

# Trinity Catholic School

...forming Faith, Family, and Futures.

## Parent/Guardian-Student Handbook

2025-2026



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Parent/Guardian-Student Handbook 2025-2026

**I. Philosophy**

**Archdiocese of Dubuque  
Philosophy of Education for Catholic Schools**

*The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.*

Catholic Faith-Based Program	Academic Excellence
<ul style="list-style-type: none"> <li>● Instills a love and knowledge of the Catholic faith.</li> <li>● Integrates instruction with Catholic values.</li> <li>● Leads students and families to active participation in their parish communities.</li> <li>● Provides opportunities for worship, service and prayer.</li> <li>● Supports a safe and nurturing environment where students encounter Jesus Christ.</li> </ul>	<ul style="list-style-type: none"> <li>● Promotes life-long learning and advances the development of the whole person to the fullest extent.</li> <li>● Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.</li> <li>● Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.</li> </ul>

**Local Mission Statement**

Trinity Catholic School is an Elementary Educational Ministry of Christ Our Hope Cluster serving the communities of Protivin, St. Lucas, Fort Atkinson, Lawler, Waucoma and Little Turkey. We are a welcoming family of all faiths, with a dedicated faculty and staff that take a personal and collaborative approach to each child’s learning. Trinity forms faith, family and futures by:

- strengthening students’ relationship with Jesus Christ and His Church
- nurturing students through a partnership with our families and communities and
- inspiring students to develop to their full academic potential  
all in pursuit of forming future saints.

**Local Vision Statement**

Trinity Catholic School produces disciples, life-long learners, productive adults, and engaged citizens who respond to God’s call in their personal lives.

**Religion Goals**

1. Students will recognize that as Catholics, by virtue of Baptism, they are called to life in Christ.
2. Students will form a knowledge and appreciation of the sense of the Church and of the fundamentals of Catholic teaching.
3. Students will form the beginnings of a spiritual life experienced through the liturgy and sacraments with the Catholic community.
4. Students will participate in all forms of prayer, both personal and communal, and learn to experience the riches of God's word through regular reading of the Bible.

### **Local Philosophy**

-We believe that our primary responsibility as Christian educators is to inspire each child to develop to his/her potential intellectually, spiritually, morally, physically, emotionally, and socially.

-We believe that our students must be prepared for his/her role in society and in the kingdom of heaven. Therefore, we must reflect a realistic assessment of the knowledge, skills, and attitudes, which students will need to live effectively in a rapidly changing world. This includes effective communication and respect of others' ideas and opinions.

-We believe in the identity of each individual and we respect the uniqueness of each person's self concept; we do expect that all students show respect to their peers, all staff members, school environment, and facilitate growth in each other.

-We believe that all school resources and personnel should be used effectively in order to provide our students with meaningful educational experiences. Therefore, we recognize and respect a variety in individual teaching and learning styles. These will foster creativity and skills in the performing and fine arts.

-We, the students and educators, believe we must be held responsible for our performance. Therefore, we must realize that our responsibility includes the teachers, students, and their parents in determining and achieving goals.

-We believe that we must reinforce the goal of the Archdiocese to guide individuals to a strong faith community based on Gospel values.

-We believe our students need to become responsible members of local and global communities, respectful of the environment, and demonstrate a moral use of technology.

### **Four Great Things**

#### **1) Catholic Identity and Faith Infused with Learning**

- We start each day with prayer
- We attend weekly Mass and daily religion classes, prepare for sacraments
- Students participate in Mass as altar servers, lectors, and prepare and present special school Masses
- Each grade level sponsors a service project
- Students hold prayer services during Advent and Lent
- Day long retreats held for each grade level
- Religious based Christmas program

#### **2) Academic Quality**

- Small class sizes
- Yearly standardized testing through ISASP for grades 3 thru 6
- Three times a year tested in reading and math (FAST)
- Special programs for enrichment and remediation for more individualized attention, Title and Special Ed on site
- Ongoing research-based data used to strengthen programs
- Continued professional development opportunities for teaching staff
- Different activities are done in family groups of all ages ie: lunch buddies, reading buddies
- A specialty teacher teaches Art, PE, and Music
- Field Trips are tied in to educational learning adventures
- 1:1 School – K thru 2<sup>nd</sup> – iPads; 1<sup>st</sup> thru 6<sup>th</sup> – MacBook Pro

### **3) Safety, Structure, and Discipline**

- Discipline policy in effect and published in school handbooks
- Doors are locked at all times. Main entrance is monitored and opened electronically by the school's main office. It is a safe, supportive, nurturing, family environment.
- Fire, tornado, imminent-danger drills practiced regularly
- Parents encouraged to participate in school functions such as school board, booster board, fundraising events, and classroom retreats
- Students mentor younger students

### **4) Activities and Leadership**

- Each class participates in a community service project
- Students have access to band, fall/winter sports, and summer sports camps
- Student art and academic exhibit at our spring omelet fundraiser
- Field trips tied to fine arts performances
- Students birthdays are celebrated at lunch time
- Students sing to residents at the local Care Center
- Piano lessons are available
- Spring music program or host Missoula Children's Theatre

## **II. Catholic Dimension/Uniqueness**

### Catholic Atmosphere

Religious education at Trinity Catholic School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life and education of each student.

Besides classroom instruction in religion, liturgical preparation and Mass participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in his/her faith life. The school can only support what is taught and experienced at home.

All enrolled students, regardless of faith background or experience, participate in religion class and the other experiences listed above. Non-Catholic students participate at a different level in opportunities related to sacraments and liturgy, but nonetheless are present for these opportunities as part of enrollment in our school. Questions about this can be directed to your child's teacher or a school administrator.

### Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

### Spiritual Program

The spiritual program of the school recognizes that “to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living” cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

Parents/guardians are always invited to the school liturgies. Please call the office or check the website to make sure of the Mass schedule.

-Sacramental Preparation - Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents/guardians should be directly involved in the religious education of their children.

-Liturgical Celebration — Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent. Stations of the Cross occur during Lent and a Living Rosary is held in October.

- K-3 classes lead two prayer services during Advent, 4th leads one prayer services during Lent, and 5<sup>th</sup>-6<sup>th</sup> grade leads the Passion Play during Holy Week.

-Retreats: K-1 participate in a day-long Advent Retreat, 2nd graders take part in a Reconciliation and a First Communion retreat, 3-6 participate in Lenten retreats, and 5<sup>th</sup> and 6<sup>th</sup> participate in a Marian retreat every other year. An In Inner Beauty retreat for 6th grade is held in May opposite the Marian retreat.

### **III. Admission Policies/Notice of Non-Discrimination**

#### Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (ACSB Policy #5112)

Trinity Catholic School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

Parents/guardians are required to complete the annual enrollment process prior to attendance, this includes fall paperwork and online registration through PowerSchool. An annual tuition contract is given that indicates tuition assistance and the family’s financial responsibility.

#### Equal Opportunity

Trinity Catholic School is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, or disability. However, students are required to meet the school’s academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student’s religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

### **IV. Policies/Programs**

## Acceptable Use Policy

See Internet Policy, iPad Agreement, and Laptop Agreement

## Assessment

Students in grades 3-11 take the Iowa Statewide Assessment of Academic Progress (ISASP). When test results have been returned and analyzed, parents/guardians will receive appropriate information; the initial student analysis is provided in the spring of the administration year, followed by a more detailed analysis to follow in the upcoming fall.

Students in grades K-8 take the Formative Assessment System for Teachers (FAST) assessment three times throughout the school year; fall, winter, and spring. FAST is administered as a way to screen students, identify skill gaps, and offer proven recommendations for reading and math. Results reported to families upon completion of each testing administration.

Personal conferences are available with parents to go over any of the assessment results in more detail. Parents are encouraged to set up appointments if they wish for more information.

## Bicycles/Motorized Scooters

Students are permitted to ride bikes/motorized scooters to school. The school accepts no responsibility for bikes/motorized scooters parked on school property.

## Copyright

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (ACSB #2510) that all employees, volunteers, and students will abide by the federal copyright laws.

Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy and are doing so at their own risk and assuming all liability.

## Field Trips/Off-site Educational Experiences

Field trips and other off-site educational experiences aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students must provide a signed permission slip from their parents/guardians for each field trip or educational experience in order to attend (this is in addition to the initial annual consent waiver electronically signed during e-registration.) Students will leave school, remain, and return together with their assigned group and chaperone unless otherwise approved by the school office.

## Guidance

Our counseling program complements the curricular offerings by offering support to students in a number of areas.

## Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will assign homework in accord with the age of students. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

### Human Sexuality Program

Human sexuality instruction is integrated into the Religion program and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be in writing to the principal. Parents are permitted to review the course materials at any time. Please refer to ACSB policy #6141.11 for specific details.

### Media Center/Library

The students will be able to use the media center/library with supervision of school personnel.

### Multicultural/Gender Fair/Global Education

Trinity Catholic School offers a global, multicultural, gender fair approach to the educational program. Trinity Catholic School is committed “to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society.” (ACSB #6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students’ education.

### Phones

Students are expected to have the permission of the school office staff to use the school phone before, during or after school.

### Physical Education Waiver

A pupil shall not be required to enroll in either physical education or health courses if the pupil’s parents/guardians file a written statement with the school principal that the course conflicts with the pupil’s religious beliefs. (ACSB Policy #6144.3)

### School Parties and Invitations

Parties that consume valuable school time are discouraged. However, students may bring birthday treats. Healthy treats are recommended. If a student should wish to do this, the treats will be passed and shared.

After school parties are the responsibility of parents/guardians. Invitations to after school parties should only be passed at school if all members of the class are invited.

### School Day

School begins at 8:20 A.M. and dismissal is at 2:55 P.M. Bus riders will be dismissed first. Once the bus has left, walkers and students being picked up will be dismissed. Parents may pull into the parking lot and wait for their child(ren) to exit the building. Students are dismissed under supervision of a staff member.

### School Dress Code

We recognize along with the parents that an appropriately dressed and groomed student has the potential for a more positive experience at school. The principal reserves the right to determine what constitutes good taste and appropriate clothing for students. All students are expected to dress in a manner consistent with accepted community and church standards of decency. If clothing does not meet these standards, students may be required to change. Examples of inappropriate attire include but are not limited

to: midriff-exposing shirts, shirts with inappropriate slang or sayings, clothing that is restrictive, dangerous, or distracting to others' education.

**Mass Attire:** Sweatpants and wind pants are not acceptable for Mass. **Students participating in the Mass should wear dress clothing. Others may wear jeans without holes and shirts without advertising.** If a shirt is deemed inappropriate, the child will be asked to change or turn their shirt inside out. Wearing shorts on warm Mass days is at the discretion of the presiding priest.

**Seasonal Clothing Guidelines:** Please label all winter items, including coats, hats, mittens/gloves, and boots. When snow is present, students must stay on cement areas unless wearing boots. Boots are required to use swings, slides, and other playground equipment. Students must avoid ice, water puddles, mud, and areas of uncovered dirt.

Students choosing to wear shorts on chilly days will still be asked to participate in outdoor activities, including recess and P.E.

**Prohibited Clothing:** Short skirts, skorts, and/or short shorts will not be allowed, nor will crop tops, spaghetti or narrow strap tops, tube tops, halter-tops or mesh shirts. Shirt straps should be at least an inch wide on the shoulders. Shorts, skirts, and skorts should be no more than four inches above the knee. Students wearing inappropriate clothing may be invited to call home for a change of attire.

**Footwear Requirements:** Footwear must be worn at all times. Shoes with laces must remain tied for safety. Flip-flops are strongly discouraged. Separate tennis shoes are required for indoor P.E. Outdoor P.E. requires shoes appropriate for running and physical activity. By following these guidelines, we ensure a safe, respectful, and productive environment for all students.

**Recess Clothing Guidelines:**

Wind Chill/Temperature/Feels like Temp

60 degrees and higher

50 degrees

40 degrees and below

0 degrees and below

Clothing Guidelines

Pants, short sleeves

Pants, jacket over shirt; layers are best

Snow pants and boots if needed

Coat, hat, gloves, snow pants, and boots are required

No outdoor recess

Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through AEA 1. Requests for these services are made by parents/guardians, or by teachers in agreement with parents and the school principal through the Child Support Team at school. All parental rights are strictly maintained.

When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.

5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
  6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
  7. The right to be involved in the development of your child's IEP (individual education program).
  8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
  9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.
- If you desire additional information, please contact your child's principal.

### Student Visitors

Students who request to have a visitor attend school with them should:

1. Receive permission from the principal and inform their teachers at least one day in advance.
2. On the day of the visit, they must first check in with the principal or office personnel. They then must be introduced to the teacher. Teachers have the right to refuse permission to a visitor.
3. Students having guests are responsible for that person's conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

### Substance Abuse Education

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education through parent meetings and information sent home, utilization of appropriate community agencies.

### Technology

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (ACSB Policy #2511, ACSB Policy #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

### Visiting Classes

Parents/guardians are welcome to visit school, as we welcome your interest and support. Duration is determined based on need in coordination with the principal. Please contact the school office to request a visit.

### Volunteers

Volunteers are an integral part of our school program. Volunteers provide valuable support to classroom teachers, students, and the school as a whole. Regular volunteers must take safe environment training and have a background check. For more information on volunteering, please contact the school office.

### Student Assemblies-School Liturgies

All school assemblies and liturgies are part of our school program. When any person is before the assembly to address the group, (Mass, Assembly, Pep Rally), there is to be no talking among students or improper behavior: shouting, whistling, excessive noise, whispering or discourteous acts.

## **V. Communication**

### Absence

Regular attendance is a key factor in the success of schoolwork. The value of the work missed is difficult to make up for by out-of-class work.

Parents/guardians are required to communicate with the school the day a student will be absent, along with the reason for the absence. If a student will be absent for an extended time, parents/guardians should inform the school office as soon as possible.

Appointments are best made for after school hours or on non school days. A student who must, as an exception, be excused for an appointment should follow the local procedure included below. Parents/guardians are required to communicate with the school anytime a student needs to leave school before the usual dismissal time. No child is released unless the school office knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

The school office approves the dismissal of students who are ill. Parents/guardians are notified when the illness is detected and must make arrangements for pick up of the child in a reasonable amount of time.

### Complaints

The following policies of the Archdiocesan Catholic School Board (ACSB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, school board chairperson, or the Office of Catholic Schools:

- Instructional Materials and Activities, ACSB Policy #1312
- Complaints Against Teacher, ACSB Policy #4119.4g
- Complaints Against Administrator, ACSB Policy #4119.4h
- Complaints Against Board Members, ACSB Policy #8252

### Dual Parent Reporting-Divorced Separated Parents

According to ACSB Policy #5124, in the case of a student's whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file.

Information made available to parents of any student in attendance at Trinity Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents, unless otherwise decreed by a court order.

Letters of support for use in legal situations are not given. The school seeks to work in partnership with parents and does not take sides in private matters. If there is a need for school employee testimony, a subpoena must be served.

### Early Dismissals, School Closings, and Late Start Procedures

Trinity Catholic School follows the Turkey Valley Community School District regarding school closings due to inclement weather. However, based on local conditions, Trinity Catholic School may elect to close due to bad weather. Do not call the rectory or school. Listen to KOEL or KDEC radio stations or TV channels KGAN, KIMT, and KWWL for official announcements. Trinity Catholic School dismisses 25 minutes earlier than Turkey Valley.

The Notify Now (IRIS) emergency alert system will be used in the case of an unplanned early dismissal. All families are asked to provide the necessary information in order to be included in these alerts.

#### Parent/School Communications

Adequate and clear communication between school and home is essential for the success of the children. A partnership is essential for the success of students within our educational environment; two-way communication is necessary to facilitate this collaboration.

Parents/guardians should feel free to call or email teachers about student progress or other situations of concern. Additionally, staff will reach out to families as needed throughout the school year. Staff will operate within local policy regarding response times, typically not to exceed 2 working days.

#### Parent-Student-Teacher Conferences

Individual conferences are held twice a year. Either parents/guardians or teachers can schedule other conferences as the need is recognized. Students are invited and encouraged to attend these conferences.

#### Progress Reporting

The purpose of progress reporting is to communicate a student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate communication, and quality progress reporting.

Progress reports are sent twice a year, at the end of each semester. Progress reports are based on the priority learning standards from the Iowa Academic Standards.

#### Student Privacy Act

In conformity with the Student Privacy Act, and ACSB Policy #5125, Trinity Catholic School does not send out student/graduate information to outside unauthorized organizations without written authorization of the student/graduate.

#### Student Records

A permanent record of each student is kept on file at school in accord with ACSB Policy #5125.

These records are available to be reviewed by parents/guardians and students by making a request to the school office. Copies are only given when it is not possible for a parent/guardian to review the records in person due to special circumstances. Records will be shared when lawfully requested by a subpoena.

#### School Board Meetings

School board meetings are generally held once each month except July and December. Meetings take place the second Thursday of each month. All meetings of the board are open to the public.

Parents requesting to be on the agenda should notify administration at least five days prior to the date of the meeting.

### **VI. Diversity**

Diversity recognizes the difference between people and includes different factors, such as religion, political orientation, age, race, ethnicity, language, socio-economic status, intellectual ability, sexual orientation, gender identity, and family structure. Our Catholic faith inspires us to respect all people, regardless of their differences. Therefore, we respond by making strong efforts to promote a climate rich in respect, equality, diversity, and inclusion.

Students in our school will be taught about respecting diversity in light of Catholic social teaching and other teachings of the Church. Our school desires a strong partnership with parents/guardians to help teach these lessons to children.

## **VII. Discipline Code**

Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Schools establish rules and regulations in keeping with Catholic principles and values. Students need the consistent support and guidance of administrators and teachers who aid them by setting consistent direction and limits in accord with the established rules and regulations.

Guidelines are prepared and set by teachers in their classrooms in agreement with the whole school policies and procedures. To assure adequate development and concern for each student, frequent two-way communication between teachers and parents/guardians is encouraged. All procedures are based on the premises that parents/guardians and teachers must work together and support each other's efforts.

The knowledge of the rules and expectations are the responsibility and obligation of each Trinity Catholic student. Neither ignorance nor lack of understanding of the rules will release a student or parent/guardian from responsibility to follow them. All Archdiocesan policies, State of Iowa education laws, and school rules as they apply to Trinity Catholic School, are to be respected and followed.

Misbehavior or rule breaking of any kind can disrupt the learning environment. Teachers and staff will address misbehavior regularly and consistently. It is expected that children will need reminders and discussion to mold their behavior. When misbehavior is a pattern, parents/guardians will be notified.

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well being of staff members or other students, demonstrates defiance, or breaks the law must be sent to the office.

Unacceptable student behaviors include, but are not limited to:

1. Use of drugs, alcohol, tobacco
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Bullying/Harassment

Consequences include, but are not limited to:

- Apology
- Detention
- Discussion with a staff member
- Office visit
- Loss of privileges
- Parent meeting

- Removal from activity/event
- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the ACSB Policy #5144.1.

### Bullying/Harassment

It is the policy of the Archdiocesan Catholic School Board and Trinity Catholic School to maintain a learning environment that is free from any type of bullying/harassment. No student associated with the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location. It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

“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:

- 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 a 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 the educational program.

It includes, but is not limited to:

- 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts;
- 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and
- 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

“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.

“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.

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the administrator or the Archdiocesan Office of Catholic Schools. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and ACSB Policy #2515.1, #2515.11, #5144.3.

### Corporal Punishment, Restraint, and Physical Confinement and Detention

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

State law also limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent/guardian.

### Fire Security

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$200.00 and could face further disciplinary action.

Any student handling or engaging a fire alarm will face disciplinary action. If the action results in the need for emergency personnel to arrive at any time other than in an emergency, the student will be fined at the cost of the emergency visit.

### Physical Aggression/Assault

Physical aggression is the intentional behavior that causes or threatens physical harm to another. This can include, but is not limited to hitting, pushing, kicking, biting, and the destruction of property. Throughout the investigative process it is important for administration to understand the motive and intent behind the physical aggression/assault, specifically if it was on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The use of physical aggression on school property will result in the following consequences being assessed.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

**1st offense:** One-on-one student meeting and parent contact and diversity teaching, if appropriate

**2nd offense:** Time in the office with loss of privilege and parent meeting

**3rd offense:** In-school suspension

**4th offense:** Out-of-school suspension or further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

**1st offense:** In-school suspension and parent meeting and diversity training, if appropriate

**2nd+ offense:** Out-of-school suspension or further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

### Racial Slurs

The use of words that can be referred to as racial slurs are not permitted and will result in the following consequences. Specifically defined, this category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The structure of this tier spans the length of the school year.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

**1st offense:** Warning with corrected behavior and parent notification by the staff member/administration

**2nd offense:** Student is sent to office for parent phone call and correction of behavior

**3rd offense:** In-school suspension and parent meeting

**4th offense:** Out-of-school suspension

**5th offense:** Further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

**1st offense:** Student is sent to office for parent phone call and correction of behavior

**2nd offense:** In-school suspension and parent meeting

**3rd offense:** Out-of-school suspension

**4th offense:** Further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

### Search and Seizure

The presence of contraband on school property or on the person of a student attending school or a school activity is not consistent with the environment of Trinity Catholic School. ACSB Policy #5145.2 refers to the rules relating to periodic search of students and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes, but is not limited to drugs, narcotics, tobacco, liquor, vaping devices, weapons, and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment and/or which present a threat to the health and safety of the students and staff.

### Stealing

Stealing violates the commandments of our faith. If stealing occurs, the following consequences will be assessed. The structure of this tier spans the length of the school year.

**1st offense:** Warning with corrected behavior and parent notification by the staff member

**2nd offense:** Student is sent to office for parent phone call and correction of behavior

**3rd offense:** Time in the office with loss of privilege and parent meeting

**4th offense:** In-school suspension

**5th offense:** Out-of-school suspension or further interventions determined on a case by case basis

### Swearing/Profanity/Name Calling

The use of words that can be categorized as swearing, profanity, or name calling are not permitted and will result in the following consequences being assessed. This category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students. The structure of this tier spans the length of the school year.

**1st offense:** Warning with corrected behavior and parent notification by the staff member

**2nd offense:** Student is sent to office for parent phone call and correction of behavior

**3rd offense:** Time in the office with loss of privilege and parent meeting

**4th offense:** In-school suspension

**5th offense:** Out-of-school suspension or further interventions determined on a case by case basis

### Tobacco, Drinking, Vaping, Use of Non-Prescribed or Illegal Drugs

Students are not to use, possess, sell, or be under the influence of non-prescribed or illegal drugs, beer, or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of tobacco or vaping devices or paraphernalia on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, at school related activities, or on school buses. Student's possession of tobacco, all forms of non-FDA approved nicotine or drugs, vaping devices and/or alcoholic products in school or at school activities, results in confiscation and discipline. (See also ACSB Policy #5131.6, ACSB Policy #5131.61, ACSB Policy #5144 and/or ACSB Policy #5144.1 concerning Substance Abuse, Tobacco and Discipline).

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

### Weapons and Dangerous Instruments

It is the policy of the Trinity Catholic School Board that weapons and other dangerous objects are confiscated. Parents/guardians of students found in possession of a weapon or dangerous object (this includes a knife greater than 5 inches long) 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.

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. Further reference can be found in ACSB Policy #5131.7a.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

#### Beverages, Candy, Food, Gum

Beverages, candy, food, gum, etc. are not permitted in classrooms, study halls, library, or hallways from 8:20 AM until 3:00 PM except during lunch. Students are allowed to keep a water bottle at their desk.

#### Card Playing and Gambling

Card playing and/or gambling is not allowed during the school day.

### **VIII. Extracurricular Activities**

#### Activity options

Students have opportunities to participate in:

- 5th and 6th grade band - through the Turkey Valley Community School District
- any sports camps that are offered through the Turkey Valley Comm. School District
- piano lessons during the regular school day

#### Public Conduct on School Premises

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. Therefore, the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities. (ACSB Policy #1251)

#### Student Activities

We are all identified with Trinity Catholic School. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

### **IX. Health/Safety Issues**

#### Abuse

In compliance with School Laws of Iowa and ACSB Policy #4116.30a any certified or licensed employee of Trinity Catholic School who has a reasonable belief that a child under the age of 18 has

been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

***Trinity Catholic School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1— 15 (280), ACSB Policy #4116.30a & ACSB Policy #4116.30b.***

### Asbestos

Federal regulations and AFFC/ACSB Policy #7113, require us to inform you that there is asbestos in the Trinity Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The most recent inspection was 10-03.

### Blood Borne Diseases

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen associated virus (HTLV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with ACSB Policy #5141.2.

### Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. Chemicals are appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are trained in the safe handling of these chemicals. If you want to know what chemicals are used in the school and where they are stored, please contact the school office.

### Lead in the Drinking Water

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

### Medication

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed and dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the student's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed.

Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered. (ACSB Policy #5141)

### Safety Drills - Fire and Tornado Drill

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. State law requires four tornado drills and four fire drills each year.

### Smoking / Smoke Free Campus

Trinity Catholic School has been designated a “Smoke Free Campus”. At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine, including vapes, be permitted within the building or anywhere on school grounds.

### Radon Testing

In November 2007 Trinity Catholic School was tested for radon. The test results indicated the rooms were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for radon needs to be done at this time.

### Wellness Policy

As part of the Federal Government requirements Trinity Catholic School has adopted a school Wellness Policy. The plan includes nutrition education, physical education, physical activity, communication with parents, and food marketing in school. Trinity encourages students to eat a balanced healthy diet. This policy also encourages parents to provide healthy items when supplying their child with a sack lunch at school and when providing treats. You can view the policy anytime online at [www.trinitycs.pvt.k12.ia.us](http://www.trinitycs.pvt.k12.ia.us) under the lunch menu/wellness tab. If you would like to be part of the wellness committee, please contact the principal.

### Healthy Treats/Snacks

Parents are encouraged to provide nutritious snacks, as required by the school Wellness Policy.

**Remember these snacks are served between 8:30 – 9:00 AM.**

Appropriate treats might include:

- Whole grain cereal (not sugary)
- Multigrain cereal bars
- Animal crackers/Goldfish/Cheese Crackers/Graham crackers
- Sandwich Crackers (cheese filled or peanut butter filled)
- Whole wheat pretzels
- whole wheat or whole grain crackers
- air popped popcorn
- microwave popcorn (lite butter)
- Fig Bars
- Vanilla Wafers
- Gorp (dried fruits, nuts, & dried cereal)
- Granola/Cereal bars (check labels for low fat and less sugar)
- meat (ham, turkey, summer sausage) & cheese
- cheese & crackers
- Gogurt / yogurt cups/frozen yogurt
- Fruit/Vegetable Breads/ Muffins (pumpkin, apple, etc.)
- Veggie Straws
- Fresh Vegetables – carrots, peppers, cucumbers, broccoli, cauliflower



The following prices have been established for school lunches; \$2.95 per meal and \$.56 per carton of milk.

Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. For an application contact the school secretary or download the application from our website at [www.trinitycs.pvt.k12.ia.us](http://www.trinitycs.pvt.k12.ia.us) The tickets are the same as all other tickets. Reduced lunches are \$.40/meal.

### Lockers

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing school values.

### Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. There is a box of found articles if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

### School Supplies

A listing of school supplies recommended is provided in the spring/summer and available during fall registration days. This can also be found on the school website.

### Textbooks/Devices/Supplies

Textbooks, devices, and academic supplies are provided to students. Undue wear, damage, or loss may require payment at the end of the school year.

### Tuition Assistance

#### **Tax Credits**

Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually, usually at the end of the calendar year.

#### **Tuition Grants**

No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition through the *Our Faith School Tuition Organization*. Families can apply for local financial assistance at any time during the school year by contacting the principal or bookkeeper. Applications for the following school year are available through the school office during Catholic Schools Week. Please ask the principal for further information. Confidentiality is maintained. (ACSB Policy #3240.1)

#### **Education Savings Accounts (ESA)**

Education Savings Accounts are available from the State of Iowa. Parents who choose to enroll their eligible children in an accredited nonpublic school will receive an amount equal to the per pupil funding allocated to public school districts for the same budget school year. Funds will be deposited into an education savings account (ESA) to be used for tuition, fees, and other qualified education expenses as specified in the legislation.

Students First ESAs will be available based on the following eligibility:

Year 1: School Year 2023-24

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 300% of the [2023 Federal Poverty Guidelines](#), \$90,000 for a family of four

Year 2: School Year 2024-25

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 400% of the 2024 Federal Poverty Guidelines that will be updated January 2024

Year 3: School Year 2025-26

- All K-12 students in Iowa regardless of income

**Archbishop Kucera Grant:** This fund provides a set amount of funding to every Catholic school within the Archdiocese of Dubuque based on the individual school’s free and reduced population. The money given to each school is given as a grant to the families. Families who receive funds from this grant are asked to also apply for the STO grant.

**Heineman Grant:** Msgr. Donald Heineman gave a memorial donation to Trinity Catholic School in the form of an Educational Endowment Fund. We are able to withdraw 4% every year to use for tuition grants. Families who receive funds from this grant are asked to also apply for the STO grant.

**Local Assistance Grant:** The Local Assistance Grant is available to all families, from donations that are labeled as Local Assistance Grant. Families who receive funds from this grant are asked to also apply for the STO grant.

## **XI. Staff**

### School Staff listing:

Principal	Jenni Busarow	Sec.	Linda Luzum
Gr. TK & K	Heather Engelhardt	Grade 1 & 2	Candace Riehle
Gr. 3 & 4	Heather Pecinovsky	Gr. 5 & 6	Traci Miller
Music	Jane Karels	Art	Classroom Teachers
P.E.	TBD	Lib./Aide	Colleen Stika
Head Cook	Bonnie Malven	Custodian	Carrie Rassman

Title I and Special Ed. – provided by Turkey Valley