

**HOLY TRINITY
POLICY & PROCEDURES**

<u>POLICY #</u>	<u>TOPIC</u>
101.1	RELIGIOUS ED PROGRAM – BELIEF STATEMENT
211.1	POLICY REVIEW
220.1	BOARD OF ED – ELIGIBILITY
230.1	BOARD OF ED – AGENDA
230.2	BOARD OF ED – FACULTY PARTICIPATION
230.3	BOARD OF ED – OPEN FORUM
310.1	EQUAL EDUCATIONAL OPPORTUNITY
310.2	BOARD OF ED – COMMUNICATION CHANNELS
414.1	VOLUNTEER TRAINING
414.2	THEOLOGICAL UPDATING
414.3	EARLY RELEASE
420.1	SUPPORT STAFF BENEFITS
420.2	TUITION CREDIT
420.2E1	HT TUITION REDUCTION VERIFICATION
420.2E2	DIOCESE OF DES MOINES TUITION REDUCTION VERIFICATION
422.1	ENTRY STEP ON SALARY SCALE
424.2	SICK LEAVE
424.3	PERSONAL LEAVE
424.4	BEREAVEMENT LEAVE
424.5	PERSONNEL LEAVE OF ABSENCE
424.6	JURY DUTY
424.7	MILITARY LEAVE
424.8	KC FEE DISCOUNT
501.1	PS-8 ADMISSION
501.2	PLACEMENT
501.3	TRANSFER STUDENTS
501.4	CHILDCARE ADMISSION
501.5	STUDENT PLACEMENT
501.6	PS-8 CLASS SIZE LIMITS
501.7	DELINQUENT ACCOUNTS
501.8	FINANCIAL OBLIGATIONS
501.8E1	PROJECT HOPE TUITION ASSISTANCE REQUEST
501.8E2	HOLY TRINITY TUITION ASSISTANCE APPLICATION
501.9	ADMISSION – DEVELOPMENTAL KINDERGARTEN
506.1	SOLICITATION
506.2	STUDENT DIRECTORY INFORMATION
506.2E	RELEASE OF STUDENT INFORMATION
510.1	STUDENT ABSENCES – UNEXCUSED
510.2	STUDENT ABSENCES – EXCUSED
520.1	ADMINISTRATION OF MEDICATION TO STUDENTS
520.2	PEANUT AWARE SCHOOL
530.1	DISCIPLINE
530.2	EXPULSION
530.3	DRESS CODE
532.1	SEARCH AND SEIZURE
532.1E1	SEARCH AND SEIZURE CHECKLIST
532.1R1	SEARCH AND SEIZURE REGULATION
537.1	SUBSTANCE FREE SCHOOLS

**HOLY TRINITY
POLICY & PROCEDURES**

<u>POLICY #</u>	<u>TOPIC</u>
590	EXTRA-CURRICULAR PROGRAM
613.4	CITIZENSHIP
615.1	ADULT FAITH FORMATION
615.2	RELIGIOUS EDUCATION ENROLLMENT
627.1	MEDIA CENTER
627.1E1	REQUEST FOR RECONSIDERATION OF PRINTED AND NON- PRINTED MATERIALS FORM

HOLY TRINITY
BOARD OF EDUCATION

BELIEF STATEMENT

101.1

We believe:

- Faith formation is a lifelong growth process;
- Faith formation exists to teach the traditions and doctrines of the Catholic Church and to live the Gospel message of Jesus Christ;
- Faith formation fosters a relationship between the individuals and God in the context of the Christian community;
- All Holy Trinity parishioners have a right to quality faith formation at all levels;
- All Holy Trinity parishioners have a responsibility to support faith formation programs at all levels;
- The family is the most important component of a child's faith formation.
- Parents/guardians/custodians are the primary educators, with the parish community as their partners, in the education of their children;
- Children will grow in self-esteem through the development of their individual talents, skills and interests; and
- Formation in faith leads an individual to a greater sense of mission/outreach in the world.

Therefore, we resolve to:

- Offer quality faith formation programs to all parishioners;
- Incorporate the total family in the faith formation process;
- Provide faith formation and development of catechists and school teachers;
- Integrate and coordinate faith formation with other parish programs;
- Ensure that all children at Holy Trinity Catholic Church and School learn the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society;
- Provide a warm, caring environment where children attending programs at Holy Trinity Catholic Church and School will be challenged to learn the essential curriculum regardless of learning rates or styles; and
- Assist all children at Holy Trinity Catholic Church and School in learning to practice the six pillars of character (trustworthiness, respect, responsibility, fairness, caring and citizenship) with a foundation in the Christian faith, both in their personal lives and in their relationships with others.

Policy Adopted: September 2000

Policy Revised: March 2005
August 2014

Policy Reviewed: May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

POLICY REVIEW

211.1

The Holy Trinity Board of Education will review policies and update as necessary, but at least every five years.

Adoption or revision of policy will require two readings and a 2/3 majority vote. One of the two readings may be electronic.

Policy Adopted:	September 2000
Policy Revised:	August 2014
	May 2017
Policy Reviewed:	May 2005
	June 2010
	April 2015

HOLY TRINITY
BOARD OF EDUCATION

BOARD OF EDUCATION ELIGIBILITY

220.1

Holy Trinity Catholic Church and School employees, as well as members of their immediate family (spouse, parent, sibling, children), are ineligible to serve on the Board of Education.

Should a member of the immediate family of a representative serving on the Board of Education apply for employment with Holy Trinity Catholic Church or School, such board member will not be present in the room and abstain from any discussion or decisions affecting the position or the hiring decision. Once an offer of employment is made, the board member and the individual involved must determine the solution by which one declines employment or the other resigns from the Board of Education.

If a Board member seeks to become an employee of Holy Trinity Catholic Church or School, that Board member shall not participate in any discussion or decision affecting the position. If the Board member is offered and accepts the position, the member will immediately cease to be a member of the Board of Education.

Policy Adopted:	September 2000
Policy Revised:	March 2005
	August 2014
	April 2019
Policy Reviewed:	May 2005
	June 2010
	April 2015

HOLY TRINITY
BOARD OF EDUCATION

BOARD OF EDUCATION AGENDA

230.1

The President of the Board of Education shall prepare the agenda for each monthly meeting and distribute the agenda to all members of the Board of Education prior to the meeting. The agenda shall further be published in a manner accessible to the public at least 24 hours before the scheduled meeting.

Members of the Board of Education are asked to submit agenda items for consideration to the Board President at least one week prior to the next scheduled meeting.

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

HOLY TRINITY
BOARD OF EDUCATION

BOARD OF EDUCATION FACULTY PARTICIPATION

230.2

Faculty members are encouraged to participate at Board of Education meetings in order to improve communication and knowledge of Board of Education personnel and their activities. The faculty members may elect up to two (2) teachers to be the faculty representatives to attend each monthly Board of Education meeting.

Policy Adopted: October 2000
Policy Revised: March 2005
August 2014
Policy Reviewed: May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

BOARD OF EDUCATION OPEN FORUM

230.3

At each regular monthly Board of Education meeting, a maximum 15-minute Open Forum will be provided for those who wish to share ideas, make comments and offer suggestions.

Open forum is limited to three speakers; each speaker is limited to 5 minutes. Those wishing to make comments in open forum shall notify the Board President of the topic on which they wish to speak prior to the start of the meeting. If there is more than one individual who desires to speak at Open Forum, comments will be received from individuals in the order in which they provided notice to the Board President of their intentions to speak at the Open Forum.

The Board of Education will not respond to issues at this meeting, but will place issues on future meeting agenda if appropriate.

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

HOLY TRINITY
BOARD OF EDUCATION

EQUAL EDUCATIONAL OPPORTUNITY

310.1

The Board of Education will not discriminate in its educational activities, including but not limited to the basis of race, color, national origin, sex or disability.

The Board of Education requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The Board of Education is committed to the policy that no otherwise qualified person will be excluded from educational activities, including but not limited to the basis of race, color, national origin, sex or disability. Further, the Board of Education affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, conduct or other expressive behavior directed at an individual or group that intentionally demeans, including but not limited to the race, color, religion, national origin, sex or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

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

HOLY TRINITY
BOARD OF EDUCATION

If an occasion arises when a parent/guardian/custodian or student wishes to register a concern, the school personnel involved shall be consulted first. If the parent/guardian/custodian or student does not feel an agreement has been established, then the Principal should be notified. The Principal will decide upon further action. If the parent/guardian/custodian or student continues to feel the concern is not resolved after consulting with all levels of school personnel, the concern may then be taken to the Board of Education.

If a concern is of an administrative nature, the Principal shall be consulted first. If the parent/guardian/custodian or student continues to feel the concern is not resolved after consulting with all levels of school personnel, the concern may then be taken to the Board of Education.

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

HOLY TRINITY
BOARD OF EDUCATION

TRAINING FOR VOLUNTEERS

414.1

All volunteers as defined in Diocesan guidelines (08/01/2014) or who have more than three hours of contact with children per month are required to complete the Virtus training session and comply with background checks pursuant to current Diocesan policy. Specific information on the training may be obtained through the Des Moines Diocese or school and parish administrators. Proof of training completion shall be submitted to school or parish administrators prior to commencement of the volunteer activity.

Policy Adopted: June 2010
Policy Revised: August 2014
Policy Reviewed: April 2015

HOLY TRINITY
BOARD OF EDUCATION

CATECHETICAL CERTIFICATION

414.2

Certified Staff

Certified Staff are required to be in compliance with the Diocesan standard for catechetical certification as established in accordance with Diocesan directives.

The Principal shall ensure catechetical certification for each certified staff member is achieved and maintained pursuant to Diocesan directives.

Catechist

The Director of Faith Formation shall review catechetical certification for each catechist to ensure that appropriate participation is achieved and maintained pursuant to the policy established by the Diocese.

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

HOLY TRINITY
BOARD OF EDUCATION

EARLY RELEASE

414.3

All teaching contracts for the proceeding school year must be submitted to the Principal on or before the date set forth in the individual contract. No extensions to this deadline will be granted.

An employee seeking early release from his/her individual teaching contract shall submit a written request to the principal setting forth the reasons for the request and the anticipated date of release. This will be shared with the President of the Board of Education in a timely manner.

The Board of Education shall retain the discretion to temporarily withhold the release of an employee from his/her individual teaching contract until a suitable replacement is found. The requesting employee shall reimburse Holy Trinity Catholic School for expenses incurred in finding a suitable replacement, set forth as follows:

- If the written request is submitted on or before May 1, the requesting employee shall pay a maximum of \$500 as expense reimbursement;
- If the written request is submitted on or before May 15, the requesting employee shall pay a maximum of \$1,000 as expense reimbursement;
- If the written request is submitted on or before June 1, the requesting employee shall pay a maximum of \$1,500 as expense reimbursement; and
- For any written request submitted after June 1, the requesting employee shall pay a maximum of \$2,000 as expense reimbursement.

This requirement to reimburse Holy Trinity Catholic School for expenses incurred in finding a suitable replacement, as set forth in the above schedule, may be waived or modified at the discretion of the Principal and the Board of Education.

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

HOLY TRINITY
BOARD OF EDUCATION

SUPPORT STAFF BENEFITS

420.1

Support staff includes those employees not under contract with the Board of Education. Support staff are eligible for benefits if they work at least 28 hours per week. Support staff are eligible for various types of insurance and tax sheltered annuities as determined by the Diocese. Support staff leave benefits are determined by Holy Trinity Catholic School administration in accordance with the employee handbook.

HOLY TRINITY
BOARD OF EDUCATION

TUITION CREDIT

420.2

Tuition Credit for Students of Employees

Employees of Holy Trinity Catholic Church and School will be charged tuition at the in-parish rate and will be considered as a parish member under the admission policy.

All full-time employees of Holy Trinity Catholic Church and School shall be allowed a tuition credit equal to 50% of the single student rate for each of their children enrolled at Holy Trinity Catholic School or the discount they would be eligible for as a diocesan employee, whichever is greater. The tuition credit will be prorated for part-time employees working at least 10 hours per week based upon the number of hours worked.

Employees who believe they are eligible for this tuition reduction should contact the Principal no later than October 1 to obtain the appropriate application form.

Tuition Credit for Religious Education Students of Catechists

Religious education tuition is waived for the children of catechists in the program in which the parent volunteers.

Tuition Credit for Students of Parents Enrolled in RCIA

All parents/custodians/guardians enrolled and active in the RCIA program shall be allowed a prorated tuition credit for the current school year equal to 25% of the out-of-parish student rate for each of their children enrolled at Holy Trinity Catholic School. Upon becoming Catholic and a registered, tithing parishioner, parents/custodians/guardians shall be allowed a prorated tuition credit for the current school year of 50% of the out-of-parish student rate for each of their children enrolled at Holy Trinity Catholic School.

Policy Adopted:	September 2000
Policy Revised:	April 2005
	June 2010
	September 2013
	September 2014
Policy Reviewed:	May 2005
	June 2010
	September 2013
	April 2015

HOLY TRINITY
BOARD OF EDUCATION

HT TUITION REDUCTION VERIFICATION

420.2E1

Those parents/guardians/custodians who believe they are eligible for tuition reduction should contact school or parish administration for the appropriate information and documents.

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

HOLY TRINITY
BOARD OF EDUCATION

DIOCESE OF DES MOINES TUITION REDUCTION ELIGIBILITY VERIFICATION

420.2E2

Those parents//guardians/custodians who believe they are eligible for tuition reduction should contact school or parish administration for the appropriate information and documents.

Policy Adopted: September 2000

Policy Revised: April 2005
September 2014

Policy Reviewed: May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

ENTRY STEP ON SALARY SCALE

422.1

If a teacher has no teaching experience, he/she will enter the salary scale at entry step.

A teacher shall be given credit for a maximum of five (5) years of recent and relevant experience. The experience credit to be awarded will be determined by the Principal.

Policy Adopted: September 2000

Policy Revised: September 2014

Policy Reviewed: May 2005

June 2010

April 2015

HOLY TRINITY
BOARD OF EDUCATION

SICK LEAVE

424.2

The following sick leave will be granted to certified staff members:

- Each licensed, full-time employee is eligible for sick leave of ten (10) days each school year; for all other certified employees, sick leave will be prorated according to individual contracts.
- Sick days are to be used for the bona fide illness of the employee, spouse, dependent children or parents.
- An employee may use up to five (5) sick days for a nondependent child in case of an emergency or if the child is seriously ill as defined by the Family and Medical Leave Act (FMLA).
- The Principal may require a doctor's letter in case of frequent sickness or a sickness of longer than three (3) days' duration.
- Sick days can be accumulated up to a maximum of ninety (90) days.
- FMLA paperwork shall be filed in a timely manner with the Business Manager for any extended illness, including maternity leave or medical attention necessitating an absence of more than five (5) business days.
- In the event an employee is no longer employed, accumulated sick leave will be terminated and no cash value awarded.

Policy Adopted: September 2000
Policy Revised: March 2005
December 2014
Policy Reviewed: June 2002
May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

PERSONAL LEAVE

424.3

Personal leave will be granted to certified staff members as follows:

- Each licensed, full-time employee will be allowed three (3) personal days with pay per year and personal leave for all other certified employees will be prorated according to individual contract.
- Personal days will not accumulate.
- A personal day cannot be taken on the day before or the day after a holiday or vacation, although the Principal may approve such use in extenuating circumstances with prior request.
- The days of parent-teacher conferences, or during the first or last 15 school days shall not be recognized as a personal leave day except for the purpose of attending a significant family event for which the employee was not responsible for scheduling or at the discretion of the Principal.
- Requests for use of a personal day may be denied by the Principal if appropriate classroom coverage cannot be obtained.
- No more than three (3) school employees will be granted personal leave on the same work day unless at the discretion of the Principal
- At the discretion of the Principal, more personal days may be granted with the certified staff member paying the daily substitute rate to the Business Office.

Policy Adopted: December 2000
Policy Revised: December 2014
June 2016

Policy Reviewed: June 2003
May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

BEREAVEMENT LEAVE

424.4

Bereavement leave will be granted to certified staff members as follows:

- Five (5) work days per occurrence for the following: spouse, parent, children, step-children, step-parents, father-in-law, mother-in-law, siblings, grandparents, grandchildren, brother-in-law, sister-in-law, or other members of the household;
- One (1) work day per occurrence for other relatives.
- Bereavement leave days are not cumulative.
- Permission to utilize bereavement leave must be arranged with the Principal.
- The Principal retains discretion to grant extended time to staff members for other funerals as requested.
- At the discretion of the Principal, more bereavement leave may be granted with the certified staff member paying the daily substitute rate to Business Office.

Policy Adopted: September 2000
Policy Revised: December 2014
June 2016

Policy Reviewed: May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

LEAVE OF ABSENCE

424.5

Any school employee may be granted a leave of absence without pay for educational purposes at the discretion of the Principal. Such leave may be granted for, and shall not exceed, one (1) fiscal year. Accumulated sick leave shall be frozen and the employee guaranteed a comparable position upon return at the same salary step in place at time of departure. Advance notice must be requested from the Principal at least three (3) months prior to the leave. No more than one (1) leave will be granted at a time within each grade division (PreSchool-2, 3-5, 6-8, Specials).

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

HOLY TRINITY
BOARD OF EDUCATION

JURY DUTY

424.6

If any staff member is called to jury duty, notification shall be made immediately to the Principal.

While on jury duty, any staff member in compliance with notification requirements will be granted paid leave for the period of service in accordance with individual contracts.

Staff members are encouraged to seek delay of jury service to the summer months, if possible.

Employees who are released from jury service before the end of their regularly-scheduled shift or who are not asked to serve on a jury panel are expected to report to work as soon as possible.

Policy Adopted: March 2005
Policy Reviewed: June 2010
April 2015
Policy Revised: November 2014
June 2015

HOLY TRINITY
BOARD OF EDUCATION

MILITARY LEAVE

424.7

An employee who enters the Armed Forces of the United States, or who performs active or inactive duty with the Armed Forces while a member of a Reserve component of the National Guard, will be granted a Military Leave of Absence, in accordance with applicable law. An employee whose period of active service exceeds two (2) consecutive weeks will not receive his/her salary during military leave. A National Guard or reservist employee who is granted a leave of absence not exceeding two (2) consecutive weeks per calendar year to perform active duty for training will receive his/her regular salary for the period of active duty less the amount of his/her military pay. If drawing regular pay, the employee must immediately submit to the Business Manager a copy of the military pay voucher such that the subsequent pay check is reduced by the appropriate dollar recovery amount. Duration of leaves and reinstatement rights are governed by federal law.

If feasible, requests for any leave of absence or an extension of leave involving military duty should be submitted in writing to the Principal at least thirty (30) days prior to commencement of the leave period or the extension.

Employees returning from leave shall retain credit for all prior service but will not earn any vacation pay or other paid time off while on unpaid leave. Holy Trinity Catholic Church and School also will not contribute toward the cost of benefits while on leave for military duty. Continuation of benefits is contingent upon arrangements being made and timely receipt of payments to the business office.

No employee may engage in non-military employment while on authorized leave unless permission to engage in such employment is granted in advance and in writing by Holy Trinity Catholic Church and School.

Policy Adopted: March 2005
Policy Revised: December 2014
Policy Reviewed: June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

KIDS CONNECTION AND WRAP-AROUND CARE FEE DISCOUNT

424.8

All full-time employees of Holy Trinity Catholic Church and School shall be allowed a fee discount equal to 50% of the Kids Connection and Wraparound Care rate for each child enrolled in these programs. The fee discount will be pro-rated for all part-time employees working at least ten (10) hours per week based upon the number of hours worked for each child enrolled in these programs.

Employees who believe they are eligible for this fee discount should contact the Bookkeeper no later than October 1 to obtain the appropriate application form.

Policy Reviewed: April 2015
Policy Adopted: April 2015

HOLY TRINITY
BOARD OF EDUCATION

ADMISSION – PS-8

501.1

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

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

Policy Adopted: September 2000

Policy Revised:

August 2001

May 2005

March 2006

Policy Reviewed: May 2005

June 2010

January 2011

January 2015

January 2011

September 2014

June 2015

January 2017

January 2018

HOLY TRINITY
BOARD OF EDUCATION

PLACEMENT

501.2

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

Siblings of current Holy Trinity students who are:

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

Current students who are:

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

New students who are:

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

Enrollment and Session Request Deadlines

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

Policy Adopted: September 2000

Policy Revised: January 2014
January 2017
January 2018

Policy Reviewed: May 2005
June 2010
January 2011
January 2015

HOLY TRINITY
BOARD OF EDUCATION

TRANSFER STUDENTS

501.3

Students who seek to transfer to Holy Trinity Catholic School must meet the same admission requirements as those initially enrolling in the school. The Principal shall evaluate transfer students for admission eligibility. The Principal has the authority to deny admission to transfer students prior to admission or during the 30-day probationary period.

Prior to any probationary admission, the evaluation process shall include:

- review of the student's record(s) from all previous school(s);
- an interview with the prospective student and the student's parents/guardians/custodians;
- recommendations from the student's previous teachers and administration
- appropriate assessment, which may include academic and/or behavioral testing.

All steps of the evaluation process must be completed prior to any determination of probationary admission. If admitted, transfer students shall be subject to a probationary period of thirty (30) days, with review and final decision to be made by the Principal.

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

**HOLY TRINITY
BOARD OF EDUCATION**

501.4

Admission: Kids Connection Wrap Around Childcare

It is a regulation of the Holy Trinity Board of Education that application for placement in the Kids Connection Wrap Around Childcare will be considered according to:

- 1) Compliance with the Department of Human Services on childcare class size limits, as follows:
 - a. 15 students for the AM session
 - b. 15 students for the PM session
- 2) Parent/custodian/guardian compliance with the Board of Education policy on financial obligations (policy 501.8)
- 3) Enrollment priority. Preference in each category is given to students needing full-time childcare. In most cases, placement in sessions will be granted in order of registration completion:
 - a. Students or siblings of students currently enrolled in Holy Trinity Catholic School with preference given to those previously enrolled in wrap around care.
 - b. Children of Holy Trinity parishioners and employees, according to the date registered in the parish.
 - c. New students from other Catholic parishes.
 - d. New non-Catholic students.

The Kids Connection Director will place names of those students who are not admitted on a waiting list for the remainder of the current school year.

February 15th is the date annually by which current students must enroll to reserve their enrollment priority. After such date, enrollment will be on a first come, first served basis.

Policy Adopted:	May 2008	Policy Reviewed:	June 2010
Policy Revised:	June 2010		April 2015
	February 2015		February 2018
	February 2018		

HOLY TRINITY
BOARD OF EDUCATION

STUDENT PLACEMENT

501.5

It is the policy of Holy Trinity Board of Education that the Holy Trinity Catholic School Principal shall implement a screening procedure using academic sources or other pertinent data in order to make appropriate grade placement of students. The Principal shall have discretion to determine student placement in accordance with this screening procedure. Such procedure will be operative for any new student entering the school at any level at any time.

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

Class size at Holy Trinity Catholic School shall be limited as follows:

- A. Preschool class size shall be limited to 16 students for three-year-olds and 20 students for four-year-olds.
- B. Developmental Kindergarten class size shall be limited to 15 students.
- C. Kindergarten class size shall be limited to 26 students.
- D. First grade class size shall be limited to 26 students.
- E. Second grade through eighth grade class size shall be limited to 26 students.

Class size may be adjusted for any school year at the discretion of the Principal.

Policy Adopted:	September 2000
Policy Revised:	January 2011
	September 2014
Policy Reviewed:	May 2005
	June 2010
	January 2011
	April 2015

HOLY TRINITY
BOARD OF EDUCATION

DELINQUENT ACCOUNTS

Parents/guardians/custodians who are thirty (30) days past due in their financial obligations (tuition, band fees, and/or other fees) will receive notification from the school or tuition management company. Parents/Guardians/Custodians must become current with their financial obligations or make arrangement for a meeting with the Bookkeeper by the date set in the notice to identify arrangements to bring their payments current. If other payment arrangements are made or if reduced payments are agreed upon, parents/guardians/custodians may be required to apply for the Free/Reduced Lunch Program and/or CTO Program.

If payments are not brought current or other arrangements are not made or followed by the time pre-registration begins, the parents/guardians/custodians will not be eligible to pre-register their child/ren for the following year.

If payments become delinquent after pre-registration, parents/guardians/custodians will receive notification from the school or tuition management company. If payments become delinquent after pre-registration, parents/guardians/custodians must make arrangements for a meeting with the Bookkeeper to identify arrangements to bring their payments current. Parents/Guardians/Custodians may be required to apply for Free/Reduced Lunch Program and/or other financial assistance. If payments are not brought current by June 1, or other arrangements are not made or followed, payments made for pre-registration fees will be applied to the delinquent tuition and parents/guardians/custodians will have to re-register their child/ren for the next school year and will lose any priority placement. If payments are not brought current by June 30, the account will be turned over to a collection agency.

DELINQUENT KIDS CONNECTION FEES

Parents/guardians/custodians must be current on payment of fees for use of Kids Connection. If a parent/guardian/custodian becomes delinquent (30 days past due), they will be notified by the school or fee management company. Parents/guardians/custodians must become current with their Kids Connection Fees or make arrangements for a meeting with the Kids Connection Director to identify arrangements to bring their fees current.

If payments are not brought current or other arrangements are not made or followed within one month of the notice of the delinquent account, parents/guardians/custodians will not be eligible to utilize Kids Connection for their child/ren and will lose any priority placement for Kids Connection programs. If payments are not brought current by June 30, the account will be turned over to a collections agency.

Policy Adopted:	June 2008
Policy Revised:	December 2014
Policy Reviewed:	June 2010
	April 2015

HOLY TRINITY
BOARD OF EDUCATION

FINANACIAL OBLIGATIONS

501.8

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

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

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

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

HOLY TRINITY
BOARD OF EDUCATION

PROJECT HOPE TUITION ASSISTANCE REQUEST

501.8E1

Parents/Guardians/Custodians who would like to request tuition assistance through Project Hope should contact the Bookkeeper to obtain the necessary application information and documents.

Policy Approved: April 2005
Policy Revised: June 2010
December 2014
Policy Reviewed: May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

HOLY TRINITY TUITION ASSISTANCE APPLICATION

501.8E2

Parents/guardians/custodians who would like to request tuition assistance should contact the Enrollment Director to obtain the necessary application information and documents.

Policy Approved: April 2005
Policy Revised: June 2010
December 2014
Policy Reviewed: May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

ADMISSION – DEVELOPMENTAL KINDERGARTEN

501.9

It is a regulation of Holy Trinity Board of Education that application for enrollment to the Developmental Kindergarten Program will be considered according to parent/custodian/guardian compliance with the Board of Education policy on financial obligations and the following priorities:

A maximum of 15 students in each session who are five years old on or before September 15 and not developmentally ready for the regular Kindergarten program will be considered for enrollment to the Developmental Kindergarten program in the following order:

- A CATHOLIC STUDENTS OF HOLY TRINITY CATHOLIC PARISHIONERS WITH APRIOR ENROLLMENT RELATIONSHIP WITH HOLY TRINITY SCHOOL:
 - 1. Who have a sibling(s) currently enrolled in Holy Trinity Catholic School, grade K-8;
 - 2. Whose child(ren) was/were enrolled the previous year in the Holy Trinity Catholic Preschool 4-year-old program; or
 - 3. Who have a sibling who graduated from Holy Trinity Catholic School.

- B. CATHOLIC STUDENTS FROM OTHER CATHOLIC PARISHES WITHOUT A CATHOLIC SCHOOL, WITH A PRIOR ENROLLMENT RELATIONSHIP WITH HOLY TRINITY CATHOLIC SCHOOL:
 - 1. Who have a sibling(s) currently enrolled in Holy Trinity Catholic School, grade K-8;
 - 2. Whose child(ren) was/were enrolled the previous year in the Holy Trinity Catholic Preschool 4-year-old program; or
 - 3. Who have a sibling who graduated from Holy Trinity Catholic School.

- C. OTHERS:
 - 1. Non-Catholic students who currently have a sibling(s) enrolled in Holy Trinity Catholic School, grade K-8;
 - 2. Non- Catholic students who have a sibling who graduated from Holy Trinity Catholic School;
 - 3. New Catholic students of parishioners of Holy Trinity Catholic Parish;
 - 4. New Catholic students of parishioners from other Catholic parishes without a Catholic school;
 - 5. Any other Catholic student; and
 - 6. Any other non-Catholic student.

HOLY TRINITY
BOARD OF EDUCATION

ADMISSION – DEVELOPMENTAL KINDERGARTEN

501.9

Prior to February 16, those students who will be five between September 16 and October 31 may register, but will be on a waiting list until February 16. After February 15, there will no longer be a priority given to students who will turn five by September 15 and students will be accepted in the same order as stated above. They will be on a waiting list from the time they register until February 16 at which time they will be accepted if space remains available and they are otherwise eligible.

Admission to the Developmental Kindergarten program does not guarantee admission to Holy Trinity School, K-8. Refer to school admission policy 501.1 for K-8 admission.

February 15th is the date annually by which current students must enroll to preserve their enrollment priority. After such date, enrollment will be determined according to the criteria listed above.

Policy Adopted: September 2000

Policy Revised: August 2001
March 2006
April 2010
January 2011
January 2015
January 2017

Policy Reviewed: May 2005
June 2010
January 2011
December 2014

HOLY TRINITY
BOARD OF EDUCATION

SOLICITATION

506.1

Student lists will not be distributed for solicitation purposes.

The solicitation of commercial products or services through circulars, advertisements or other means is discouraged. Discretion is given to the Principal to disseminate advertisements he/she believes has a unique value to the students of the school and if he/she finds upon examination of the proposed advertisement that the ad does not deceive or mislead the reader that Holy Trinity Catholic School endorses the product or service. Any advertisement which is disseminated by Holy Trinity Catholic School should clearly and conspicuously state at the top of the ad that it is an advertisement of the named advertiser and that the advertised product or service is not endorsed by Holy Trinity Catholic School unless the school had specifically decided to endorse the product or service. If Holy Trinity Catholic School receives compensation, rebate, prize or other benefit as a result of sales of the product or service by virtue of the school's endorsement, the benefit to the school should be clearly stated on the advertisement.

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

HOLY TRINITY
BOARD OF EDUCATION

STUDENT DIRECTORY INFORMATION

506.2

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

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the Principal to provide notice and to determine the method of notice that will inform parents.

Policy Adopted: June 18, 2001
Policy Revised: November 2014
Policy Reviewed: May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

RELEASE OF STUDENT DIRECTORY INFORMATION

506.2E

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

This law requires the school district to designate as “directory information” any personally identifiable information taken from a student’s educational records prior to making such information available to the public.

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

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

Policy Adopted: June 18, 2001
Policy Revised: November 2014
Policy Reviewed: May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

RELEASE OF STUDENT DIRECTORY INFORMATION

506.2E

HOLY TRINITY
BOARD OF EDUCATION

STUDENT ABSENCES – UNEXCUSED

510.1

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents/guardians/custodians and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the Principal.

Truancy is the failure to attend school for the minimum number of days or hours established in the school calendar by the Board of Education. Truancy is the act of being absent without a reasonable excuse.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the Principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or in-school suspension, unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

Policy Adopted: September 2000
Policy Revised: March 2005
November 2014
Policy Reviewed: May 2005
June 2010
April 2015

HOLY TRINITY
BOARD OF EDUCATION

STUDENT ABSENCES – EXCUSED

510.2

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents/guardians/custodians and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the Principal.

Student absences approved by the Principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences may include, but are not limited to: illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive credit as set forth in the Student/Parent Handbook regarding attendance. It shall be the responsibility of the student to initiate a procedure with the student's teacher/s to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school, full day or one-half day, the day of the activity unless permission has been given by the Principal for the student to be absent.

It shall be the responsibility of the parent/guardian/custodian to notify the school's attendance center as soon as the parent/guardian/custodian knows the student will not be attending school on that day. The Principal may request evidence or written verification of the student's reason for absence.

It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

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

HOLY TRINITY
BOARD OF EDUCATION

ADMINISTRATION OF MEDICATION TO STUDENTS 520.1

Students may be required to take medication during the school day. Medication is administered by the school nurse, or in the nurse's absence, by a staff person who has successfully completed an administration of medication course approved by the Board of Pharmacy Examiners. A record of course completion and required updates will be maintained by the principal.

Medication will not be administered without written authorization that is signed and dated from the parent. The medication must be in the original container, labeled by the pharmacy or the manufacturer and include the child's name, name of the medication, and time, dosage and duration it is to be taken. The school nurse will develop individual health plan/s with student/s and their parents as deemed necessary. A written record of the administration of medication procedure must be kept for each child receiving medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Records involving the administration of medication are kept confidential.

All medications shall be maintained in a secured location. The school nurse, or in the nurse's absence, the staff person who has successfully completed an administration of medication course approved by the Iowa Board of Pharmacy Examiners will have access to such medications.

The Principal is responsible, in conjunction with the school nurse, for developing rules and regulations governing the administration of medication (prescription and nonprescription) to students.

Policy Adopted: March 2001
Policy Revised: February 2015
Policy Reviewed: May 2005
June 2010
June 2015

HOLY TRINITY
BOARD OF EDUCATION

Peanut-Aware School

520.2

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

First Reading: September 10, 2015

Second Reading: October 8, 2015

Policy Adopted: October 2015

HOLY TRINITY
BOARD OF EDUCATION

DISCIPLINE

530.1

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

A high priority is placed on appropriate behavior at Holy Trinity Catholic School. Appropriate behavior demonstrates that students are practicing the six pillars of character (trustworthiness, respect, responsibility, fairness, caring and citizenship) with a foundation in Christian faith, both in their personal lives and in their relationships with others.

Behavior that disrupts the educational program or which is antagonistic to the welfare of others will not be tolerated.

Students are subject to school discipline while on parish/school premises; while on school-owned and/or operated school buses or on chartered buses; and while engaged in related school activities and functions, such as approved trips, tours, and extracurricular activities including but not limited to sports, band, chorus and skating parties.

Conduct of students away from the school grounds is subject to school discipline if such conduct directly affects the good order, efficiency, management, and welfare of the school and/or parish.

Classroom teachers are expected to handle discipline in their classrooms. Clear rules and consistent enforcement facilitate growth in student responsibility.

The Principal will be involved in disciplinary decisions when a student consistently fails to meet behavior expectations in the classroom.

Students participating in athletics will be expected to follow the rules set by the Principal.

Students who do not follow the rules set by the administration, teachers, coaches and school personnel will be subject to disciplinary procedures that could include detention, in-school or out-of-school suspension or expulsion.

Students harassing others will be subject to disciplinary action according to school policy, as set forth in the Holy Trinity Student/Parent Handbook.

At all levels students will be afforded their due process rights which at a minimum shall consist of a written or oral description of the allegations involved. Students and/or their parents/guardians/custodians shall be given an opportunity to be heard regarding any such allegations in accordance with the grievance procedures set forth in the Holy Trinity Student/Parent Handbook.

Restraint and Physical Force:

1. Restraint is the act of physically controlling or directing the actions of a student. The principal, teachers and staff members are permitted to use reasonable and

HOLY TRINITY
BOARD OF EDUCATION

DISCIPLINE

530.1

- appropriate means of restraint as may be necessary to prevent a student from harming any person or school property, in accordance with state law.
2. Corporal punishment is not allowed. The use of reasonable force in self-defense or defense of another or property may be warranted for protection.
 3. Factors determining reasonable and appropriate actions are: age of the student, physical stature and strength of the student, previous history of the student's behavior, maturity of the student, severity of the infraction, apparent motive and state of mind of the student, and the nature of the danger posed to the student or to others.
 4. Whenever physical force or physical restraint is used, it shall be reported immediately to the Principal or designee for documentation and notification in accordance with the Holy Trinity Student/Parent Handbook.

Policy Adopted: November 2000
Policy Revised: March 2005
Policy Reviewed: May 2005
June 2010
June 2015

HOLY TRINITY
BOARD OF EDUCATION

EXPULSION

530.2

Expulsion of a student from Holy Trinity Catholic School shall be made only upon a majority vote of the Board of Education, upon the recommendation of the Principal. A student may be expelled from school for breach of discipline, violation of the policies, regulations and rules established by the Board, or when the presence of the student is detrimental to the best interests of the school or would be injurious to the health or welfare of other students and/or the school.

1. At the time of expulsion, the Board of Education may determine whether the student should have access to parish programs or whether the student should be excluded from such programs.
2. Upon request by a student's parent/guardian/custodian, the Board shall review the case and, after consultation with the Principal, may reinstate a student when the student has met applicable conditions for readmission.

Policy Adopted: November 2000
Policy Revised: February 2015
Policy Reviewed: May 2005
June 2010
June 2015

HOLY TRINITY
BOARD OF EDUCATION

DRESS CODE

530.3

Holy Trinity Catholic School dress code regulations are set forth in the Holy Trinity Student/Parent Handbook. Dress code enforcement will be the responsibility of the teachers and administration. The Board of Education will support the dress code regulations and will review the dress code requirements every five years with the Principal.

Policy Adopted: September 2000
Policy Revised: February 2015
Policy Reviewed: May 2005
June 2010
June 2015

HOLY TRINITY
BOARD OF EDUCATION

SEARCH AND SEIZURE

532.1

Holy Trinity Catholic School and Parish may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school policy, rule, regulation or a state or federal law has been violated.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school facilities. The furnishing of a locker, desk or other facility or space owned by the school is provided as a courtesy to a student, even if the student provides the lock for it, and shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility or space.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Possession of such items will be grounds for disciplinary action including but not limited to suspension or expulsion and may be reported to local law enforcement officials.

It shall be the responsibility of the Principal to develop administrative regulations regarding this policy. Regulations shall be included in the Holy Trinity Student/Parent Handbook.

Policy Adopted: September 2000
Policy Revised: March 2005
February 2015
Policy Reviewed: May 2005
June 2010
June 2015

HOLY TRINITY
BOARD OF EDUCATION

Search and Seizure Checklist

532.1E1

- I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects would result in locating or identifying evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?
- A. Eyewitness account.
1. By whom: _____
 2. Date/Time: _____
 3. Place: _____
 4. What was seen: _____
- B. Information from a reliable source.
1. From whom: _____
 2. Time received: _____
 3. How information was received: _____
 4. Who received the information: _____
 5. Describe information: _____
- C. Suspicious behavior? Explain: _____
- D. Student's past history? Explain: _____
- E. Time of search: _____
- F. Location of search: _____
- G. Student told purpose of search: _____
- H. Consent of student requested: _____
- II. Was the search you conducted reasonable in terms of scope and intrusiveness?
- A. What were you searching for? _____
- B. Where did you search? _____
- C. Sex of the student: _____
- D. Age of the student: _____
- E. Exigency of the situation: _____
- F. What type of search was being conducted: _____
- G. Who conducted the search: _____
- Position: _____ Sex: _____
- H. Witness(s): _____
- III. Explanation of Search.
- A. Describe the time and location of the search: _____
- B. Describe exactly what was searched: _____
- C. What did the search yield: _____
- D. What was seized: _____
- E. Were any materials turned over to law enforcement officials: _____
- F. Were parents notified of the search including the reason for it and the scope: _____

Policy Adopted: September 2000
Policy Revised: February 2015
Policy Reviewed: May 2005
June 2010
June 2015

I. Searches, in general.

- A. Reasonable and Articulable Suspicion: A search of a student's person and/or effects will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school policy, rules, or regulations affecting school order.

Factors such as the following may form reasonable suspicion:

- (1) Eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in scope when the measures adopted are reasonably related to the objectives of the search. Reasonableness of a search's scope may be determined based on factors including but not limited to the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school at all times. The school has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of lockers or desks. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

The school retains authority to conduct routine patrols of the parking lots and, with reasonable suspicion, of a student's automobile or other vehicle. The interior of a student's automobile or other vehicle on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Policy Adopted: September 2000
Policy Revised: May 2005
February 2015
Policy Reviewed: June 2010
June 2015

HOLY TRINITY
BOARD OF EDUCATION

SUBSTANCE FREE SCHOOLS

537.1

The Board of Education prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of tobacco, tobacco or “e-cigarette” or like products, beer, wine, alcohol, other controlled substances, or “look alike” substances that appear to be beer, wine, alcohol, controlled substances or other intoxicants by students while on school property or on property within the jurisdiction of the school; while on school approved vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will affect the good order, efficient management and welfare of the school.

Violation of this policy by students will result in disciplinary action, which may include but not be limited to:

- Notification of parents;
- In-school suspension, out-of-school suspension and/or Saturday or other detention; or
- Recommendation to the Board of Education for expulsion.

. Possession, use or being under the influence of tobacco, tobacco or “e-cigarette” or like products, beer, wine, alcohol, controlled substance and/or other intoxicants may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to obtain a substance abuse evaluation and comply with recommendations at the student’s expense. Students and their parent/custodian/guardian shall be required to sign any necessary waivers of confidentiality and ensure that the Principal receives a copy of any substance abuse evaluation and findings/recommendations for treatment. If the student fails to satisfactorily comply with the recommendation, the student may be subject to discipline including but not limited suspension or recommendation for expulsion.

Students who voluntarily obtain a substance abuse evaluation and comply with the recommendations prior to a founded violation of this policy will not be punished for their actions. However, students who seek substance abuse assistance and continue to violate the policy will be subject to the disciplinary provisions of this policy.

Policy Adopted: September 2000
Policy Revised: March 2005
February 2015
Policy Reviewed: May 2005
June 2010
June 2015

HOLY TRINITY
BOARD OF EDUCATION

PARISH ATHLETIC PROGRAMS

590

The mission of Holy Trinity Catholic Church and School athletic programs is to provide all students an equal opportunity to learn and achieve the fundamental skills and develop the basics of a sport within the context of a quality program. Providing a foundation for future life skills, participants will also learn teamwork and good sportsmanship. Extracurricular athletic activities will strive to give all participants an opportunity to represent their parish, school and community well and extend the mission of the Diocese of Des Moines and Holy Trinity Catholic Church and School.

It is the policy of the Holy Trinity Board of Education that there will be a Parish Athletic Committee to help structure athletic activities. The Parish Athletic Committee will provide a written handbook of guidelines to administer athletics at Holy Trinity Catholic Church and School. These guidelines will be published annually in the athletic handbook.

One Board of Education member will act as a liaison with the Parish Athletic Committee.

Policy Adopted: September 2000
Policy Revised: February 2015
Policy Reviewed: May 2005
June 2010
June 2015

Being a citizen or resident of the United States entitles students to special privileges and protections as well as requires the students to assume civic, economic and social responsibilities and to participate in their country, state and communities in a manner that entitles them to retain these rights and privileges. Likewise, being a member of Holy Trinity Catholic School and Parish carries with it certain rights and responsibilities.

As part of the education program, students will have an opportunity to learn about their rights, privileges and responsibilities as citizens and residents of this country, state, diocesan and school community. As part of this learning opportunity, students are instructed in the elements of good citizenship in light of the six pillars of character (trustworthiness, respect, responsibility, fairness, caring and citizenship) and the role that citizens and residents play in their country, state, diocesan and school communities.

Policy Adopted:	December 2000
Policy Revised:	March 2005
	February 2015
Policy Reviewed:	May 2005
	June 2010
	June 2015

Adult Faith Formation is an integral component in the on-going faith formation of all baptized Catholics. Therefore, Holy Trinity Catholic School and Parish resolve to create and promote a variety of opportunities for parishioners. The staff member responsible for coordinating these activities shall report to the Board of Education, at a minimum of quarterly, on the status of the program.

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

HOLY TRINITY
BOARD OF EDUCATION

FAITH FORMATION ENROLLMENT

615.2

Registration for families currently enrolled in Faith Formation will take place by June 1 for the following school year

New students may register at any time during the academic year as class size allows. All enrollment decisions shall be made by the Director of Faith Formation.

If registering for less than the full academic year, tuition will be pro-rated to reflect the remaining instructional time. There will be no refunds after the fourth class for which the student has enrolled. Families needing financial assistance to participate in Faith Formation shall contact the Director of Faith Formation. The Director of Faith Formation shall be responsible for all fee payment and due date policies and decisions.

If class size is at the maximum, parents may purchase a textbook and other educational material to work with their child at home. The textbook purchase price will be deducted from the pro-rated tuition fee should space become available later in the year.

Non-parish registrants may be accepted on an individual basis as class sizes allow.

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

1. In selecting materials for purchase for the school library/media center, the school media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally-prepared selection aids.
2. Recommendations for purchase from faculty and students will be given high priority.
3. The following policies have been adopted for these specific topics:
 - a. Religion: Factual, unbiased material, which represents all major religions, should be included in the library/media center collection.
 - b. Controversial Content: The media specialist, who takes into consideration the users of the materials, should subject materials presenting controversial themes(such as sex, violence and inappropriate language) to standards of literary and/or audiovisual merit. While sensational or overly dramatic material will not be included, the presence of controversial content will not automatically disqualify media.
 - c. Science: Medical and scientific knowledge should be made available without any biased selection of facts representing particular ideology or dogma. Where such presentations appear to be in conflict with the teachings of the Catholic Church, balance will be provided elsewhere in the collection presenting teachings of the Catholic Church.

Request for Reconsideration

1. Any parent/guardian/custodian, employee or parishioner of Holy Trinity Catholic School and Parish may formally challenge instructional materials used in the school or faith formation curricula or contained in the library/media center.
2. The school office will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials must be made on this form.
3. The Reconsideration Request Form shall be signed by the complainant and filed with the Principal.
4. Within 15 school days of the filing of the form, the Principal will convene a meeting of the Reconsideration Committee..
5. The Reconsideration Committee
 - a. The Reconsideration Committee shall be made up of at least five members:
 - One teacher designated by the Principal;
 - The school media specialist;
 - One member of the Diocesan administrative staff;
 - One member from the community;
 - One member of the Board of Education appointed by the President; and/or
 - Other members as designated by the Principal.
 - b. The chairperson shall be elected by the Committee members.
 - c. The Committee shall receive all Reconsideration Request Forms from the Principal.
 - d. The Committee shall make its decision in open session. The Committee's decision will be one of the following options: (1) to take no removal action, (2) to remove all or part of the challenged material from the total school environment, or (3) to limit the educational use of the challenged material. The sole criterion for the final decision is the appropriateness of the material for its intended

HOLY TRINITY
BOARD OF EDUCATION

LIBRARY/MEDIA CENTER

627.1

- educational use. A written decision shall be forwarded to the Principal, Board President and faculty members.
- e. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.
 - f. Requests to reconsider materials, which have previously been before the Committee, must receive approval of a majority of the Committee members before the materials will again be reconsidered. The Committee shall act upon every Reconsideration Request Form.
 - g. If not satisfied with the decision, any person who originally filed said request may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board of Education.

Policy Adopted:	September 2000
Policy Revised:	March 2005
	April 2015
Policy Reviewed:	May 2005
	June 2010
	June 2015

REQUEST FOR RECONSIDERATION OF PRINTED AND NON-PRINTED MATERIALS

PRINTED MATERIALS INCLUDE NEWSPAPERS, MAGAZINES, BOOKS, AND PAMPHLETS. NON-PRINTED MATERIALS INCLUDE FILMS, VIDEOTAPES, CD, DVD, TAPES OR ANY COMBINATION OF THESE. ALL PRINTED OR NON-PRINTED MATERIALS WILL BE REFERRED TO AS **MEDIA**.

TITLE _____

TYPE OF MATERIAL(please be specific) _____

AUTHOR OR PUBLISHER _____

REQUEST INITIATED BY _____

TELEPHONE _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

COMPLAINANT REPRESENTS:

SELF _____ ORGANIZATION _____ GIVE NAME _____

OTHER GROUP _____ IDENTIFY _____

1. TO WHAT IN THE PRINTED MEDIA OR NON-PRINTED MEDIA DO YOU OBJECT: (CITE PAGES, NAMES, OR EVENTS)

2. WHAT DO YOU FEEL MIGHT BE THE RESULT OF READING OR VIEWING THIS MEDIA?

3. FOR WHAT AGE GROUP WOULD YOU RECOMMEND THE MEDIA? _____

4. IS THERE ANYTHING GOOD ABOUT THIS MEDIA? _____

5. DID YOU READ OR VIEW THE ENTIRE MEDIA? _____ WHAT PARTS? _____

6. ARE YOU AWARE OF THE JUDGMENT OF THIS MEDIA BY LITERARY OR AV CRITICS? _____

7. WHAT DO YOU BELIEVE IS THE PURPOSE OF THE MEDIA?

8. WHAT WOULD YOU LIKE YOUR SCHOOL TO DO ABOUT THE MEDIA?

A) DO NOT ASSIGN IT TO MY CHILD _____

B) WITHDRAW IT FROM ALL STUDENTS _____

C) SEND IT BACK TO A SPECIFIC SCHOOL DEPARTMENT FOR RE-EVALUATION _____

D) OTHER (BE SPECIFIC) _____

9. WHAT WOULD YOU RECOMMEND IN PLACE OF THIS MEDIA THAT WOULD CONVEY A BETTER PICTURE AND PERSPECTIVE OF OUR CIVILIZATION AND SOCIETY?

SIGNATURE: _____

DATE: _____

RETURN THIS FORM TO THE PRINCIPAL