students who are:

- 1. Parishioners of Holy Trinity or another Catholic parish without a school.
- 2. Parishioners at another Catholic church.
- 3. Non-Catholic.

Current students who are:

- 1. Parishioners of Holy Trinity or another Catholic parish without a school.
- 2. Parishioners at another Catholic church.
- 3. Non-Catholic.

New students who are:

- 1. Children of Holy Trinity Parish Employees based on tenure.
- 2. Children of Holy Trinity Parish Alumni.
- 3. Parishioners of Holy Trinity or another Catholic parish without a school, according to the registration date.
- 4. Parishioners at another Catholic church.



5. Non-Catholic.

Enrollment and Session Request Deadlines

1. Returning students must enroll and pay all registration fees to reserve their enrollment and session request priority by February 15.
2. Session request prioritization applies only to registrations completed by this deadline. Holy Trinity Catholic School accommodates placement requests made after the registration deadline as space is available.
3. Households must comply with the Financial Obligations (policy 501.8) to reserve their enrollment and session request priority.

Policy Adopted	Policy Revised	Policy Reviewed	
September 2000	January 2017	May 2005	January 2011
January 2014	January 2018	June 2010	January 2015

Leadership Council Class Size Limits Policy 501.6

The principal can adjust class size limits for any school year.

- PS3 class capacity is 18 students
- PK4 class capacities are 20 students.
- TK class capacity is 15 students.
- K through Eighth Grade class capacities are 26 students.

Leadership Council Financial Obligations Policy 501.8

For children to attend Holy Trinity Catholic School or Holy Trinity Faith Formation, parents and guardians must comply with the following financial obligations:

- Catholic parents and guardians must be registered and active tithing members with their respective parish. A tithing member annually pledges a monetary amount to the parish and annually fulfills that pledge.
- Parents and guardians must pay tuition and all other school-related fees per the financial agreement. Parents and guardians must pay delinquent fees before registration for the upcoming school year.



- For parishioners of Holy Trinity to benefit from the Dowling parish assessment tuition discount, parents and guardians must be registered and active tithing members of Holy Trinity Catholic Parish.

Holy Trinity Catholic Church and School want to ensure that all children have an opportunity to participate in Catholic education. Individuals who cannot pay the full cost of tuition should contact school administrators or the pastor regarding financial assistance. Limited diocesan and parish funds are available to offset some of the cost of tuition.

Policy Adopted	Policy Revised	Policy Reviewed
September 2000	April 2005	May 2005
	June 2010	June 2010
	December 2014	April 2015

Tuition and Fees

Holy Trinity Parish supports the school financially via church assessments, registration fees, and regular contributions. Church assessments and registration fees are subject to change each year.

School registration is an online, three-step process.

1. Enrollment Application (student and household information)
2. \$100 Enrollment Fee on Blackbaud
3. Blackbaud Tuition Agreement

The school office notifies households once they complete registration and assign students to a class list. The \$100 enrollment fee is required for all households, regardless of grade (except for PK4 Half Day) or the number of children. At the time of registration, parents and guardians complete Tuition Agreements to schedule payments (i.e., once annually, once per semester, 12-month plan, etc.). Households make payments via ACH unless they make annual or semester payment arrangements. Students transferring to Holy Trinity Catholic School during the academic year pay tuition prorated to the nearest month.

Tuition Assistance

Households may receive diocesan tuition assistance help from the Catholic Tuition Organization (CTO). Qualifying households can apply for CTO online or visit the school office for physical applications. Households seeking tuition assistance must pay an outstanding tuition balance or make monthly good-faith payments as set by the pastor or principal. Other tuition assistance might be available through the parish. Contact the pastor or principal.



Education Savings Accounts

The Students First Act funds state education savings accounts (ESAs), which eligible households may use to cover tuition, fees, and other qualified education expenses at accredited nonpublic schools in Iowa. Funding for the 2025-2026 school year is \$7,988. Qualifying households can [apply for an ESA online](#).

Registration Fees

Registration fees are non-refundable. PK4 Half-day registration is free due to the Statewide Voluntary Preschool Program for Four-Year-Old Children. Households with more than one student enrolled in K through Eighth Grade pay a \$100 registration each student

Grade Level	Price per Student
PS3 Full-day and PS3 Half-day	\$100
PK4 Full-day	\$100
PK4 Half-day	\$0
TK Full-day and TK Half-day	\$100
K through Eighth Grade	\$100 per additional student

Technology Fees

Grade Level	Price per Student
PS3 through TK	\$25
K through Third Grade	\$50
Fourth and Fifth Grade	\$75
Sixth through Eighth Grade	\$100

Homeroom Fees

Grade Level	Price per Student
All	\$10



Sacrament Fees

Sacrament/Grade Level	Price per Student
2nd Grade-First Reconciliation and First Communion	\$60
Graduation Fee	\$15

Tuition Rates

Households that register with Holy Trinity Parish receive an in-parish tuition discount because parish collections help cover the cost of educating students.

Catholics from other parishes may receive the in-parish tuition discount if their schools do not have space for more students or they do not have a school. When Catholics from other parishes receive the in-parish tuition discount, the school bills other parishes to cover the cost of educating students.

Non-Catholics pay the out-of-parish tuition rate to cover the entire cost of educating students.

Early education tuition rates are the same for in-parish and out-of-parish households, and PK4 Half-day tuition is free due to the Statewide Voluntary Preschool Program for Four-Year-Old Children.

In-parish		Out-of-parish	
Grade Level	Price	Grade Level	Price
PS3 Full-day	\$7,206	PS3 Full-day	\$7,206
PS3 Half-day	\$4,400	PS3 Half-day	\$4,400
PK4 Full-day	\$3,220	PK4 Full-day	\$3,220
PK4 Half-day	\$0	PK4 Half-day	\$0
TK Full-day	\$5,610	TK Full-day	\$7,810
K through Eighth Grade	\$5,610	K through Eighth Grade	\$7,810



School Hours

Supervision begins at 7:50 a.m. and ends at 3:30 p.m. Students cannot be on Holy Trinity Catholic Church and School property before 7:50 a.m. or after 3:30 p.m. unless they are involved in extracurricular activities. Students can only enter the building at 7:50 a.m. if they arrive earlier for breakfast.

Students on school grounds before 7:50 a.m. or after 3:30 p.m. must attend Kids Connection and pay applicable fees of \$35 per student, unless they are participating in supervised extracurricular activities.

Students gather in waiting zones from 7:50 to 8 a.m., and staff supervises students. Students transition from waiting zones to classrooms from 8 to 8:05 a.m. Class begins at 8:05 a.m. when the tardy bell rings, students not in their classroom at 8:05 a.m. are considered tardy.

Grade Level	Class Hours	Days of the Week
PS3 Full-day	8:05 a.m. to 3:20 p.m.	Monday through Friday
PS3 Half-day	8:05 a.m. to 10:50 a.m.	Monday through Friday
PK4 Full-day	8:05 a.m. to 3:20 p.m.	Monday through Friday
PK4 Half-day A.M.	8:05 a.m. to 10:50 a.m.	Monday through Friday
PK4 Half-day P.M.	12:30 p.m. to 3:20 p.m.	Monday through Friday
TK	8:05 a.m. to 3:20 p.m.	Monday through Friday
K	8:05 a.m. to 3:20 p.m.	Monday through Friday
First through Eighth Grade	8:05 a.m. to 3:20 p.m.	Monday through Friday

Drop-Off and Pick-Up

Safety Instructions

- Students must enter and exit the passenger side of the vehicle.
- Drive slower than 5 miles per hour in the parking lot and L Drive.
- Do not use cell phones during pick-up and drop-off.



- Do not stop to talk to other parents, guardians, teachers, staff, or students in loading and unloading areas.
- Do not leave vehicles unattended in loading and unloading areas. Drivers remain in their vehicles unless they park in the parking lot.
- Obey traffic signals and crossing guards.

Crossing Guards, Teachers, and Staff

Crossing guards, teachers, and staff monitor drop-off and pick-up locations. These monitors are present to keep everyone safe and instructed to do the following:

- Use a handheld “STOP” and “SLOW” sign to monitor crosswalks.
 - STOP: traffic stops for people to cross the parking lot.
 - SLOW: traffic continues to move slowly.
- Direct traffic.
 - Be assertive.
 - Keep traffic moving so gaps do not form between cars.
 - Explain the rules to individuals if they do not follow guidelines.

Drop-off

Drivers should arrive to drop off students from 7:50 to 8 a.m. Students should prepare to exit their vehicles upon arrival at the drop-off location. Drivers who walk with students into the building should park vehicles in designated parking spaces and use crosswalks to approach on foot. Parents of students not enrolled in Preschool 3s, PreK 4 or TK are kindly asked to refrain from entering the building during school hours to ensure a focused and safe learning environment for all students. Breakfast is made available for purchase starting at 7:40 a.m.

Early Arrival - Before 7:50 a.m.

Reason for Arrival	Procedure
Meeting with a teacher	Go directly to the teacher’s classroom and remain there if the meeting finishes before school starts. By appointment only.
Extra-curricular activity	Go directly to the activity location and remain there if the meeting finishes before school starts.



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None of the above	Students must report to Kids Connection. Parents and guardians are responsible for the \$30 drop-in fee.
Breakfast	Students arriving for breakfast may arrive at 7:45 a.m. They can enter the parish entrance and must stay in the social room until 7:50 a.m.

Standard Arrival - 7:50 to 8 a.m.

Procedure	Location	
	L Drive	Parking Lot
Enter	Only from Adams Ave.	Only from Beaver Ave.
Exit	Only to Beaver Ave.	Only to Urbandale Ave.
Right Lane	No parking. Drop-off students on the passenger side. Exit right on Beaver Ave.	No parking. Drop-off students on the passenger side. Continue through the lot.
Left Lane	Thru traffic only. No student drop-off. Exit left onto Beaver Ave.	Thru traffic for vehicles planning to park during drop-off. No student drop-off.
Other	No loading or unloading of students on Adams Ave.	Park vehicles in a designated parking space. Use the crosswalk.

Early Education Drop-off Procedure

Grade Level	Time	Procedure
PS3 Full Day and PS3 Half Day A.M.	8:05 a.m. Monday through Friday	Drivers park in the lot and accompany students to their classroom starting at 8 a.m.
PK4 Full Day and PK4 Half Day A.M.	8:05 a.m. Monday through Friday	Drivers park in the lot and accompany students to their classroom or the PK4 building starting at 8 a.m. No parking in front of the PK4 building.
PK4 Half Day P.M.	12:30 p.m. Monday through Friday	Drivers park in the lot and accompany students to the PK4 building. No parking in front of the PK4 building.
TK Full Day	8:05 a.m. Monday through Friday	Drivers park in the lot and accompany students to their classroom starting at 8 a.m.



Pick-up

Drivers should arrive to pick up students from 3:20 to 3:30 p.m. Drivers are welcome to arrive early and wait in their vehicles. Drivers who walk with students from the building should park vehicles in designated parking spaces and use crosswalks to approach on foot. Parents picking up their students by foot must wait outside of the building.

Parents and guardians must complete the Student Pick-Up Authorization Form on JMC to indicate which pick-up location students use during afternoon dismissal. Parents and guardians must notify the homeroom teacher before Noon that day to change the assigned pick-up location. Otherwise, parents and guardians must park in the lot to get their students.

Grade Level	Location	Time	Procedure
PS3- Half day AM only	L Drive	10:50 a.m.	Teachers walk students to the L Drive. Drivers enter from Adams Ave. and exit onto Beaver Ave. Students remain with a teacher until they get into a vehicle. At 11 a.m., the remaining students go to Kids Connection. Parents and guardians are responsible for the \$30 drop-in fee.
PS3- Full Day	PK4 Building	3:20 p.m	Drivers park in the lot and walk to wait outside the of the PK4 Building. Exit the parking lot onto Urbandale Ave. At 3:30 p.m., the remaining students go to Kids Connection. Parents and guardians are responsible for the \$30 drop-in fee.
PK4	PK4 Building	10:50 a.m. and 3:20 p.m.	Drivers park in the lot and walk to wait outside the white fence in front of the PK4 Building. Exit the parking lot onto Urbandale Ave. At 11 a.m. and 3:30 p.m., the remaining students go to Kids Connection. Parents and guardians are responsible for the \$30 drop-in fee.
TK	Blacktop between South Entrance and PK4 Building	3:20 p.m.	<u>Option 1:</u> Drivers park in the lot and walk to the south entrance.



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			<p><u>Option 2:</u> Drivers of TK and older students can follow the procedures in the next section.</p> <p>At 3:30 p.m., the remaining students go to Kids Connection. Parents and guardians are responsible for the \$30 drop-in fee.</p>
Elementary and Middle School	L Drive and Parking Lot	3:20 p.m.	<p>Middle school students with younger siblings locate and lead them to their pick-up location. Vehicles must display a student's last name, homeroom teacher, and grade on a large piece of paper on the passenger side dashboard.</p> <p>No left turns from Adams Ave. into L Drive. Travel Eastbound on Adams Ave. from 44th St., then turn right into L Drive.</p> <p>No entry from Urbandale Ave. into Parking Lot. Enter from Beaver Ave. only.</p> <p>Do not block driveways or vehicles on Adams Ave., Beaver Ave., or Urbandale Ave.</p> <p>Students should walk quickly and safely to vehicles, then enter on the passenger side only.</p> <p>Students in car seats must be able to buckle up unassisted for drivers to use loading and unloading areas. Drivers with students who need assistance must park in the lot and wait for students outside.</p> <p>At 3:30 p.m., the remaining students go to Kids Connection. Parents and guardians are responsible for the \$30 drop-in fee.</p>
Others	<p>Walkers and bicyclists cannot loiter after school; they must leave immediately. Bicyclists must walk their bicycles off campus.</p> <p>Students attending Kids Connection must go directly from their classroom to the Social Room or Playground at dismissal; they cannot exit the building.</p>		

No Parking Areas



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- The North lane of Adams Avenue from the corner of Adams and Beaver Avenues to the first telephone pole.
- 42nd Street between the PK4 Building and Urbandale Avenue.
- The Acanthus Lodge parking lot during lodge events.
- The Benzoni Law Office parking lot.
- The Christopher's Restaurant parking lot.



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Drop-off and Pick-up Location Map

Drop-off & Pick-up Locations

► **1 - L Drive** | Approach Holy Trinity from the west on Adams Avenue to enter. No parking allowed during drop-off or pick-up. Exit onto Beaver Avenue.

► **2 - Holy Trinity Church**

► **3 - Parking Lot** | Enter via Beaver Avenue. Use the right lane to drop-off or the left lane to find parking. Exit onto Urbandale Avenue.

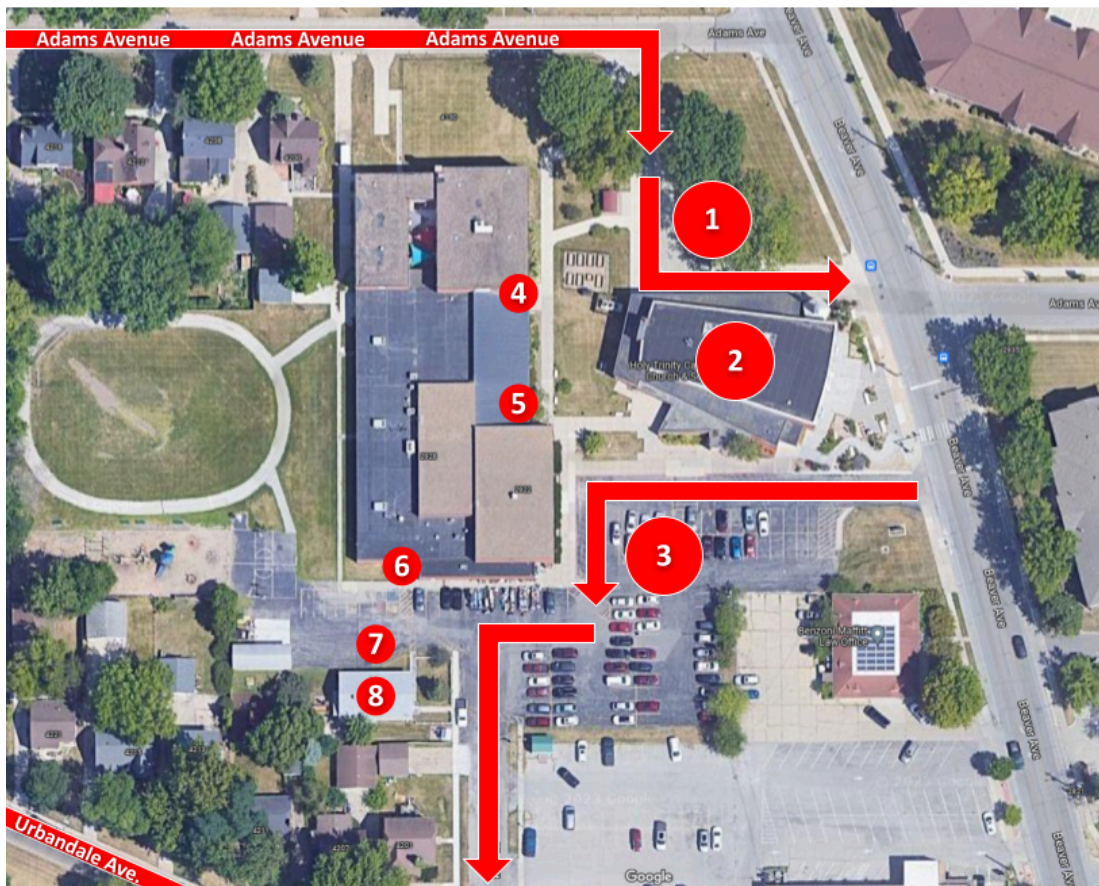
► **4 - School Office Entrance** | This entrance is unlocked from 7:50 to 8:05 a.m. Ring the doorbell to enter during times other than drop-off.

► **5 - Middle School & Parish Entrance** | This entrance is unlocked from 7:50 to 8:05 a.m. Ring the doorbell to enter outside drop-off times.

► **6 - South School Entrance** | This is the primary entrance for Kids Connection and pick-up location for early education students. This entrance is locked at all times and requires a keycard to enter.

► **7 - Bicycle Rack**

► **8 - Four-year-old Pre-K Building** | Please find a parking spot and assist students to the building.





Attendance and Tardy Policies

Attendance Philosophy

Compulsory Attendance-Policy 513

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that students enrolled in the Catholic schools follow the compulsory school attendance laws of Iowa. A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age, unless the parent or guardian of the child notifies the school in writing of the parent's or guardian's intent to remove the child from enrollment in the school district. (IAC 299.1 A(2))

Students who are enrolled in the 4 Year Old Universal Preschool program are also considered of compulsory school attendance age unless the parents, in consultation with the school, withdraw the child from the program. If withdrawal from the program is the option, parents will notify the school in writing.

Students should attend school the number of hours/hours school is in session in accordance with the school calendar. Schools may establish a local policy concerning the minimum number of days/hours a student must be in attendance in order to successfully complete the requirements for student's grade. Exceptions to this policy include children who have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma.

The principal must investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance the principal will refer the matter to the county attorney.

The school will participate in mediation if requested by the county attorney. The principal will represent the school in mediation. The school will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

It shall be the responsibility of the parent or guardian to notify the student's school as soon as the parent or guardian knows the student will not be in attendance on a particular day or days. (IAC: 259A)

Policy adopted: January 20,1992

Policy approved by Bishop Pates: March 28, 2015

Policy Revised: January 30, 2020 | July 30, 2021

Absence and Truancy Procedure

Chronic truancy, a frequent unexcused absence, indicates undesirable outcomes like academic failure, dropping out of school, substance abuse, gang involvement, and criminal activity. Chronic absence, an excused or unexcused absence, indicates 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 15th of each year. If a child is at least 4 by September 15th and enrolled in a statewide preschool program, the attendance rules apply for that child.”

6 Percent Absence Rate

Email notification or letter sent to parents and or guardians from the school office.

8 Percent Absence Rate

Parent or guardian phone conference with the school leadership team.

10 Percent Absence Rate

Parent or guardian meeting with the school leadership team.

A greater than 10 Percent Absence Rate

May result in further disciplinary action.

Tardiness Policy

Tardiness interrupts classes, students, teachers, and staff. It is unfair that students who are unprepared because of tardiness interrupt an entire class. Tardy students affect their studies and interfere with the progress of timely students.

The school expects students to arrive before the 8:05 a.m. bell to maintain instructional integrity in the classroom and develop students’ habits of self-discipline and responsibility. Students who are not in their classroom by 8:05 a.m. are tardy. Tardy students are sent to the school office to sign in. Excused tardiness includes medical and dental appointments. Over-sleeping is not a valid excuse.

Tardiness Procedure

Additional unexcused tardiness may result in further disciplinary action.

Fifth Unexcused Tardy In One Trimester

The school office emails notifications or sends letters to parents and guardians.

Seventh Unexcused Tardy In One Trimester

The school leadership hosts a phone conference with parents and guardians.

Tenth Unexcused Tardy In One Trimester

The school leadership hosts a meeting with parents and guardians.



Truancy

Students absent without consent from parents or guardians are truant. The school contacts parents and guardians and administers appropriate consequences when students leave school without permission. The school notifies parents and guardians when students are truant and reinstates students to classes after a conference with the principal, parents, and guardians. Additionally, ten or more unexcused absences without medical documentation may result in a referral to truancy court.

Reporting Absence From School

Parents and guardians must notify the school office by 8:30 a.m. if students are absent or tardy.

Attendance Phone Line: 515.255.3162 | Attendance Email: attendance@htschool.org.
| JMC Family App

- State the student's name, grade, homeroom teacher, and reason for absence.
- State the student's illness or diagnosis if applicable.

The school office contacts parents and guardians when unaware of student absences. The school attempts to contact parents and guardians by 9:15 a.m. if students are absent without proper notification.

- Parents and guardians are responsible for student attendance as the Iowa Compulsory Attendance Statute requires.
- Arrange appointments so students do not miss school. Vacations resulting in school absences are discouraged and considered unexcused.
- Absences, excused or unexcused, are recorded as time absent from school.
- School leadership may request a signed doctor's note if a student is absent for an extended time.
- Students who reached 8 or more days in a 45 day period of unexcused absences will be required to meet with administration.



Absences- Policy 516

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that absences from school be considered either excused or unexcused.

Excused absences are those that are approved by the school administration. These may include, but are not limited to: illness, family emergencies, diocesan, parish and school-sponsored or approved activities. Work missed during an excused absence may be completed for full credit. It is the student's responsibility to initiate contact with the teacher concerning missed work.

Unexcused absences are those not approved by the school administration. Because learning is important, work missed during unexcused absences should be completed.

Disciplinary action for unexcused absences is at the discretion of the school administration. The State of Iowa defines truancy as, "being absent from school without an excuse for more than 8 days in a 45-day period." Notices will be sent to parents when a child has missed 5 day within a 45-day period alerting them to the attendance issue. If absences continue, the issue may be turned over to the truancy officer for investigation or the county attorney.

The principal or a designee (assistant principal or counselor) shall serve as the truancy officer. The truancy officer shall investigate the cause of all truancy and, if truancy continues, the matter may be reported to the office of the respective county attorney. (299-IAC .8 and 281-IAC 12.2)

Policy Adopted: January 20, 1992

Policy Revised: January 30, 2020 July 30, 2021

Excused Absences

- Personal illness, not to exceed three consecutive days without a doctor's note.
- Death or serious illness in the immediate family and other verified emergencies.
- Necessary medical or dental emergencies or appointments.
- The administrator must approve all other absences.

Unexcused Absences

- Vacations and trips.
- Events or practices that students participate in or attend that are not sponsored by Holy Trinity Catholic School.
- Non-verifiable medical and dental appointments.
- Truancy or suspension from school.
- Other absences deemed unexcused by administrators.



Pre-planned Absences

Households notify the school office and teachers if students plan to be gone from school for vacations or other pre-planned absences at least one week ahead of time to arrange school work and tests.

Dowling Catholic High School Visits

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

High School Tournaments

Students may obtain excused absences to attend state-level tournaments when local high schools participate. The school office should be notified before 8:30 a.m. the day of the event via email or a handwritten signed note from parents or guardians.

Students must arrange with teachers to complete missed schoolwork. Students cannot leave school without written or verbal consent from parents or guardians before 8:30 a.m. that day.

Makeup Work and Assessments After Illness or Emergency

Students are responsible for arranging make-up work with teachers on the day of their return. Students must submit schoolwork, assessments, scheduled tests, and quizzes missed due to illnesses and emergencies within the number of school days equal to twice the number of missed days.

Dress Code for Kindergarten through Eighth Grade

It is a decision of the Holy Trinity Administration that all students abide by the Holy Trinity Catholic School Dress Code. Parents and guardians must help the school enforce the dress code policy. • Students must come to school in the dress code; changing at school in the mornings is not allowed • Students cannot wear clothing that does not conform to these guidelines at school • All clothing must be clean and worn as intended (i.e., no shirts or jackets tied around the waist)

Families are free to purchase dress code approved clothing at area stores, online, or through our associated uniform vendors.

Uniform Requirements

SHIRTS

Polo shirts must be solid red, navy, or white and appropriately fitted. Students can wear:

- Short or long-sleeved polos, with or without the Holy Trinity logo



- No visible brand names/logos (Nike, Under Armor, Adidas, etc.)
- Dress code undershirts that are solid white (short or long sleeves)

Students are required to have at least one red polo with the Holy Trinity logo for designated days such as school Mass (Wednesdays), field trips, or special class activities. Students can purchase shirts from [Lands' End](#) using School Code 900140583 or obtain them from the uniform exchange station.

SWEATERS

Cardigans, vests, v-necks, and crew neck sweaters are acceptable; approved colors are solid black, navy, white, gray, maroon, and red.

- Students must wear a dress code approved shirt underneath sweaters

SWEATSHIRTS AND FLEECE JACKETS

Crew or hooded sweatshirts are allowed if purchased from the Dowling Uniform Campus Store, Holy Trinity Spirit Wear, or obtained from the uniform exchange station; approved colors are black, navy, white, gray, maroon, and red.

- Solid colored crewneck sweatshirts are also acceptable
 - No visible brand logos/names (Nike, Under Armor, Adidas, etc.)
- Students must wear a dress code approved shirt underneath the sweatshirt
- At staff discretion, students may be asked to remove their hoodie during class; examples include but are not limited to: building/classroom tour, guest, or any interference with learning
- Hoods are never allowed up

Fleece jackets and ¾ zips are allowed with the Holy Trinity or Dowling Catholic High School logo; approved colors are black, navy, white, gray, maroon, and red.

- Students must wear a dress code shirt underneath fleece jackets
- Students can purchase Holy Trinity fleece jackets from [Lands' End](#) using School Code 900140583 or obtain them from the uniform exchange station

PANTS

Pants must be solid black, navy, or khaki.

- Students must wear pants at the waist
- Students must wear pants that fit (not too baggy or tight)
- Students cannot wear denim, cargo pants, leggings, sweatpants, or athletic pants

SHORTS AND CAPRIS

Shorts and capris must be solid black, navy, or khaki.

- Shorts must hit mid-thigh (from hip to knee)
- Students must wear shorts at the waist
- Students must wear shorts and capris that fit (not too baggy or tight)
- Students cannot wear shorts or capris November 1 - March 31
- Students cannot wear cargo shorts

SKIRTS, SKORTS, AND JUMPERS

Skirts, skorts, and jumpers must be solid black, navy, khaki, or designated plaid.



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- Skirts, skorts, and jumpers must hit mid-thigh (from hip to knee)
- Students must wear solid black, navy, or white tights/leggings under skirts, skorts, and jumpers from November 1 - March 31
- Students can purchase plaid skirts and jumpers from [Lands' End](#) using School Code 900140583 or obtain them from the uniform exchange station

SHOES AND SOCKS

Shoes must have a fully enclosed heel and toe. Kindergarten through Eighth Grade students are encouraged to wear tennis shoes for playground and physical education activities.

- Students must wear socks or tights with shoes
- Students cannot wear slippers (including UGG style slip-ons), slides/flip-flops, Crocs, or wheeled shoes

HAIR AND HEADWEAR

Hair must be well groomed at all times. Male students must be clean shaven (when applicable) with hair above the collar; hair may not cover eyes. Hairstyles and accessories cannot distract from the learning environment (staff discretion).

- Students cannot have extreme hairstyles or unnatural hair colors
- Students cannot wear hats, bandanas, or sunglasses in school or church buildings

JEWELRY, MAKEUP, AND TATTOOS

Jewelry must be inconspicuous and appropriate.

- Female students can wear small earrings (no large hoops or dangling earrings)
- Female students may only wear natural makeup styles
- Students cannot have facial piercings, visible tattoos, or ink (including temporary tattoos)

Additional Dress Code Requirements

DRESS DOWN DAYS

Dress Down Days occur throughout the year, typically on Fridays and for special events. These exceptions to standard dress code practices include charity days, field days, and other days deemed by administration. Parents will receive notification of these dress down days via the Friday News or teacher email.

- **Acceptable bottoms:**

- Denim jeans or skirts, athletic pants, cargos, joggers, and leggings
 - **K-3rd:** Leggings must not be see-through, must be of substantial fabric, and worn with a shirt that hits the hip bone
 - **4th-8th:** Leggings must not be see-through, must be of substantial fabric, and worn with a long shirt that covers your entire backside
- Students cannot wear shorts or capris November 1 - March 31
- Shorts, skirts, skorts, or jumpers must hit mid-thigh (from hip to knee)
- Biker shorts and pajama bottoms are not acceptable
- All pants and shorts must be free of holes or rips

- **Acceptable tops:**

- Appropriate shirts that cover their shoulders; T-shirts, turtlenecks, button-downs, sweatshirts, fleeces, etc.



- Students cannot wear sleeveless shirts, camisoles, tank tops, shirts with shoulder cutouts, crop tops, or shirts with inappropriate writing

- **Acceptable shoes:**

- o Standard dress code shoes guidelines apply

PAJAMA DAY

Pajama days occur throughout the year, typically as a special event or class reward. These days will be specified by administration and/or teachers. Parents will receive notification of these pajama days via the Friday News or teacher email. All other Dress Down Day guidelines will apply.

PHYSICAL EDUCATION GUIDELINES

K-5th Grade

- Socks and tennis shoes must be worn

6th-8th Grade

- Socks and tennis shoes must be worn
- Shorts and sweatpants must fit appropriately
- T-Shirts must be school appropriate
- Shorts must hit mid-thigh (from hip to knee)

Leggings may be worn, must not be see-through, must be of substantial fabric, and worn with a long shirt that covers your entire backside

PICTURE DAY

Students can wear standard dress code or “dress up” clothing for picture day.

- Shorts, skirts, skorts, jumpers, and dresses must hit mid-thigh (from hip to knee)
- Students must wear tights/leggings under skirts, skorts, jumpers, and dresses November 1 - March 31
- Students cannot wear denim, cargo pants, leggings, sweatpants, or athletic pants

SPIRIT DAYS

On designated Fridays students may wear Holy Trinity tshirts, sweatshirts, or jackets,, but must wear uniform pants, shorts or skirts. These designated days will be announced by school administration.

DRESS DOWN DAY PASSES

Students will not be allowed to use Dress Down passes on All School Mass Days and Dollar Dress Down Days.

DRESS CODE MODIFICATIONS

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

Health Services

The school is served part-time by a school nurse (RN) who monitors illnesses and student health records and maintains a health file for students to meet health records for the State of Iowa. The State of Iowa requires Health Care Plans for students with health issues that do or may affect their educational



processes. The school nurse develops a care plan in coordination with parents and guardians through written interviews, the education staff, and the physician, as necessary.

The State of Iowa requires up-to-date immunization records. Parents and guardians complete student health updates annually. Athletic physical examinations are required annually for students participating in athletics.

The following are the requirements for annual screenings and examinations:

Screening or Exam	Grade	Completed By	Additional Requirements
Hearing	PS3, PK4, TK, K, First, Second, and Third Grades	Heartland AEA	Completed at school each Spring.
Dental	K	Dentist or Dental Provider	All entering K students must submit dental records.*
Physical and Immunization Records	New Students, K, Fourth, and Seventh Grades	Healthcare Provider	Required annually for students participating in parish athletics.
Vision	K and Third Grade	Healthcare Provider or School Nurse	Submit proof of vision screening or complete the screening at school.

*Copies of the examination are required for the student's school health file.

The State of Iowa requires all entering Seventh Grade students to have proof of one dose of the Meningococcal conjugate vaccine (MenACWY) before the first day of class. The school excludes students from class without proof of vaccination by the start of school, and students remain excluded until they provide proof.

Recommendations for When a Child Should Stay Home Due to Illness

The following are public health recommendations to determine whether or not to send a sick child to school. The school expects parents and guardians to follow the 24-hour recommendations for the health of all households, although sometimes inconvenient.



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Symptom	Description	Recommendation
Diarrhea and Vomiting	...within the last 24 hours.	Keep students home.
Fever	100.3-degree temperature or greater.	Keep students home until fever-free without medication for at least 24 hours.
Runny Nose	...due to a cold virus and combined with other symptoms such as cough, sore throat, headache, and yellow or green drainage from the nose.	Keep students home.
Strep Throat	A highly contagious bacterial infection causing sore throat, fever, and aches; diagnosed by a throat culture.	Students should take an antibiotic for at least 24 hours with symptoms subsiding before returning to school.
Pinkeye	Is highly contagious, presenting itself with burning, itching, red eyes and yellow drainage.	Students should see a physician, take medication for at least 24 hours, and allow symptoms to subside before returning to school.
Chicken Pox	Is one of the most common contagious viral diseases of childhood. Symptoms include low-grade fever and a rash that begins as red bumps, develops into blisters, then forms scabs. May cause severe itching.	Students should not return to school until all blisters have scabs. This usually takes at least seven days.
Impetigo	Is a skin infection caused when bacteria invade broken, scratched, or burned skin. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots and blisters that fill with fluid. The blisters rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic, or both.	Students should be on medication for 24 hours before returning to school.
Rash	...may be due to many different illnesses and may be contagious.	Contact your physician for a diagnosis and permission for your student 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.	Students should be free of all sores and blisters before returning to school.
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Extended Illness

Holy Trinity Catholic School requires a doctor's note for absences due to illness lasting longer than three days.

Physical Education and Recess Limitations or Exclusions

Students seeking exclusion from Physical Education or recess must provide a physician's note listing the exclusion timeframe.

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 before the provision of special health services a written individual health plan is on file [IAC 281--41.23(1)(b)(4)].

Accident or Illness

The school notifies parents and guardians promptly when students are ill or have accidents. Ill students must leave school promptly. Parents and guardians must have an alternative place for students to go if they cannot pick up early. For this reason, emergency contacts in JMC are critical. No student is ever sent home without making arrangements.

Administration of Medication to Students

The school nurse administers all medication. People who complete administration of medication courses, reviewed by the Board of Pharmacy Examiners, can administer medication if the school nurse is absent. The principal maintains a record of course completion.

Students who need medication during school hours follow these procedures:

- Parents and guardians must complete the Authorization and Permission for Administration of Medication Form for prescribed and over-the-counter medication administered at school.



- The school nurse requires a separate form for each medication and a new form when dosages change.
- Prescription medications must be in the original pharmacy-labeled container with the 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.
- The school nurse requires a separate school container from the pharmacy for medication administered at home and school.
- Students may be considered for co-administration or self-administration with demonstrated competency, permission, instructions from the physician, and permission from parents and guardians.
- Over-the-counter medications must be in the original container and labeled with the student's name. All over-the-counter or non-prescription medications are administered by school personnel when accompanied by signed parent and guardian permission.
- Parents and guardians may administer medications at school to students.
- Antibiotics prescribed for three daily doses should be administered at home except for medications administered with meals.
- All medications are kept in the nurse's office. Medications are prohibited from backpacks and lockers unless stated within student health plans.

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 a student's physical abilities and affect their thoughts, actions, feelings, and capacity for learning. For us to serve our student population, we need to communicate on a case by case basis with households about what is observed and what needs to be done to prevent and help with healing. If a concussion is ever suspected or confirmed, it is necessary for parents and guardians to contact the school and set a personal plan for their 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 the new brain injury and concussion policy. If you have any questions, please contact our school office. Below is the return-to-play protocol for concussions, adopted into law as of July 1, 2019, for all Seventh through 12th Grade students.

641—54.1(280) Purpose.

This chapter describes the return-to-play protocol for a 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 Seventh through 12th Grades. Concussions are a type of brain injury that can range from mild to severe. They 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 players colliding with each other, with the ground, or with obstacles. Concussions can occur with or without loss of consciousness. The 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.

641—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 healthcare 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 hours 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 healthcare 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 24 hours.



Step 2 - Low impact, light aerobic exercises. Walking or stationary cycling at a slow to medium pace. No resistance or weight training.

Step 3 - Basic exercise, such as running in the gym or on the field. No helmet or other equipment.

Step 4 - Non-contact, sport-specific training drills (dribbling, ball handling, batting, fielding, running drills) in full equipment. Resistance and weight training may begin.

Step 5 - Full contact practice and participation in normal training activities.

Step 6 - Contest participation.

Nutrition Services

Holy Trinity Catholic School is a Team Nutrition School working with the U. S. Department of Agriculture to improve and promote student health. As a Team Nutrition School, the school serves breakfast and lunches that are lower in fat and sodium while including more grains, vegetables, and fruits.

National School Lunch Program (NSLP)

The school complies with NSLP requiring fresh fruits, vegetables, and new recipes with leafy greens, red and orange vegetables, beans, legumes, and staples needed for a well-balanced diet.

All lunches include five food components: protein, vegetables, fruit, grains, and milk. Students are not required to take all five. However, students must take three, and one must be a fruit or vegetable.

Visitors are welcome to eat lunch with students. Please call the school at 515.255.3162 ext. 120 before 10 a.m. that day. **As a federally funded lunch program, no outside food from a restaurant is allowed in the lunchroom. Candy, gum, and soda are not allowed. If outside food enters the lunchroom, nutrition services staff remove it and ask that school lunch be purchased instead.**

Free and Reduced Price School Meals

Holy Trinity Catholic School participates in the Free and Reduced Price School Meals program. Qualifying households can apply confidentially before or during the school year. Applications are available here, online and outside the school office. Applicants submit to Mary Treese, Nutrition Services Director.

Meal Charge Policy

This policy establishes procedures for situations when households cannot pay for school meals and nutrition services and must collect unpaid meal charges and delinquent account debt. The NSLP ensures students have access to nutritious meals that support academic success. It is imperative to protect the financial stability of the nutrition services program.



Requirement

As an NSLP School Food Authority, the school must develop a written policy for children eligible for Free and Reduced Price School Meals that cannot pay for meals at the time of service and communicate the policy to students and households by the beginning of the school year.

Purpose

- I. Ensure all students have a healthy meal and no child goes hungry.
- II. Treat students with dignity and confidentiality in the serving line regarding meal accounts.
- III. Support positive and clear communication among staff, administrators, teachers, students, parents, and guardians.
- IV. Establish fair practices.
- V. Encourage parents and guardians to assume responsibility for meal payments and promote the responsibility of students.
- VI. Establish a consistent practice regarding charges and collection of charges.

Scope of Responsibility

- I. Nutrition Services:
 - A. Maintain charge records.
 - B. Notify parents and guardians of outstanding balances via email and printed notes.
- II. Parents and Guardians:
 - A. Maintain a positive balance in student lunch accounts.
 - B. Apply for Free and Reduced Price School Meals to avoid outstanding balances.
 - C. Contact Nutrition Services to resolve issues with student lunch accounts.

Policy and Procedure

- I. Nutrition Services notifies households via weekly emails and printed notes when meal account balances are negative.
- II. Nutrition Services does not withhold meals from students due to negative meal account balances.



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- III. If the application for Free and Reduced Price School Meals status is approved, the outstanding balance still needs to be paid.
- IV. Nutrition Services reserves the right to charge a late fee for delinquent accounts.
- V. Nutrition Services communicates the meal charge policy to new and returning households via the website and student handbook. Nutrition Services also communicates the meal charge policy to transfer households during the school year.

Meal Fees

Breakfast		Lunch	
Student	\$2.00	Student	\$3.00
Adult	\$2.75	Adult	\$5.00
Milk	\$0.50	Milk	\$0.50

Payment Options

When students have money in their meal accounts before entering the cafeteria, lunch lines move faster, and students have more time to eat and relax with friends.

Cash or Check

Households can send payments to school in an envelope labeled “Lunch Money,” listing their student’s name, grade, and teacher. Households sending one payment for multiple students must indicate how much money to apply to each student’s account. For details, please contact Mary Treese, Nutrition Services Director, at mtreese@htschool.org or 515.255.3162 ext. 120.

JMC Family Lunch Account

Holy Trinity Catholic School provides a convenient and secure online prepayment service to deposit money into student school meal accounts anytime via JMC Family App on a mobile device or the online [JMC family portal](#) via any internet browser. This service lets parents and guardians view their student’s school meal accounts anytime. Parents and guardians can use JMC to view accounts without making online payments. Households with more than one student can handle all online prepayments from one account. There will be a fee associated with each JMC deposit.



Peanut-Aware School 520.2

Food allergies, specifically allergies to peanuts and peanut products, have increased nationally and within Holy Trinity Catholic School over the last decade. To ensure the safety and well-being of all students, the Leadership Council implements the following requirements to make the school a “peanut-aware” facility, not a peanut-free facility. The school leadership is responsible for specific safety and implementation procedures to include in the student handbook.

Other Procedures and Regulations

School Property

Students are responsible for preserving and maintaining the school building and its contents. Students who damage, lose, or destroy school property or texts intentionally or due to carelessness must pay the expenses to replace the item.

Student Deliveries

Floral, food, or other celebratory deliveries are not given to students during school hours because they disrupt the learning environment. Deliveries remain in the office until dismissal.

Telephone Use

The school telephone is intended for calls concerning school business, not personal or family business. Households should discuss personal business like childcare, after-school plans, and pick-up before or after school. Students cannot make or receive calls in classrooms. Messages are given to students; if necessary, they may return calls when appropriate in the school office.

Cell Phones and Electronics Use

Because the school focuses on maintaining a safe and productive learning environment, students are not allowed to use or possess cell phones, audio devices, electronic games, laser pointers, Gizmos, and Apple or Samsung Galaxy watches during school. Students must leave these items in their lockers or backpacks during school.

Consequences for Phones and Watches

1. **First Offense:** Teachers confiscate items, and students retrieve them from the office after school. Teachers contact parents and guardians.



2. **Second Offense:** Teachers confiscate items, and parents or guardians retrieve them from school leadership in the office after school. Teachers contact parents and guardians.
3. **Third Offense:** Teachers confiscate items and keep them safe in the school office for two consecutive days. After two days, parents or guardians may retrieve them from school leadership in the office. Teachers contact parents and guardians.

Toys, Personal Playground Equipment, and Sports Equipment

Students cannot bring toys from home. Teachers confiscate toys brought without permission. The school considers a fidget device a toy unless it is part of an approved educational plan. Toy weapons are prohibited.

Consequences

1. **First Offense:** Teachers confiscate items, and students retrieve them from the office after school. Teachers contact parents and guardians.
2. **Second Offense:** Teachers confiscate items, and parents or guardians retrieve them from school leadership in the office after school. Teachers contact parents and guardians.
3. **Third Offense:** Teachers confiscate items and keep them safe in the school office for two consecutive days. After two days, parents or guardians may retrieve them from school leadership in the office. Teachers contact parents and guardians.

Lost and Found

The school collects lost items and keeps them on a table inside the school. Parents and guardians are welcome to check for lost items at this location. Lost items are donated to charity at least once per trimester.

Gum and Candy

Gum and candy are prohibited in the classroom and on school grounds at all times.

Classroom Snacks

Depending on grade level, students can eat healthy snacks at designated times in the classroom. Snack suggestions include string cheese, fruits and vegetables, crackers, pretzels, and granola bars.

Some students have severe, life-threatening food allergies. Classroom snacks cannot contain peanuts or peanut oils. Parents and guardians must check food labels to ensure snacks do not contain peanuts or peanut oil. Parents and guardians must check food labels to avoid snacks manufactured around peanuts.



Parties

The principal and classroom teachers must approve arrangements for any classroom party.

Holiday Parties: Halloween, Christmas, and Valentine's Day

The School and Family Organization (SFO) arranges Halloween, Christmas, and Valentine's Day parties. The SFO contacts homeroom parents and guardians with details.

Students can share cards with pieces of candy with classmates during the Valentine's Day class party, but students must take all food items home before consuming them. If students want to share Valentine's Day cards, they must bring one for each classmate.

Class Reward Parties

The school leadership must approve class rewards. Examples of class reward parties include School and Family Organization fundraiser reward parties, Gala Auction reward parties, and any other reward party approved by school leadership.

End-of-Year Class Picnics and Parties

The school leadership must approve group food not provided by nutrition services.

Birthday Treats

Birthdays are important, and students enjoy celebrating with classmates. Students can celebrate birthdays by sharing non-food items such as pencils, erasers, stickers, and bookmarks with classmates. Students can also participate in the Birthday Book Club by donating a book to the classroom library or the Media Center.

Students can celebrate birthdays with food ordered from the school cafeteria. Parents and guardians must order birthday treats at least two weeks in advance, and funds must be in student meal accounts before delivery. No outside food is allowed for birthday treats. Contacting Mary Treeese at mtreeese@htschool.org or 515.255.3162 ext. 120 for details.

Invitations to Private Parties

Parents, guardians, and students cannot distribute invitations at school unless they invite all classmates or all of one gender in the class. Parents and guardians can access the student directory using the online parent portal to send invitations.



Home and School Partnership

Conferences

The school hosts conferences in the fall and spring for parents, guardians, and teachers to discuss their student's academics, maturity, and faith development. All students, parents, and guardians attend scheduled conferences. Parents and guardians schedule conference times via JMC.

Fall Conferences		Spring Conferences	
Monday, October 13, 2025	3:30 to 7:30 p.m.	Monday, February 16, 2026	3:30 to 7:30 p.m.
Tuesday, October 14, 2025	3:30 to 7:30 p.m.	Tuesday, February 17, 2026	3:30 to 7:30 p.m.
Thursday, October 16, 2025	8 to 11 a.m.	Thursday, February 19, 2026	8 to 11 a.m.

Dual Parent Reporting

The school office requires divorced parents and split households to provide the names and addresses of all parents and guardians, a certified copy of the Order of Dissolution, and any subsequent modification of said Order. The school provides specific student information (notices of school functions, progress reports, appointments for conferences, etc.) to parents and guardians upon request unless otherwise decreed in the Order of Dissolution.

The school encourages all parents and guardians to attend conferences. Divorced parents must provide the school with the custody portion of the divorce decree to determine when, if ever, students can leave school with the non-custodial parent.

Visitors

Visitors must sign in at the office and receive a visitor pass upon entering the school building to secure the school environment. Visitors must contact the teacher or school office to arrange with teachers or the principal.

Parents and guardians are discouraged from observing classrooms, given the disruption to the learning environment. Visitors can contact teachers regarding volunteer opportunities. Visitors are welcome to eat lunch with students. Please call the school at 515.255.3162 ext. 120 before 10 a.m. that day.



Contacting Teachers

School Office Hours		Staff Hours	
Monday through Thursday	7:30 a.m. to 3:45 p.m.	Monday through Thursday	7:45 a.m. to 3:45 p.m.
Friday	7:30 a.m. to 3:30 p.m.	Friday	7:45 a.m. to 3:30 p.m.

Parents and guardians may contact teachers by phone or email. The online [school directory](#) lists teachers, email addresses, and phone extensions. The school encourages parents and guardians to contact teachers as needs arise. Parents and guardians may request a conference at any time. Teachers can meet before or after school at times agreed upon by both parties. Please allow teachers two business days to reply.

Grievance Procedure for Parents and Guardians

Grievance Procedure- Policy 550

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that if a grievance is brought forth, the following procedures should normally be followed: Grievances and requests for any meetings should be placed in written form stating the policy or procedure at issue.

The person/persons who wish to file a grievance should:

1. Request a conference with the teacher (if the issue is with a teacher). The teacher may request to have administration present for the conference.
2. Failing resolution, a request for a meeting with the administrator should be requested.
3. Failing resolution through the administrator, a meeting with the priest or canonical administrator should be requested.
4. Failing resolution through the pastor/canonical administrator, a meeting may be requested with the Superintendent to seek resolution to the issue.

Policy Adopted: January 30, 2020

Policy Revised: July 30, 2021

Parent and Guardian Partnerships



Education is a partnership between students, parents, guardians, and the school. Parents and guardians have the right to withdraw students from school, and the school leadership has the right to require households to withdraw students if the administration determines the home and school partnership breaks irretrievably.

Normally a child is not deprived of Catholic education or penalized for the actions of parents and guardians. However, parents and guardians may so significantly reduce the school's ability to serve students that they must remove their students for the following reasons:

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

Release of Student Directory Information

The student directory is for Holy Trinity Parishioners. The school asks for permission from households annually before creating a student directory or sharing general information with the public.

Households can withhold their contact information from the directory via JMC. Leadership Council Policy 506.2E allows households to refuse to release information.

Leadership Council - Release of Student Directory Information 506.2E

Holy Trinity Catholic School assures parents, guardians, and students the full implementation, protection, and enjoyment of rights under the Family Educational Rights and Privacy Act of 1974. This law requires Holy Trinity Catholic School to designate "directory information" as any personally identifiable information taken from a student's educational records before publicizing such information.

The following is directory information: student's name, address, and telephone number; date of birth; email 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.

Households have the right to refuse the designation of any or all categories of personally identifiable information as directory information concerning students through the registration process and withhold consent for the listing or use of information or images regarding students.

Discipline

Discipline is the training that develops self-control, character, orderly conduct, and acceptance of or submission to authority and control. The home and school must work together to teach students to help each person 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)

Students are entitled to learn and develop in a setting that promotes respect for self, others, and property, encourages academic and social maturation, and promotes each student's dignity and worth in preparation for adulthood. The school fosters the total well-being of each person physically, emotionally, intellectually, and spiritually. School leadership, staff members, parents, guardians, and students cooperate to develop mature, healthy, and responsible individuals capable of self-control.

Positive Behavioral Interventions and Support (PBIS) Policy

PBIS supports student learning. It is a multi-tier system and school-wide initiative providing consistent expectations, positive reinforcements, and corrective consequences for all students. PBIS creates a learning environment that encourages positive social interactions, active engagement, and self-regulation. Students live the “Trinity Traits” of respect, responsibility, and safety.

The Iowa PBIS program is the philosophy and practice of recognizing the importance of positive relationships among school community members to enhance learning. PBIS emphasizes prevention, active instruction, and research-validated practices for the following.

- 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 understand and support the diversity of students;
- E. understanding the physical and social contexts of behavior;
- F. using data to guide decisions regarding changes.

PBIS Office Managed Behaviors

Abusive Language

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

Destruction of Property

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

Harassment and Bullying

- Severe put-downs.



- Disrespectful language or physical behaviors directed at another student.
- Sexually inappropriate behavior.

Overt Disrespect

- Cheating and forgery.
- Public displays of affection.
- Disrespect to peers or adults.
- Severe rudeness.
- Leaving the room, building, or campus without permission.
- Habitual behaviors that disrupt instruction.
- Refusal to re-enter or exit the building or room.

Physical Aggression

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

Theft

- Stealing

Habitual and Severe Behaviors

Teacher-Managed Behaviors

- Documentation, re-teaching, and consequences should accompany every behavior.
- The school communicates behaviors and consequences to parents and guardians.
- Teachers use discretion when addressing situations.

Moral and Character Education

Discipline and Student Accountability - Policy 558

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school adopt student responsibility and discipline policies.

The policies shall relate to the mission and educational purposes of the school. The policies shall include, but not be limited to the following: attendance; use of tobacco, the use or possession of alcoholic



beverages or any controlled substance, vaping or the use of e-cigarettes (see policy 570); harassment of or by students and staff; violent, destructive, and seriously disruptive behavior; suspension, expulsion and emergency removal; weapons and threats; physical restraint and abuse; out-of-school behavior; participation in extra curricular activities; academic progress; and citizenship.

Discipline policies and student responsibilities should be communicated in a reasonable manner.

Policy Adopted: March 21, 1988

Policy Revised: January 30, 2020 | July 30, 2021

School and Parish Activities Code of Conduct

Students in extracurricular activities demonstrate good conduct, patience, and manners, and represent the spirit and mission of the Catholic Church. All students carry themselves in a mature, Catholic manner inside and outside the classroom.

Extracurricular activities are a privilege, not a right. Students can improve their skills, work on becoming a team, and enjoy their experiences while respecting volunteers and participants. Participants commit to the following:

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

Students, parents, and guardians follow these guidelines and direct any questions regarding these guidelines to leadership in the following order:

- Activity Leader
- School Administration
- Leadership Council

Areas of Discipline



The Holy Trinity Parish premises are important areas of discipline:

- While on Holy Trinity Church and School grounds.
- While on contracted school buses.
- While engaged in related school activities and functions, such as approved field trips, tours, and extracurricular activities such as sports, band, and choir.
- Conduct of students away from the school grounds is subject to school discipline if it directly affects the welfare of Holy Trinity Parish.

Suspension

Suspension warns students that their behavior does not align with the Holy Trinity Catholic School philosophy, and their conduct may lead to a recommendation for expulsion. Suspension may be “in-school” or “out-of-school.” Students may receive educational material to work on throughout the day. Students cannot attend classes or contact other students throughout the day. Students must complete homework assignments for the next day.

SFO’s Leadership Council Discipline Policy

It shall be the policy of the Holy Trinity SFO’s Leadership Council supports the mission and purpose of the Holy Trinity Catholic 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 and drinking alcohol.](#)
- Possession of any illegal substance such as cigarettes, alcohol, or drugs, possession of a knife, gun, matches, lighter, etc.
- [Violent behavior such as physical attack or intimidation to teacher or student.](#)

Offenses may result in suspension or expulsion as the situation dictates. Holy Trinity Catholic School may notify authorities of violent behavior, and expulsion may result.

Restraint and Physical Force

State law forbids employees from using corporal punishment against students. Certain actions by school employees are not considered corporal punishment. Additionally, employees may use “reasonable and necessary force, not designed or intended to cause pain” to prevent harm to persons or property.



State law limits employees' ability to restrain, confine, and detain students. The law limits why, how, where, and for how long an employee may restrain, confine, and detain students. Holy Trinity Catholic School maintains documentation and provides notice to parents and guardians if students are restrained, confined, or detained.

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 Website.

Cyberbullying

Cyberbullying is harassment through electronic means, and it is unacceptable. Students cannot use the school's network, the broader Internet, or cell phones (on campus, off campus, during, or after school) to cyberbully. Actions that influence the learning environment, even outside school hours or off school grounds, have consequences per Iowa law.

Cyberbullying includes but is not limited to the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing people by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website creations or postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Students, faculty, or staff members who feel they are the victim of such misuse of technology should not delete the offending material. They should print a copy of the material immediately and report the incident to the administration. The school investigates all reports of harassment in cyberspace. Sanctions may include but are not limited to, the loss of computer privileges, detention, community service, suspension, separation, or expulsion. Use the procedure outlined below to report cyberbullying.

Harassment is a serious matter. Holy Trinity Catholic School investigates discretely and privately. Complaints remain confidential, consistent with the diocesan obligations.

Cyberbullying Procedure

1. Victims communicate verbally to harassers that they want the behavior to stop.
 - a. Victims may seek help from teachers, counselors, or administrators to confront harassers.
 - b. If the unwanted behavior stops, no further action is needed.
2. If the unwanted behavior continues, victims report it to teachers, counselors, or administrators.
 - a. Teachers, counselors, or administrators determine if the unwanted behavior is verbal harassment, physical harassment, or abuse.



- b. Teachers, counselors, or administrators utilize the Diocesan Anti-Harassment and Bullying Complaint Form in the student handbook (page ###), in classrooms, and with school leadership.
3. Following an accurate report, school leadership may use but is not limited to the following courses of action:
 - a. Meet with parents and guardians.
 - b. Assign community service.
 - c. In-school suspension or out-of-school suspension.

The principal may notify the Leadership Council of the recommendation for expulsion. (This may require an unscheduled Leadership Council meeting as only the officers may authorize expulsion.) Parents, guardians, and students may request a hearing before the Council's final decision.

Holy Trinity Catholic School makes every consideration to avoid expulsion. Considerations may include referring the student and their family to a local community resource for counseling. Readmission after expulsion may not take place for one trimester.

Threats of Violence

It shall be the policy of the Holy Trinity Catholic School leadership to respond to all threats of violence as seriously as intent. Administrators, counselors, or designees investigate all threats. School leadership reports threats and meets with the student's parents and guardians. Holy Trinity Catholic School takes disciplinary action, which may include a recommendation for professional counseling. Holy Trinity Catholic School may report incidents to law enforcement officials for further action. Leadership Council President, Diocesan Superintendent, and Pastor will also be notified and consulted by the school leadership.

Investigation Protocol

1. Teachers, parents, guardians, or students report threats to the school leadership.
2. Administrators or designees interview students.
3. Administrators or designees call the parents or guardians of students who make threats. The school leadership takes every threat seriously.
4. Depending on the nature and seriousness of the threats, the school leadership may contact the parents or guardians of threatened students.
5. The school leadership may search lockers and personal items without notice.



6. If the school leadership's investigation results support the threat of violence, the school leadership follows the school disciplinary policy regarding suspension or expulsion.
7. The school leadership may report valid threats to the police.

Parents and guardians of students who make threats must come to school as soon as practical to remove students from school. The school requires professional counselors from Employee and Family Resources or a school-approved counselor chosen by the family to provide written documentation stating that they are not a threat to themselves or others before students can return to school.

The school may search students who make threats daily as a condition of their return to school. The school counselor or designee meets with students who make threats regularly. Teachers are mindful to stop teasing resulting from discipline. The school keeps relevant situational and post-disciplinary documentation on file.

Students who sell controlled substances on the Holy Trinity Parish property or at school-related functions are subject to immediate expulsion.

The school leadership notifies the Leadership Council of the recommendation for expulsion, which may require an unscheduled meeting. Only the Leadership Council may authorize expulsion. Parents, guardians, and students may request a hearing before the Leadership Council decides. The school considers every alternative to avoid expulsion, including referring students and households to local community resources for counseling. Readmission after expulsion may not take place for one trimester and only with the explicit permission of the Leadership Council.

Safe Environment

Holy Trinity Catholic School aims to provide students, staff, parents, and guardians with a safe and orderly environment.

Violence

Violent/Destructive/Seriously Disruptive Behavior- Policy 567

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all school programs and activities must not only protect all participants but also allow them to benefit from the programs and activities free from behaviors that hinder or prohibit their learning/formation.

All threats and violent, destructive and seriously disruptive behaviors must be taken seriously. The school must take appropriate action which may include a requirement for psychological assessment, counseling, suspension or expulsion.

Policy Adopted: March 17, 2003



Policy Revised: May 19, 2008

Policy Reviewed: January 30, 2020

Bullying

The school has zero tolerance for bullying, and the consequence of bullying depends on the severity of the behavior.

- [481.2 Complaint form for Bullying and/or Harassment](#)
- [481.3 Witness Disclosure Form for Bullying and/or Harassment](#)
- [579.2 Bullying Incident Form](#)
- [579.4 Bullying/Harassment Investigator Follow-Up](#)

Harassment, Bullying and Hazing - Policy 579

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, 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 280.28)

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 they 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 Catholic Schools, About Catholic Schools, School Policies and Regulations.

The principal or the principal's designee is responsible for



- Collecting data relating to incidents of harassment, bullying and hazing.
- Reporting data to the Iowa Department of Education upon completion of the investigation.
- Communicating founded harassment, bullying, and hazing incidents to the Superintendent's office.

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: January 30, 2020 July 30, 2021

Bullying and Harassment – Complaint and Investigation Procedure Regulation 579.1

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 (Regulation 579.2) 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. (Regulation 579.3)

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. (Regulation 579.4) 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. The principal is responsible for communicating founded harassment, bullying, and hazing incidents to the Superintendent's office.

Regulation Approved: January 21, 2008

Regulation Revised: January 30, 2020 | July 30, 2021



Harassment

The school has zero tolerance for harassment, and the consequence of harassment could include expulsion.

Weapons, Dangerous Objects and Look-A-Likes

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that weapons, other dangerous objects and look-a-likes be taken from students and others who bring them or possess them on school property and/or school related activities.

Parents/Guardians of students found to possess weapons, dangerous objects and/or look-a-likes on school property or school related activities shall be notified immediately. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. Students will be subject to disciplinary action which may include suspension or expulsion.

Students bringing firearms or possessing firearms in school or school related activities will be expelled for not less than one year. The superintendent and principal have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For the purpose of this portion of the policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

The principal may allow authorized persons to display weapons, other dangerous objects and look-a-likes for educational purposes. (281-IAC 12.3(6))

Policy Adopted: November 21, 1994

Policy Revised: March 25, 2013

Policy Reviewed: January 30, 2020

Policy Revised: July 30, 2021

Student Search and Contraband

No Contraband Allowed

Students cannot possess or control contraband at school, in school vehicles, activities, or events to maintain the school environment's health, safety, and good order. Contraband includes controlled substances, apparatus used for controlled substances, alcohol, tobacco products, weapons, explosives, poisons, inhalants, stolen property, or other devices or materials intended to interfere with school order.



Certified school employees may, without a warrant, search students, belongings, lockers, desks, work areas, or vehicles under the circumstances outlined below to maintain the safety, health, discipline, and order of the school environment.

Reasonable Suspicion

The school can search students, clothing, pocketbooks, briefcases, book bags, duffel bags, and other personal containers in the immediate proximity of students, lockers, desks, and workstations that students may lock when the school leadership reasonably suspects criminal activities or handbook violations and believes the search will produce evidence.

Personal Search

Authorized personnel may ask students to empty their pockets, handbags, briefcases, book bags, duffel bags, and other personal belongings with a witness present when they reasonably suspect contraband. If students do not comply, an administrator of the same gender or their designee may search students and their belongings with a witness present. Other staff members cannot search except during emergencies (e.g., students may harm themselves or others). The school may discipline students appropriately if personal searches yield contraband.

Lockers and Other Locked Facilities

Periodic Inspections

- Lockers, desks, and other facilities are property of Holy Trinity Parish, assigned to students temporarily, and inspected periodically for cleanliness, missing property, and damage. The school may give 24-hour notice of inspections. The school does not need to provide written notices but may give oral notices through normal communication channels. The school may turn in contraband to law enforcement and discipline students appropriately.
- Authorized personnel may request that students open and disclose the contents of assigned lockers and other locked facilities with reasonable suspicion of contraband and a witness present. The school may inspect facilities not allowed to be locked by students at any time. If students do not comply, authorized personnel may search lockers or facilities with a witness. The school may turn in contraband to law enforcement and discipline students appropriately.

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 and 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 Parish 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 Parish 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 and Regulations

Harassment, Bullying, and Hazing

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying, and hazing. Schools develop and incorporate programs to eliminate harassment, bullying, and hazing. (IAC 280.28)

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 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 email, internet-based communications, pager service, cell phones, 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.

“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
- 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, school-operated, or 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 Catholic Schools, About Catholic Schools, School Policies and Regulations.

The principal or the principal's designee is responsible for collecting data relating to incidents of harassment, bullying, and hazing; reporting data to the Iowa Department of Education upon completion of the investigation; and communicating founded harassment, bullying, and hazing incidents to the Superintendent's office.

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 condones behaviors or lifestyles inconsistent with Catholic teachings.

Policy Adopted: Policy Revised:
January 31, 1994 January 30, 2020
July 30, 2021

Bullying and Harassment Complaint and Investigation Procedure Regulation 579.1

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 (Regulation 579.2) and 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 without 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 responding to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator should include the totality of circumstances during the investigation. (Regulation 579.3)

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. (Regulation 579.4) 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 decide on any appropriate additional steps, including an interview with the complainant and the alleged abuser. Additional steps may include suspension or expulsion.

The principal must file a written report closing the case and documenting any disciplinary action 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. The principal is responsible for communicating found harassment, bullying, and hazing incidents to the Superintendent's office.

Regulation Approved: Regulation Revised:
January 21, 2008 January 30, 2020
July 30, 2021



Holy Trinity

Catholic Church and School

579.2

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.

- | | | | |
|---|--|--|------------------------------------|
| <input type="checkbox"/> District Student | <input type="checkbox"/> Student from other district | <input type="checkbox"/> School Staff Member | <input type="checkbox"/> 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.

- | |
|--|
| <input type="checkbox"/> Was violated because conduct places the student in reasonable fear of harm to the student's person or property. |
| <input type="checkbox"/> Was violated because conduct has a substantially detrimental effect on the student's physical or mental health. |
| <input type="checkbox"/> Was violated because conduct has the effect of substantially interfering with the student's academic performance. |
| <input type="checkbox"/> 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.

- | |
|--|
| <input type="checkbox"/> Was NOT violated nor was any other law/school policy/rule violated. |
| <input type="checkbox"/> 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 and Records

Progress Reporting to Parents and Guardians

The school base progress reports and student assessments on the philosophy and mission of the Diocese of Des Moines Catholic Schools.

- Promote self-esteem and motivate continued growth toward specific goals.
- Provide accurate information to parents, guardians, and students and encourage household involvement.
- Recognize unique needs and abilities, and reflect the efforts and accomplishments based on consistent norms.
- Provide opportunities for interaction focused on the best interests of the students (e.g., conferences).

Helpful Definitions

- **K-12 Diocesan Standards** describe what students should know and be capable of by the end of Grade 12. Standards are labeled and found under each subject area on progress reports. Schools post standards in hallways and classrooms. Diocesan standards are available on the [Diocese of Des Moines website](#).
- **Benchmarks** are more specific than standards and detail what content students need to master. Benchmarks are listed, but not labeled, under standards on progress reports (shaded). Benchmarks are available on the Diocese of Des Moines website.
- **Grade Level Expectations (GLEs)** are benchmarks according to grade levels. GLEs are available on the [Diocese of Des Moines website](#).
- **Body of Evidence:** Teachers gather evidence from classroom work, assignments, assessments, tests, and observations to determine student progress and give students, parents, and guardians an accurate performance level assessment concerning standards and benchmarks.

K Through Eighth Grade Standards-Based Progress Report

The school reports progress thrice yearly at the end of each trimester using Achievement Levels to show progress. **The school uses the following Achievement Scale for K through Eighth Grade students.**

1. Attempts but does not meet GLEs
2. Progressing toward GLEs



3. Meet GLEs
4. Meets GLEs with excellence

PS3 PK4 and TK Progress Report

Students receive progress folios during the school year. In addition, teachers host conferences with students, parents, and guardians during the fall and spring semesters and assess the following:

- Physical Development
- Social and Emotional Development
- Intellectual Development
- Language Development

Programming

Field Trips

Field trips are real-life learning experiences that are integral and important aspects of education. Field trips utilize community resources to serve the educational program. Teachers and adults supervise trips, and the school must collect permission slips signed by parents and guardians before field trips for students to attend.

Before trips, the school communicates the time, place, transportation, cost, and details to parents and guardians. The school collects fees for travel and admission costs via Blackbaud accounts. The school does not accept cash or checks to pay for field trips.

Students must complete late and incomplete assignments, quizzes, and tests to attend field trips. The school may not allow K through Grade 5 students with three or more office referrals in one trimester to attend field trips. Middle School students with six or more office referrals cannot attend field trips. The school leadership can make exceptions for unique circumstances.

Due to liability and responsibility, students may not leave field trips with parents, guardians, or other non-school personnel unless parents and guardians notify the school office in advance. To attend field trips, students must attend the entire school day, barring excused medical appointments.

Insert policy about two drivers

Human Growth and Development

The State of Iowa mandates that the school includes human growth and development in the guidance curriculum. The curriculum presents human growth and development from a Catholic perspective in total growth. Parent and guardian support and involvement is an essential component of this program.



Families who wish for their families to opt out, must let administration know before curriculum is taught. Teachers will notify parents in advance of the curriculum being taught in the classroom.

Kids Connection

Kids Connection child care is for Holy Trinity Catholic School students. Hours are from 6:30 a.m. to 8:05 a.m., and 3:20 p.m. to 5:45 p.m. School vacation and summer programming is available. The program strives to establish a safe, structured, and enjoyable atmosphere for all children. Contact Director of Kids Connection Jenith Burry at 515.255.3162 ext. 127.

Religious Formation

The religious formation of children is the primary reason for the 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. Each day begins and ends with prayer, students pray before lunchtime, and prayer is a component of religion class and weekly Mass.

All children can celebrate liturgy together at least once a week. Mass is scheduled weekly at 8:30 a.m. Parents, guardians, grandparents, family, and friends can attend school liturgies. Throughout the year, students can participate in the Sacrament of Reconciliation, special service opportunities, renewal days, and seasonal activities.

Sacramental Programs

The Church recognizes parents and guardians 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 and guardians have the "right and duty" to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment the parents and guardians made at the child's baptism to form them in the Catholic faith.

The church and school work together with the parents and guardians 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. Contact Director of Faith Formation John Mertes at 515.255.3162 ext. 224.

The parish expects parents and guardians with children receiving the First Eucharist and the Sacrament of Reconciliation to attend preparation meetings. Parents, guardians, parish, school, and candidates are responsible for preparing for sacraments. The school offers students opportunities to prepare for the sacraments of Reconciliation and Eucharist in Second Grade.

Sports



The Parochial League offers organized league play in girls volleyball, boys and girls basketball, and boys and girls track for Sixth through Eighth Grade students. Fifth Grade students may participate in track and field. The school also offers boys and girls basketball through Des Moines Parks and Recreation for Third through Fifth Grade students.

The Parish Athletic Committee establishes fees before sports seasons start. Students must pay fees before competing. The school collects fees for sports via FACTS accounts. The school does not accept cash or checks to pay for sports. Students are not denied opportunities to compete because of cost, and funding assistance is available.

Parochial School Dances

Dances allow students to socialize and interact in a Christ-centered environment. Students represent Catholic schools and act like Christians in word and deed. Attendees abide by the following guidelines.

- Adult chaperones are present, and students obey chaperones without question.
- Harassing and bullying words or actions are not tolerated.
- Improper touches or provocative dancing are not tolerated.
- Students immediately tell chaperones of misconduct.
- Most host schools provide refreshments for students to purchase. No other items (snacks, drinks, glow sticks, silly string, etc.) are allowed.

Dress Code

Schools enforce the following dress code to promote modesty, dignity, self-respect, and respect for others.

- No shorts or skirts. Jeans, pants, slacks, capris, and corduroys are acceptable.
- Shirts must have sleeves. T-shirts, polo style, turtlenecks, button-downs, sweatshirts, sweaters, and 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.

School dances are a privilege, not a right. Students may lose this privilege if their words, actions, or attire do not merit it. Chaperones immediately remove students who misuse the privilege of attending dances and contact parents or guardians to retrieve them.



Technology Policy

Technology is a vital part of the curriculum. Using school technology is a privilege, not a right. Students may lose this privilege if they abuse technology. Technology use must be consistent with the educational and spiritual objectives of the school. Appropriate and equitable Internet use allows students and staff access to resources unavailable through traditional means. Technology use must support education, including research and administrative support consistent with school policy.

The Acceptable Use Policy ensures that students and staff use the Internet for constructive educational goals consistent with the school's philosophy. Because the Internet links computer systems worldwide, households should know that some material may be illegal, controversial, inaccurate, or potentially offensive. The school cannot control all available content. However, the school believes that students benefit from Internet access in the form of information resources, and opportunities for collaboration in excess of these disadvantages. The school system does not condone inappropriate materials and takes precautions to limit access and exposure 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 as a source of information and a vehicle of communication.
 - A. Students can access the Internet through teachers.
 - B. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate. However, it is impossible to control all materials. Because information on the internet appears, disappears, and changes, predicting or controlling what students may locate is impossible.
 - C. It is a goal to allow teachers and students access to rich opportunities on the Internet while protecting the rights of students, parents, and guardians who choose not to risk exposure to questionable material.
 - D. The smooth operation of the network relies upon the proper conduct of 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, and Internet relay chat only as the supervising teacher approves.
 - F. Transmission of material, information, or software violating Board policy or regulation is prohibited.



- G. System users perform a virus check on downloaded files to avoid spreading computer viruses.
 - H. The school cannot guarantee the accuracy of information received on the Internet.
 - I. Permission to use the Internet - Annually, parents and guardians grant permission for their students to use the Internet using the prescribed form.
- II. Student Use of Internet
- A. Equal Opportunity.
 - 1. The Internet is available to students within the school through teacher access. The number of available terminals and the demands for each terminal limit how much time students can use the internet.
 - B. Online Etiquette.
 - 1. Using the network is a privilege, and the school may revoke privileges for violating board policies and regulations. As internet users, students may access other networks with their own policies and procedures. It is the user's responsibility to abide by the policies and procedures of other networks.
 - 2. Students should adhere to online protocol.
 - a) Respect copyright and license agreements.
 - b) Cite quotes, references, and sources.
 - c) Remain on the system long enough to get needed information, then exit the system.
 - d) Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 - 3. Students access emails through the supervising teachers and adhere to the following guidelines.
 - a) Others may be able to read or access the mail, so private messages should not be sent.
 - b) Delete unwanted messages immediately.
 - c) Using objectionable language is prohibited.



- d) Always sign messages.
- e) Always acknowledge receipt of a document or file.
- f) Students cannot access their email or other accounts, including social networking sites, without the teacher's permission.

C. Restricted Material.

- 1. Students cannot intentionally access or download text files or pictures, or engage in any conference that includes obscene, libelous, indecent, vulgar, profane, or lewd material; 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 causes a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, causes the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs.

- 1. If students use the internet to purchase services or incur other costs, the students are responsible for paying costs.

III. Student Violations and Consequences

A. The school disciplines students who misuse technology or access restricted items on the Internet, according to PBIS. Examples of misuse include but are not limited to.

- 1. Giving out passwords or others' passwords.
- 2. Using someone else's account or username.
- 3. Harassment.
- 4. Using sites that specifically involve inappropriate topics.
- 5. Seeking unauthorized access to resources, 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. Reproducing or transmitting copyrighted material without explicit permission.



8. Downloading, copying, installing, or transmitting commercial software, shareware, or freeware without permission from the Technology Coordinator.
9. Playing or downloading online games that are not for educational purposes.
10. Using flash drives or CDs from external sources without permission.
11. Vandalism is any malicious attempt to harm or destroy equipment and data of anyone connected to the Internet or any computer on the school property, including but not limited to uploading, creating, or transmitting computer viruses.
12. Electronically sharing work with other students without permission.

B. Cyberbullying – See page 58 of the 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.

Chromebook Policy

These policies and procedures apply to all school Chromebooks used by students, staff, or guests, including any other device the school leadership considers to fall under this policy. Teachers may set additional requirements for Chromebook use in their classrooms.

Receiving Chromebooks

Parents, guardians, and students must sign and submit the Chromebook Policy Agreement before receiving Chromebooks. The school assigns Chromebooks to middle school students and teachers.

Care

Students are responsible for taking care of Chromebooks. Students who break Chromebooks or encounter technology failures notify classroom teachers immediately.

General Precautions

- No food or drink near Chromebooks.



- Insert and eject cords, cables, and removable storage devices carefully.
- Never carry Chromebooks while screens are open unless directed by teachers.
- Chromebooks should be shut down when not in use to preserve battery life.
- Chromebooks remain in assigned classrooms unless directed by teachers.
- Do not expose Chromebooks to extreme temperatures or direct sunlight for extended periods. Extreme heat and cold may damage laptops.
- Never shut Chromebooks with items inside.

Carrying Chromebooks

The protective Chromebook shell only provides basic protection from everyday use and does not prevent damage from drops or abusive handling.

Screen Care

- The Chromebook screen can be damaged if subjected to rough treatment. The screens are susceptible to damage from excessive pressure on the screen.
- Do not lean on Chromebooks.
- Do not place anything near Chromebooks that could pressure the screen.
- Do not poke screens.
- Do not place anything on keyboards before closing the lid.
- Clean screens with soft, dry, anti-static, or microfiber cloths. Do not use window cleaners or any type of liquid or water.

Personalization

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Holy Trinity Catholic School. Staff may check for compliance at any time. The school sets screensavers and configures home pages.

Use at School



Chromebooks are 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:** Students mute Chromebooks unless permitted by teachers.
- **Printing:** Printing functionality is available on a limited basis at school and subject to classroom requirements. Teaching strategies facilitate digital copies of homework.

Technology – Policy 585

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that, because the use of technology is central to the teaching and learning process, each school must develop Acceptable Use Guidelines (AUG) for student use/access to electronic/digital technology. The AUG must be published in the Student-Parent Handbook and followed by all users. Thus, since the parents and student must sign the Parent-Student handbook, there is no need to have a separate acceptable use form signed by the students unless the school wishes to utilize such a form.

Teachers must provide proper guidance and instruction to students in the appropriate use of electronic/digital resources. The AUG may include the following sections: definitions, rights and responsibilities, acceptable uses, unacceptable uses, violation/sanctions, etc.

Electronic/digital information research skills are fundamental to preparation of educated citizens and future employees. The AUG should make it possible for students to conduct research and obtain information that will assist them as they strive to achieve the standards, benchmarks, and grade level/course level expectations of the Diocese of Des Moines Catholic schools.

Independent student use of electronic/digital information resources will be permitted unless a written request by parents/guardians of minor students (under age 18) is made denying access. Parents should be encouraged to be aware of the uses of the electronic/digital resources their children are making.

Policy Adopted: June 21, 2005

Policy Revised: March 25, 2013

Policy Reviewed: January 30, 2020

Policy Revised: July 30, 2021

[Diocese of Des Moines School Student Technology Acceptable Use Statement](#)



Managing Files and Saving Work

Students manage files using Google Drive, making them accessible from any computer with internet access. Students do not need to save work manually, as Google Drive saves keystrokes automatically. Students are responsible for maintaining the integrity of files and keeping proper backups. Teachers train students to manage files properly.

Software

Originally Installed Software

- Original software must remain on Chromebooks in usable and easily accessible condition.
- All Chromebooks are supplied with the latest Google Chrome Operating System (OS) build and many other useful applications for education. The Chrome OS automatically installs updates when computers shut down and restart.
- Students cannot install additional software on Chromebooks unless the school approves.

Inspection

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

Protecting and Storing Chromebooks

The school labels Chromebooks and assigns students to a specific Chromebook in each classroom. Under no circumstances can students modify, remove, or destroy identification labels or other students' account information.

Damage and Repair

The school may refuse to provide loaner Chromebooks to students who ask for repairs due to malicious damage. Repaired Chromebooks are restored to the original factory image as first received. Students must keep school data synced to Google Drive so documents and class projects are not lost.

Accidental Damage or Loss Protection

Parents, guardians, and students pay the full replacement cost of Chromebooks damaged due to intentional misuse or abuse.



Acceptable Use

Access to school technology resources is a privilege, not a right. Employees, students, parents, and guardians must follow the rules of the School's Acceptable Use Policy (as stated in the Student and Parent Handbook). Violations result in the loss of privileges and other disciplinary action as defined by the school's Acceptable Use Policy, Plan of Discipline, or other policies.

- Students have access to forms of media and communication that support education, research, and educational goals and objectives. Access to media and communication beyond these specific uses is not supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources at Holy Trinity Catholic School.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it is the discretion of the network administrator or school leadership to judge what is acceptable in undefined instances.
- Transmitting materials that violate federal or state law is prohibited, including but not limited to confidential information, copyrighted material, threatening or obscene material, and viruses.
- Attempts to alter data, computer configurations, or another user's files without the consent of the individual, school administrator, or technology administrator are considered vandalism, and students are subject to disciplinary action according to the school discipline policy.

Privacy and Safety Instructions

- Do not enter chat rooms other than those created by teachers.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal full names, phone numbers, home addresses, social security numbers, credit card numbers, passwords, or other people's passwords.
- Remember that network storage is not guaranteed to be private or confidential. School leadership reserves the right to inspect files at any time and take action if files violate the Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify teachers or the principal immediately so sites can be blocked from further access. This is not merely a request. It is a responsibility.



Email

- Students may be assigned email addresses for academic reasons via Google Mail (Gmail), managed by Holy Trinity Catholic School.
- Always use appropriate language.
- Do not transmit language and material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, 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 can only communicate with other Holy Trinity Catholic School students and faculty unless otherwise directed by their teacher.

Consequences

- Non-compliance with the Chromebook Policy Handbook policies or Holy Trinity Catholic School's Acceptable Use Policy results in disciplinary action outlined by the discipline code.
- Email, 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.

Middle School Handbook

These policies and procedures apply to students and teachers in Sixth, Seventh, and Eighth grade.

Absences and Tardies

The following rules apply to students to make up missed work, quizzes, tests, etc. See the full Attendance and Tardy Policies on page ###.

Predetermined Absences

- Students who miss school for predetermined absences must notify teachers promptly to arrange missing work proactively.



- Work assigned during predetermined absences (including long-term projects) is due when students return unless teachers make other arrangements.
- When students return with incomplete assignments, the school considers it late work.

Illness and Emergency

- Students must arrange make-up work with teachers upon return.
- Students must make up work within the number of school days the student was absent (i.e., absent one day = one day to make up work)

Tardies

Students who are tardy moving from class to class during the school day may be subject to disciplinary action.

Block Scheduling

Core classes follow a 70-80 minute block schedule. Religion and related arts classes meet for 40 minutes daily. Teachers provide detailed schedules to students at the beginning of the school year.

Grading and Records

Progress Reports

In addition to the Achievement Scale, teachers implement the Diocesan Assessment Principles and Guidelines to determine student proficiency levels.

Assessment Principles and Guidelines

- Students need differentiation of instruction to grow and progress.
- Behavior is separate from academics and excluded from proficiency level assessment scores.
- Students do not receive extra credit; quality differentiation determines students that exceed grade-level and course-level expectations.
- Zeroes.
 - Given temporarily for missing or incomplete work.



- Late and unfinished assignments will be marked a zero and missing in JMC until the assignment has been completed and turned in.
 - All work must be turned in by the end of the trimester.
- Determining Proficiency.
 - Teachers will triangulate data, considering most recent scores to determine 4, 3, 2, or 1.
- Homework.
 - Homework must be meaningful, purposeful, high quality, and aligned with specific benchmarks and course-level expectations.
 - Teachers record incomplete work as a zero until completed and turned in.
 - Consequences for incomplete work may result in working lunch and study club.
- Formative Work.
 - Evaluating formative work (work done throughout a unit) must guide instruction and learning.
 - Teachers must check or deliver feedback for formative work but may not record it in grade books.
 - Teachers use more recent formative work; however, there needs to be at least two pieces of evidence that demonstrate where a student stands in the most recent work to determine a proficiency level.
- Summative Work.
 - Multiple summative assessments (usually done at the end of a unit) determine student performance levels.
 - Students have opportunities to demonstrate proficiency on Standards, Benchmarks, Grade-level Expectations, and Course-Level Expectations through formative work if summative assessments do not reflect proficiency.
 - Teachers look at the total body of evidence to arrive at a summative assessment score.

Teachers give the following letter grades in addition to 4, 3, 2, and 1 proficiency scores on progress reports.

A+	97% to 100%	B+	87% to 89.99%	C+	77% to 79.99%	D+	67% to 69.99%
A	93% to 96.99%	B	83% to 86.99%	C	73% to 76.99%	D	63% to 66.99%
A-	90% to 92.99%	B-	80% to 82.99%	C-	70% to 72.99%	D-	60% to 62.99%
							F 59.99% and Lower

Homework

Guidelines

- Students turn in homework the day it is due.
- Teachers submit letter grades and percentages in the JMC grade book for core subjects (Language Arts, Math, Religion, Science, and Social Studies).
- Teachers record some formative work and all summative work in the JMC grade book.
- Teachers update JMC regularly.

Incomplete and Late Work Policy

- Students with incomplete or late work receive a zero in JMC until they turn it in.
- Teachers may require students with incomplete work, late work, or teacher referrals to attend Study Club or working lunch and complete missing assignments.
- Students must turn in all work by the end of the trimester.

Retake Policy

- Teachers determine if retakes for formative or summative assessments are necessary.
- Teachers may assign students to retake formative or summative assessments if they are not reaching proficiency.
- All retakes will occur during Study Club unless permitted by a teacher for an alternative time.



- Students must retake within one week of the initial assessment being graded and handed back.
- Teachers report on the most recent scores after the retake.

Working Lunch

Working lunch is an option for students with incomplete or late work during the lunch hour at the staff's discretion.

Study Club

Study Club is an after-school program staffed by teachers to provide academic opportunities.

- Staff determine Study Club dates.
- Staff determines students who are invited to participate in Study Club.
- The following are examples of how Study Club time may be used:
 - Invited students may stay for extra help from a teacher.
 - Retakes on assessments assigned by teachers.
 - Peer Tutoring with Dowling students.
 - Studying with peers for an upcoming test.
 - Completing missing assignments and late work.
 - Working with peers on group projects.

Communicating Study Club

Students required to stay for study club will be given at least 24 hours advance notice. Teachers email parents and guardians to assign Study Club dates.

Honor Roll

Teachers determine Honor Roll at the end of each trimester based on the following guidelines.

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

Minimum Requirements For Extra-curricular Activities

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

- Maintain effort and good conduct in their classes.
- Maintain a "C-" average in each class, including related arts classes and attendance at band lessons for those participating in band.



- Maintain a 90 percent attendance rate.
- Students must attend the entire school day to participate in extracurricular activities, barring excused appointments.

The school suspends students who do not meet these criteria from play and practice unless they make arrangements with teachers for before and after school study. After three weeks, the school leadership reevaluates academic progress to determine if students can return to the activity.

Lockers

The school assigns lockers to students. Students are responsible for items in their assigned lockers, and the school strongly recommends students use combination locks and keep combinations private.

Lockers are school property, and students should treat them with respect. Students may use stand-alone locker shelves but cannot attach anything to the outside of lockers or use tape and adhesives.

If space is available, homerooms have communal coat lockers. Communal lockers are for coats only and remain unlocked. Students use discretion with communal lockers, and the school is not responsible for items missing or stolen from unlocked or communal coat lockers.

Des Moines Area Catholic Athletic League Handbook

[Click here to read the Des Moines Area Catholic Athletic League Handbook.](#)

Kids Connection

Mission



Kids Connection (KC) provides a Christ-centered environment in which our staff, children, and families build a community that is based on respect, responsibility and being safe. **To ensure parents and guardians understand this handbook, contact the KC Director for language or reading assistance.*

Hours

Time of Year/Day	Start Time	End Time
Before School	6:30 a.m.	8:00 a.m.
After School	3:20 p.m.	5:45 p.m.
No School	6:30 a.m.	5:45 p.m.
Summer	6:45 a.m.	5:30 p.m.
Christmas and Spring Break	6:30 a.m.	5:45 p.m.

Contacts

Jenith Burry – Director	515.255.3162 ext. 127	jburry@htschool.org
Quentin Abraham – Site Supervisor	515.255.3162 ext 127	gabraham@htschool.org

Brightwheel

Kids Connection uses Brightwheel for their childcare program operations software. All families registered for Kids Connection will set up a Brightwheel account that will conveniently be used for billing, student attendance, communication with Kids Connection staff, and a hub for all IHHS (Iowa Health & Human Services) program licensing requirements.

Kids Connection Handbook

Please click on this link: Kids Connection Parent/Student Handbook to view the handbook in its entirety.