



Holy Trinity Catholic Schools

Student Handbook
2025-2026

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Compliance Statement

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

Welcome Students & Guardians

Holy Trinity is eager to develop a learning program of academic excellence and to provide a Christian atmosphere to help students spiritually, physically, emotionally, and intellectually. We believe in the value of a Catholic school system. Holy Trinity is a God-centered school, with Gospel values being central to our theme. Our mission is to develop the total person spiritually, mentally, socially, and physically to be a successful contributing member of our society in the Catholic tradition.

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

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

Craig Huebner

Jr./Sr. High Principal

C.A.O. Holy Trinity Schools

Sabrina Menke

School Counselor

Director of Student Services

Philosophy and Mission:

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

Our **MISSION** is to develop the total person, spiritually, mentally, socially, and physically to be a successful contributing member of our society in the Catholic tradition.

Catholic Identity:

We believe that:

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

Policy of Equal Opportunity:

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

Vision:

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

Student Learning Goals:

- 1) Demonstrate integrated Gospel values throughout their daily lives.
- 2) Accept church, civic, and personal responsibility.
- 3) Access and use information effectively and morally.
- 4) Anticipate and constructively react to change.
- 5) Apply technology morally and competently.
- 6) Communicate ideas and feelings effectively in various ways.
- 7) Demonstrate life-management, work world, and social skills.
- 8) Display global awareness, cross-cultural understanding, and social justice principles.
- 9) Demonstrate personal wellness practices.
- 10) Think critically and creatively.
- 11) Solve problems independently, cooperatively, and effectively in a Christian manner.
- 12) Reason scientifically, mathematically, and historically.
- 13) Learning experience is a life-long adventure which is also a rewarding one.

RULES AND REGULATIONS OF HOLY TRINITY STUDENTS

This handbook outlines general procedures, policies, and philosophy for the day-to-day operation of Holy Trinity Schools. ***It is not an all-inclusive document.*** The administrators have the right and obligation to adjust routine procedures as circumstances warrant in order to maintain an optimal learning environment.

Student development requires each student to grow in the ability to assume more responsibility in making choices and living with the results of those choices. In the process of growth, students' progress from decisions made because of rewards or punishments to a concern for the opinions and the evaluations of others, and ultimately to regard the part one has in showing respect for maintaining proper values for the mutual benefit of all. Discipline is a necessary part of human growth and cannot be avoided. We do have a choice to discipline ourselves or become subject to disciplinary action on the part of others. Holy Trinity's disciplinary system is established to foster growth in self-discipline.

A student's disciplinary record becomes part of the records kept by the school and may be part of the information furnished to those who are authorized to receive a copy of the student's school records. Attendance is an important factor to future employers.

The knowledge of rules and regulations, their processes and their implementation are the responsibility and obligation of each Holy Trinity student. **IGNORANCE—LACK OF KNOWLEDGE OR UNDERSTANDING —OF THE RULES AND REGULATIONS WILL NOT BE CAUSE FOR RELEASING A STUDENT FROM RESPONSIBILITY TO KNOW AND UNDERSTAND THE STATED POLICIES.** By choosing to attend Holy Trinity, a student accepts the responsibility of school rules and expectations of Holy Trinity Schools. (Diocese of Davenport Policy, [504](#))

Admissions

It shall be the policy of the Diocesan Board of Education that students meeting the school's reasonable academic and financial requirements are to be admitted regardless of race, ethnic origin, or creed if the parents/guardians express that they are choosing the school because of the Catholic philosophy of

education, the incorporation of Gospel values, the quality of education and/or other qualities of Catholic education.

Parents seeking to enroll students, and likewise the prospective student, should be appraised of the philosophy and objectives of the Diocesan Board of Education.

Prior to permanently admitting any transfer student, the school shall contact the administrator of the school from which the student is/has transferred. Parents/Guardians must do whatever is necessary to consent to or otherwise facilitate the receipt of these records. (Diocese of Davenport Policy, [501](#))

Admit Slip

When returning after an absence, students should check in the office explaining the absence and stating if the absence is *excused/or unexcused* if not already excused by parents. It is the student's responsibility to find out all assignments missed and to make up the work missed within the teacher's established guidelines.

Affection

Any offensive display of affection in public is considered behavior in poor taste. Any display of offensive affection is considered disruptive to the educational process and will not be tolerated. In addition to any disciplinary action taken, the parents of both students involved will be contacted for assistance in controlling this behavior.

Announcements

Announcements are read each day in addition to being posted on the Holy Trinity web site. The sponsor or other staff member in charge of the activity can have an announcement posted. Students need to accept responsibility for listening to announcements when they are read. Daily announcements are also posted in the lobby.

Assemblies

During class or all-school assemblies, students are to sit in the area designated for them. Each teacher is responsible for the conduct and attendance check of the group assigned (students they had in the previous class period) and should be present with the students unless participating in the program. Courtesy is to be extended at all times through respectful attention and absence of talking or derogatory remarks during regular assemblies.

Attendance Policy

General: Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law ([Iowa Code Chapter 299](#)) but is the only way a student can participate and benefit from Holy Trinity Catholic's education program and accomplish the student's educational objectives. Students who have good attendance records are more likely to achieve higher grades and enjoy school life to a greater degree. A student's attendance record is an important part of her/his permanent record and can be a significant factor in being admitted to college or getting a job. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established the good habits of responsibility that a good attendance record indicates.

Accordingly, it is the policy of Holy Trinity Junior/Senior High School that **any student who misses 8 or more classes in a specific course in one semester** (excluding school-sponsored activities, documented doctor visits, hospital stays, or other events the administration deems exclusionary) **may receive an F for the class.**

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

- 1) personal illness
- 2) sickness in the immediate family
- 3) death and funeral of some member of the immediate family
- 4) doctor or dental appointments that CANNOT be scheduled outside of school time
- 5) educational trips with parents
- 6) specific and defined personal reasons that could not have been foreseen
- 7) participation in school-sponsored field trips and activities.

The school will notify parents when the absences or excused absences (excluding school activities in any classes) total 4 in any semester. Further, a parent conference (either in person or by phone) with school officials will be arranged when absences total 6 in any class, depended on, but not limited to, eligibility, grades, or behavior. Parents will be notified on the occasion of each subsequent absence.

Call-In: students must be in their assigned classroom by the second bell, if not they will be counted as tardy, unexcused. When a student is unable to attend school, parents are asked to call the appropriate school office before 9 a.m. to inform the school that the student will be absent.

Excused: When the student returns, he/she **must** bring a signed note from the parent/guardian that explains the reason for the absence. Excused absences are for the following reasons only:

- 1) Personal illness
- 2) Medical appointments (documentation required)
- 3) Bereavement
- 4) Religious observance
- 5) Court appearance (documentation required)
- 6) Prearranged absences for family activities, where at least one of their parent/guardians will be present
- 7) School-sponsored trips
- 8) Administration-approved absences

A student who is absent for the reasons listed previously and follows approved procedures will be allowed to make up the work missed and will be given credit for the work made up. It is the student's responsibility to contact the teachers for make-up work assignments and the deadlines for the work. If students know they will be missing class periods, they should contact their teacher before the absence takes place.

Even excused absences can negatively affect a student's academic progress and make them miss out on their high school experience. Students that have a total of 15 days of excused absences can lose their eligibility in sporting events, club activities, and other school privileges. Special circumstance can be made to allow the student to participate in any and all school activities, but that is up to the discretion of the administration.

Daily Eligibility: It is expected that students be present for the whole day of an extracurricular activity if they want to participate. If absence is necessary, then arrangements must be made with the administrator. Students are expected to be present and reported present at 8:30 a.m. on the day following an extracurricular activity. Violations of this recommendation could lead to a student's suspension from the next scheduled activity.

Unexcused: If a student is absent on a given school day, for any reason other than those listed previously, he/she will be considered unexcused. The parent/guardian will be notified, and the student will be given a detention. If a student accumulates three unexcused absences from any class in the course of a semester, the student and his/her parents will be required to meet with the principal (or designated representative) for disciplinary action. Students are expected to make up work missed in class but should expect reduced credit. An equivalent amount of class time missed will be made up after school during detention.

Book Rentals/Fines

Textbooks will be issued to students at the beginning of the semester. Students will complete a "Book Condition" stating any problems they see with the books at the time. When the books are returned to the teacher at the end of the course, the teacher will determine if there is any damage of unusual wear and tear to the textbook. If so noted, the teacher or administrator will assess the appropriate fines. If a student loses a textbook, he/she must pay for the **replacement** cost of the book.

Bus Transportation

A student living three or more miles from school may apply for bus transportation from the Fort Madison Community Schools. A middle school student living 1.5 miles from school may apply for bus transportation from the Fort Madison Community Schools. An elementary student living 1 mile from school may apply for bus transportation. If such transportation is not available, the family may apply for reimbursement.

Parents/guardians are encouraged to contact their local public school district for further information.

- 1) Students who ride the buses are expected to conduct themselves properly. A student who damages a bus in any way is responsible for payment of repair costs.
- 2) Fort Madison Community Schools use a demerit system for misbehavior problems. Demerits can result in the loss of riding privileges. Misbehavior problems on Holy Trinity buses can also result in loss of riding privileges.
- 3) If a student needs a bus pass, the parent needs to contact the school secretary to order a bus pass. There is a fee for replacement bus passes.
- 4) Students riding the Holy Trinity buses to school events must return on the bus. Permission to return by other means will be given by the administrator, faculty member, sponsor, or coach after parents have informed the supervisor. The school will not assume responsibility for students who are not passengers on the school bus.
- 5) When HTC is in session, but FMCS is not, there is a Holy Trinity shuttle bus that transports students from the West Point to the Fort Madison Holy Trinity campus and vice versa. These shuttle buses go to the Early Childhood Center in Fort Madison, Holy Trinity Jr/Sr High School, and Holy Trinity Elementary.
- 6) If a student rides the FMCS bus to West Point for sporting practices or games, they will need to acquire a bus pass in order to ride the bus.
- 7) A parent or approved adult must be present in any vehicle transporting Holy Trinity students to and from an extra-curricular event in which they are participating. The administration must approve exceptions to this rule. The Diocese of Davenport recommends parents carry a minimum of \$300,000

liability insurance when transporting students for school activities. Proof of insurance is to be on file in the Business Office.

Calendar

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

Cheating

Holy Trinity is committed to helping students become responsible employees, active citizens of their community and life-long learners. Two components of this commitment are developing a student's sense of morality and ethics as they pertain to dishonest academic practices.

A "dishonest academic practice" would be defined as practices including, but not limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas off in class as one's own.

Definitions:

- 1) **Cheating** – Within a school setting is defined as, "doing something dishonest or using misrepresentation," (World Book Dictionary, Vol. 1, pg. 347)
- 2) **Copying** – To make an exact, or nearly exact, duplicate of another's work and pass it off as your own. It is also copying if the student uses some type of electronic/digital device to complete his/her work and turns it in as his/her own.
- 3) **Plagiarize** – "Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas." (*MLA Style Manual and Guide to Scholarly Publishing* by Joseph Gibaldi. New York, The Modern Language Association of America, 1998.)

Education Examples of Academic Dishonesty. (The examples below are only a small sample of possible academic standards violations.)

- 1) Allowing another student to copy your work and turn it in as his/her own.
- 2) Copying someone else's homework and turning it in as your own work.
- 3) Downloading sections or, or an entire term paper, from the Internet and turning it in as your own work.
- 4) Looking at someone's test and copying his/her answer(s).
- 5) Concealing possible test information on one's person or using an unapproved "crib sheet" to try and gain an advantage.
- 6) Translation software in any format is used to do homework without prior teacher permission.
- 7) Having someone else do your daily homework or research assignments and turn it in as your own work.
- 8) Having someone else take a test for you.
- 9) Use of any electronic/digital device to gain access to information to gain an unfair advantage.
- 10) Turning a paper in to one class and then turning that same paper in for a different class without prior teacher approval.
- 11) Copying a piece of published music or computer software.

- 12) Copying a paragraph and claiming it as your own work.
- 13) Copying a picture from a copyrighted clip art web site and using it for public distribution.
- 14) Removing a paper from someone else's folder on the school network and passing it off as your own.
- 15) Signaling in some way what answers to test questions might be.
- 16) Using AI for papers or projects.
- 17) Taking pictures of another student's or students' work.
- 18) Sharing access to an online document with an unauthorized individual.

Classes and Consequences of Academic Dishonesty

Ignorance is never an acceptable defense for academic dishonesty. It is understood that there are levels of academic dishonesty. Copying homework, although unacceptable, is not weighted the same as downloading a paper from the Internet. Therefore, receiving a "zero" for a daily quiz of ten points would have very different weight than if an entire term paper, worth 100 points were plagiarized and received the same consequences.

The following system would be true for every class taken within the Holy Trinity curriculum. Numbers of violations would accumulate, taking all courses into account.

In each class each act of academic dishonesty will be written up and turned in to the office. Each violation requires the teachers to have a conference with the student(s) involved. Parents will be notified about each offense within any given class. If a teacher permits a student(s) to redo the assignment, the assignment will receive reduced credit. If there are repeated offenses in any one class, the student runs the risk of additional consequences at the discretion of the administration.

Class Rank

Class rank is determined by a student's weighted GPA. The formula that PowerSchool uses to determine GPA is as follows, $GPA = \text{round}(\frac{\text{gpa_sum}(\text{gpa_gpapoints}() * \text{gpa_potentialcredit}())}{\text{sum}(\text{gpa_potentialcredit}())}, 4)$. Due to the high academic rigor present at Holy Trinity High School, class rank information will not be available or reported unless requested in writing by a student. In such circumstances, class rank status will be sent directly to the academic institution or scholarship representative designated by the student request. Class rank information will not be provided to the student and/or families. Class rank is used to determine the Valedictorian and Salutatorian of the graduating class. If students are close in GPA the administration will determine whether there will be one student receiving the honor of Valedictorian or Salutatorian or multiple students.

Closings

In the event that school or any school-sponsored event is delayed, cancelled, or dismissed early, it will be communicated via our communication system and posted on the Holy Trinity social medias. FMCS D will announce the closure over local radio and/or television stations. Their web sites also will list school delays and closings. Because of busing, Holy Trinity follows the Fort Madison Community School System on early dismissals, late starts, and weather-related situations.

College Visits

Juniors are allowed one day of excused absence for college visits. This day is to be taken some time during the second semester. Seniors are allowed two days of excused absence to visit colleges. Senior college visits should be completed by the start of fourth quarter. All college visits should be scheduled through the Director

of Student Services where students are given pre-arranged absence sheets to be filled out by teachers then handed in to the office.

Complaints and Concerns in Academics

The student and/or parent is to speak with the teacher or staff member directly about his/her concerns. It is expected that most problems will be resolved at this level.

A student or parent unable to resolve a matter at the student/parent-teacher/staff level shall give in writing a signed statement as to the nature of their complaint and their request for a meeting to the principal. The student/parent, the teacher/staff member, and the principal will be present at the meeting.

Within six (6) working days following the meeting, the administration will provide a written report to the student/parent and to the teacher/staff member stating the nature of the complaint and the action taken to resolve the complaint.

- 1) Appeal of the administrator's action:
 - a. Teachers/staff members may appeal this resolve to the school board president for a board decision.
 - b. If the matter remains unresolved following the principal's decision, the student/parent may appeal to the president of the school board in writing. The president of the school board will then refer the complaint to an executive session of the board, either at a regularly scheduled meeting or at a special meeting, with or without a referral to the grievance committee of the board.

Diocesan policy on the chain of command is found in Diocese of Davenport Policy [213](#).

Complaints and Concerns in Athletics

The athlete and/or parent(s) is to speak with the coach directly about his/her concerns. It is expected that most problems will be resolved at this level.

An athlete or parent unable to resolve a matter at the athlete/parent-coach level shall give in writing a signed statement as to the nature of their complaint and their request for a meeting with the athletic director. The athlete/parent, the coach, and the athletic director will be present at the meeting.

Within six (6) working days following the meeting, the athletic director will provide a written report to the athlete/parent, the coach and the administration stating the nature of the complaint and the action taken to resolve the complaint.

- 1) Appeal of the athletic director's action:
 - a. Coaches may appeal this resolve to the administration and finally to the school board president for a board decision.
 - b. If the matter remains unresolved following the athletic director's decision, the athlete/parent may appeal to the Chief Administrator.
 - c. If the matter remains unresolved following the Chief Administrator's decision, the athlete/parent may appeal to the president of the school board in writing. The President of the school board will then refer the complaint to an executive session of the board either at a regularly scheduled meeting or at a special meeting, with or without referral to the grievance committee of the board.

Diocesan policy on the chain of command is found in Diocese of Davenport Policy [213](#).

Computer Use

Computer resources and Internet access will be available to students and teachers at Holy Trinity. We are very pleased to have these resources, as we believe they offer valuable, diverse, and unique resources to both students and teachers. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an ‘electronic highway’ connecting millions of computers and individual users all over the world. Along with this access comes the availability of material that may be of questionable educational value. Families should be warned that some material on the Net may contain items that are illegal, defamatory, or inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of computer resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty and their adherence to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. If a user violates any of these provisions, his or her account will be terminated, and future access could be denied in accord with the rules and regulations listed below.

To gain access to Holy Trinity’s computer resources and the Internet, all students must obtain parental permission. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Computer—Terms and Conditions

- 1) Students are responsible for good behavior on the school computers.
- 2) The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of computer privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- 4) Users are not permitted to transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, threatening, or illegal material.
- 5) Physical or electronic tampering with computer resources is not permitted. Altering computer configurations or damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.

- 6) Users must respect all copyright laws that protect software owners, artists and writer. Plagiarism in any form will not be tolerated.
- 7) Security on any computer system is a high priority, especially when the system involves many users. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to logon to the network as anyone but yourself may result in cancellation of user privileges.
- 8) Holy Trinity will assume no responsibility or liability for any phone charges, line costs, or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, nondeliveries, or mis deliveries. User of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
- 9) All communication and information accessible via the computer resources shall be regarded as private property. However, system administrators may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
- 10) Students are not permitted to use streaming services unless approved for academic purposes; including, but not limited to, videos, games, and movies.

Violations may result in a loss of computer access as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

Internet Acceptable Use Policy

Students and staff are allowed to access Holy Trinity's online computer network within the guidelines imposed by board policy

1. Transmission of inappropriate material is prohibited.
2. Unauthorized access is prohibited.
3. Users will comply with the Children's Internet Protection Act (PL. No. 106-554 and 47USC254 (h))
4. Copies of this policy are provided to all staff, students, and parents in the appropriate handbooks.
5. Users should conduct themselves responsibly, ethically, politely, and in a manner consistent with the teachings of the Catholic faith at all times while using school devices and the computer network.
6. Use of chat rooms and instant messaging is prohibited except as part of the approved Technology curriculum.
7. Users will not post chain letters or engage in spamming (the sending of annoying or unnecessary message to large numbers of people)
8. It shall be the responsibility of all members of the Holy Trinity staff to supervise and monitor usage of the online computer network and access to Internet.
9. Users are not to download or install programs without the onset of the Technology Coordinator
10. System settings (including desktop, wallpaper and screensavers) are not to be changed without consent of the Technology Coordinator.
11. Users will respect the rights of copyright owners.
12. Users should not reveal any personal information of self, or others, or meet in person someone they have met online.

Penalties for Improper Use

Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings. A student may be removed at the request of a parent, teacher, or administrator.

1. The first violation of network policy will result in a one week suspension of all computer use.
2. The second violation of network policy will result in one month suspension of all computer use and two hours detention.
3. The third violation of network policy will result in a one semester suspension of all computer use, six hours of detention, and a conference with the student, parents, and Technology Coordinator.

In the course of the system maintenance and filtering, if evidence of criminal activity is found, such evidence will be provided to law enforcement officials. The Holy Trinity School system will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through this system.

Conduct

Student conduct in the school, on the grounds, and while participating in a school-sponsored activity off campus is under the supervision of the school according to these regulations and procedures.

The primary task of Holy Trinity is to form its students in the gospel values. They should see themselves as Christ's followers, treating one another with love, dignity, and respect. Every aspect of Holy Trinity should contribute to this formation. In particular this means that the disciplinary policies and procedures followed by Holy Trinity should be based upon and conform to this teaching.

The Holy Trinity Code of Conduct for Students:

The Code of Conduct represents the teachings of the Church with regard to day-to-day behaviors. It therefore represents what will be required of Holy Trinity students throughout their time at Holy Trinity.

- 1) Students will express their respect for Almighty God, our Lord Jesus, in their actions and words.
- 2) Students will respect the person and authority of administration and staff of Holy Trinity in their actions and their words.
- 3) Students will treat one another with respect at all times.
- 4) Students will show self respect through observing dress code and daily conduct.
- 5) Students will show respect for others who are not members of the Holy Trinity community.
- 6) Students will treat Holy Trinity and its properties with care and respect.
- 7) School Administration, Teachers and Staff will treat students with respect.

Course Changing Procedures

A course may be added or dropped within the first five calendar days of the semester. After five calendar days, the instructor or student must initiate a course change with the consent of the parent/guardian. A course change form can be obtained from the Director of Student Services or the School Counselor. Before a course may be changed, the student must do the following:

- 1) Get signature from the teacher indicating approval to drop the course
- 2) Get signature of affected teacher indicating approval to add the course
- 3) Get signature of parent/guardian indicating approval to change courses
- 4) Get signature of Director of Student Services or School Counselor assigned to that grade level
- 5) Hand form in to Administrative Office for Information System Update

Only after all of these steps have been completed, will the course change take effect.

Course Selection

On the next page is a list of courses that students can take at HTC. This does not include dual credit classes through SCC, online classes, or Fort Madison High School classes. Many of our courses have courses that students must take and pass to move on to the next class (i.e., Theology I is needed to take Theology II and Algebra I is needed to take Geometry). For more information contact the Director of Student Services or the School Counselor.

Holy Trinity students can earn both college and high school credit at no extra charge through an agreement with Southeastern Community College. These classes allow HTC students to experience college from high school. Some Dual Credit classes will either be taught at HTC or will be taught either online or at SCC. The School Counselor has complete information, and a list of courses offered each semester. See the Director of Student Services or the School Counselor for details.

Courses taken at FMHS, at SCC, or online through SCC will count as an elective and not a required course.

Required Courses – Need 30 credits to graduate										Electives			
	Religion - 4	P.E. - 4	English – 4.5	Math - 3	Science - 3	Social Studies - 3	Fine Arts - .5	Personal Finance – 1.5	Computer Science - .5	World Language	Business	Agriculture Education	Automotive Tech
9	Theology 9	P.E. 9 Health 9	English 9 Speech 9	Pre-Algebra Algebra I Geometry	Biology Advanced Biology	Modern World History	Art Chorus Band			Spanish I		Ag Ed 9	
10	Theology 10	P.E. 10	English 10	Algebra I Geometry Algebra II	Adv Biology Chemistry	Modern World History World Geography	Art Chorus Band	Personal Finance I*	Intro to Computer Science*	Spanish II	Accounting I Investments*	Ag Ed 10	
11	Theology 11	P.E. 11	American Literature Composition General English DC Composition I* DC Composition II* DC Young Adult Lit*	Geometry Algebra II Precalculus DC Algebra* DC Statistics* General Math	Chemistry Physics Anatomy & Physiology AP Chemistry Environmental Science General Science	American History AP U.S. History	Art Chorus Band	Personal Finance II		Spanish III	Accounting I Accounting II ACT Prep Investments*	Ag Ed 11 DC Intro to Crop Science * DC Survey of Animal Industry*	DC Intro to Auto Tech* DC Fundamentals of Auto Servicing*
12	Theology 12	P.E. 12	DC Composition I* DC Composition II* DC Young Adult Lit* DC Intro to Lit* DC World Lit* General English Contemporary Lit* Creative Writing*	Algebra II Precalculus DC Algebra* DC Statistics* DC Trigonometry* DC Calculus* General Math Probabilities & Statistics	Anatomy & Physiology Chemistry II Physics AP Chemistry Environmental Science General Science	U.S. Government* AP U.S. Government	Art Chorus Band	Personal Finance II		Spanish IV	Accounting I Accounting II ACT Prep Investments*	Ag Ed 12 DC Agriculture Selling* DC Ag Career Seminar*	DC Intro to Auto Tech* DC Fundamentals of Auto Servicing*

* - only one semester long, equals .5 credit

DC - Dual Credit taught at the high school. Must maintain a 'C' average or above to get college credit.

AP – Advanced Placement Course.

These are the classes that we currently offer at the high school. Students are also able to take classes at Fort Madison High School (FMHS) and in person classes at SCC, as well as Dual Credit Online classes through SCC. Courses taken at FMHS, at SCC, or online through SCC will count as an elective and not a required course.

Dances

All high school dances are closed. All Holy Trinity students are welcome to Holy Trinity dances, except the Prom. For Prom, one member of the couple must be a junior or senior at Holy Trinity. Sophomores and freshmen may participate if asked by a Holy Trinity junior or senior. Traditionally, the Student Council takes care of the dances, and the junior class takes care of Prom. Student Council and the senior class will be responsible for the Homecoming traditions. Officers of the sponsoring organization are in charge of meeting the band or DJ at the agreed-upon time. Dance times will be determined by the administration. The administration will set a time when students must be in the dance. For the Homecoming and Prom Dances, students' dates must be at least a freshmen in their respective high school and cannot be older than 20 years old.

The officers of the sponsoring organization are responsible for procuring an appropriate number of ~~four couples~~ to chaperone each dance. The appropriate number of chaperones is discussed and approved by the administration and the advisor(s) of the group that is hosting the dance. The officers are also responsible for providing each couple with a copy of these rules and regulations:

- 1) Smoking is prohibited on school premises.
- 2) Use of alcoholic beverages and other drugs is strictly forbidden. Pop cans or other containers may not be brought into the dance or taken to the restrooms. Student Handbook rules and guidelines will be followed.
- 3) Police officers with breathalyzers may be present at HTC dances.
- 4) Good behavior and modesty is expected of all students. Dancing must follow standards of Catholic morality. If these regulations are violated, the administration has the right to call off any dance.
- 5) Junior High students are not permitted to attend high school dances.
- 6) All of the above rules are subject to change by the administration.

Detentions

Teachers have the authority to issue detentions to any student who is interfering with the learning process in the classroom. Teachers will monitor any detention(s) given in the classroom. Detentions will normally be held after school, but may be set up at a time convenient to the teacher and student. As part of the detention process, students will be required to complete a written reflection on the incident. This reflection must address the following components: who was involved, what happened, when and where the incident occurred, why it happened, and how the student can handle similar situations more effectively in the future. If there is still time left after they have completed the reflection paper, they will then complete other work assigned to them by administration. The administrative office will handle tardy detentions. **Dress Code detentions will be 30 minutes in length. Arrangements will be made to serve these detentions.**

Disciplinary Procedures

Violations of the tobacco, drug and alcohol policies are covered specifically later in this handbook. Classroom teachers may give appropriate detentions to maintain a proper learning atmosphere and/or to require students to make up work. A student neglecting to serve a classroom detention will be referred to the administration.

Class 1 – Violation of the following will result in a detention*

- 1) Corridor violations, disturbances, no pass, dress code violation, or a technology violation.
- 2) Disorderly conduct, vulgar eating habits, rowdiness, abusive or inappropriate language
- 3) Excessive noise and disruptive activities outside the classroom or other quiet areas
- 4) Throwing objects or physical aggression or fighting without injury.

- 5) Communication of a threat.
- 6) One cheating incidences in a semester.
- 7) Disorderly conduct or demonstrating disrespect during Mass or any other faith-based activity.

Class 2 - The following actions result in an in-school suspension. A second offense will result in out-of-school suspension**. Suspension will begin the day of the violation. Such suspension will be suspended during the time of appeal.

- 1) Disrespect towards teachers, school personnel, or other students
- 2) Skipping class/school
- 3) Skipping a detention that has been doubled.
- 4) Hazing of students
- 5) Two cheating incidences in a semester
- 6) Three Class 1 violations in one quarter

Class 3 – Students violating the following will receive automatic out-of-school suspension**.

- 1) Stealing
- 2) Consistently in violation of school rules
- 3) Serious disrespect towards a teacher, staff member, or administration
- 4) Physical aggression or fighting with injury.
- 5) Willful destruction of school property, including but not limited to arson, property damage, and vandalism.
- 6) Two Class 2 violations.

Class 4 – Students violating the following will appear before the administration and will face disciplinary probation or possible expulsion from the school. The student and the student’s parents/guardian will be required to meet with the school disciplinary board within 48 hours of the incident.

- 1) Harassment of any kind directed at teachers, students, school personnel, or volunteers.
- 2) Immoral actions as determined by the administration and school disciplinary board.
- 3) Physical aggression or fighting with serious bodily injury.
- 4) Consistently in violation of rules or creating discipline problems.
- 5) Possession, intent to distribute, or distributing drugs or alcohol on school grounds.
- 6) Three cheating incidences in a semester.

* Three Class 1 violations in a semester will require the student and parent/guardian(s) will be required to meet with the school disciplinary board within 48 hours of the last incident in order to return to school.

**Any Out-of-School Suspensions will require the student and parent/guardian(s) to meet with the school disciplinary board within 48 hours of the incident in order to return to school. The disciplinary board will comprise of the school principal,

A Disciplinary referral report is to be made to the Administrative Office whenever the faculty or staff member concerned is unable to deal with the situation or when the severity of the violation observed is such that a change of the student’s schedule, detention, and/or notification of parent or guardian is in order. Usually, the Administrator will consult with the teacher or staff member making the referral to help clarify the situation. The

Administrator will act upon each referral (examples include, but are not limited to, issue warning, assign to a supervised study hall, require an apology to the appropriate party or parties, notify parent or guardian).

- 1) **Class-Period Suspension:** When a student has been referred for disciplinary action from a specific class, the Administrator may choose to have the student remain in the office area for that particular class period for one, two, or even three consecutive class periods.
- 2) **One Day In-School Suspension:** A student may be required to spend one full class day in a designated place working on specific assignments if the Administrator deems the referral to be very serious.
- 3) **Three Day In-School Suspension:** As a final warning to the student and notification to the parents that continued misbehavior will not be tolerated, the three day in-school suspension may be implemented. After a three (3) day in-school suspension, a student may be placed on probation and permitted to return with specific requirements for the length of time stated after a probationary agreement has been signed by the student, parent, and Administrator.

Only the Principal has the authority to suspend a student or place him/her on probation.

During suspension a student is not eligible to practice, participate in, or be a spectator at any of the school activities.

Dress Code

The Dress Code for all students, male and female, will be as follows:

Bottoms: Girls: Tan, khaki or navy pants (no blue denim fabric, joggers are permitted with appropriate fabric - no fleece sweatpants), skirts, skorts and jumpers (no shorter than either 4 inches above the knee or fingertip length with arms extended). School approved plaid acceptable in skirts, skorts, and jumpers. Boys: Tan, khaki or navy pants (no blue denim fabric, joggers are permitted with appropriate fabric - no fleece sweatpants).

No wind suits, slicks, sweatpants, stretch pants, bib overalls or miniskirts allowed.

Tops: Solid navy, royal blue, gray or white dress shirts or polo shirts with turned down collars and sleeves or full turtleneck shirts. No logo or label to be shown except approved HTC logos (small logos no larger than 3X3" are permitted on chest lapel area only). No crop tops, midriiffs or inside out shirts.

Sweaters: Solid navy, royal blue, gray or white cardigans, pullovers, fleece, v-neck, $\frac{3}{4}$ zip pullovers, and sweater vests may be worn over an approved top with collar showing. No logo or label to be shown except approved HTC logos only. Approved HTC logos may be in silver, royal blue, black, or white letters. Small logos no larger than 3X3" are permitted on chest label area only. Must be worn over an approved top with collar showing.

Sweatshirts: Solid navy, gray or royal blue sweatshirts or hoodies with HTC apparel will be allowed, except on media dress days, and must be worn over an approved top with collar showing. Students may wear sweatshirts from sports that are shared between HTC and another school DURING the said sports season. They are NOT permitted to wear said sweatshirt outside of the sports season. Small logos no larger than 3X3" are permitted on chest label area only.

Shoes: Closed toe shoes with socks are required. Clean tennis shoes or dress shoes are preferred.

Other: Students will be allowed to wear scarves, ties, belts and socks of their choice as long as the selection is in good taste. Tights, knee highs and leggings in solid navy, tan, khaki, gray or white colors may be worn **under** the dress code clothing items described above.

No midriff or cleavage should be showing at any time.

No attire (including hats) promoting racial or religious intolerance, gangs, violence, sexism, vulgar and inappropriate language, drugs, alcohol, or tobacco products will be allowed in school or at school events.

Torn or cut-off pants, shorts or shirts will not be allowed at any time.

Caps/hats and other miscellaneous headwear will not be worn in the school building during the school day.

MEDIA DRESS CODE: Media Dress Code Days will be called for occasionally by the administration, with prior notification to families and students. The dress code for such days is approved tops and bottoms as noted above with the exception of sweatshirts. No sweatshirts can be worn on Media Dress Code Days.

SUMMER DRESS CODE: Shorts in a solid khaki, tan, or solid navy (no shorter than either 4 inches above the knee or fingertip length with arms extended) can be worn from the first day of school until October 15 and from April 15th until the end of the school year. During this time students may wear modest shorts with a dress code shirt. No sport shorts or bike shorts may be worn. Shoe policy applies as noted above. No denim.

PERSONAL APPEARANCE:

1. Hair styles must be clean and well-groomed and not of such an extreme nature as to cause undue attention to the person or cause a class disruption.
2. Visible pierced jewelry may be worn in a discreet nature and not of such an extreme nature as to cause undue attention to the person or cause a class disruption.
3. Gentlemen need to be clean shaven.
4. Tattoos are strongly discouraged. If a student is competing in a Holy Trinity uniform for sports, cheerleading, fine arts, etc., tattoos must be covered.

Dress Down Days:

Administration occasionally approves dress down days, whereby students are given an opportunity for choice of clothing. Clothing must still be appropriate and modest, no pajama pants, no excessive distressed jeans, no crop tops or miniskirts.

All dress code interpretations are at the discretion of the Holy Trinity Administration.

Drugs (Alcohol or Prohibited Substances)

Use of Alcohol and Other Illegal Drugs. Chemical use, abuse, and dependency is a major health problem in our society. Holy Trinity Schools believes the use and abuse of alcohol and other illicit drugs by our students must be prevented. The school is committed to work with families, parishes, law enforcement, and health organizations in the community to assist the students in controlling substance abuse when it occurs.

Possession or Use of Prohibited Substances on School Grounds or at School Functions. Any student who attends school or school functions in possession of, or under the influence of, alcohol, marijuana, cocaine, methamphetamines, or any other illegal, illicit, or inappropriate drugs, chemicals or substances (herein collectively referred to as “Prohibited Substances”) as determined by and/or witnessed by administration or

designated school officials, will be automatically put on in-school suspension by the administration for up to five days, in addition to the penalties listed below.

- 1) “Prohibited Substances” include drugs and alcohol as defined above. Prohibited substances also include but not limited to tobacco, nicotine and vaping products.
 - a. Tobacco products, whether smoked or smokeless, include but are not limited to cigarettes, cigars, pipes, chew, snuff, and any other form of tobacco or plant material.
 - b. Nicotine products include, but not limited to gum, dissolvables, liquids, gels, and any other form of nicotine.
 - c. Vaping products include electronic smoking devices which are designed to transform plant material, liquids, oils, nicotine and other chemicals into a light aerosol (vapor) that may be inhaled by users. Such devices include, but are not limited to, e-cigarettes, e-pens, mods, hookah pens, vape pens, personal vaporizers, dab pens, Juuls, and any other ESD regardless of appearance or name. This policy extends to include any substance to use in ESDs or any smoking paraphernalia.

Furnishing or Selling Prohibited Substances on School Grounds or at School Functions. Any student who furnishes or sells prohibited substances on school grounds or at a school function as determined by and/or witnessed by administration or designated school official will be automatically put on out-of-school suspension for up to five days, be brought before the Board of Education, and given the penalties listed below. The administration will recommend the penalty for such a violation, which may include expulsion.

Use of Prohibited Substance Generally, NOT on School Grounds or at School Functions. Any student who is found to be using, or in possession of, Prohibited Substances as determined and reported to the school by law enforcement personnel, parent/guardian reporting their son/daughter, or as witnessed by an administrator will be disciplined as listed below.

Students who are knowingly in the presence of underage and/or illegal consumption of Prohibited Substances, but such student is determined to have not personally consumed or otherwise engaged in the use of such Prohibited Substances, as judged by law enforcement personnel or the administration will be handled in the following manner:

- 1) **1st Occurrence:** The administrator will meet with the student and the parent/guardian to discuss the incident and ways to avoid similar circumstances in the future. A formal warning will be placed in the student’s discipline file.
- 2) **2nd Occurrence:** The administrator will meet with the student, notify parent/guardian, the student will receive an immediate 7-day suspension from all school activities according to the guidelines below.
- 3) **3rd Occurrence:** The penalty will become what is given to a first-time violator of the Good Conduct Code.

Consequences for Violations of Drug/Alcohol Policies

This policy is in effect throughout the student’s enrollment or re-enrollment at Holy Trinity Schools—including the summer months. If a student has no violations of the good conduct code within a year of the violation, an administrative team will review the student’s records and any record may be wiped clean and said student ~~will~~ may be considered to have no violations. This gives recognition to the fact that a student may learn from earlier poor decisions.

Student Self-Reporting. Holy Trinity Schools want to reinforce the development of personal integrity and student responsibility for one's own actions. The school system wishes to encourage this behavior by stipulating that a student who self-reports personal violation of the good conduct policy to the **head administrator of said building** before that administrator learns of the incident through other formal reporting approximately one-third as determined by the administrator. The student and administration may agree to permit student participation in a one-day activity during said suspension time. (Homecoming Court membership, Prom King/Queen selection, valedictorian/salutatorian addresses will not be allowed.)

1) Penalty for violation on school grounds, at school functions, or not school related—first violation.

- a. The administration meets with the student. The administration will also attempt to have the parent/guardian attend this meeting if it can be done in a timely manner.
- b. The parents/guardians are given written notification of the meeting and the results of the meeting.
- c. The student will serve one day of in-school suspension.
- d. The student will research the topic of alcohol (or other substance) abuse on the teenage body and provide their conclusions by a discussion with the Administration.
- e. Thirty (30) hours of service work to the school, parish, or community to be completed by the end of the activity suspension. These hours will NOT count towards the volunteer hours needed for graduation.
- f. The student will not be permitted to participate in or attend any Holy Trinity School activities (including, but not limited to, prom, post-prom, athletic contests, dances, activities, competitions, meetings, performances, intramural activities and social events of clubs) exclusive of religious activities for a period of thirty (30) calendar days, immediately following administrative action. This may include graduation exercises at the discretion of the administration. However, if the student is a member of a school-sponsored activity, he/she must attend the group's public events and practices during his/her period of suspension, as a member of the group, but he/she cannot participate in the public events. In those activities that receive academic credit, at no time shall ineligibility affect the grade. (In the event of an infraction during the summer, the penalty will begin in the fall. Thanksgiving break, Christmas break, and Spring break days do not count toward the penalty days. For students involved in summer competitions, their ineligibility period will include that sport's season during the summer months. For students involved in competitions during any break, the ineligibility period will include that activity's schedule during the break.)

2) Penalty for violation school grounds, at school functions, or not school related —second violation.

- a. Steps 1 and 2 as above outlined in first violation.
- b. The student will serve a two-day in-school suspension
- c. The student will meet with the Lee County alcohol/substance abuse organization and pay for the required course at the student's own expense.
- d. Forty-five (45) hours of service work to the school, parish, or community. Service work to be completed by the end of the activity suspension.
- e. Forty-five (45) days suspension from school activities as outlined above.

3) Penalty for violation on school grounds, at school functions, or not school related —third violation.

- a. Steps 1 and 2 as outlined in first violation.
- b. The student will serve a three (3)-day in-school suspension.

- c. The student will be referred to the Lee County Alcohol/Substance Abuse Organization and the school will follow the recommendations of the organization for counseling, etc.
 - d. Sixty (60) hours of service work to the school, parish, or community. Service work to be completed by the end of the activity suspension.
 - e. Sixty (60) days suspension from school activities as outlined above.
- 4) **Violation of Suspension.** Should a student attend an event before their suspension is complete, the entire penalty will be repeated beginning when the violation of the suspension is discovered.
- 5) **Subsequent Violations.** Subsequent violations will be handled per administrative discretion, including possible expulsion proceedings.

These consequences are the minimum penalty. Coaches, teachers, and club advisors may also have rules for their particular organization that involve good conduct code behaviors. These rules will be written, discussed with parents/guardians/students and involve signed statements that address the rules. These signed statements will be kept on file in the athletic director's or administrative office of the appropriate Holy Trinity building.

Dual Credit Classes

Holy Trinity students can earn both college and high school credit at no extra charge through an agreement with Southeastern Community College. These classes allow HTC students to experience college from high school. Some Dual Credit classes will either be taught at HTC or will be taught either online or at SCC. The School Counselor has complete information, and a list of courses offered each semester. See the Director of Student Services or the School Counselor for details. Dual Credit courses will be delegated as "DC" or "SCC" on student transcripts from HTC. The credit hours designated to SCC courses are based upon the length of the term they are taken in (i.e., one semester SCC course will be 0.5 credit hours and a full year course will be 1 credit hour).

Students are highly encouraged to take courses at Holy Trinity. If a student wants to take a Dual Credit class through SCC, they will need to take the in person class at HTC first. If there is a scheduling conflict, the student can get written consent from their parent(s)/guardian(s), the school principal, and the school counselor.

In order to take Dual Credit courses online through SCC a student must meet the following requirements:

1. Proficient in all subject areas from ISASP (Iowa Statewide Assessment of Student Progress).
2. For juniors and seniors must
 - a. Maintain a B average (cumulative GPA of 3.0 or higher) or above in their HTC courses.
 - b. Have two recommendations from HTC teachers.
3. For freshmen and sophomores must
 - a. Maintain a A average (cumulative GPA of 3.5 or higher) in their HTC courses.
 - b. Have three recommendations from HTC teachers.
4. Display good behavioral conduct.
5. May be at the discretion of teacher input and recommendation.

Students requesting to take SCC online classes for Dual Credit is up to the discretion of administration.

****NOTE**** These classes and grades will follow you to college and beyond. Whether you get a letter grade, a 'W' from withdrawing the class, or an 'I' for an incomplete, this will be on your college transcript, even if you do not attend SCC after high school.

Due Process

The appeal process to the administrator's disciplinary decisions will be as follows:

Following the implementation of any disciplinary action taken by the administration, a student may appeal that action to the Board of Education.

An appeal to the Board may be made following the receipt of official notification to the student and his/her parent(s). The appeal shall be made in writing to the Chief Administrator and must be sent by registered mail with a copy to the Board President (also by registered mail). The appeal must include a clear, typewritten explanation of the basis for an appeal. The appeal must be received within five (5) calendar days of the student or his/her parent receiving written notification of disciplinary action. **The student will be on suspension from the time that notice was given until the official notice of the appeal has been received by registered mail.**

Following receipt of the appeal, the Board may schedule a special meeting or may place the appeal on their regular agenda of monthly board meetings. At no time will more than fifteen (15) days elapse between the filing of the appeal and the appeals hearing.

Students who file an appeal may choose to delay disciplinary action until their appeal can be heard. The student and his/her parent must notify the principal in writing if they choose to delay disciplinary action until after the appeal. The request for a delay from the student must be submitted in writing with the following component:

- 1) The student's request for the delay and should cite the reason for the delay
- 2) Acknowledgement by the student that the full suspension will be carried out if the appeal is denied

Disciplinary action must be served on consecutive days and cannot be arranged as to circumvent the intent of the policy. Only information included in the "intent to appeal" may be presented at the hearing. At the hearing the Board makes an immediate ruling or may delay a decision for up to thirty (30) calendar days of the hearing. If the Board makes an immediate decision and the parties are present, this will suffice as notification. If a decision is delayed, notification of that decision will be made by registered mail to the student's legal address.

The student, by using the appeals process, may have his/her suspension delayed until the full completion of the appeals process. However, if upheld, the full suspension is carried out immediately following the notification of the appeal.

Electronic Devices

Cell Phone Policy

In keeping with our mission to create a focused, safe, and healthy learning environment—and in compliance with Iowa House File 782 and the Diocese of Davenport policy 590, we're introducing a bell-to-bell personal device collection policy for next school year.

Starting in August 2025, students will turn in their phones and other personal electronic devices at the start of the school day. Devices will be stored securely and returned after the last bell. Students will drop off their devices to a staff member between 7:45-8:00 a.m. in the high school lobby. Devices will be tagged and placed in a secure, labeled storage container for each grade level. After 3:00 p.m., devices will be given back for the ride home.

From 8:00am to 3:10 pm, personal devices may not be used during instructional time, lunch, passing periods, restroom breaks, or assemblies. Per state law, some students may be exempt from this rule IF; it's part of an IEP or 504 plan, they are an English Language Learner with documented needs, or if they have a documented mental or physical health need (parent petition required). All requests must go to the principal and/or administration with documentation. If a device is needed for learning in class, students will use school-issued devices under teacher supervision.

If you need to get in touch with your student(s) parents/guardians should call the school office. Students who need to reach home can use a school phone or request office assistance.

If a student is caught with their personal device during the school day, the following actions will be taken.

1st Offense: Device is taken and given back at the end of the day. Parent/guardian is notified.

2nd Offense: Device is taken, and parent/guardian will be required to pick up the device.

3rd Offense: Device is taken, parent/guardian will be required to pick up the device, student will complete a detention & a parent conference with school disciplinary board will be required.

Further Offenses: In-school suspension or loss of privileges (i.e., extracurricular activities, participation in field trips, assemblies, etc. These privileges are at the discretion of administration)

If there's ever a school emergency, students will have timely access to their devices when needed. Our emergency procedures will reflect this policy.

Students or teachers may not be called on their personal, non-school, issued cellular phone or device during school hours except in cases of extreme necessity or emergency. Messages may be left with the office staff. If a student needs to use the telephone during the school day, the student is to request permission from the office staff to use the telephone during the school day.

Inappropriate use of electronic devices to access or record restricted information related to exams or school assignments will be considered cheating and academic discipline procedures will be followed. This includes recording class lessons without prior written permission.

Electronic Devices other than cell phones

Students may bring personal CD players, iPods, PDAs to school. Students' listening and viewing choices should be in accordance with the Code of Conduct and school philosophy. Devices must be turned off at all times during the regular school day. Use is limited to before and after school. Disrupting or annoying use will result in confiscation of the device with additional discipline and/or loss of privileges as deemed appropriate by the Dean of Discipline. **HTC STUDENTS ARE REMINDED THAT PERSONAL PICTURES, VIDEOS, AND AUDIO MAY NOT BE TAKEN WITHOUT A PERSON'S KNOWLEDGE AND WRITTEN CONSENT.** Violation of this will result in an automatic Class 1 Violation.

Eligibility

Along with the Iowa High School Athletic Association, we encourage athletes to maintain good grades. With this in mind eligibility reports will be run by front office staff or the Director of Student Services every three weeks. A copy of this report will be given to the school secretary, Athletic Director, Building Principal, and the Director of Student Services.

The eligibility reports will identify those students who have a “D” or “F” as a grade at that point in the grading period. Students having at least one “F” for that grading period will be put on “probation” for three weeks. (They will have those three weeks to improve their grade.) If they appear on the ineligible list the next grading period, they will be declared ineligible for three weeks (Sunday through Saturday). The student may not be declared ineligible for a class not listed on the eligibility report the prior grading period. (i.e. A teacher forgets to submit grades and XXX has an F. XXX is eligible and can participate).

Students that fail a class for the quarter will be ineligible for a period of three weeks from the time the grades are turned in. HTC students who fail for a semester fall under the additional State of Iowa mandate. (See **36.15(2)** Scholarship rules below)

These eligibility guidelines may also apply to Holy Trinity Clubs and Organizations. If a student does not meet the eligibility requirements to play a sport, then they also will not be able to participate in any club and organization event, fundraiser, etc. that are not a part of a class grade.

Notification procedure is as follows:

- 1) The Director of Student Services and the Athletic Director will notify the student each week they are placed on the list.
- 2) The athletic director will notify the coach if any student(s) are on the list.
- 3) The coach will notify the student(s).
- 4) The Director of Student Services or the School Counselor will receive a copy of the list. They will contact student(s) to discuss class progress and encourage student(s).
- 5) At each quarter, parents will receive a progress report for any student receiving a “D” or “F” in a class.
- 6) The student is ineligible Sunday through Saturday of the 3-week period.
- 7) The student will continue to attend practices and other coach-required activities. The student will not participate in athletic contests.
- 8) Continual assessments will take place in classrooms so there are ample opportunities for the grade to be raised.
- 9) Ultimately, it is the student’s responsibility to raise the grade.

Any of the following will also make a student ineligible:

- 1) If a student has not had a medical examination by a licensed practitioner for one calendar year.
- 2) If he/she changes schools, except for a residence change by the parents.
- 3) If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideas, principles, and standards of your school.

Language of new rule (New language is in *italics*)

36.15(2) Scholarship rules.

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281-Chapter 12. Coursework *taken from a*

postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

- i. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. (HOLY TRINITY-SEMESTER GRADE)
- ii. *If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days. (HOLY TRINITY- SEMESTER GRADE)*
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. *A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule.]*
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local Chief Administrator of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. *Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.*

Facilities

The use of the school and its facilities by students outside of regular school hours is generally acceptable as **long as there is supervision by an authorized staff or faculty member**. In all cases, permission must be received from the principal. The staff or faculty member in charge will have the final authority and responsibility for the event. It is the responsibility of all to help take care of the facilities of Holy Trinity Catholic Schools.

Each student should take personal pride in the appearance of the buildings. Any group that uses the buildings will be responsible for cleaning up afterwards, returning all equipment to its proper place, turning all lights off, and making sure the building is locked. Any damage which results from a deliberate act demands full restitution.

Fire and Tornado Drills

All students are to know the procedures and pattern to be followed for both fire and tornado plans. Once the signal is given for fire, students should proceed quietly to the nearest exit. In a tornado drill, students should be directed to the nearest safe location and remain there until the *all clear* signal is given. In both drill situations, teachers are responsible for all students so they should keep their grade book with them at all times.

Food and Beverage

Only water in closed containers will be allowed in the classrooms. All other food and beverages should be eaten in the cafeteria or front lobby

Good Conduct Rule

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

This Code of Conduct applies to all parents/guardians and visitors who interact with our schools and are present at the school and school sponsored activities, meetings, and functions within and outside of school hours. As parents/guardians and visitors there is an expectation of support for the Mission, Vision, and Values of the Catholic schools of the Diocese of Davenport. Catholic schools of the Diocese of Davenport are very fortunate to have a dedicated and supportive school community. We recognize that the education of our children is a partnership between educators and parents. ([213.1](#))

Grading Scale

Holy Trinity uses the following grading scale:

A+	4.0	97-100%
A	4.0	96-93
A-	3.67	90-92
B+	3.33	87-89
B	3.0	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.0	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.0	63-66
D-	0.67	60-62
F	0.0	0-59

Advanced Placement (AP) courses will receive ONE quality point awarded on the grading scale. If a student takes an online AP Course the student MUST take the AP test for their specific course(s) to get the ‘weight’ of an AP course on their transcript and it to be defined on their transcript.

Graduation Requirements-Core Curricula

The requirements to receive a diploma from Holy Trinity High School are listed below. All students must enroll in eight classes each semester.

Department	Requirement	Department	Requirement
Theology	4 years	PE	4 years
English	4 years	Health 9	
Math	3 years	Fine Arts	1 year
Social Studies	3 years	Personal Finance I & II	1.5 years
American History		Computer Science	1 year
U.S. Government		Speech	1 year
Science	3 years		

In addition to the requirements listed above students must successfully complete electives to total a minimum 30.0 credits.

Courses taken online through an online virtual learning program or through SCC can ONLY count as an elective and WILL NOT count towards core courses needed for graduation. These courses do not count towards HTC's accreditation as a school and thus cannot be counted toward core courses.

Great Prairie Area Education Agency (AEA)

Holy Trinity Catholic Schools partners with Great Prairie AEA and Fort Madison Community School District to provide students with special needs programming. These services include, but are not limited to audiologists, special education consultants, teachers for hearing impaired and visually impaired, occupational therapists,

physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation, or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*. If you have any questions and/or concerns about these services, please contact the Director of Student Services.

If your student qualifies for these services, they will be served by the Fort Madison Community School District and/or the Great Prairie AEA.

Guests

All guest speakers must have prior Administrator permission. All visitors must report to the main office immediately upon arriving at Holy Trinity to sign in and receive their badge. Any faculty member who sees a visitor in the building without a badge will direct the visitor to the main office. If the visitor refuses to go to the main office, administrators are to be notified immediately. Students who have guests must introduce them to their teachers at the beginning of each class period. These guests must be registered in the main office and should have a badge indicating that they have registered. If they do not have a badge, they should be sent to the main office.

Guns/Weapons in Schools

It shall be the policy of the Holy Trinity Board of Education that weapons, and other dangerous objects be taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Facsimiles of weapons used in a threatening fashion are subject to this policy.

Students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. The principal, in consultation with the superintendent of schools, shall have the authority to recommend modification of the expulsion requirement for a student on a case-by-case basis. Re-admission of the student at the end of the expulsion period will be based on the recommendation of the principal to the Board of Education. Exceptions to this policy may be granted on a case-by-case basis by the principal for weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted in advance of the display for educational purposes.

Harassment & Bullying

Harassment and bullying are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The Holy Trinity Chief Administrator has the authority to report students violating this rule to law enforcement officials.

According to the State of Iowa Department of Education bullying is defined as; unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

According to Iowa Code section 280.28 harassment and bullying are defined as follows:

- 1) "Electronic" means 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, and electronic text messaging.

- 2) "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the student in reasonable fear of harm to the student's person or property.
 - b. Has a substantially detrimental effect on the student's physical or mental health.
 - c. Has the effect of substantially interfering with a student's academic performance.
 - d. 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.
- 3) "Trait or characteristic of the student" 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.

Holy Trinity Catholic Schools will follow the Diocese of Davenport Board of Education's anti-bullying/harassment policy and is as follows:

Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the Diocesan Board of Education. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school.

This policy is in effect while students or employees are on property within the jurisdiction of each local board of education; while in school-owned or school-operated 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.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: 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.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 1) Places the student in reasonable fear of harm to the student's person or property
- 2) Has a substantially detrimental effect on the student's physical or mental health
- 3) Has the effect of substantially interfering with the student's academic performance

- 4) 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.

“Electronic” means 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.

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

- 1) Repeated remarks of a demeaning nature;
- 2) Implied or explicit threats concerning one's grades, achievements, property, etc.;
- 3) Demeaning jokes, stories, or activities directed at the student; and/or
- 4) Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee or another student means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- 1) Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits
- 2) Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting that student
- 3) The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers, bullying and harassment may also include the following behaviors:

- 1) Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- 2) Requiring submission to, or rejection of, such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, the perpetrator will be removed from the situation immediately. Reentry may be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceedings relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in

violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The school will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students or employees alleging bullying or harassment. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion.

Students who feel that they have been harassed or bullied should:

- 1) Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, mentor, counselor, or principal to help.
- 2) If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - a. tell a teacher, counselor, mentor or principal; and
 - b. write down exactly what happened, keep a copy and give another copy to the teacher, counselor, mentor or principal including:
 - i. what, when, and where it happened;
 - ii. who was involved;
 - iii. exactly what was said or what the harasser or bully did;
 - iv. witnesses to the harassment or bullying;
 - v. what the student said or did, either at the time or later;
 - vi. how the student felt; and
 - vii. how the harasser or bullying responded.
 - c. Students can obtain a form to fill out from the office or the Director of Student Services to file a complaint

This policy has been adapted from Diocese of Davenport Policies [430](#) and [754](#).

Honor Roll

Any student who receives a grade point average of 3.0 or better for the semester will be included on the honor roll. All courses receiving a grade are included in the grade point average. No student who receives a D or an F on the report card shall be included on the honor roll list.

Injury

In the event of an injury or illness to a student, faculty or staff member, these steps are to be followed:

- 1) Contact an adult supervisor immediately (teacher and/or staff member)
- 2) Do not move the injured person. First aid will be administered if appropriate.
- 3) The principal or his/her designee will determine if outside aid is necessary. Contact the rescue squad by dialing 9-1-1.
- 4) Contact parents/guardians immediately.

Library Regulations

The library is to be used by students for individual reference work or for individual quiet study. No book is to be taken from the library by a student without signing his/her name to the card found in the pocket of the book.

If books are not returned on or before the date due, the student is subject to a fine and will be billed the cost of materials that are taken from the library and not returned or are delinquent for more than two weeks. Reference books, periodicals, magazines, and newspapers are to be used in the library and may not be taken from the room. Misuse of the library will result in loss of library privileges.

Lobby

The lobby of HTC is the first place people see upon entering the building. We want the lobby to be clean and neat at all times. Book bags and gym bags should not be left in the lobby. If you are in practice, please place your bags in the locker room. **It would be advisable not to leave valuables or large sums of money in those bags.**

Locker/Desk Inspection

School personnel may inspect lockers, desks, and any other areas belonging to the school and used for storage by the students without notice or any type of suspicion. Students may not place their own padlocks on lockers. Holy Trinity is not responsible for any items stolen from the lockers.

Lost and Found

Clothing items that have been found in and around the building will be taken to the administrative office. Jewelry, electronics, glasses, and school materials will be saved in the office. At the end of each quarter, lost and found items will be placed in an open area for students to claim. If not claimed by the end of the year, all will be disposed of.

Lunch

Holy Trinity is a closed campus. Students must eat their lunches in the cafeteria area. Students may either bring their own lunches or purchase lunches from the Office. No pop is allowed during the school day.

Application for free lunches and reduced-price lunches may be made in the administrative office. Federal guidelines will be followed as the basis for eligibility for free and reduced-price lunches. Procedures for ruling on application will be the same as those followed for the past school year. If a student receiving free or reduced-price lunches wishes to eat twice in one day, he/she must pay the full meal price for the second lunch.

Seniors who are in good academic standing and have no disciplinary issues can participate in open campus lunch during the second semester of their senior year. Students must turn in the written permission form from their parent(s)/guardian(s) before they can participate. Students are required to be back before the end of the second lunch hour. If students are not back in time, they will lose their open campus privileges for one week.

Make Up Work

The student is responsible for making up any work missed during the time of an absence. The student is allowed to double the days missed in calendar days (not class meeting days) to make up the work. For example, if a student misses two days of classes, he/she would have four calendar days to get the class work made up –not four A days and four B days – just four calendar days. Many teachers have web pages listing class work and assignments that can assist the student in getting missed work handed in on time. Links to these web pages are under the “Teachers’ Websites” tab on the Holy Trinity Catholic Schools Home Page at www.holytrinityschools.org or through the PowerSchool link, also located on the Holy Trinity Catholic Schools Home Page.

Mass Procedures

Integrating the Catholic Faith into our education is primitive to our vision and mission at Holy Trinity Catholic Schools. There is a weekly mass every Wednesday at the Jr/Sr High level. Students are expected to be in attendance, participate, and behave according to our behavior standards. If a student is found to be in violation of any of our behavior guidelines, they will be subject to the appropriate disciplinary procedures. Teachers and staff are also, required to attend Mass to help facilitate and monitor students. Teachers are responsible primarily for the students that were in their previous class period.

Medications

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

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

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

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

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

Tylenol/Ibuprofen is available in the school office, but students must have written parental permission before they can take this medication. Parents sign an **Authorization to Administer Medication to Students** form to be kept on file in the school office. If you prefer another over-the-counter medication, you may supply an original container of the medicine with the student's name on it to be kept in the office.

National Honor Society

The National Honor Society was established for the recognition of outstanding high school students. Membership in NHS follows the guidelines of the National Honor Society Organization.

Addendum to National Honor Society Selection Guidelines:

The selection procedures and guidelines used by the Holy Trinity chapter of the National Honor Society are outlined in the official National Honor Society Handbook published by the National Association of Secondary School Principals. A brief summary of these procedures follows:

- 1) To be eligible for membership, the candidate must be a sophomore, junior or senior, and have a cumulative grade point average of 3.50 (on a 4.0 scale). Freshmen are not eligible. All eligible candidates must complete a Student Activity Information Form on which they list the various in-school teams, clubs, and musical groups to which they belong, plus any awards or special recognition they

have received. They also list any elected offices they currently hold or have held. The candidates also list any community activities in which they are involved.

- 2) All faculty members are given an opportunity to evaluate those candidates who they currently have or have had in class. The candidates are evaluated in the areas of leadership, service, and character. The actual selection of members is made by a five-member committee appointed by the principal. The NHS Advisor serves as a sixth, non-voting member of this committee. In evaluating potential members, the areas of leadership and participation are considered to be very important. Leadership roles and/or participation in both the school and the community are considered. Scholarship is also very important, but it, in itself, is not the determining factor for membership.
- 3) The fourth area of consideration is that of character. The candidate must demonstrate the highest standards of honesty and reliability and uphold the principles of morality and ethics. The committee also reviews the information contained in each candidate's Student Activity Information Form and a summary of the faculty evaluation. To be selected for membership; the candidate must receive a simple majority vote from the five-member committee. Membership in the Nation Honor Society (as outlined in the National Honor Society Handbook) is an honor bestowed upon the members by the faculty committee. A person cannot apply for membership, nor should he or she consider membership to be his or her right regardless of his or her qualifications.

Off Campus Without Authorization

Any student off campus during school hours without authorization will be subject to detention comparable to (or exceeding) the amount of time missed at the administrator's discretion.

Online Classes

Students are expected to give the same effort and time to their online classes as they do their in-person classes at HTC. If students have missing assignments, miss class tests or quizzes, or are falling behind in their online class, they are to be disciplined the same as they would in an in-person class (i.e., loss of eligibility in sports and clubs, loss of extra privileges, and potential detention).

Out of Town Trips (School-Sponsored)

Students participating in Holy Trinity-sponsored activities are to travel in the vehicles provided by the school and are to be under the supervision of the sponsoring coach/moderator. All Holy Trinity activity regulations apply. All students must have a Diocesan permission slip signed and returned to the trip sponsor before leaving in the school vehicle.

Parent/Guardian-Teacher Conferences

Parent/Guardian-Teacher conferences occur in the middle of the first and third quarters. Each building will set up their schedule for conferences so there is no conflict. Parents/Guardians are encouraged to contact their student's teachers whenever there is a perceived need for a conference.

Parking Regulations

Any means of transportation (car, motorcycle, moped, bicycle, etc.) used by the student must be parked in the school parking lot in a manner that does not block sidewalks or the kitchen driveway. Cars parked inappropriately will have to be moved and the student will not be allowed to make up the class work missed while doing so.

Students are not to be in the parking lot during the school day unless they have received permission from office personnel. Students leaving the premises during the school day must have permission from the main office.

Students who exceed the posted speed limit, drive in a manner that endangers the well-being of other drivers or pedestrians in the parking areas, park in an abnormal manner, or park in restricted areas, will be subject to Disciplinary action. Students are not to park in the first row of parking specifically designed for staff and visitors.

Physical Education

All students must take PE. All students are expected to dress appropriately for PE, wear gym shoes, and participate with a positive attitude. A student may be excused from participating in PE only with a note from the principal's office (doctor's excuses must go through the office). Students who have an extended excuse from PE will have an alternative PE assignment to maintain their grade. Students can participate in contract PE. Students can enter a contract PE if they are participating in HTC sanctioned sports during the semester. For the fall semester they need to be participating in a fall and winter sport. For the spring semester they need to be participating in a winter and spring sport.

PowerSchool

Holy Trinity Catholic Schools utilize PowerSchool for our Student Information System. Parents and students can log into PowerSchool to check their grades and attendance. It is highly recommended that parents and students check PowerSchool for updates multiple times per week. The link to PowerSchool can be found on the homepage of the Holy Trinity Catholic website. If there are any questions about logging in to PowerSchool, please contact the school's secretary.

Posters

Posters and signs may be placed on the walls in the corridors by permission of the teacher or sponsor. As soon as they have served their purpose, they should be removed. Masking tape should be used on painted walls and then only for a short time. Scotch tape should never be used on painted walls. Posters may not be placed on glass without the permission of the principal. The administration reserves the right to remove any posters found to be unacceptable. Groups should get permission from the principal or his/her designee before using tape on the lobby windows.

Poster Parties must have faculty/sponsor supervision at all times. All mixing and cleaning of poster materials must be done in the maintenance room opposite Room 107.

Pre-Arranged Absences

Special permission to be absent from school may be given as follows:

- 1) **Planned Absence:** A written note from a parent is required prior to the absence. This should be done three days in advance of the absence. A pre-arranged absence sheet should be completed and presented to each teacher whose class will be missed. The sheet should be returned to the office at the end of the day where a copy will be made and given to the student.

- 2) **Early Dismissal:** A request for authorization to leave school may be made when there are circumstances that CANNOT be handled outside of school hours. This request must be **written** by a parent or guardian, must include the specific reason for the request, the exact time of the requested dismissal, the length of the dismissal, and be presented at the office before school starts. Early dismissals may be approved only through the office.
- 3) **Off Campus:** Permission is given to students to leave the school during a portion of the school day when a **written** request from a parent or teacher is presented to the office. A student leaving school with such permission is to sign out and sign back in at the main office. No student will be allowed to leave without proper permission.
- 4) **Check-Out:** If, after starting the class day, it becomes necessary to leave school for any reason, the student is to check out at the main office. Permission to leave school will be granted only with appropriate authorization of parent or guardian.

Progress Reports

Good communication of educational progress is important. First and third quarters all students will receive a Progress Report in all subject areas. This allows the student and parent to know academic standing at the beginning of each semester. Progress Reports will also be sent to parents when a student's work fails or falls below the minimum level at which a passing grade can be given. Progress reports will be sent out during the fourth or fifth week of each quarter. Progress Reports will also be sent when a student does not perform to his or her potential.

Purchases

Students are not allowed to make purchases or to charge anything to their class, group activity, or Holy Trinity Catholic Schools without a signed "Purchase Order" which must be obtained in the administrative office.

Return-to-Play Protocol

RESOLUTION TO ADOPT RETURN-TO-PLAY PROTOCOL

WHEREAS, Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur with or without loss of consciousness. **Iowa Code 280.13C(1)(b).**

WHEREAS, Concussions are among the most commonly reported injuries to children and adolescents who participate in recreational activities. Continuing to engage in activities with a concussion or symptoms of a brain injury leaves a young athlete vulnerable to greater injury. **Iowa Code 280.13C(1)(a)(c).**

WHEREAS, Concussions can impair how a student athlete thinks, acts, feels and learns. A student who has sustained a concussion may need adjustments, modifications to curriculum, and monitoring by medical staff until the student is fully recovered. **Iowa Code 280.13C(1)(d).**

WHEREAS, The Iowa Department of Public Health as created return-to-play protocol based upon peer-reviewed scientific evidence consistent with the guidelines of the Centers for Disease Control and Prevention of the United States Department of Health and Human Services, for a student's return to participation in any extracurricular interscholastic activity after showing signs, symptoms, or behaviors consistent with a concussion or brain injury. **Iowa Code 280.13C(6)(a).**

NOW THEREFORE, LET IT BE RESOLVED, that the Holy Trinity Catholic Schools Board of Education formally adopts the return-to-play protocol established by the Iowa Department of Public Health, listed in 641 Iowa Administrative Code Chapter 54 as the appropriate protocol for Holy Trinity Schools. **Iowa Code 280.13C(6)(a).**

ADOPTED by ACTION of the BOARD this 24th day of June, 2019.

Scheduling

Student scheduling will be arranged so that maximum efficiency of the staff can be utilized. Students failing to register for sufficient credit hours will be assigned a class. Students may be refused permission to take a class if they do not have the proper prerequisites for the class. Likewise, students will be placed in classes according to their tested ability. All requests for changes in schedule must be made during the first five days of the semester.

Starting with the class of 2025, juniors may only have one online class per semester, and seniors may have two online classes per semester. If there is a scheduling conflict and the student must take an additional online class the student must get written permission from their parent(s)/guardian(s), the school principal, and the school counselor.

School Supervision

Classroom and hall conduct should reflect the concern we as Christians have for one another. Teachers will supervise hallways and lobbies during passing time. Their requests or directions should be followed promptly and courteously.

Searches

1) Personal Searches

- a. 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 district policies, rules, regulations, or the law affecting school order.
- b. Personally intrusive searches will require more compelling circumstances to be considered reasonable
- c. Pat-down search – IF a pat-down 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.
- d. 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 present unless the health or safety of the students will be endangered by the delay which may be caused by following these procedures.

2) Locker Inspections and Searches

- a. **Inspections:** Although school lockers 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 ensuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or random selection of lockers may be conducted by school officials in the presence of the student. Any

contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

- b. **Searches:** The student's locker and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

3) Vehicle Searches

- a. Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of the student parking areas. The interior of a student's vehicle on the school's premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Senior Fees

A graduation fee is charged to all seniors. This is to cover the cost of diplomas, senior banquet, and printed materials.

Service Hours

Because service to the local church and community is an important expression of Christian charity, and because teaching how to serve others is part of the mission of Catholic education, all HTC students, regardless of faith tradition, will be required to perform service hours as part of their requirements for graduation. Students will be required to complete service hours at their church and/or at approved organizations and events. Students in 6th grade will not be required to complete service hours.

Requirements:

1) 7th and 8th Grades

- a. At least 10 hours of service is required per year.
- b. For students receiving the Catholic parish membership discount, a minimum of 5 hours per year must be in service to the student's parish.
- c. Service at 1 parish Mass would equal 1 hour.
- d. Students not receiving the Catholic parish membership discount, are encouraged to serve their own church or faith community.
- e. Students must write a 150 word reflection paper each semester.

2) 9th-12th Grades

- a. At least 80 hours of service are required for graduation.
- b. At least 20 hours per year
- c. For students receiving the Catholic parish membership discount, a minimum of 40 hours must be in service to the student's parish.
 - i. At least 10 hours per year
- d. Students not receiving the Catholic parish membership discount, are encouraged to serve their church or faith community.
- e. Students would write a 300-word reflection paper each semester.
- f. 9th Graders may count their school hours toward Confirmation service hours.

Tracking:

- 1) High School Theology teacher tracks service hours and reflection papers as part of the theology class grade. Service hours and reflection papers will account for 20% of the class grade. A silver cord included in their regalia at graduation will recognize students who complete 100 or more hours during 9th-12th grade, starting with the class of 2027.
- 2) If the service hour requirement is not met in 7th and 8th grades, the unmet hours will roll over into the high school requirement. Unmet 7th and 8th grade hours will not contribute to the 100 hours needed for recognition at graduation.
- 3) The hour requirement will be prorated during implementation and for transfer students.

Verification: Students will be required to have a supervising adult provide sign and provide contact information on a form provided by the school for the verification of service hours.

The school will provide a list of approved events, organizations and locations which will be published in the student handbook. Requests to count unapproved service hours will be considered on a case by case basis by the theology teacher or parish pastor, if needed. School Masses and service performed during school hours do not count. Any service done for profit does not count.

Examples:

1) Parish Hours:

- a. Service at Mass: 1 hour
- b. NCYC and related fundraising: 10 hours
- c. Fall Festivals and God's Portion Day
- d. Youth Group Service Projects

2) Non-Parish Hours:

- a. Rodeo: Cap at 10 hours per year for high school and 5 hours per year for junior high.

Shared-Time Classes

Shared-time classes with the public school are a privilege and should be treated as such. A student caught skipping a shared-time class, leaving early, or arriving back late will receive a detention(s). Continued offenses will be referred to the principal for disciplinary action. Students enrolled in shared-time classes are responsible for attending those classes on all days in which that school is in session, even if Holy Trinity is not in session. On the days in which Fort Madison High School is not in session but HTC is in session, shared-time students will remain at Holy trinity and report to the office.

Students attending classes at the public high school will have five minutes to get to their scheduled class. They should sign out in the office before leaving Holy Trinity. Students who attend FMCS D to receive special education services will be transported to their respective buildings via FMCS D transportation. Students who attend FMCS D to take other classes will be transported to their respective buildings via HTC transportation. They will not be permitted to drive themselves.

Skip Day

Holy Trinity has NO SKIP DAY. If the senior class insists on a skip day, then the administration will have the option of denying senior week and/or the class trip.

Sporting Practices

Holy Trinity Catholic Schools believes that participating in sports helps to supplement our students' academics but believes that our athletes are students first. Therefore, it is highly recommended that students attend school the day of and the day after their athletic event.

When practicing, Holy Trinity boys are allowed to practice with girls when coaches deem necessary.

Sportsmanship & Integrity

Students should treat opponents, spectators, and officials with courtesy and respect. Students are not to lead cheers that interfere with the organized cheers of the cheerleaders of either team. Conference rules state that fans cannot sit in the front row of the bleachers during basketball games.

Staff Authority

Teachers have specific regulations in their classes and activities for legitimate educational purposes. Many types of situations arise daily which demand the immediate action of a staff member for the good order of the school. Unless students have serious moral reservations about directions, they are expected to obey all teacher and staff directions promptly and courteously. Requests or directions that cause moral reservations must be reported to the principal immediately. Other disputes and disagreements will be settled with the help of the administration after students have carried out the directions.

Student Abuse

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

Student Guidance and School Counseling Program

Holy Trinity Catholic Schools maintains a guidance program that provides certain services that assist students with their personal, social, mental health, educational, and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows. If a parent or guardian wishes that their student not receive any or some of these services, they must submit this refusal in writing to the Director of Student Services.

Student Organizations

Holy Trinity Catholic recognizes curriculum related and noncurriculum related student organizations. These student organizations may use school facilities for their meetings during non-instructional time at the approval of the Chief Administrator. Meetings will not interfere with the orderly conduct of the education program or other school district operations.

Curriculum Related Organizations

Holy Trinity Catholic's curriculum related student organizations include Art Club, History Club, Science Club, National Honor Society (NHS), Battle of the Books, Frassati Club, Culinary Club, Chess Club, and Future Farmers of America (FFA). School employee(s) monitor approved meetings and may interact with the curriculum related student organizations. Approval of a proposed curriculum related organization is made on a case-by-case basis. Final determination is at the discretion of Activities Director or School Principal and approval of the board.

Noncurriculum Related Organizations

Holy Trinity Catholic's student initiated, noncurriculum related organizations are limited to student participation only. Attendance is voluntary. School employee(s) are assigned to monitor approved meetings but will not participate or assist in any way. Should a student(s) want to establish a noncurriculum related organization they should contact the Activities Director or School Principal for more information.

Student Funds and Fundraising

Students may raise funds for school activities upon approval of the building principal and school board at least 2 weeks prior to the fundraising event. All financial matters and activities within the school organizations are under the supervision of the principal. The principal must authorize, and the School Board approve, all fund drives or collections held by students, faculty, or staff. Curriculum related student organizations must have the approval of the building principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the school principal prior to selecting a gift.

Student Records

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of [insert school district]'s policy on education records and other related information and procedures [insert who to contact to obtain a copy and where a copy of the policy may be accessed, e.g. administrative office].

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

- 1) Right to inspect and review the student's education record.
- 2) Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
- 3) The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

Sunday Policy

While Holy Trinity encourages its students to be involved in a variety of academic and extra-curricular activities, it also recognizes the sacredness of Sunday and the need for family/parish-based faith experiences. For these reasons, the Holy Trinity administration, faculty, staff, coaches, and moderators will keep Sundays free of school-sponsored activities. All exceptions to this must be approved by the administrative staff and reported to the school board at their regular meetings.

Testing/Survey Program

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students may be excused from testing for certain reasons by contacting the school Principal.

Withholding of Diplomas and Final Grades

If detentions are not served, fines and bills are not paid, or if uniforms are not turned in to the Athletic Director, diplomas will be withheld. Seniors are required to complete a checkout list before a diploma is issued.

Acknowledgment of Receipt

I acknowledge that I have received or can access a copy of the Holy Trinity Catholic Jr/Sr High's Student Handbook available at www.holytrinityschools.org. I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Craig Huebner, Chief Administrative Officer and Jr/Sr High School Principal, with any questions I have about the contents of the student handbook.

I understand that the student handbook is a general source of information and may not include every possible situation that may arise.

Parent's Signature Date

Parent's Name (Printed)