



Family Handbook  
2023 - 2024

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St. Augustin Catholic School  
4320 Grand Avenue  
Des Moines, Iowa 50312  
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Dear Parents and Students:

Welcome to St. Augustin Catholic School! I am looking forward to working with you and the students. I hope that this year will be an exciting and challenging year-academically, spiritually, and socially.

This handbook explains “everything you ever needed to know” about St. Augustin Catholic School. I hope that it will be a source of reference for you throughout the year and will answer questions you may have regarding school procedures and policies.

The faculty and I thank you for choosing St. Augustin. We enjoy working with your children and are committed to offering them an excellent Catholic education.

Although we are invested in improving the curriculum and updating methods and approaches to education, we do more! We are dedicated to developing religious values and practices. Moreover, we have the opportunity to bring God into the picture during our classes, co-curriculars, and athletics. Here at St. Augustin Catholic School, young people can live their values in a supportive Christian environment.

We ask that St. Augustin families support the policies of the school, both in principle and in practice. Students need to grow in self-discipline and become mature and responsible boys and girls. This will take place if we- parents, students, and faculty- have clear communication and on-going interaction...

We appreciate the support you have continued to give the school. Your presence and your dedication have fostered the community and family spirit that exists here. May God continue to bless our families, our children, and our efforts at St. Augustin Catholic School.

Mrs. Kristel Spike  
Principal

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## MISSION STATEMENT

The mission of St. Augustin Catholic School is to provide meaningful, educational experiences for our students in an environment integrated by Gospel values, which nurtures faith, community, prayer, and service.

Therefore, we believe that:

- Catholic schools exist to teach the traditions and doctrines of the Catholic Church and to live the Gospel message of Jesus Christ.
- Parents are the primary educators, and Catholic schools are partners with parents in the education of their children/adolescents.
- Each child/adolescent in a Catholic school, regardless of race, cultural heritage, or gender, grows in self-esteem through the development of her/his talents, skills, and interests.
- Catholic schools will provide a warm, caring environment where children/adolescents will be challenged to learn the essential curriculum, regardless of learning rate or style.
- All children/adolescents in Catholic schools learn the value of human dignity and the concepts of peace and justice to enable them to be involved participants in a global society.

## STUDENT EXIT OUTCOMES

Students in our schools will be challenged, as the result of their Catholic education, to integrate Gospel values into their daily lives.

### Academic Outcomes

- Access and use information effectively
- Apply technology competently
- Solve problems independently and cooperatively
- Reason scientifically, mathematically, and historically

### Spiritual/Social Outcomes

- Accept church, civic, and personal responsibility
- Anticipate and constructively react to change
- Communicate ideas and feelings effectively in various ways
- Demonstrate global awareness, cross-cultural understanding, and social justice principles
- Demonstrate personal wellness practices
- Cultivate an understanding of, and appreciation for, the arts

## PHILOSOPHY

The end product of Catholic education at St. Augustin Catholic School is the child who is to be educated:

Spiritually – Socially – Emotionally – Intellectually – Physically

In order to educate the child in all of these areas, the staff will strive to do the following:

- Provide a warm and caring environment that provides students the opportunity to meet the expectations of “daily living”.
- Recognize that they are unique in their talents.
- Develop their talents at all levels and in many areas.
- Grow in self-esteem as their talents and gifts grow and become part of their personhood.
- Recognize that, in addition to their talents, they must also be educated to meet the expectations of the competitive world.
- To look at their educational progress in relation to others in their class.
- Cooperation and communication with their parents, who are recognized as the primary educators.

In all of these educational endeavors, respect for one another, based on the love of God as our Father will be the permeating religious spirit.

## ORGANIZATION

The organizational structure for St. Augustin Catholic School includes the Diocesan Board of Education, the Diocesan Superintendent of Schools, St. Augustin Board Of Education and pastor, principal, teachers, parents, and students.

### School Administration

St. Augustin Catholic School employs an accredited, professional full-time principal licensed by the State of Iowa. The major responsibilities include: faith leader of the school, personnel director, educational leader, management/administration, public relations, and planning and development. The principal is employed by the parish and has direct accountability to the Pastor. The lead teacher is designated to handle emergencies if/when the principals are out of the building.

### School Faculty

The faculty of St. Augustin Catholic School is comprised of fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas to which they are assigned. Faculty members in grades kindergarten through fifth grade are hired primarily in content areas.

Additional specialists are employed in the areas of general and instrumental music, visual arts, physical education, guidance and counseling, enrichment education, mathematics resource, and reading resource. The faculty is regularly observed and evaluated by the school principals in accordance with Diocesan policy.

### School Guidance Counselor

St. Augustin Catholic School has a guidance counselor who is available to consult with all students, parents, and teachers. Our counselor is licensed by the Iowa Department of Education. The guidance program encompasses individual sessions, group sessions, and classroom units of study. Any student may request to see the counselor by asking a teacher to set up a time, or they may write a note to put in the counselor's mailbox. A parent or teacher may also request that the counselor visit with a student. The guidance counselor, as the child's advocate, can help supply creative ways to deal with students experiencing difficulty in and out of the classroom.

We believe that each child is a unique human being, capable of accepting responsibility for his or her own self. Therefore, St. Augustin Catholic School has established a developmental guidance program to provide each student the opportunity to attain his or her maximum potential. The goal of a guidance program, as it relates with the school's goals, is to assist children in learning acceptable behavior and to develop a responsible attitude toward one's self, school, home, and social environments. Those students with social, emotional, and psychological problems should

receive guidance at school on a one-to-one basis. If extended guidance is needed, then we will refer the child to an agency, in consultation with the parents, when appropriate. Counseling sessions with students should also have some follow-up activities at home. We have a responsibility to carry through with a coordinated guidance program.

### Religious Education

We believe that religious education begins in the home, and the Catholic school's role is to assist and reinforce the parents in the religious education of their children; to teach, in cooperation with the parents and parish staff, Catholic doctrine, tradition, Church history, Scripture, and ongoing Church teachings; that parental and pastoral involvement in sacramental preparation is essential; that, as a result of religious education, students apply Christian values in their daily living as a member of a school, parish, family, and civic community; that religious education should be the responsibility of every teacher in every discipline; and, that students should plan for and participate in religious celebrations with staff supervision.

### Substitute Teachers

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

### Sacramental Programs for Religious Education

Realizing the importance of the reception of the sacraments of Reconciliation, Eucharist, and Confirmation, to prepare adequately a student ordinarily must be enrolled and have completed a recognized program the year prior to receiving the sacrament. If a student enrolls at St. Augustin Catholic School or St. Augustin Religious Education without such preparation, a course of study will be implemented by the Director of Religious Education to ensure the student's readiness for receiving the sacrament. Exceptions from the foregoing may be granted at the discretion of the Pastor.



## STUDENT RESPONSIBILITIES

Ultimately, it is the student who must be responsible for his/her actions and who must be motivated to set high goals to be successful. To do this, the student should:

1. Realize and take responsibility for his or her actions.
2. Approach studies with a seriousness of purpose and a realization that learning is work.
3. Develop good study habits, making a sincere effort to do his or her best in all studies by having assignments and homework completed on time.
4. Be well prepared for classes each day, both mentally and physically.
5. Develop a basic attitude of consideration and thoughtfulness for the rights, the welfare, and the happiness of other people.
6. Respect the authority of teachers and other members of the school staff.
7. Be regular in attendance and punctual in arriving at school and at class
8. Dress according to uniform code and practice habits of personal cleanliness.
9. Choose friends and companions carefully.
10. Act in a manner reflecting credit on him or her during extra-curricular activities.

## TEACHER RESPONSIBILITIES

The teacher tries, to the best of his/her ability, to encourage, to motivate, to guide, and to instruct the student. To do this, the teacher should:

1. Respect each student as a distinct individual, recognize the difference in learning rates, and try to provide for these differences.
2. Prepare materials and plan lessons well in advance.
3. Develop strategies for motivating students to do their best at all times.
4. Have an attractive physical arrangement and displays in the classroom that will be inviting and interesting to the student.
5. Be available for parent e-mails, telephone calls, and visits.
6. Inform parents immediately if students are not working up to their ability.
7. Establish and maintain a teaching atmosphere in the classroom.
8. Respect the parent and their role in the education of their child.

## PARENT RESPONSIBILITIES

Parents should realize that the more they assume their responsibilities, the more the student will be inclined to take an interest in his/her responsibilities. Actions speak much louder than words. To do this, the parents should:

1. Provide opportunity at home for the child to assume responsibility for his actions; in other words, teach the child to be a responsible person.
2. Provide a learning atmosphere at home, realizing that they are the primary educators of their child.
3. See to it that the child is mentally and physically prepared for school. This includes nutritional meals, guidance of TV & Internet and sensible bedtimes for growing children.
4. Teach thoughtfulness and consideration for the rights of others, teaching children to compromise and settle differences by talking and not fighting.
5. Make every effort to see that the child is at school on time.
6. Try to see that the child does not have unnecessary absences from school.
7. Guide their child's choice of companions.
8. Understand that communication with teachers is recommended and welcomed.
9. Stand behind the teacher when the teacher is fulfilling all of his/her responsibilities toward the student, even if the student is not happy about this.
10. Make every effort to attend the parent/teacher conferences each year, and show that education is a high priority in your family.

By enrolling your child in St. Augustin Catholic School, you have chosen us to be your partner in the education of your child. With you, we share the responsibility of guiding your child's growth in all areas: spiritual, moral, emotional, physical, and social. The success of this partnership relies on the cooperation of all involved in living up to their responsibilities.

If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school. Readmission after expulsion may not take place for one semester, and only with the explicit permission from the principal and priest.

## ADMISSION POLICY

Since St. Augustin Catholic School is the most important educational extension of the St. Augustin parish community, participation in the parish itself is de facto support of the school.

Active participation in St. Augustin parish includes formal registration, regular tithing, and worship with the parish community, and involvement in a parish ministry, programs, organizations, or events. Such involvement demonstrates a desire for Catholic education as a complement to living out a family's Catholic faith in the larger context of a parish community of faith.

Due to space and personnel limitations, admission shall be considered in the following order and priority:

1. Students enrolled in kindergarten through 7th grade.
2. New students from families with other students currently enrolled in kindergarten through 8th grade.
3. Students enrolled in either/both pre-kindergarten or transitional kindergarten programs (if necessary, preference will be given to those who have been active tithing members of St. Augustin Catholic Church for the longest duration of time).
4. Children of faculty and staff members employed by St. Augustin Parish.
5. Parishioners at St. Augustin Catholic Church.
6. Students from Catholic families.
7. All other students.

### Additional Criteria

Within each of the above priority rankings, the following criteria shall be considered in admitting students to St. Augustin Catholic School:

- An indication of parental commitment to Catholic education and active involvement in the St. Augustin community.
- The ability and willingness to pay tuition and costs, or make arrangements for assistance with the Principal and/or Pastor.
- There is space available in the class. In the event that the class is full, families will be added to a waiting list.
  - Four-Year-Old Pre-Kindergarten Program: Admission of up to twenty (20) students per session (AM /PM) who are age four (4) by September 15.
  - Transitional Kindergarten Program: Admission of up to twenty (20) students in the AM program and twenty-four (24) students in the PM program. All day transitional kindergarten students will receive priority admission.

- Kindergarten through 5th Grade: Admission of up to thirty (30) students.
- 6th Grade through 8th Grade: Admission of up to thirty-four (34) students.

Decisions relating to admission shall be the responsibility of the Principal.

#### Screening of New Students

A screening process shall be undertaken with each new student and the enrollment of a student shall not be considered final until such screening is completed.

The screening process shall include receipt and review of the student's records from his/her previous school and such testing as may be determined necessary by the administrator. Conditional enrollment may be granted where circumstances warrant; however, enrollment shall not be considered final until all screening is completed.

#### Registration Procedures

Parents who wish to enroll their child in St. Augustin Catholic School for the forthcoming school year must

- Register their child at the prescribed registration time.
- Pay a non-refundable registration fee in the amount established annually by the Board of Education. This fee is non-refundable, except in the event the family moves outside the Des Moines metropolitan area, defined to include Polk, Dallas, Warren, and Madison counties.
- Verify parish registration and tithing status.
- Catholic Baptismal Certificate
- If the family is a member of another parish which does not have a parochial school which is paying tuition support to St. Augustin, the parent must pay the registration fee and submit a statement, signed by their Pastor, assuring that their tuition will be paid by that parish for the fall.
- All fees must be paid before an application for enrollment can be considered.
- If the above requirements are not timely satisfied, the child's place in the school shall be forfeited for the fall.

## ARRIVAL AND DISMISSAL

### Arrival

Students may be dropped off in front of the school building beginning at 7:55 AM. All students (pre-kindergarten through eighth grade) are to remain by the school at all times. No student is permitted to wait or play on the front hill during arrival time. This will help the car line to flow more smoothly. The first bell rings at 8:05 AM. School begins promptly at 8:15 AM. All students must be in their seats, ready to begin class at this time, or they will be considered tardy. Any student arriving before 7:55 AM will be sent to Extended Care, and parents will be billed.

### Dismissal

Students are dismissed at 3:15 PM. Students are to remain by the school at all times. Students are not permitted to wait on the playground or hill. A teacher will remain with the students until the car line is over. Any student not picked up by 3:30 PM will be sent to Extended Care, and parents will be billed.

### Early Dismissals

Early dismissals are allowed if the parent/guardian has written a note to the classroom teacher and office personnel stating the reason. When the time arrives, the child will proceed to the office to wait until their parent/guardian picks them up. If they return to school later that same day, the student should report to the office. Students absent from school for any time during the day are counted one-half day absent. Please check your child(ren) out in the office.

In case of an illness during the day, the student must go home from school accompanied by an authorized adult. Students may not go home alone during the day.

### Bicycles

Students may ride bicycles to school with parental permission. The school is not responsible for the care of their bicycles. All bicycles must be parked in the bike rack. For the safety of all, students are to walk the bikes to and from the flagpole. Helmets are encouraged for all bicyclists.

### FOR MORNING AND AFTERNOON DROP OFF

Students may be dropped off in the morning after 7:55am. Teachers are on duty beginning at 7:55am.

Enter the driveway in the far west lane as usual. Proceed to the front of the school and drop off student/s in front of school.

Exit through the east driveway. Right turns only. Please do not attempt to turn left out of the school during drop off or pick up. It is unsafe for students who are walking and other cars on Grand Avenue.

Children may be picked up in front of the school, continuing around to the east sidewalk. Please load your children quickly and keep moving with the car line. If your child is not outside as you approach the front of the school, continue with the car line, and park in a space in the upper (north) parking lot to wait for your child. Children should never be allowed or encouraged to move between cars or across traffic.

Students who are not picked up via the car line must walk on the sidewalks and cross Grand Avenue at the intersection with the crossing guard.

If you park in the lot to wait for your child, be sure to park in a parking space. Do not park along the entrance to the parking lot. Please do not park in the driveway. It is a fire lane. Be considerate of those exiting the parking lot. Allow drivers to exit and join the car line one at a time to ease the parking lot congestion, yet maintain the momentum of the car line.

If you are on Grand Avenue coming from the east, and the stoplight is red, do not turn on red into the driveway. It is illegal. If you are on Grand Avenue coming from the east, and the car line extends onto Grand Avenue, do NOT attempt a left turn into the driveway. Continue down Grand Avenue, turn around, and join the car line on the south side of Grand Avenue.

The owners of property adjacent and close to the school request that cars do NOT use driveways for drop-off or pick-up. Also, students should honor the right of private property owners by using their sidewalks rather than property as crosswalks.

NO PARKING in the Red Areas. This is considered a FIRE LANE.

Above all, please drive with caution and be considerate of other drivers.

## ATTENDANCE POLICY

In order to develop habits of self-discipline and responsibility, students are expected to attend classes regularly. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up work missed.

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

It is the parents' responsibility to cause the child to attend school, as required by the compulsory attendance statute of the State of Iowa. Regular attendance and punctuality is expected of all students. This is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility.

### Procedure for Absence from School

All absences shall be reported to the school office between 7:30am - 8:30am. If no call or email is received, a school representative will call the parent/guardian at home or work by 10:00am. A telephone call to the office on each day of an illness will be sufficient contact.

If a child is to be excused from school during the school day, he/she is asked to bring a written note from home and then should be picked up in the school office. If a child misses part of a day, it is considered a half day absence. Please consult the school calendar when scheduling appointments or planning a vacation so as to minimize the number of days your child needs to be absent. Parents are asked to not request students be excused from class time to go to breakfast or lunch with friends and/or family.

### Excused/Unexcused Absences

All absences by a student from St. Augustin Catholic School will be classified as either excused or unexcused. Excused absences are those due to

- (1) a personal illness of the student
- (2) necessary medical/dental emergencies or appointments
- (3) death or serious illness in the student's immediate family
- (4) other verified emergencies
- (5) other reasons that can be justified from an educational standpoint that are approved in advance by the Principal.



In the event of an excused absence, the student will be given an opportunity to make up any missed work or tests during a period of time equal to one (1) times the number of days missed, up to a total of five (5) make-up days. The principal and/or the affected teacher, for more lengthy excused absences, may grant extensions of time.

- Make-up work must be completed to ensure understanding of the missed lessons.
- Middle school students should check the homework calendar for assignments.

St. Augustin Catholic School families are encouraged to support high school tournament teams at games that are played outside of school hours. In the event that a local high school would be involved in state-level tournaments, students may obtain an excused absence, providing the following criteria are met:

- Advance notice is given to teachers and the office no later than 9:00am the day prior to the event.
- Schoolwork for the day must be completed and turned in to the teacher prior to departure.
- Students will not receive make-up work time for work assigned during their absence.
- Students are responsible for obtaining the following day's assignments and handing these in on time.
- Work not handed in on time will result in an unexcused absence.
- Students may leave the building no sooner than one (1) hour prior to game time. Special circumstances require prior Principal approval.
- Students must return to school within one hour of the game's end when applicable.

#### Excessive Absenteeism/Tardiness

Chapter 299 of the Iowa Code requires that every child between the ages of 5 to 16 shall attend school. School policy states that twenty-one (21) days in one school year (defined as 7 days each trimester) will be considered excessive absenteeism.

Adherence to these attendance and tardiness procedures protects the instructional time of all students and avoids unnecessary disruptions that have a negative impact on student achievement.

- On the twelfth day of absence in one year, the parent and student will be emailed by the principal.

- On the sixteenth day of absence in one year, the student, along with a parent or parents and the student's teacher, will be required to attend an administrative meeting. This meeting serves the purposes of notification and dialogue, and will also include an outline of a proper course of action for the future success of the student.
- Students who are continually absent to school following this meeting will be subject to further administrative action.

#### Tardiness

The teacher, when dealing with student tardiness without an acceptable reason, may take the following action(s).

- On the twelfth day of tardiness in one year, the parent and student will be emailed by the principal.
- On the sixteenth day of tardiness in one year, the student, along with a parent or parents and the student's teacher, will be required to attend an administrative meeting. This meeting serves the purposes of notification and dialogue, and will also include an outline of a proper course of action for the future success of the student.
- Students who are continually tardy to school following this meeting will be subject to further administrative action.

#### Truancy

If a student leaves the school without permission or cuts class, parents will be contacted. The student will be required to make up the time after school, or comply with other arrangements that fit the situation. Parents will be notified whenever a student is found to be truant from school. Continued truancy will result in additional disciplinary action.

## SAFETY PROCEDURES

### Emergency Procedures

Regular drills are held throughout the school year. Fire drills and tornado drills are practiced and dates documented. This is in accordance with the Iowa Code. Students are expected to follow directions in an orderly manner.

### Crisis Procedures

In the event of an extreme crisis at St. Augustin Catholic School, emergency procedures are activated. The school maintains and frequently reviews its Crisis Intervention Manual. Student safety and well-being is at the core of all crisis procedures and decisions. A complete crisis plan is available in the school office.

### Fire and Safety Drills, Lock In and Lock Out Drill

Drills at regular intervals are required by the law and are considered an important safety precaution. Safety drill instructions are posted in each classroom. Students should pay particular attention to posted regulations for fire and safety drills located in each classroom. During all drills, students are expected to be silent.

### Unauthorized Persons

Unauthorized persons should not be in the school building or on the school premises at any time without authorization of the school building administrator. Teachers are obligated to inform the principal of any intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, or disrupt the discipline and/or scholarly atmosphere, he/she may be subject to prosecution. Unauthorized persons are non-custodial parents, students from other schools, or any person suspected of being on the school premises for any unauthorized purpose.

### Dogs

Dogs are not to be brought to the school doors when picking up or dropping off students as school starts or is dismissed. Dogs must be leashed and remain in the area out by the upper (north) front parking lot. The potential danger to students and possible liability to the school is a great concern.

### Deliveries

There will be no food deliveries to students from third party vendors. Other deliveries will be kept in the main office for students to pick up at the end of the school day.

## COMMUNICATIONS

### Calendar

The school calendar is published and distributed in May for the forthcoming school year. It is also included on our website. Notification of changes will be made on our website.

### Change of Address or Phone Numbers

Please notify the school office promptly concerning any change of address, telephone number, or emergency information. This courtesy will help us keep our records in order.

### JMC

Parents with students in middle school are able to check on their child's academic progress through the use of JMC. Each family and student is provided a password which allows them to find out their grade, check for missing assignments, and read any special notes a teacher may have included for their class. Parents and students alike are encouraged to check JMC often.

### Emergency Contacts

Please update your family emergency contacts in PowerSchool when they change. These are the contacts we will use if we are unable to get in touch with you and there is an emergency.

### School Closings/Bad Weather/Emergency Procedures

For school closings due to snow or other hazardous weather conditions, an email from School Messenger will be sent to our school community. We will report closures or delays to KCCI TV. In the event of a National Emergency or inclement weather, which occurs during the school day, the students will remain at school in designated safety areas. Students will be permitted to leave with their parents upon their arrival. If students are dismissed early, an emergency alert system (phone and e-mail) to inform parents will be initiated by the principal. We will also use our school message system, School Messenger, to alert parents/guardians of closings and early dismissals due to weather by phone, email and text message.

### Weekly Email

The principal writes a weekly email. It is sent on Sunday evenings at 5:00pm and posted on the school website. Other notices will be emailed, sent home with the youngest/only child in each family or mailed to the home.

### Non-Custodial Parents

The law holds that parents do not cease to be parents when they no longer have custody of their children. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. We ask that all divorced parents furnish our school with a copy of the custodial section of the divorce decree. This information will help us in determining when, if ever, the child can be released to the non-custodial parent.

#### Reporting Allegations of Abuse

St. Augustin Catholic School employees are prohibited from using physical abuse on students. Students who wish to allege abuse from a St. Augustin employee can report the alleged abuse to any one of the following individuals: Mrs. Kristel Spike, Principal of St. Augustin Catholic School; Mrs. Megan Lone, Lead Teacher of St. Augustin Catholic School or Donna Bishop, Diocesan Superintendent of Schools.

#### Telephone and Messages

Please make arrangements for after-school activities with your child before he/she comes to school. Students will not be permitted to use the telephone during school hours, except in emergency situations. If it is necessary to contact a student, please send an email to your child's teacher and the office secretary before 2:30pm.

#### Website

St. Augustin Catholic School maintains a website at [www.staugustinschool.org](http://www.staugustinschool.org). The website is an excellent source for school information.

## TEACHER COMMUNICATIONS

The school office is open from 7:30am to 3:30pm during the school year. Teachers may be contacted during the school day by leaving a message on their phones to have the call returned when the teacher is free from classroom duties. Teachers may be contacted via email at any time; however, please allow reasonable time for teacher response - 48 hours is suggested. If your request is an emergency or requires immediate attention, please call the office.

Teachers are available to meet with parents by appointment. Any parent or visitor may visit the classrooms after appointments are cleared, and arrangements are made through the office. Please do not contact teachers on their personal devices unless it is an emergency.

### Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice per year, in the middle of the first and second academic trimesters. Middle school students are required to attend conferences. If the student is not present, the teacher will be unable to hold the conference.

Conferences missed due to illness, out-of-town commitments, vacations etc. will not be rescheduled. Teachers will send home, if requested, a progress report/portfolio.

Each student will have **one** conference time per session (fall and spring). This is our policy for the following reasons: to ensure that there are enough time slots for all families, so that teachers do not have to review the same information twice, and to guarantee that both parents receive the exact same information about the student's progress at St. Augustin Catholic School.

### Grievance Procedure for Parents

If a parent has a concern, they may resolve the concern by utilizing the grievance procedure as outlined below.

1. Contact the teacher involved with the problem.
2. If the problem is not resolved, contact the principal.
3. If parents are not satisfied following the meeting with the principal, they may contact the priest. The meeting will be conducted in a manner allowing the parents, the teacher, and principal to each present their respective positions concerning the matter.

## DISCIPLINE POLICY

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of, or submission to, authority and control. The home and school must work in such a way that children learn to help each person to live the truth of Christ, that he/she may be trained to conduct his/her personal life in the sanctity of truth, to develop capacity to transform the world, so that he/she may be equipped and inspired to promote Christian transformation of the world.

The Documents of Vatican II tell us that respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain the goals for Catholic education. Good training in character traits originates in the home because the parent is the first teacher of the child. It is the parents' obligation, by teaching and by example, to develop in the child good habits of behavior, as well as proper attitudes toward the school.

The students at St. Augustin Catholic School are entitled to learn and develop in a setting which promotes respect for self, others, and property. The school environment should encourage academic and social maturation and should promote the dignity and worth of each student in preparation for the responsibilities of adulthood. Learning should occur in a setting that affirms and fosters the total well being of each person - physical, emotional, intellectual, and spiritual. School administration, faculty and staff members, parents, and students are charged with cooperating to develop mature, healthy, and responsible individuals capable of self-control.

### Breach of Discipline

A breach of discipline is any conduct of students that interferes with the maintenance of school discipline. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students cannot be tolerated. Insubordination and gross misbehavior are incompatible with good citizenship and good government. Examples of different classifications of breach of discipline are-

- Temper tantrums that disrupt a class
- Bully-type of behavior (see Diocesan Policy)
- Open defiance involving refusal to conform to the rules and regulations, profane and obscene language; obscene gestures; loud and boisterous conduct that disturbs the orderly, efficient, and disciplined atmosphere and operation of the school; refusal to comply with the request or direction of teachers, administrators, or other school personnel
- Willful disobedience
- Continuous breaking of school rules
- Personal misbehavior, such as extortion or intimidation
- Display of racial bigotry or intolerance
- Violations of the Criminal Code of Iowa

- Documented cases of incorrigible conduct within the classroom or on school premises
- Willful destruction of parish/school property, or personal property of faculty/staff and/or students
- Violating the dress code
- Swearing
- Public displays of affection
- Sexual harassment (see Addendum)
- Weapons (see Addendum) (knives of any kind – Boy Scout, etc.)
- Use of elevator without permission
- Use of science shower/eye wash without permission
- Cyber bullying

## Expulsion

Under extreme conditions, students may be expelled. Expulsion is an outcome which may arise from a student's violation of school policy, as articulated in the Student Handbook. Expulsion means that the student will be removed from attendance at St. Augustin Catholic School. Expulsion will occur at the discretion of the principal and pastor.

Violation of any policy in this handbook renders a student liable to expulsion. The following list of behaviors identifies violation of school policy which is more likely to render a student liable for expulsion. The list is suggestive, not all-inclusive:

- Use, sale, possession, or purchase of alcohol or any controlled substance (see Alcohol and Drug Policy) on school property
- Theft of another's property or belongings during the school day and/or at school-related functions and event, or theft of school property
- Vandalism of school property or on the school campus
- Arson or false fire alarms
- Gang membership or affiliations with any group whose activities include threats, intimidation, and/or criminal activity
- Purchase, possession, sale of weapons
- Fighting, threats, assault, or violent and disruptive behavior

Students who are dismissed/expelled are not allowed to participate in activities sponsored by St. Augustin Catholic School nor can they be present on school grounds without the permission of an administrator.

## Pre-Kindergarten, Expulsion Policy

Expulsion and suspension will only be used as a last resort when there is a serious safety concern that cannot be reduced or eliminated with reasonable modifications.

## Repercussions for Breach of Discipline Policy



The following possible actions are authorized in all cases of breach of school discipline regulation:

- Detention
  - Detention will be during non-academic time (before or after school). Students who are sent out of class and to the office will receive an automatic detention. In addition, students who are listed as behavior problems by a substitute teacher, will receive an automatic detention.
- Exclusion
  - Exclusion from classroom activities, with the approval of the principal (or designee), for a short period of time.
- Fines
  - Fines may be collected for infractions of some rules: gum, vandalism, lost books (text and/or library books), etc. Fines are to be paid in the office. The student may complete service hours in lieu of paying fines.
- Conferencing
  - Conferencing may be required involving parent(s), teacher(s), student, and/or administrator/designee.
- In-School Suspension
  - In-School Suspension may be assigned by the principal or designee. Parents will be notified in a timely manner. In some instances, the student may have to remain at home until the principal and the pastor have time to meet.
- Out-of-School Suspension
  - Suspension of the student to his or her home, with the approval of the principal (or designee), for a period of time not to exceed five (5) school days. The pastor will be notified in a timely manner. Suspension of the student to his/her home is intended to acquaint the parents with the seriousness of the disciplinary problems and to secure their cooperation in solving them. The suspended student will not be readmitted to school unless a parent confers with the principal.
- Automatic Suspension
  - Automatic Suspension will be given to any student exhibiting any of the following behaviors: Smoking or drinking alcohol, possession of any illegal substance; possession of a dangerous weapon; pushing, shoving, hitting, spitting, stealing, or intimidation of a teacher or student; use of shower/eye wash in the science room; or verbal or written threats to another student, teacher, or school. The suspension may be served in and out of school, as the situation dictates. This list of behaviors is not all-inclusive, and, in some instances, further punishment may

be warranted. Repeated offenses may result in expulsion. In any case of violent behavior, the proper authorities will be notified, and expulsion may result.

## Enforcement

Discipline control of students will be exercised while on parish/school premises, on school-owned and operated school buses or on chartered buses, and while engaged in related school activities and functions, such as approved field trips, tours, and extra-curricular activities (sports, band, and chorus). Conduct of students away from the school grounds is subject to school discipline if it directly affects the good order, efficiency, management, and welfare of the school. The discipline policy applies to children using the extended care program.

It is the policy of St. Augustin Catholic School to administer a discipline that is respectful, related, and reasonable. All efforts will be made to ensure that the discipline is consistent with the goals and objectives described above, and also consistently applied to all who commit the same or comparable offense. Repeated offenses by the same student may warrant a more significant sanction.

The selection of an appropriate sanction will be made by the teacher witnessing the violation or occasionally after consulting with another teacher or the principal. The Before and After-care director and religious education coordinator are in charge of administering the policy during their respective programs. All students are expected to comply with the discipline imposed, and parents are expected to do the same.

Parents who question the policy of imposing a particular sanction under specific factual circumstances should utilize the grievance procedures.

## Restraint and Physical Force- Teacher to Student

Restraint is the act of physically controlling or directing the actions of a student. The teachers and principal are free to use reasonable and appropriate means of restraint, as may be necessary, to prevent a student from harming himself/herself or another, or to prevent a breach of discipline to compel compliance with the Discipline Policy.

Restraint should not cause serious or permanent harm. Deliberately striking a student is specifically prohibited. Factors determining reasonable and appropriate actions are age, physical stature and strength of the student, previous history, maturity of the student, seriousness of the infraction, apparent motive and state of mind, the nature of the danger to the student or the nature of the danger to another. Whenever physical contact, reasonable force in self defense, or physical restraint is used, it shall be reported immediately to the principal (or designee), and parent(s) shall be notified.

## Restraint and Physical Force - Student to Student

If there is any physical contact, the student will be given an in-school suspension. This includes students who state they were defending themselves. At some point, the student had a choice to walk away from the situation; they chose not to.

### Searches

The law as to private schools and search and seizure is clear. A private school, while respecting a student's and employee's property, may, nonetheless, with or without probable cause, search a person's locker, books, bags, and other possessions, since the search is not conducted by "public" authorities as opposed to "private" authorities.

That is to say that search and seizure may happen at a private institution without Constitutional safeguards. It is the policy of St. Augustin Catholic School to respect peoples' Constitutional rights and to balance those rights against the responsibility of the school to insure a drug-free environment.

### Due Process

With respect to due process, the due process clause of the state and United States Constitutions does not impact on the private school setting. St. Augustin Catholic School may suspend or terminate a student's attendance with or without due process.

As used here in due process, it contemplates a hearing and notice prior to a student being deprived of any significant right. It is the policy of St. Augustin Catholic School that due process does not limit in any way the ability of St. Augustin Catholic School to suspend or expel any student it deems undesirable. Hearing and notice are gratuitous and are not mandatory under St. Augustin policy.

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

### Student Search

In the interest of maintaining the health, safety, and good order of the school environment, students shall not have items of contraband in their possession or control on school grounds, in school vehicles, or while attending school activities or events.

Items of contraband are controlled substances which have not been validly prescribed, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco products, weapons, explosive poisons, stolen property, or other devices or material which are intended to interfere with school order. Certified school employees may, without a warrant, search a student, a student's belongings, student's locker, desk, work area, or vehicle under the circumstances outlined below in order to maintain the safety, health, discipline, and order of the school environment.

Searches of students, their clothing, pocketbooks, briefcases, book bags, duffel bags, or other personal containers in the immediate proximity of the student, and searches of lockers, desks, and other work stations which a student may lock (except for periodic inspections) will be conducted if there is a reasonable suspicion that a criminal offense or a school rule (including the rule prohibiting possession of contraband) has been violated by the student(s) being searched, and that the search will produce evidence of such violation.

Authorized personnel, with a witness present, may ask a student to empty his/her pockets, handbag, briefcase, book bag, duffel bag, or other personal belongings when there is reasonable suspicion that the student has contraband in his/her possession. If the student fails to comply, an administrative staff member or his/her designee, with a witness, may search the student or his/her belongings. Except in cases of emergency (e.g. it is believed the student may harm himself/herself or others), other staff members shall not conduct a search. If contraband is found in a personal search, appropriate disciplinary action may be taken. Items that may be illegal to possess may be turned over to law enforcement authorities.

#### Searches of Lockers and Other Locked Facilities

Lockers, desks, and other facilities remain at all times property of the parish/school, even though temporarily assigned to students. Lockers, desks, and facilities may be periodically inspected for cleanliness, missing school property, and evidence of damage. Written notice need not be given; oral notice may be given through normal school channels. If contraband is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items that may be illegal to possess may be turned over to law enforcement authorities.

Authorized personnel, with a witness, may request a student to open his/her locker, or other assigned facility, which may be locked by the student, and disclose its contents when there is a reasonable suspicion the student has contraband in the facility. (Facilities not allowed locked by students may be inspected or searched at any time). If the student fails to comply, authorized personnel, with a witness, may search the locker or other facility. If contraband is found, the student may be subject to appropriate disciplinary action, and items that may be illegal to possess may be turned over to law enforcement authorities.

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

#### Cyber Bullying

Neither the school's network, the broader Internet, nor cellular phones (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment by any student at St. Augustin. All forms of harassment through any electronic means, often called "cyber bullying", are unacceptable.

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

Any student, faculty, or staff member who feels that they have been the victims of such misuses of technology should not erase the offending material from their computer or cellular phone.

They should print a copy of the material, and immediately report the incident to the principal. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation, or expulsion from school.

## PARENT ATHLETIC POLICY

It is further the policy of the St. Augustin Catholic School to encourage positive support, care, and encouragement by parents in their child's participation in organized athletic team events. Accordingly, parents of student athletes shall

- Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at game, practice or other sporting event and shall refrain from any and all derogatory comments or remarks including, but not limited to, coaching the student athlete or others from the sidelines.
- Refrain from vocalizing any dissatisfaction if the parent disagrees with the coaching or referee decision.
- Encourage each student athlete to treat other players, coaches, fans and officials with respect, good manners and common decency.
- Assist each student athlete to make every effort to attend practices and games that are reasonably possible and to notify the coach if the student athlete is unable to attend. Each student athlete will follow the direction of the coaches and referees and treat all coaches, fellow players, fans and officials with respect, good manners and common decency.

If either a parent or student athlete fails to abide by these policies, such parent and/or student may be barred from attending sporting events.

## EXTRA-CURRICULAR ACTIVITIES

### Academic Expectations

Students are attending school primarily for an education. Any extra-curricular activities are secondary. It is a privilege to participate in them. If a student is not working to his/her ability, the parent and activity leader will be notified. If improvement is not made, the student will be suspended from the activity until progress is noted. Students with failing grades will not be able to participate in extracurricular activities until grades improve.

### Athletics

There will be an opportunity for all interested middle school students to participate in basketball, track and volleyball with no one cut from the team. Organized athletic teams shall be established by grade level (6th - 8th) for the following sports: basketball, track, and volleyball. Students shall play with the team designated for their grade level, except in unusual circumstances approved by the principal (e.g., not enough players at higher grade level to form a team, family considerations, etc.). St. Augustin athletic teams will participate in the parochial league and will abide by the policies of the parochial league.

To participate in middle school athletics, a student must

- Have a physical examination.
- Pay an athletic fee. No student will be denied the opportunity to participate because of cost.
- Be on time for practices and games. If this is impossible, he/she should have the courtesy to call the coach as soon as possible.
- Be respectful to school faculty, coaches, and other players. Students are expected to maintain the discipline code. The sportsmanship of students, coaches, and fans must be reflective of our Catholic school.
- Put forth effort in school subjects, according to his/her ability. The student must have all school assignments completed and ready when asked by the teacher. If the student does not follow the above guidelines, this procedure will occur:
  - The student will receive one warning. With this warning, the student is allowed to practice, but cannot play, in the upcoming game.
  - If improvement is not shown, a probation period will follow. The student will be on probation as long as needed until he/she is working up to his/her ability. There will be no practice and participation in games until improvement is shown.

Coaches will allow meaningful participation in games for all eligible players who have attended practice and have demonstrated a commitment to the team. Each student will play in every league game and tournament game.

Students absent during the school day cannot attend practices. Teachers may excuse students from practices for academic help. If a student is absent from school on Friday, they cannot play in any weekend game.

Students are to be only in the gym and entry way. The rest of the building is off limits.

Students are to be picked up promptly following practice. Unless practice begins immediately after school, students are not to wait at school for practice to begin. The door is not to be left unlocked or propped open at any time.

### Band

A band program is offered to 5th - 8th grade students. Band practice and instrument lesson times are during the school day. Students participating in additional band ensembles may practice outside of the school day.

### Extended Care

The Extended Care program is a benefit offered at the school for parents who need childcare assistance during the work week. Extended Care is offered, beginning at 7:00am through 8:00am and immediately after school from 3:15pm until 6:00pm. Students may be dropped off and picked up by the cafeteria. During program hours, students are allowed to work on homework, read, do crafts, and play outside in good weather. Students participating in after-school activities in the building may leave the before and after-care program, with parental permission.

### Music Program

All students will participate in a musical performance for their music grade. This performance is a priority and takes precedence over scheduled athletic events. If students do not participate, an extra project will be assigned to allow for full music credit.



## VOLUNTEER INVOLVEMENT

Parents are encouraged to become involved in the volunteer activities that are available during the school year. Parents will often be invited by their child's teachers to participate in volunteer activities, both inside and outside of the classroom.

Parents must call the school office to get permission from the teacher or administration before visiting a classroom. When permission is granted, short visits are encouraged as the integrity of the learning environment in each classroom must be maintained.

In order to keep the school environment secure, parents and visitors must always check in at the office and wear a visitor badge before going into the school.

After a scheduled visit or meeting in the classroom or school, parents should leave promptly.

Forgotten lunches and other items of importance should be left at the office for students and may not be delivered to classrooms or lockers to maintain instruction integrity.

## FIELD TRIPS

Classroom teachers will notify parents at least two (2) days in advance of any field trip they may be planning with their students. Teachers may schedule field trips, provided the following conditions are met.

- Requests for field trips must be submitted for approval to the principal at least one week prior to the trip.
- All field trips must be of an educational nature, and requests for such trips must be accompanied by a lesson plan, including the educational goals and objectives which the teacher expects to achieve by such a field trip.
- Signed parental permission slips must be on file prior to the trip.
- Adequate teacher and adult supervision must be provided for all trips. As a rule of thumb, there should be at least one adult for every ten children.

Transportation may be by school buses when buses and drivers are available. Occasionally, cars and drivers may be requested. There will be a charge per student when buses are used to transport students for any trips.

Field trips are privileges afforded to students, not rights. Students can be denied participation if they fail to meet academic or behavior requirements.

## HEALTH GUIDELINES

### Health Services

A part-time school nurse (RN/BSN) serves St. Augustin Catholic School two half days per week. Our nurse monitors illness reports, student health records, and maintains a health file on each student to meet health requirements for the State of Iowa.

### Health Records

Certificates of immunization are required of every new student before entrance into school.

Health forms needed for ALL students:

- Up-to-date immunization records or appropriate documentation for Medical or Religious Exemptions
- Physical Examination is recommended before entrance into Kindergarten, Grade 4, and Grade 7 and new students transferring to the school
- Athletic Physical Examination - is required annually for students participating in school athletics
- Dental Screening - Kindergarten
- Vision Screening - Kindergarten and 3rd grade students

(Forms are available online or from the school office. An equivalent physical examination form from the student's physician can be used).

### Vision and Hearing Screening

Lions Club volunteers who administer the KidSight screenings, conduct vision screening for Preschool and Kindergarten students (who have not previously had a vision screening or eye exam performed by their physician or eye specialist). Vision screening (using an eye chart) is conducted on students in third grade and on students when a concern is identified.

An audiologist from Des Moines Public Schools (Capitol View Elementary) conducts hearing screenings on students in Preschool/TK, Kindergarten, 1st grade, 2nd grade, and 5th grade annually. Parents will receive a written report of test results only if abnormal. This is a screening process only, and does not identify all hearing or ear problems. Parents do have the opportunity to decline screening/testing, but they need to contact the school nurse prior to testing dates. Any age student can receive a hearing screening at parent request or teacher request with parent consent.

### Individual Health Plans (IHP)

The Iowa Administrative Code 281---41.23(281) states the definition of individual health plan as "the confidential, written, pre planned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation and an

emergency plan. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.”

### Accident or Illness

If a child becomes ill or is hurt, he/she should report to his/her teacher or a staff member. Students who are ill will come to the office to be seen by the nurse or office staff member. The nurse will assess the student to determine if he/she should go home. When a child is ill or has an accident at school, the parent/guardian or emergency contact will be notified at once. No child is ever sent home until prior arrangements have been made. If a parent receives a phone call or text message from their child stating he/she is ill and needs to be picked up, please ask to speak to the nurse or office staff to verify this information.

When students are absent from school, the reasons for absence must be recorded and tabulated for the Department of Public Health. The following are public health recommendations when deciding whether or not to send a child to school who wakes up not feeling well. This is a general guideline for common mild illnesses. Please keep your child home if they have experienced:

- Diarrhea/Vomiting - within the last 24 hours: keep child home.
- Fever - 100 degrees or greater: keep child home until fever-free at least 24 hours.
- Runny Nose - 1) due to allergies: send child to school, 2) due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose: keep child home.

The most common communicable diseases students need to stay home from school as a result of:

- Strep Throat - highly contagious bacterial infection - sore throat, fever (usually), aches; diagnosis is made by a throat culture: child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning to school.
- Conjunctivitis (Pink Eye) - highly contagious and presents itself with burning, itching red eyes with yellow drainage: child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school
- Fifth Disease - mild illness commonly contracted by younger children. Many may have no symptoms while others may have nasal congestion and a low grade fever. Once the virus has run its course, the child will have a “slapped cheek” rash. Once the rash appears, the child is no longer contagious and there is no exclusion from school.
- Chicken Pox - one of the most common contagious viral diseases of childhood. Symptoms include low grade fever and a distinctive rash. The rash begins as red bumps which develop into blisters that pop and form scabs. The rash causes itching (which may be severe). Children should not return to school until all blisters have scabs. This usually takes 7 days or more.
- Impetigo - a skin infection which occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are hands and face, especially around the nose and mouth. It usually begins as red spots which fill with fluid (blisters). The blisters

rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotics or both. The child should be on medication for 24 hours before returning to school.

- Rash - may be due to many different illnesses and may be contagious. A physician should be contacted for a diagnosis and permission for the child to return to school.

Although sometimes inconvenient, for the health of all, parents are expected to adhere to the 24 hour exclusion recommendations.

A more detailed and much larger list of communicable diseases, their symptoms, treatments and exclusions from school is published by the Iowa Department of Public Health.

- Head Lice - tiny (sesame seed size, 2-3 mm) wingless parasitic insects that feed on the blood from the human scalp, often found on the nape of the neck and over the ears. It is recommended that schools no longer send notification to the parent(s) whose student(s) is in a classroom with a student with lice, due to medical privacy and confidentiality. Children are no longer mandated to stay home due to head lice. If the school becomes aware a student has lice, the family will be notified. If families discover their child has lice, they should let the school nurse know, but the school nurse is not mandated to communicate cases of head lice to anyone outside the main family unless there are a cluster of cases within a classroom.

What do you need to know?

- Parents are to check for lice in each of their children's heads at least once/week.
- Lice do not jump. Lice cannot fly.
- Nits (eggs) are non-transferable, because they are not yet live lice.
- Lice are almost always spread through direct head to head contact.
- No special cleaners are needed to clean the home.
- There is no need for students to be sent home or to miss school. If parents find live lice or nits, treatment should be started before returning to school the following day.
- Parents are the key to looking for and treating head lice. The Iowa Dept. of Public Health advises parents to spend time each week carefully looking on each of the children's heads for lice or nits.
- If parents find lice, please notify the school (although it is parental choice) so we can take precautions in the classroom.

## Medication Management

In accordance with State Code 281 IAC 41.12 (11): In order to establish and maintain a system of safe storage, handling, and dispensing of prescribed medication, the following procedures are enforced to help ensure protection for the student and St. Augustin Catholic School:

1. All prescription and over-the-counter medication that is to be taken during the school day must be turned into the school office and stored in a secure area unless an alternate provision is documented.
2. Prescription medications must be in the original pharmacy-labeled container with date, pupil name, prescriber or person authorizing administration, medication, dosage and time. The pharmacy label on prescription medication is considered the prescriber's instruction. If the medication is given at home and school, request a "school container" from the pharmacy.
3. An upper-grade student may be considered a co-administration or self-administration with demonstrated competency and instructions from the physician, written physician and parental permission.
4. Parents must complete the parent "Medication Authorization Form" for prescribed and over-the-counter medication that is to be administered at school. A separate form is used for each medication or when the dosage changes.
5. Over-the-counter medications (e.g. pain reliever, cough syrup, allergy medication, eye drops) must be in the original container labeled with the student's name. Parents must complete the parent request form ("Medication Authorization Form") for any/all medication that is to be administered at school.
6. Parents may administer medications at school to their own children.
7. Antibiotics that are prescribed three times a day should be given at home. There may be exceptions for those to be given with meals.

Cough drops and chapstick will be allowed in class. Individual teachers may refuse the privilege if misused.

### Severe Food Allergies

St. Augustin Catholic School is sensitive to the needs of students who suffer from allergies and will endeavor to accommodate their special needs.

St. Augustin Catholic School does have students with severe, life threatening food allergies. Due to the risk of hepatitis and individual food allergies, the Polk County Health Department has strongly suggested strict guidelines in the ways treats, snacks and holiday parties are handled at school.

- Please read food labels carefully. Parents are reminded that there are children with severe, life threatening food allergies at St. Augustin School. Please send treats that contain no peanut, peanut oil, or products that may have been manufactured around peanuts. Please read all food preparation labels carefully.

### Water Bottles

Students may bring water bottles to school and are encouraged to do so. St. Augustin Catholic School utilizes water filling stations throughout the building. Water bottles must be

clear/transparent and should only contain water. Any water bottle that has liquid other than water may be confiscated by staff and referred to administration for disciplinary action.

#### Expectant Student Parent

In the event that a student becomes an expectant parent while attending St. Augustin Catholic School, the Board of Education recognizes the need for support and respect for the mother, father, and child. The life of the unborn and the need for the student parent to complete their education are paramount considerations.

Several options will be offered to fulfill requirements for graduation from St. Augustin Catholic School; however, outside counseling in choosing an option is mandatory. Once the student and his/her parents are fully aware of the pregnancy, they should notify the student's counselor and/or the principal who will notify them of their options.

## ACADEMICS/ACADEMIC INTEGRITY

### Homework

Homework is an extension of the learning process. Homework can enhance the study skills of the student and reinforce concepts learned during the school day. As a general rule, homework assignments should be given to students in all grades. Obviously, the amount of homework assignments will differ from the primary grades to the middle school grades.

Parents will be informed at the start of school of the homework policy for each department of St. Augustin Catholic School. As a general rule, twenty (20) minutes an evening is appropriate for grades kindergarten through second, thirty-five to forty-five (35-45) minutes for grades third through fifth, and one to two (1-2) hours for grades sixth through eighth. Long-range assignments and tests will be given at the discretion of each individual teacher, but will be communicated, as well as coordinated, within areas where subjects are departmentalized.

Parents should keep in mind that these are only guidelines. Individual student homework times may vary from student to student, based on one or a combination of the following reasons: long-term assignments that need to be completed over time, individual student ability in any one or more subject areas, use of provided study halls, student work rate, outside extracurricular commitments, vacations, illness, etc.

Parents are encouraged to provide their child with a suitable atmosphere, specific time, and regular locations in which to study. Parents should take an active interest in their child's work. Parents are encouraged to regularly ask about homework and to check to see if assignments have been completed. This does not mean doing it for them. Giving the child too much help may destroy the spirit of independence, creativity, perseverance, and initiative that are necessary in the child's scholastic training.

### Kindergarten Through Fifth Grade Reports

Students in kindergarten through fifth grade are graded on specific Diocesan power standards selected from the Common Core State Standards.

The marking code for the report card in kindergarten through eighth grade is:

- 4= Meets grade-level expectation with excellence
- 3= Meets grade-level expectation
- 2= Progressing toward grade-level expectation
- 1= Attempts; not meeting grade-level expectation
- ID= Insufficient Data
- N= Not assessed



Information on how your child is doing in relation to other students in the same class or grade level is best obtained in a parent/teacher conference. St. Augustin Catholic School distributes grade reports three times a year.

### Sixth, Seventh, and Eighth Grade Reports

In addition to power standards, students in grades six, seven, and eight are also assigned letter grades.

### ID

A summary grade of ID (Insufficient Data) does not mean the teacher must continue to try to collect missing assignments from the student. The teacher is simply unable to assign the student a letter grade for the current term, but will continue to support the student’s learning in the next term with the expectation that the student WILL demonstrate proficiency on the grade-level expectations checkpoints and earn a grade that gives an accurate description of that learning.

### Middle School GPA

The Middle School grade point average is figured using weighting of classes and points assigned for each grade achieved. The total number of points earned is divided by the total weight of all classes.

Note: Seventh grade has two English classes, so total number = 7  
Sixth and Eighth grades have a total weight of 6.

Sixth and Eighth Grade		Seventh Grade	
<u>Subject</u>	<u>Weight</u>	<u>Subject</u>	<u>Weight</u>
Language Arts	1	Lang. Arts/Lone	1
Math	1	Lang. Arts/Caligiuri	1
Science	1	Math	1
Social Studies	1	Science	1
Religion	1	Social Studies	1
PE	0.4	Religion	1
Music	0.4	PE	0.4
Art	0.2	Music	0.4
Total	6	Art	0.2
		Total	7

Grades	Points
A+	4.33
A	4
A-	3.67

B+	3.33
B	3
B-	2.67
C+	2.33
C	2
C-	1.67
D+	1.33
D	1
D-	0.33
F	0

For example, if a student achieved an A+ in Language Arts, that would be worth 4.33 points toward the GPA calculation. If a student earned an A+ in PE, that would be worth 1.732 points toward the GPA.

#### 6<sup>th</sup> grade GPA example

Class	Weight	Grade	Points	Weighted Pts.
Art	0.2	A+	4.33	0.866
LA	1	B+	3.33	3.33
Math	1	B	3	3
Music	0.4	B	3	1.2
PE	0.4	A+	4.33	1.732
Religion	1	B+	3.33	3.33
Science	1	B	3	3
SS	1	B-	2.67	2.37
Total	6		26.99	19.128
GPA				3.19

Gold Honor Roll 3.85 - 4.00

Silver Honor Roll 3.50 - 3.84

#### Academic Detention

3rd - 5th grade students who have a certain number of missing or late assignments will be assigned to serve academic detention either before or after school.

3rd Grade: 5 (first trimester), 4 (second trimester), 4 (third trimester)

4th Grade: 4 (first trimester), 3 (second trimester), 3 (third trimester)

5th Grade: 3 (first trimester), 2 (second trimester), 2 (third trimester)

6th - 8th grade students who have five missing or late assignments will be assigned a Saturday morning detention.

In addition, teachers may require any student to come before or stay after school if homework is missing.

Repeated trips to academic detention will warrant a review by the principal and/or pastor. Depending upon the frequency involved, a plan of action will be adopted to remediate the problem - i.e. weekly progress reports, private tutoring, reassignment to previous grade level, retention, or school transfer.

### Report Cards

Report cards are issued three (3) times per year at the end of each trimester.

### Procedure for Grade "ID" or Insufficient Data

Students who receive an "ID" at the conclusion of the first, second, or third trimester shall not have more than two (2) weeks to complete required work. Students who fail to do so and students receiving an "ID" at the end of the third trimester shall be required to participate in a plan developed by the teacher and administrator, in consultation with parents. The plan shall include successful completion of a private tutoring program and/or summer school. Failure to complete all requirements of the plan may result in retention for the following academic year. In the event a student transfers to another Diocese of Des Moines school, the school in which the student enrolls shall be notified of the plan.

### Academic Integrity

Students are expected to uphold personal and academic integrity by keeping eyes on their own paper during examinations, remaining quiet during examinations, refraining from using "cheat notes" or unauthorized material to improve performance, prohibiting another student to see or use one's work, avoiding copying work, or allowing another student to copy work assigned to be completed independently (including use of electronics and programs), not giving or receiving test information, not using deceitful practices to improve one's grade or another student's grade, not misrepresenting another's work as one's own, not copying or closely paraphrasing sentences or passages from an uncited source while writing a paper or doing research.

This list is not all-inclusive, but is illustrative of the integrity required to uphold academic standards at St. Augustin Catholic School. Should a situation ever arise whereby a student's academic integrity is questioned, the teacher will meet with the student to discuss the facts. If the teacher concludes further action needs to be taken, the following consequences will apply.

Students in kindergarten through 5th grade:

- First offense: The teacher and student will discuss the student's actions. The student will not receive credit and be required to re-do the assignment/test. The teacher will notify the parents.
- Second offense: The same actions will take place as with the first offense, and the student will be given an after-school detention.

- Third offense: The same actions will take place as with the first and second offenses, and the student and parents will be required to meet with the principal.

Students in sixth through eighth grade:

- First offense: The teacher and student will discuss the student's actions. The student will not receive credit and will be responsible for the completion of the assignment. The teacher will notify the parents. The student will receive an after-school detention.
- Second offense: The same actions will take place as with the first offense. A Saturday school detention will be given. The St. Augustin Student Assistance Team will meet with the student and their parents.
- Third offense: The same actions will take place as with the first and second offenses.

## PROPERTY

### Damage to School Property

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

### Lost and Found

Lost and found articles will be kept for one month in the school office. Parents and students may check for lost items at any time. Parents are encouraged to label all items, even clothing. Unclaimed items will be donated.

### Personal Possessions

Students must ask permission from their homeroom teacher before bringing to school any type of personal possession that does not pertain to the educational process. This includes toys, games, smart watches/fitness trackers, iPods, iPads, Nooks, cell phones, etc. Any such item found on school premises will be held in the office and returned at the end of the day.

### Playground

Playground rules are set for the safety and well-being of all St. Augustin Catholic School students. Students should

- Get drinks or use the restroom before going outside, and remain outside until the bell rings, unless they have written permission from a teacher, doctor, or parent.
- Be careful of one another. There will be no tackling, shoving, tripping, kicking, or climbing on another student's back. Games deemed unsafe by the playground supervisor are not to be played.
- Ask the playground supervisor during recess for permission to go inside to the P.E. office for equipment.
- Report any problem to the playground supervisor.
- Dress appropriately for the weather. Even on very cold, winter days, students may be outside, even if for only a few minutes. During winter, only students with snow pants and boots may play in the snow. Students should not pile on one another.

## LUNCH ROOM

Lunch time should be an enjoyable, relaxing time for eating and quiet visiting with classmates. Students should practice good manners and courtesy. Each classroom will proceed to the lunchroom with the teacher. Students must wait in a quiet, straight line to receive a lunch tray. After receiving lunch and/or a beverage, students are to be seated at their assigned table. Once seated, students are to remain at their tables unless a supervising adult gives permission. Students may visit quietly with others seated near them. If a student needs help, or if there is a problem at a table, the student should raise his/her hand and a supervising adult will respond. Students are encouraged to use the restrooms before entering the lunchroom.

#### Negative Balance Policy

After a student and/or family account is negative \$15.00 or more, a notification will be sent home or a call may be made to remind the parent/guardian.

#### Ala Carte

Students in 3rd – 8th grade may purchase ala carte items.

#### No Outside Food

Outside food from restaurants may not be brought in during lunch. In addition, no pop or candy is allowed in student lunches.

#### Lunch Times

TK: 11:15am - 11:45am

K - 2nd Grade: 11:45am - 12:15pm

6th - 8th Grade: 12:15pm - 12:45pm

3rd - 5th Grade: 12:45pm - 1:15pm

## SCHOOL GROUNDS

### Snowballs

Students may not throw snow on the school grounds. There is a \$5.00 fine for each snowball thrown.

### Chewing Gum

Students may not chew gum or eat candy, breath mints, etc. during school hours. A \$5.00 fine will be assessed for each violation of this rule.

### Cell Phones/Smart Watches

Cell phones and smart watches may not be used during school hours.

Cell phones are to be kept in student lockers. Students violating this rule will be fined \$25.00 for the first offense; \$50.00 the second offense and so on. The phone will be returned at the discretion of the principal.

Students should use the phone in the main office if they need to contact their parents throughout the day. Students who use their cell phones or smart watches to contact their parents will be fined \$25.00.

***Cell phone use is prohibited in all bathrooms and locker rooms.***

If subsequent violations occur, the student may suffer additional consequences.

### Birthday Celebrations

Please refrain from sending balloon or birthday bouquets to school. These items will not be delivered to your child's classroom in an effort to not disrupt the school routine.

Students may bring in store bought birthday treats/items to share with their classes.

Birthday invitations not being distributed to the entire class should not be brought to school.

## SUPPORT GROUPS

### Board of Education

Board of Education meetings are held the third Tuesday each month at 6:30 P.M. in the school library. These meetings are open, and parents are always welcome to attend. If you wish to speak at a board meeting, you should contact the Board President and the principal five (5) days prior to the meeting date to be placed on the agenda indicating the topics you are planning to discuss. Guests have five minutes to speak.

St. Augustin School does not discriminate on the basis of sex, race, national origin, or disability in educational programs or activities.

### Home and School Association

We encourage all parents to actively participate in the Home and School Association in order to feel more a part of our children's educational process, and maintain a network for effective and rewarding communication among parents and teachers. Meetings and special events focusing on family involvement are scheduled and marketed via the school newsletter and the school website.

The five objectives of our Association are

- To promote cooperation among faculty, students, and parents.
- To promote all organizations working for the advancement of Christian education in Catholic homes and schools.
- To offer thorough well-planned programs & information of particular interest to parents.
- To create a greater appreciation of Catholic education.
- To help special programs through fundraising.

### Royal Founders Club

Established in 1989, the Royal Founders Club has an annual fundraising campaign to provide for capital improvements and enhancements to education separate from our annual school budget. Information on this organization can be obtained from the principal.



## TUITION POLICY

Tuition fees shall be charged for the enrollment of students at St. Augustin Catholic School in such amounts as are determined annually by the St. Augustin Board of Education. The tuition fee will be in addition to any fees determined by the St. Augustin Board of Education.

The tuition fee for verified tithing members of St. Augustin Parish shall be lower than the tuition fee for students whose families are not tithing members of the parish. A pattern of regular tithing and Mass attendance is expected for all who wish to receive this lower rate.

Tithes will be reviewed as part of the verification process at the beginning of each trimester, and families should use envelopes marked with their name for cash donations.

Tithing is a personal financial commitment of parish support and sacrifice and is the responsibility of each member of the parish. Tithing should represent a meaningful personal sacrifice, taking into account one's financial resources, family circumstances, and the costs of education. Questions concerning tithing should be directed to the pastor.

St. Augustin Catholic School has a generous tuition aid endowment and Catholic Tuition Organization assistance. Applications are available in the school office. Please contact the principal for more information.

In the absence of prior arrangements made with and signed by the church business office, all unpaid balances of tuition or fees including textbook damages, missing textbooks, lunch, milk tickets, and library fines must be paid by the end of each trimester. If this condition is not met:

- Enrollment for the following trimester will not be allowed, and
- Students who arrive for class will be referred to the office and their parents called to pick them up.

## St. Augustin School 2023/2024 Tuition and Fees

### **REGISTRATION FEES**

Registration fees have been set at \$200 per student TK through 8<sup>th</sup> grade for the 2023/2024 school year. No fees will be assessed for Pre Kindergarten students. Registration fees are non-refundable upon admission unless moving out of state.

### **TUITION 2023/2024**

#### **Pre Kindergarten**

No tuition or fees will be charged for 4 year old, half day Universal Pre Kindergarten. This program is funded by Des Moines Public Schools through a state grant.

#### **Transitional Kindergarten**

Transitional Kindergarten tuition is **\$4,630** for full time students and **\$2,915** for half time students regardless of whether you're a parishioner or non parishioner.

### **Kindergarten through 8<sup>th</sup> Grade**

	Parishioner Rate	Non Parishioner Rate
One Child	\$4,630.00	\$8,840.00
12 Monthly Payments	\$385.83	\$736.66
Semester	\$2,315.00	\$4,420.00
Two Children	\$9,050.00	\$17,680.00
12 Monthly Payments	\$754.16	\$1,473.33
Semester	\$4,525.00	\$8,840.00
Three Children	\$13,470.00	\$26,520.00
12 Monthly Payments	\$1,122.50	\$2,210.00
Semester	\$6,735.00	\$13,260.00
Four Children	\$17,890.00	\$35,360.00
12 Monthly Payments	\$1,490.83	\$2,946.66
Semester	\$8,945.00	\$17,680.00
Five Children	\$22,310.00	\$44,200.00
12 Monthly Payments	\$1,859.16	\$3,683.33
Semester	\$11,155.00	\$22,100.00

Tuition for International Students is set at \$10,000.00 per year.

Lunch money needs to be paid separately. Student lunches are \$4.00 per day. Any amount can be deposited into a student's account. Additional milk is \$.60 cents.

## Method of Paying Tuition

The Catholic elementary schools in the Des Moines Diocesan use the FACTS Management Company to collect tuition. There are three (3) methods for paying tuition:

**Annual:** The entire amount of tuition is paid on or before September 1. You can choose to receive an invoice or schedule an automatic (ACH or credit card) payment. Please note: credit card payments will incur a transaction fee from FACTS.

### 2 Payments

**Semi-annual:** The tuition payment will be divided in two payments. The 1<sup>st</sup> payment is due on or before September 1 and the 2<sup>nd</sup> payment is due on or before January 1. You can choose to receive an invoice or schedule an automatic (ACH or credit card) payment. Please note: credit card payments will incur a transaction fee from FACTS.

### 12 Payments

**Monthly:** Tuition is paid over a 12-month period, with an annual set up fee per household account. The 12-month payment plan begins in September and finishes in May. The FACTS plan offers two ways to pay for tuition: Electronic debit, as authorized by parents from their bank accounts (checking or savings accounts), which is similar to our current plan, or an automatic credit card payment. Please note: credit card payments will incur a transaction fee from FACTS.

### Registration Fees

Registration fees are due at the time of registration. Fees should be paid by FACTS. The registration fee schedule is as follows:

Pre-Kindergarten	no fee
Transitional Kindergarten to 8th grade	\$ 200.00

## UNIFORM POLICY

Our Official Uniform Vendor is Lands' End.

Access Lands' End at LandsEnd.com

- Click on "School"
- Click "Shop by School"
- Enter our school number - 900031717 and then "search by number"
- Enter the information on the right regarding who you're shopping for and "save school"
- This will take you to the St. Augustin Uniform website at Lands' End
- The items listed under girls, boys, women, and men are the items allowed in our school's dress code
- When you select an item there will be a box labeled logo preference, inside the box it will say, "School Name with initials/\$5.50" and show the St. Augustin School logo. Select this to have our logo added to the item you are ordering.

If you try to purchase an item from Lands' End which is not an approved item in our dress code, Lands' End will call you before completing your order. Trust Lands' End. If they say it is not allowed in our dress code they are correct.

Anything ordered from Lands' End is returnable, including logo items. If you have general uniform questions contact the office.

### Uniform Assistance

We welcome all interested parents and students to St. Augustin Catholic School. If needed, monies are available to help defray the cost of the specific uniform requirements. Please contact Rachelle Watters at 515-279-5947 or email her at [rwatters@staugustinschool.org](mailto:rwatters@staugustinschool.org).

### PE Attire

Middle School PE Uniform

Only grades 6,7, and 8 are required to have a PE uniform. The shirt must be either a St. Augustin or Dowling shirt. Students should also wear athletic shorts or pants. Shorts should be an appropriate length (minimum 4in inseam). Tennis shoes are required. No black soles or crocs.

### School Attire

Shirts

Red, white or navy blue shirts with logo

6th - 8th grade students are also allowed to wear pink or royal blue logo shirts

Shirts must always be tucked in

Sweatshirt or Sweater

All sweatshirts, sweaters or fleece must have an embroidered school logo

Logo sweaters (white, navy blue, or red) or logo fleece ½ zip, full zip or vest (navy blue or red) may be purchased through Lands' End

#### Pants

Navy blue or khaki

May be purchased at a store of your choice but must be uniform line.

No cargo pockets, painter pockets or rivets

No leggings of any kind can be worn as uniform pants

2nd - 8th grade students must wear a belt if the pants have belt loops

#### Shorts or Capri Pants

May be worn in August, September, May and June only

Navy blue or khaki

May be purchased at store of your choice

Must be no shorter than one inch above the knee

No cargo pockets

No tight fitting shorts

Must wear a belt if the pants have belt loops

#### Skirts

Navy blue, khaki, or uniform plaid

May be purchased at a store of your choice if they are uniform line

Should be knee length - no shorter than two inches above the knee

Must wear a belt if the skirt has belt loops

Must be worn with tights or leggings from October through April.

#### Jumpers

Hunter/classic navy plaid

Khaki/navy solid

Should be no shorter than one inch above the knee. Students must wear a uniform shirt underneath.

Must be worn with tights or leggings from October through April.

#### Tights/Leggings

Tights and leggings may be red, white, navy blue, black, or grey. No patterns, please.

Tights or leggings are required to be worn under skirts during the winter months (October through April).

#### Shoes and Boots

Appropriate shoes should be worn at all times

Black soles are not allowed on the gym floor

Flip-flops/sandals are not allowed

Crocs are not allowed

No boots can be worn in school including UGG boots or cowboy boots, etc.

#### Socks

Must be worn at all times and be visible and be uniform colors or black or grey.

#### Hair

Boys' hair should be cut above the eyebrows and must not touch the collar of their shirt

Extreme hairstyles, such as shaved heads, sideburns, Mohawks, mullets, shaved sides and unnatural hair colors are not allowed

No feathers allowed in hair

All hair accessories must be uniform colors or black

#### Temporary Tattoos

Temporary tattoos may not be visible on any student

#### Piercing/Jewelry

Boys may not wear earrings. Body piercing is not allowed.

Earrings must be studs - no dangling/hoop earrings

#### Eye Glasses

All eye glasses must be prescription - no fake glasses

#### Makeup

May not draw undue attention or be disruptive.

#### Blue and Gold Days

Blue and Gold days are scheduled for the last Friday of each month

Students may wear jeans and a St. Augustin T-shirt, sweatshirt or uniform shirt if they donate \$1.00

No other colored shirts are allowed

#### Jean Days/Out-of-Uniform Days

On occasion, the principal may designate a "jean day" or "out-of-uniform day" whereby students may wear jeans and an appropriate shirt

Clothing must be appropriate for a Catholic School setting

Baggy or torn clothing, tank tops, crop tops (any shirt exposing the midriff) short shorts, short skirts, or sweat/wind pants are not allowed

Students need to wear socks and safe shoes, i.e. no flip flops or pool sandals

#### Birthday Passes

Students may go out of uniform on their birthday.

Students may not go out of uniform for both their half birthday and their actual birthday.

All students with summer birthdays or birthdays missed due to school vacations will be assigned a designated day to use their out of uniform birthday pass.

#### Mass Attire

When Mass is held at the Church, students are to wear their school uniform.

Students may not use out-of-uniform or birthday passes.

#### Uniform Infractions

It will be documented when students are out of uniform.

In 3rd - 8th grade, five dress code infractions will result in an after-school detention.

Students who are chronic offenders may receive an automatic detention

The interpretation of the uniform code shall be the sole discretion of the principal.

## PRE-KINDERGARTEN PROGRAM INFORMATION

### Iowa Early Learning Standards

Our Pre-Kindergarten teacher uses the Houghton Mifflin Pre-Kindergarten curriculum, Second Step, PBIS, Orton – Gillingham, and Mature Play with play plans, as well as other additional research-based strategies to teach the following development areas:

- Physical Well-Being and Motor Development
  - Healthy and Safe Living, Large Motor Development, Fine Motor Development
- Approaches to Learning
  - Curiosity and Initiative, Engagement and Persistence, Reasoning and Problem Solving, Play and Senses
- Social and Emotional Development
  - Self, Self-Regulation, Relationships with Adults, Relationships with Children
- Communication, Language, and Literacy
  - Language Understanding and Use, Early Literacy, Early Writing
- Math
  - Comparison, Numbers, and Operations, Patterns, Shapes and Spatial Relationships, Measurement, Data Analysis
- Science
  - Scientific Reasoning, Scientific Investigation, Scientific Communication
- Creative Arts
  - Art, Music, Rhythm, and Movement, Dramatic Play
- Social Studies
  - Awareness of family and community, Awareness of culture, Awareness of the relationship between people and the environment in which they live, Awareness of the past

### Assessment

Teachers assess the progress of each child using a variety of tools. Teachers use screening tools to identify a student's interests as well as their needs. Teaching Strategies Gold is used to monitor children's progress, and the information gathered assists with planning instruction. Parents receive information about their child's progress during home visits, conferences and as needed throughout the school year.

### Iowa Early Learning Standards

#### Cleaning and Sanitation Practices

To ensure the classroom is properly cleaned and sanitized, all classrooms use the Monthly Cleaning and Sanitizing Frequency Table. Staff will complete each item on the Monthly Cleaning Checklist; initialing and dating as completed daily. The current month's Cleaning Checklist may be posted in an area accessible to staff.

To promote indoor air quality, aerosol, spray or other air fresheners, sanitizers or perfumes cannot be used in child occupied/used areas. Odors should be controlled by ventilation and appropriate cleaning and disinfection.

#### Toilet Training

Children who are not potty trained can attend preschool. If your child is not toilet trained teachers will ask for your help in developing a toilet training plan for your child that is appropriate to his/her needs. This plan will include full involvement from you as the parent/guardian. All families are encouraged to keep a change of clothing for their child at school, in case of toileting accidents, or spills.

#### Pre-Kindergarten Non-Discrimination Policy

St. Augustin Catholic School Pre-Kindergarten does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions, concerns or a complaint related to this policy, please contact Ms. Donna Bishop, Superintendent of Schools, [dbishop@dmdiocese.org](mailto:dbishop@dmdiocese.org). Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.



**Addendum | Catholic Schools Policies/Regulations  
DIOCESE OF DES MOINES**

**Student Personnel**

**Policy #579**

**Harassment, Bullying, and Hazing**

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

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

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

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

The phrase “trait or characteristic” of the student, school personnel, coaches, sponsors and volunteers as used in this policy includes, but is not limited to, age color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

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

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

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

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

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

The investigator must consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment, bullying or hazing. (IAC 280.258)

Any individual who believes a person has been bullied, harassed or hazed may report the matter to legal authorities.

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

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

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

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

Policy Adopted: January 31, 1994  
Policy Revised: April 25, 2000  
April 7, 2004  
May 21, 2007  
January 21, 2008  
May 19, 2008  
November, 17, 2008  
November 15, 2010  
May 21, 2012

**Addendum | Catholic Schools Policies/Regulations  
DIOCESE OF DES MOINES**

**Student Personnel**

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

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

**Complaint Procedure:**

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

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

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

**Investigation Procedure:**

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

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

Information received during the investigation is kept confidential to the extent possible.

**Resolution of the Complaint:**

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

The principal must file a written report closing the case and documenting any disciplinary action taken in response to the complaint. The complainant, the alleged abuser and the investigator

must receive notice as to the conclusion of the investigation. Disciplinary action information can only be shared with the alleged abuser and his/her parents. Care must be taken to protect the privacy of all individuals involved.

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

Regulation Approved:	January 21, 2008
Regulation Revised:	May 19, 2008
	November 15, 2010
	May 21, 2012

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

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

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

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

Building \_\_\_\_\_ Grade \_\_\_\_\_

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

- Age
- National Origin
- Religion
- Political Belief
- Creed
- Familial Status
- Other (Please Specify) \_\_\_\_\_
- Color
- Ancestry
- Gender Identify
- Political Party Preference
- Sex
- Sexual Orientation
- Race
- Marital Status
- Physical Attributes
- Socioeconomic Status
- Physical/Mental Abilities

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

- Electronic Communication
- Social /Relational (ostracizing, exclusion)
- Physical
- Written Communication (e.g. cyber)
- Verbal
- Other (Please Specify) \_\_\_\_\_

Location of the Incident (check all that apply).

- Bus
- Locker Room
- Extracurricular Activity (on/off campus)
- Other (Please Specify) \_\_\_\_\_
- Hallway
- Gym
- Bathroom
- Playground
- Classroom
- Cafeteria
- At Lockers

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

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

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

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

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

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

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

- Was violated because conduct places the student in reasonable fear of harm to the student's person or property.
  - Was violated because conduct has a substantially detrimental effect on the student's physical or mental health.
  - Was violated because conduct has the effect of substantially interfering with the student's academic performance.
  - Was violated because conduct has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- If the Iowa Anti-Bullying Harassment law was not violated, check the box indicating that another law, school policy, or rule was violated or check the box indicating that no law, school policy, or rule was violated.
- Was NOT violated nor was any other law/school policy/rule violated.
  - Was NOT violated but another Iowa/school policy/rule was violated (such as school code of conduct).

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

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

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

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

Date \_\_\_\_\_

Name of person investigating \_\_\_\_\_

Name of person being interviewed \_\_\_\_\_

Role of person being interviewed:

- Student allegedly bullied
- Student who allegedly bullied
- Witness/bystander

Parent notified  Yes  No  
 Date \_\_\_\_\_ Time \_\_\_\_\_

Person making contact \_\_\_\_\_

The following items were addressed:

- Confidentiality
- Review of school Policy
- Review of non-retaliation
- Consequences for false information
- Investigation procedures
- Safety plan

Specifics- What exactly happened, when, to whom, how?

History of relationship

Impact of incident

Safety plan if appropriate

Additional comments

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

Names of additional witnesses/bystanders \_\_\_\_\_

\_\_\_\_\_  
 Investigator's Signature    Date                      Interviewee's Signature    Date





**Addendum | Catholic Schools Policies/Regulations  
DIOCESE OF DES MOINES**

**Student Personnel**

**Discipline - Weapons**

It shall be the policy of the Diocesan 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 of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects may be reported to law enforcement officials, and the student will be subject to disciplinary action, including suspension or expulsion.

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 (12) months. Readmission of the student at the end of the expulsion period will be based on the recommendation of the Principal to the local Board of Education. The Principal, in consultation with the Superintendent of schools, shall have the authority to recommend to the local Board modification of the expulsion requirement for a student on a case-by-case basis. For purposes of this policy, the term "firearm" includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

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.

For the purpose of this policy, a "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

\*Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.

\*St. Augustin Board of Education defines ALL knives as DANGEROUS OBJECTS. If knives are on school property, students will be suspended.

(Policy adopted: 11/21/94)

## Immunization Requirements

In order to comply with the immunization schedule recommended by the Advisory Committee on Immunization Practices (ACIP, November 1993), all children, if four (4) to six (6) years of age, are enrolled, or are attempting to enroll for the first time in a public or non-public elementary school in Iowa, shall have received at least two (2) doses of rubeola and rubella-containing vaccine. The first dose shall have been received on or after twelve (12) months of age. The second dose can be received no sooner than thirty (30) days after the first dose. Children may still demonstrate a positive antibody test to comply with this requirement.

In addition, a change was made to raise the age of exemption to further doses of pertussis vaccine in order to accurately reflect current recommendations. The age of exemption from further doses of pertussis vaccine was raised from six (6) up to seven (7) years of age.

Unless otherwise requested by the student, parent, or guardian, all licensed public and non-public schools in Iowa must now retain the certificate of immunization for five years, commencing upon the graduation or transfer of the student, or the school may choose to provide the certificate to the student at the time of graduation. Included with the certificate should be a letter that advises that it is an important document and should be permanently kept.

### HEALTH LAW FOR CERTIFICATION OF IMMUNIZATION POLICY

All educational programs under the auspices of St. Augustin Board of Education will comply with Chapter 7 of the Iowa Administrative Code –

Immunization and Immunization Education: Persons Attending Elementary or Secondary Schools, Licensed Child Care Centers, or Institutions of Higher Education.

St. Augustin Catholic School  
4320 Grand Avenue  
Des Moines, Iowa 503012

REQUEST FOR GIVING MEDICINE AT SCHOOL

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Medication \_\_\_\_\_ Time to be given \_\_\_\_\_ a.m. Time to be given \_\_\_\_\_ p.m.

This medication is furnished by parent or guardian with the regular label from the pharmacist, plus the name and strength of the medicine.

This request must be signed by parent or guardian and physician to authorize giving the medication during school hours.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

Significant Information

\_\_\_\_\_

Routine antibiotics that are given three (3) times per day or less can be given at home or at a day care provider. The afternoon dose can be given after school, unless there is a specific physician request otherwise. Medication administration at school by school clerical staff is very time consuming. We need to make sure the administration at school is a necessary accommodation for the student to be able to function at his/her optimum in the classroom at school.

St. Augustin Catholic School

CATHOLIC MUTUAL . . . . . "CARES"  
PARENTAL/LEGAL GUARDIAN PERMISSION SLIP  
FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from St Augustin Catholic School. A brief description of the activity follows:

Curriculum Goal

---

Destination

---

---

Date and Time of Departure

---

Date and Anticipated Time of Return

---

---

Method of Transportation

---

---

Student Cost

---

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student.

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

Parent's Name/Signature

---

Address

---

---

Emergency Phone Number

---

Please return this entire form by \_\_\_\_\_

Drivers Needed      YES/NO \_\_\_\_\_

I can drive      YES/NO \_\_\_\_\_

If yes, # of students \_\_\_\_\_

**Addendum | Catholic Schools Policies/Regulations  
DIOCESE OF DES MOINES**

**AIDS (Acquired Immune Deficiency Syndrome Policy)**

Epidemiological studies show that AIDS is a viral infection transmitted via intimate sexual contact or blood-to-blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. There has also been no transmission observed with medical-blood contact. Since there is no evidence of casual transmission by sitting near, living in the same household, eating, or playing together with an individual with AIDS, the following procedures are adopted as the St. Augustin Board of Education's policy on these matters:

1. Routine screening of students for AIDS-associated virus (HTLV-III/LAV) is not recommended. Screening should not be a requirement for school entry.
  
2. Children diagnosed as having AIDS, or with laboratory evidence of infection with the AIDS-associated virus (HTLV-III/LAV), and receiving medical attention are able to attend classes in an unrestricted educational setting. Siblings of infected children are able to attend school without restriction.
  
3. An appropriate alternative educational plan which may include a more restricted environment should be provided for the child diagnosed as having AIDS or laboratory evidence of infection with the HTLV-III/LAV virus if:
  - A. Cutaneous (skin) eruptions or weeping lesions that cannot be covered are present.
  
  - B. Inappropriate behavior that increased the likelihood of transmission (i.e. biting or incontinence) is exhibited.
  
  - C. The child is too ill to attend school.
  
1. Since the child diagnosed as having AIDS, or with laboratory evidence of infection with the AIDS-associated virus (HTLV-III/LAV), has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease, such as chickenpox or measles, until he/she is properly treated, and/or the outbreak is no longer a threat to the child.
  
1. Decisions as to educational management should be shared, utilizing expertise of the physician, parent or guardian, public health personnel, and those associated with the educational setting.
  - A. Notification of the school should be through the school nurse or person responsible for school health or school administration that will notify only those necessary to assure optimal management, including members of the Board of Education.



- B. Notification should be a process that would maximally provide patient confidentiality. Ideally, this process should be direct person-to-person contact.
  - C. If school administration believes that a child diagnosed as having AIDS, or with laboratory evidence of infection with the AIDS- associated virus (HTLV-III/LAV) has evidence of conditions described in #3, then the school administration can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.
  - D. If a conflict arises as to the child's management, the case should be referred to the State Department of Health for review to determine the permissibility of attendance.
1. Blood or any other body fluids, including vomitus and fecal or urinary incontinence in any child, should be treated appropriately. It is recommended that gloves be worn when cleaning up any body fluids.
    - A. Spills should be cleaned up, the affected area washed with soap and water and disinfected with bleach (one part bleach to ten parts water), or another disinfectant.
    - B. All disposable materials, including gloves and diapers, should be discarded into a plastic bag before discarding in a conventional trash system. The mop should also be disinfected with the bleach solution described in 6-A.
    - C. Toys and other personal non-disposable items should be cleaned with soap and water followed by disinfectant with the bleach solution before passing to another person. A normal laundry cycle is adequate for another non-disposable item.
    - D. Persons involved in the clean up should wash their hands afterward.
  1. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

## HIV POLICY

St. Augustin Catholic School shall strive to protect the safety and health of children and youth in its care. Staff members shall cooperate with public health authorities to promote these goals. The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency virus (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor

into decisions concerning class assignments, privileges, or participation in any school-sponsored activity. School administrators will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. School administrators must consult with the student's physician and parent or guardian, respect the student's and family's privacy rights, and reassess the placement if there is a change in the student's need for accommodations or services. School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

### Employment

St. Augustin does not discriminate on the basis of HIV infection or association with another person with HIV infection, in accordance with the Americans With Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation, if necessary.

### Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone. HIV antibody testing is not required for any purpose. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit. No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure. All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

### Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school-arranged transportation. The school will operate according to the standards promulgated by the U. S. Occupational Safety and Health Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The school administrator shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert the school administrator if a student's health condition or behavior presents a reasonable risk of transmitting any infection. If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, the school administrator shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

#### HIV and Athletics

The privilege of participating in physical education classes, programs, competitive sports, and recess is not conditional on a person's HIV status. School administrators will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities. All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rule books will reflect these guidelines. First aid kits must be on hand at every athletic event. All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

#### HERPES SIMPLEX AND CYTOMEGALOVIRUS POLICY

The Herpes Simplex virus and Cytomegalovirus are ubiquitous agents infecting most of the population. It is not possible, with present medical knowledge and skills, to totally prevent their transmission. Under ordinary circumstances, it is not reasonable to exclude infected individuals from school unless those infected are too ill to attend.

Infection control is best accomplished by maintaining appropriate hygienic practices, such as avoiding other people's secretions and careful washing of contaminated hands. All of those policies and procedures outlined in the St. Augustin Board of Education AIDS (Acquired Immune Deficiency Syndrome) Policy are applicable to Herpes Simplex and Cytomegalovirus circumstances in the St. Augustin Catholic School population.

**Addendum | Catholic Schools Policies/Regulations  
DIOCESE OF DES MOINES**

**Alcohol and Drug Disciplinary Policy**

It is the policy of the St. Augustin Board of Education that the use, sale, purchase and/or possession, by a student of any tobacco, alcoholic beverages, any prohibited controlled substance, (other than one that is prescribed by the individual student's physician) or drug paraphernalia, shall be strictly prohibited while the student is on any St. Augustin School ("School") property or under School supervision. This includes attendance at school, riding in school- arranged transportation, at a school- sponsored, parochial or public school-sponsored event or otherwise under school supervision and jurisdiction.

**Definitions**

The term "alcohol" as used in this policy means: ethanol, isopropanol, or methanol.

The term "tobacco" as used in this policy means: the plant *nicotiana tabacum* (or its processed or unprocessed leaves, products, cutting and/or residue) used for smoking, chewing, or as snuff.

The term "drug" as used in this policy means:

Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the Federal Controlled Substances Act, 21 U.S. C. 801 et seq: including synthetic drugs and "look alike".

Any substance regulated by the "Iowa Imitation Controlled Substances Act" (which include, "a substance which is not a controlled substance but which by color, shape, size, markings, and other aspects of dosage, unit, appearance and packaging or other factors, appears to be or resembles a controlled substance") found at Iowa Code Chapter 124A.

A drug for which there is a valid prescription for the student when used other than as prescribed or when used other than for appropriate purposes in accordance with applicable medical direction. In addition, the taking of a prescription drug that was prescribed for another shall be considered a violation of this policy; or

An over-the-counter drug or medication when used other than for its intended purposes and in accordance with package directions and any supplemental directions of the student's physician. All over-the-counter drugs must be kept in the original container (including the box in which they were received.)

**Prohibited conduct: Alcohol and Drugs**

1. The possession, use, consumption, purchase, distribution, or sale of alcohol and/or drugs, residue or possession of related paraphernalia
2. Any student coming onto school property or attending school-related or sponsored activities under the influence of drugs and/or alcohol as defined above

3. Any student having alcohol, drugs, residue, or paraphernalia in his/her belongings while at school or attending school-related or sponsored activities
4. The possession, use, consumption, purchase, distribution, or sale of alcohol, drugs or possession of residue or paraphernalia while the student in/on school property, is at a school related or school sponsored event, or is in attendance in school
5. If a student or parent hosts or attends a party where alcohol, drugs or paraphernalia are provided by the student and/or student's parent(s) or guardian(s), the student is liable to dismissal from school and/or subject to consequences listed below.
6. Any student who hosts or attends a party/gathering where alcohol, drugs or paraphernalia are present, even if the student host did not knowingly provide the alcohol, and/or other drugs, or paraphernalia, are in violation of this policy. Student who attend a party or gathering are in a vehicle where alcohol, drugs, residue, or paraphernalia are present, but do not fall within any other categories (1) through (5) of the "Substance Abuse" Policy are subject to consequences.

#### Consequences: Alcohol and Drug Violations

The disciplinary consequences outlined below generally will be followed, but the Administration reserves the right to deviate from the stated consequences as deemed appropriate depending upon any mitigation or aggravating circumstances (including, but not limited to, parental involvement or facilitation of the infraction) present in any individual situation.

After considering the circumstances, consequences will be assigned for each student at the discretion of the school's administration and Student Assistance Team. Such circumstances shall include any one or more of the following factors:

The setting in which the incident occurred

The apparent intent of the student in possession or control of illegal substances as related to manufacturing, distribution, or sale of the alcohol or drugs

The extent of the transportation and safety risks to those attending school or the school function

The amount of alcohol, drugs, or paraphernalia found in student's possession

The student's prior disciplinary and academic record/ The academic timing of the infraction; and/or;

Any other factors that the school's administration considers relevant

Below are the minimum consequences for Alcohol and Drug Offenses. Nothing contained in the consequences below (Level One, Two, and Three) is intended to prohibit the Administration from

dismissing a student from St. Augustin School for a first violation, based upon mitigating circumstances outlines above.

#### Level One Violation

ANY STUDENT FOUND IN VIOLATION OF THIS RULE SHALL BE SUBJECT TO ANY ONE OR MORE OF THE FOLLOWING DISCIPLINARY ACTIONS AT THE SOLE DISCRETION OF THE PRINCIPAL AND STUDENT ASSISTANCE TEAM.

Illegal Possession and/or use of alcohol, other illegal drugs, synthetic, “look alikes”, or drug paraphernalia outside of school or outside of any school sponsored function.

1. An in-school suspension for a minimum period of two days.
2. Completion of a 1000 word essay addressing the problems of substance abuse by students in a form and content acceptable to the Principal/Student Assistance Team.
3. May be ineligible to participate in extracurricular activities or sports activities
4. Community Service hours to be determined
5. A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling and/or participation in an approved alcohol/drug awareness program.

#### Level Two Violation

Illegal possession and/or use of alcohol, other illegal drugs, or drug paraphernalia on school property or any school sponsored function.

1. An out-of-school suspension for a minimum period of three days.
2. May be ineligible to participate in extracurricular activities or sports activities
3. Community service hours to be determined
4. A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling and/or participation in an approved alcohol/drug awareness program.
5. Student will be placed on probation for remainder of school career

#### Level Three Violation

Illegal Possession and/or use of alcohol, other illegal drugs with the intent of manufacturing, distribution, or sale at any time.

1. Student will be dismissed and/or expelled from St. Augustin Catholic School

#### Prohibited Conduct: Tobacco

The following are prohibited:

1. The possession, use, consumption, purchase, distribution, or sale of tobacco or tobacco products while the student is on school property, is at a school related or school sponsored event, or is in attendance in school;
2. The possession, use, consumption, purchase, distribution, or sale of tobacco or tobacco products by, to, or on behalf of any minor or their person not legally entitled to possess or use tobacco or tobacco products.

#### Smoke Free Air (Diocese of Des Moines Policy #709)

Smoking or use of smokeless tobacco is not permitted in or on school building, school grounds, school vehicles, or non-school owned property used for extracurricular activities. This includes places of work and student, all outdoor areas such as parking lots and sports areas/ and private vehicles on school parking lots.

#### Consequences: Tobacco violations

Students who violates the Tobacco policy will be addressed on a case-by-case basis with full consideration given to any aggravating and/or mitigating circumstances.

If a student is caught in the act of a violation, he or she most likely will be sent home for the remainder of the school day.

Whenever the Principal or Director of Religious Education has a reasonable suspicion that tobacco, alcohol and prohibited controlled substances may be found on a person or property of a student, the Principal or the Director of Religious Education may conduct an investigative search. A failure to comply with the request for an investigative search will be deemed as a lack of cooperation and provide the basis for the imposition of the disciplinary actions set forth in this policy.

Passed 1/94  
Reviewed 1/98  
Revised 11/05  
Revised 5/09  
Revised 6/13

**Addendum | Catholic Schools Policies/Regulations  
DIOCESE OF DES MOINES**

**Notice of Non-Discrimination**

\*From the Diocesan Section 504 Assistance Guide

II. The Law

Section 504 of the 1973 Rehabilitation Act requires the Diocesan schools, through the regulations of the Department of Education, to provide educational services to “qualified handicapped persons if these persons can, with minor adjustments, be provided with an appropriate education . . . within the . . . program.”

34 C.F.R. 104.39

III. Notice of Non-Discrimination

The schools of the Diocese of Des Moines should provide on-going public notice of non-discrimination, as required by the mission of the schools and the policies of the Diocesan Board of Education. The following is provided as an example of a means to provide such notice.

**NOTICE OF NON-DISCRIMINATION**

Applications for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment with St. Augustin Catholic School are hereby notified that this school does not discriminate on the basis of race, color, national origin, gender identity, sexual orientation, religion, age, marital status, socioeconomic status or disability, or creed, as defined in Section 504 of the Rehabilitation Act of 1973, as it applies to the Diocesan schools and Title I of the Americans With Disabilities Act, as it applies to the Diocesan schools, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning St. Augustin Catholic School’s compliance with the regulations implementing Title VI and Title IX of the Civil Rights Laws, the Americans With Disabilities Act, or Section 504 is designated to contact:

Title: Donna Bishop - Superintendent of Schools; 515-237-5013

It shall be the policy of the Diocesan Catholic Schools Board that each school stipulate the rights of students and parents in the Parent-Student Handbook. Local boards are reminded that the rights of students and parents in nonpublic schools are contractual rights (those stipulated in the Handbooks and Policies) rather than Constitutional rights.

These policies and or/ procedures are to contain the process whereby students and parents may



appeal administrative decisions in addition to the responsibilities the students and parents must accept for participation and/or enrollment in the school (281-IAC 12.3(6))