

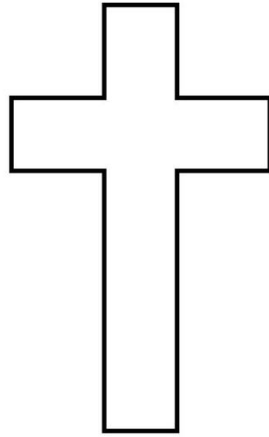


Family Handbook 2025 – 2026

In addition to the policies and procedures outlined in this handbook, St. Augustin Catholic School, its staff, administration, and families are also subject to the policies of the Diocese of Des Moines Catholic Schools Office and Diocesan Catholic School Board. Complete Diocesan Catholic School Board Policies can be found at: <https://www.dmdiocese.org/resources/schools/diocesan-school-policies-regulations>

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. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require a student's withdrawal if the administration determines that the partnership is irretrievably broken.

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



Prayer of St. Augustine

Breathe in me, O Holy Spirit,
That my thoughts may all be holy.

Act in me, O Holy Spirit,
That my work, too, may be holy.

Draw my heart, O Holy Spirit,
That I love but what is holy.

Strengthen me, O Holy Spirit,
To defend all that is holy.

Guard me, then, O Holy Spirit,
That I always may be holy.

Amen.

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COVENANT OF TRUST BETWEEN PARENTS AND ST. AUGUSTIN CATHOLIC SCHOOL

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

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

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

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

Practically, this means parents will:

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

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

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

GENERAL INFORMATION

DIOCESAN SCHOOLS MISSION AND BELIEF STATEMENT (DIOCESAN POLICY 107)

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, endorses the Mission and Belief statements and expects all schools to adhere to the following:

The mission of the Catholic schools of the Diocese of Des Moines is to develop and inspire learning for life by providing a world-class education within a Catholic environment for our students.

We believe...

- Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives.
- Each student in Catholic schools experiences the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society.
- Catholic schools and parishes are partners with parents in the education of their children.
- Catholic school educators apply research-based curriculum and instructional strategies that enhance the learning of all students.

CATHOLIC SCHOOLS OFFICE MISSION STATEMENT (DIOCESAN POLICY 104)

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, endorses the following vision statement for the diocesan Catholic Schools: Catholic Schools in the Diocese of Des Moines, based on the teaching of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom and emerge as responsible citizens dedicated to the practice of life-long discipleship.

ST. AUGUSTIN CATHOLIC SCHOOL 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.

ESSENTIAL LEARNINGS - STUDENT LEARNING GOALS – (DIOCESAN POLICY 110)

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, expects all schools to strive to attain the following Essential Learnings:

Students in the Catholic schools of the Diocese of Des Moines will be challenged as the result of their Catholic education to integrate Gospel values into their daily lives as they:

Academic Outcomes:

- access and use information effectively
- apply technology competently
- think critically and creatively
- 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 (281 IAC 12.5(2-5))

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.

Lead Teacher

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that administration shall secure the appointment of a lead teacher who is to temporarily assume the role of the principal in the absence of the administration. The chain of and change in command must be identified and published so that all will know who is to assume the role of the administrator in his/her absence for emergency purposes. A lead teacher cannot assume the duties of a licensed administrator as found in Iowa Code (281 IAC – 12.4(7)).

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 principal in accordance with Diocesan policy.

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.

RESPONSIBILITIES

Student Responsibilities

- Respect the authority of teachers and other members of the school staff
- Be respectful of friends and companions
- Be respectful of self by accepting responsibility for own actions
- Approach studies with seriousness of purpose and a realization that learning is work
- Develop good study habits and make a sincere effort to do his or her best in all academics
- Be well prepared for classes each day both mentally and physically
- Develop basic attitude of consideration for others
- Regular attendance and punctuality
- Dress according to uniform code and practice good hygiene
- Act in an appropriate manner as a representative of St. Augustin Catholic School during all extra curricular activities
- Honesty is expected from all students of St. Augustin Catholic School

Teacher Responsibilities

- Respect each student as a distinct individual
- Prepare material and plan lessons in timely fashion
- Develop strategies for motivating students
- Develop and maintain an interesting and inviting classroom space
- Be available for face or telephone contact with parents
- Inform parents promptly if students are not working up to their ability
- Establish and maintain a comfortable atmosphere conducive to learning
- Develop a plan that may include parental conference or administration intervention for individual students that may be causing any intrusion in the classroom
- Keep room clean and orderly

Parent Responsibilities

- Encourage respectful behavior at home for others and students themselves
- Provide opportunity at home for responsible behavior
- Provide a learning atmosphere at home
- Prepare children mentally and physically for school including nutritious meals, electronics guidance and sensible bedtimes
- Teach thoughtfulness and consideration for the rights of others
- Teach compromising and non-violent settling of differences
- Teach time management and good attendance
- Guide child's choice of companions
- Take advantage of communication with teachers
- Support teacher when any kind of discipline is needed
- Make effort to attend school meetings or functions to show priority of education

VISITOR POLICY

During the course of any day, there are visitors on our school grounds for various purposes. For this policy, the term “school” will encompass the school building, the playground, parking lots, and any other structure or land used by the school during the school day. The school is secured (locked) between the hours of 8:15 - 3:15 any day that school is in session. During secured hours, all visitors must enter through the north doors and sign in at the school office. All visitors will show a state ID and be issued an identification badge. This is to help us guard our students and staff’s safety and account for any visitors to our grounds.

Forgotten lunches and other items will be left at the office for students and may not be delivered to classrooms to maintain instructional integrity. St. Augustin offers performance/display opportunities for students. Parents and other family members are often invited and welcome to attend these events. However, siblings in different classrooms at St. Augustin are to remain in class during these times.

Virtus Training and Background Check

The Diocese of Des Moines is committed to protecting young people from sexual abuse in the church. The four dioceses of Iowa have developed safe environment programs for clergy, parish and school staff, and volunteers to help keep children safe from sexual abuse. All individuals employed by or volunteer at St. Augustin Catholic School must complete Virtus Training. To complete the online training, please click on the following link: www.virtus.org. Please contact the school office if you are unable to register online or have any questions. In addition to Virtus Training, all individuals are required to complete a background check form.

School Volunteers

School volunteers are defined as having regular (i.e., 3 or more hours) contact with students. Volunteers must complete the Virtus training one time and have a background check every seven years. Teachers are encouraged to use volunteers in the classroom.

ADMISSION POLICY

(Diocesan Policy 504)

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

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

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

Class Capacities

- Four-Year-Old Pre-Kindergarten Program: Admission of up to twenty (20) students who are age four (4) by September 15.
- Transitional Kindergarten Program: Admission of up to twenty (20) students.
- 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.

Notice Of Non-Discrimination

Applicants for admission and employment with the diocesan schools are hereby notified that these schools do not discriminate on the basis of race, color, national origin, sex, age or disability 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, in admission or access or treatment or employment in, its program and activities.

School choice programs, including the Students First Act, aim to empower families to access the school that best meets their child's needs to help them achieve social, emotional, and academic success.

Accredited private schools in Iowa comply with the Civil Rights Act to the extent that the law can be applied to private religious schools. However, under the law, private religious schools are also permitted to operate in accordance with their mission and ask that families enrolled at the school do the same.

Sometimes, a school's mission and philosophy may not align with an individual family's values, interests, goals, and beliefs. In these cases, the school will work in consultation with the family to determine if enrollment is in the child's best interest.

Additionally, accredited private schools are committed to working with all learners to the best of their ability, including children who may require additional support. Many schools work with parents and the local public school district of students with Individual Education Plans (IEPs) to provide the services identified to meet the academic and behavioral needs of the child. While these schools do not discriminate against children with diverse learning needs, a full range of services may not always be available.

ARRIVAL AND DISMISSAL

Arrival

Students may be dropped off in front of the school building beginning at 7:55am. 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 8:05am. School begins promptly at 8:15am. All students must be in their seats, ready to begin class at this time, or they will be considered tardy. Any student arriving before 7:55am will be sent to Extended Care, and parents will be billed.

Dismissal

Students are dismissed at 3:15pm. 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 3:30pm will be sent to Extended Care, and parents will be billed.

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.

Car Line Directions

Enter the driveway in the far west lane if your child/children do not require assistance exiting your vehicle. Proceed to the front of the school and drop off student/s in front of school at the furthest orange/red cone spot available. Children should exit the vehicle on the curb side of the driveway.

If your child requires assistance with a car seat or seat belt to exit your vehicle, you may use the inside lane to pull up to the green cones on the east side of the driveway to exit your vehicle to assist. Do not exit your vehicle at the red/orange cones labeled 1 – 5.

If you plan to wait outside with your children, please park in a parking spot and do not leave your vehicle unattended for an extended period of time at the green cones.

Under no circumstances should you drop your child/children off by the flagpole in an effort to save time.

Exit through the east driveway. Right turns are encouraged. An attempt to turn left out of the school during drop off or pick up may take an extended period of time. Be cognizant of students using the crosswalk in front of the east driveway to get to the Grand Avenue crosswalk.

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.

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

ATTENDANCE POLICY

Because of the impact on their academic success and the work ethic they are establishing, students are expected to be present when school is in session. For the safety of a student, it is paramount that parents call or email the school before 8:15am if their child is to be absent/tardy that day. Parents may leave a voicemail message if necessary. If the school has not been notified, the office will contact the parents before 10am.

If a student leaves the school without permission or is not in class, parents will be contacted, and the student will be considered truant. The student will be required to make up that time after school, on a no school day, on a vacation day, or comply with other disciplinary arrangements that fit the situation.

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.

Excessive Absenteeism/Tardiness

- Chapter 299 of the Iowa Code requires that every child between the ages of 5 to 16 shall attend school. It is a parent's responsibility to see that their child attends school.
- Students who are out for 3 or more consecutive school days will be required to provide a doctor's note.
- Suppose a student reaches 6 days of absences in a trimester. In that case, the parents will be notified by the administration that the possibility exists for loss of academic credit for the trimester work. That summer school may be necessary to lose instructional time.
- 18 days in one school year will be considered excessive absenteeism. Students who reach 18 days of absence place themselves in jeopardy and may have inevitable academic consequences.

- Students must be in attendance 5.5 hours per day, excluding lunchtime, to receive credit for a full day of school attendance.
- Students who arrive after 10am or leave before 2pm are counted as 1/2 day absent.

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

- On the sixth day of absence, the parent will be emailed by the administrative assistant.
- On the twelfth day of absence in one year, the parent 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 staffing. This staffing 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 or tardy to school following this staffing will be subject to further administrative action.

Tardiness

Parents are requested to call St. Augustin Catholic School before 8:15am to notify the school of a student's tardiness and order lunch. Medical or dental appointments are excused tardies when accompanied by a note from the office.

After 8:15am, the students must come to the office to sign in. Tardiness causes interruption to classes already in session. To maintain instructional integrity in the classroom and facilitate a swift transition for the student, parents cannot accompany tardy students to the classroom.

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

- On the sixth day of tardiness, the parent will be emailed by the administrative assistant.
- On the twelfth day of tardiness in one year, the parent 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 staffing. This staffing 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 or tardy to school following this staffing will be subject to further administrative action.

SAFETY PROCEDURES

Emergency Procedures

Regular drills are held throughout the school year following the Standard Response Protocols – Hold, Secure, Lockdown, Evacuate, or Shelter. This is in accordance with the Iowa Code. Students are expected to follow directions in an orderly manner.

Hold – Hold is followed by the Directive: "In Your Room or Area" and is the protocol used when hallways need to be kept clear of occupants.

Secure – Secure is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard people within the building.

Lockdown – Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place.

Evacuate – Evacuate may be followed by a location, and is used to move people from one location to a different location in or out of the building.

Shelter – Shelter and state the Hazard and Safety Strategy for group and self protection.

Safe and Sound

St. Augustin Catholic School uses Safe and Sound Iowa as a tool to empower students, teachers, parents and community members to anonymously report school safety concerns and get students in crisis the help they need.

Reporting a safety concern is quick and easy. Trained communication specialists are available 24 hours a day, 7 days a week to collect information and answer questions through our anonymous reporting system.

Within seconds, the confidential report is sent to local school administrators, law enforcement or other designated community partners for a response.

<https://safeandsoundiowa.gov>

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.

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.

Human Growth and Development

Human Growth and Development (as mandated by the State of Iowa) is integrated into the curriculum at St. Augustin Catholic School. It is presented from a Catholic perspective in the context of total growth. Parents who choose not to have their children participate in Human Growth and Development must send written notification to the school.

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/ Emergency Procedures

For school closings and dismissals due to snow or other hazardous weather conditions, a phone call, text message, and email will be sent to our school community through JMC. 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.

Weekly Email

The principal writes a weekly email. It is sent on Friday 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.

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 Mrs. Kathy Power (kpower@staugustinschool.org) before 2:00pm.

Website

St. Augustin Catholic School maintains a website at 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 (Diocesan Policy 550)

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

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

PBIS

St. Augustin Catholic School fully implements the Positive Behavior Intervention Supports (PBIS).

PBIS is a team-based, school-wide design for appropriate behaviors that includes all students and staff in all settings. A flexible approach that can be changed based on data to meet our student population's needs. We implement PBIS to create a learning environment that encourages positive social interactions, active engagement, and self-regulation for every student.

The foundation of PBIS at St. Augustin Catholic School is the four building-wide expectations which are reinforced daily in all school settings:

- Be Respectful
- Be Responsible
- Be Safe
- Be Grounded in Faith

Tickets

PreK – 8th grade students earn tickets throughout the school day for making respectful, responsible, safe, and faith-driven choices. Students can receive tickets from any faculty/staff member in the building between the school hours of 8:15am – 3:15pm.

Students may purchase items or experiences from our school counselor on designated days. There are prize menus posted in the hallways throughout the school.

Class Crowns

Classes earn tickets throughout the school day for making respectful, responsible, safe, and faith-driven choices. Classes can receive tickets from any faculty/staff member in the building between the school hours of 8:15am – 3:15pm.

Once a class reaches 10 crowns, they earn a prize which is determined by the classroom teacher and approved by the principal.

Royal Rallies

Each trimester, our school counselor plans a PreK – 2nd grade royal rally and a 3rd – 5th grade royal rally. Each student “pays” one ticket to enter into the event that celebrates our positive behavior choices made throughout the trimester. Activities and games are played and additional class/student prizes are distributed.

DISCIPLINE POLICY

Critical to Catholic education are the skills of self-control, taking ownership, building trust, respect, and confidence; showing consideration for others; learning to share, and accepting responsibility for the choices that are made.

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.

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 include:

- Temper tantrums
- 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 faculty or staff, refusal to abide by the school dress code
- 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
- Willful destruction of parish/school property, or personal property of faculty/staff and/or students
- Public displays of affection
- Sexual harassment (see Addendum)
- Weapons (see Addendum) (knives of any kind – Boy Scout, etc.)
- Use of school property without permission: elevator, science shower/eye wash, etc.
- Cyber bullying
- 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
- 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

Repercussions for Breach of Discipline Policy

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

- Reflection
 - Students may be assigned a Think Sheet to reflect on what they have done and how they may choose to handle the same situation differently next time.
- Parent Contact
 - Students may be required to call/email a parent to explain a particular situation, discuss any consequences assigned, and determine how to best proceed.
- Apology/Apology Letters
 - Students may be required to apologize to students, faculty, or staff members. They may also be assigned to write an apology note.
- Restitution
 - Students may be assigned restitution hours as an assignment.
- Reteach Sessions
 - Students may be scheduled to complete reteach sessions with the school counselor or school principal.
- Detention
 - Students may be assigned a detention 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/Loss of Privilege
 - Students may be excluded from classroom activities, recess, or lunch, with the approval of the principal. This may include participation in school-sponsored activities or performances. Parents will be notified if this consequence is assigned.
- Fines
 - Students may be required to submit fines 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/restitution hours in lieu of paying fines.
- Behavior Contract/Plan
 - A student may be placed on a behavioral contract/plan with a teacher or principal. The contract is designed to address the concern with a corrective action

plan and a written commitment from the student to change with parental support.

- Conferencing
 - Conferencing may be required involving parent(s), teacher(s), student, and/or principal.
- In-School Suspension
 - In-School Suspension may be assigned by the principal. 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 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.
- Unenrollment/Expulsion
 - Unenrollment of a student shall be made upon the recommendation of the principal. A student may be unenrolled from school for breach of discipline, violation of the policies and regulations, or when the student's presence is detrimental to the school's best interests. In addition, the pastor and principal may unenroll any student whose presence in school would be harmful to the health or morals of other students or the welfare of the school.
 - Every consideration will be made to avoid the unenrollment of a student from St. Augustin Catholic School. This may include referring the student and their family to a local community resource for counseling.
 - 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.

- Readmission after unenrollment/expulsion may not take place for one year and only with the explicit permission of the principal and pastor.

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.

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.

Searches (Diocesan Policy 561)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that, in the enforcement of policies and regulations designed to protect individuals and to preserve the educational environment, searches of lockers, desks, personal property and effects and the students shall be permitted at the direction of the school administrator or the administrator's designee to the broadest extent allowable by law.

Strip searches are not allowed. No student may be searched without the presence of two professionally licensed school personnel.

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.

Threats of Violence

St. Augustin Catholic School will respond to all threats of violence as serious in intent. All threats will be investigated by the program administrator, counselor, and/or designee. The threat will be reported and a meeting will be conducted with the student's parents. St. Augustin will take disciplinary action, which may include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Administration, Diocesan Superintendent, and Pastors will also be notified and consulted.

Protocol

These steps will be followed in each case:

- Teacher, parent, or student(s) reports a threat to the administrator.
- Administrator or designee interviews student(s)
- Parents of the student(s) who made the threat will be called. No threat will be taken lightly
- In the event a student is threatened and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called
- Student(s), lockers, and personal items will be searched at any time without notice
- Upon investigation, if the administration determines that there is reason to believe that the threat of violence is supported by the results of the investigation, the provisions in the parish disciplinary policy will be followed regarding suspension and/or expulsion
- Any valid threat may be reported to the police. We will contact our DSM police officer
- Parent(s) of the student who made the threat will be required to come to school as soon as practical and remove the student from the school grounds. St. Augustin Catholic School will require professional counseling through the Student Assistance Program or Catholic Charities or a counselor of the family's choosing approved by the school
- The student will not be allowed back into school until a professional counselor has provided in writing a document saying that the student is not a threat to himself/herself or others. The student may be searched daily as a condition for return to St. Augustin Catholic School
- The school counselor or designee will meet regularly with the student making the threat. Teachers are also asked to be cognizant to curtail any teasing that might come out of this disciplinary action
- Documentation by all involved regarding the situation and post-disciplinary activities will be kept on file.

PARENT EXTRA-CURRICULAR 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.
- 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.
- Remain at practices/competitions until the last participant has been picked up.

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/PROGRAMS

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.

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 5:30pm. 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.

The Extended Care program has a separate handbook for program guidelines and expectations.

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.

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 fifteen children.

Transportation may be by school buses when buses and drivers are available. There may 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 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.

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 Report Cards

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 Report Cards

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.

<u>Subject</u>	<u>Weight</u>
Language Arts	1
Math	1
Science	1
Social Studies	1
Religion	1
PE	0.4
Music	0.4
Art	0.2

<u>Grades</u>	<u>Points</u>
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

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: 4 late assignments

4th Grade: 3 late assignments

5th Grade: 2 late assignments

6th - 8th grade students will receive a morning detention for each late assignment they have.

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/Plagiarism/Cheating

The information outlined in the following policy is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor.

Students are expected to uphold personal and academic integrity for all work submitted to teachers at St. Augustin Catholic School. Fostering an appreciation for academic standards and values is a shared responsibility among students, faculty, and staff. St. Augustin Catholic School defines cheating as using someone else's words, work, and/or ideas, and claiming them as your own. Offenses may include, but are not limited to:

- Looking at someone else's paper on an examination, test, quiz, during homework, etc.
- Talking with other students during an examination, test, quiz, etc.
- Having access to/using any kind of "cheat notes" or unauthorized materials during an assessment. (This would include the use of any electronic device including cell phones.)

- Letting someone else see or use one's work at any time.
- Copying work assigned to be done independently, or letting others copy one's work.
- Giving test information or receiving it from other students.
- Purposely using deceitful practices to improve one's grade or someone else's grade.
- Misrepresenting another's work as one's own (including the use of AI to complete one's assigned work).
- 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. The incident will be documented in JMC.
- Second offense (violations are accumulated per incident): The same actions will take place as with the first offense, and the student will be given an after-school detention. The incident will be documented in JMC.
- Third offense (violations are accumulated per incident): 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. The incident will be documented in JMC.

Students in sixth through eighth grade:

- First offense (violations are accumulated per incident): 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. The incident will be documented in JMC.
- Second offense (violations are accumulated per incident): The same actions will take place as with the first offense. The teacher, student, and the student's parents will be required to attend a meeting with the principal. The incident will be documented in JMC.
- Third offense (violations are accumulated per incident): The same actions will take place as with the first and second offenses. The student will be dismissed from St. Augustin Catholic School.

MIDDLE SCHOOL EXPECTATIONS

Middle school years are an important time in the formation of students. There are developmental changes for students in physical, social, emotional and academic areas. The middle school philosophy of education was adopted in the Diocese of Des Moines to better address the needs of students during this period of transition. While acknowledging the characteristics of adolescence, St. Augustin Catholic School believes that middle school students must continue to develop self-discipline and more responsibility in their lives both in and out of school. Middle school students will be held accountable for their behavior and academic work.

Assignment Books

The assignment book is a tool for academic success and a tool to aid in communication between home and school. Each student will have an assignment book that will be filled out each day, either a physical paper assignment notebook or through their Chromebook. Students are expected to share the book with parents and parents are expected to look at the book at least a couple of times a week, or possibly nightly. Students are required to have their assignment notebook in class and use it. Signatures from teachers and/or parents may be required at teacher discretion.

Late Work

Completing assignments or projects is a skill that students must learn and master for success in later life. The work force requires employees to finish projects and assignments. Assignment completion in school is a way to begin developing this good habit.

For work that is not complete, directions haven't been followed, or the work is done poorly, it will be documented as late. No excuses, outside of serious illness or family emergency, will be accepted for incomplete work. If a student is experiencing difficulty with an assignment, it is the student's responsibility to talk with the teacher before the class period.

Preparation for Class

Middle school students switch classrooms and teachers for different subjects. In the beginning, this may be difficult for students. At the beginning of the year, teachers will help remind students of needed materials for classes; however, it is the student's responsibility to come to class prepared. After a period of acclimation to the schedule and to classes, students not coming to class with the appropriate classroom materials may result in a referral. Tardiness for class will result in a referral.

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. Cell phones and smart watches may not be used during school hours. Any student who uses such an item will be fined \$25.00 and will have to turn it into the school office. If subsequent violations occur, the student may suffer additional consequences.

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.
- 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.

DIGITAL RESOURCES

Acceptable Use Guidelines (Diocesan Policy 585.1)

In the development of a technology policy and procedures for students, the following minimums should be included:

- 1) Use of technology must be consistent with the mission and goals of the school.
- 2) Use of school property is a privilege not a right.
- 3) All copyright laws are to be followed.
- 4) Students must be taught and practice proper network etiquette.
- 5) All illegal and/or inappropriate use of technology may result in loss of privileges and appropriate punishment.
- 6) The school reserves the right to monitor all student use of technology.
- 7) Students must be warned about the various dangers associated with some technology usage.
- 8) The parents and students should sign a Student Acceptable Use Statement (JMC Permissions).

The following guidelines for digital resources apply for all students in kindergarten – 8th grade:

- School digital resources (including computers, networks, and peripheral devices) may be used for class work and for school-related activities only, unless a teacher/administrator gives permission.
- Keep your password private. Students should access only their own account(s).
- Inappropriate use includes, but is not limited to: searching/viewing of inappropriate material; playing games for recreational purposes; bypassing school filters; downloading and installation of software; making unauthorized changes to computer settings, videoing/filming on school grounds without permission, and harming the school's digital resources in any way.
- The use of games and simulations that are teacher-directed and tied directly to school curriculum and grade level expectations are an appropriate use of digital resources.
- Email may be accessed only if it is related to class work or school-related activities, and permission is granted by a supervisor.
- For students' safety, all Chromebooks and St. Augustin Google accounts are monitored.

Students who do not comply with the above rules could lose computer privileges for one week for their first offense. This would be done by restricting student access to his/her Chromebook for classwork only.

A second offense may result in the loss of computer privileges for two weeks.

A third offense may result in a parent meeting and a technology plan in place for the duration of the school year.

Depending on the severity of the infraction, other consequences may apply.

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.

No Outside Food/Third Party Deliveries

Outside food from restaurants may not be brought in during lunch or delivered to the school on behalf of students. In addition, no pop, fizzy water, or candy is allowed in student lunches.

Lunch Times

3rd – 5th Grade: 11am – 11:25am

PreK/TK/K: 11:30am – 11:55pm

1st - 2nd Grade: 12:00pm – 12:25pm

6th - 8th Grade: 12:30pm – 1:00pm

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 (Diocesan Policy 584)

Cell phones, smart watches, and other communication devices may not be used between the start of the school day and the end of the school day (from the moment the student is dropped off to the moment the student is picked up).

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas. Families and students may use the main office when communicating messages from home or school.

Students violating this rule will be fined \$25.00 for the first offense (or complete 3 restitution hours); \$50.00 the second offense (or complete 6 restitution hours) 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 according to the manner specified above.

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.

Birthday treats/toys are not allowed. We ask you to consider a gift of a book to the library in your child's name or to your child's classroom.

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

Hand Sanitizer

Students may not use personal hand sanitizer sprays during the school day. Hand sanitizer is provided in the classrooms and hallways, if necessary.

SUPPORT GROUPS

Board of Education

Board of Education meetings are held in the school library. The meeting schedule for the school year is posted on the school website. The 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 or the principal five (5) days prior to the meeting date to be placed on the agenda. Guests have the ability to speak for 10 minutes.

Home & 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.

UNIFORM POLICY

Uniform Vendors

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.

Engler Embroidery

- Access the website linked here: <https://staugustinschooldsm.spiritsale.com>.

PE Attire

Middle School PE Uniform

Students in 6th, 7th, and 8th grade are required to wear a PE uniform. The shirt and shorts must be purchased by our approved vendor – Engler Embroidery. 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 sweaters, ½ zip fleeces, full zip fleeces, or vests must have an embroidered school logo and be navy blue or red

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 two inches above the knee

No cargo pockets

No tight fitting shorts

Must wear a belt if the shorts 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 two inches 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

Slippers of any kind are not allowed

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

No shoes with wheels can be worn in school.

Socks

Must be worn at all times and be visible and be uniform colors (red, white, navy) or black or grey.

Hair

Boy's 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.

Out of Uniform Days

Blue and Gold Days

Blue and Gold days are typically 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 to the monthly service project

Jean Days/Dress Up 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
Leggings may not be worn as pants (girls must be wearing a top that goes two inches above the knee)
Baggy or torn clothing, tank tops, crop tops (any shirt exposing the midriff), short shorts/skirts, or sweat/wind pants are not allowed
Students need to wear socks and safe shoes, i.e. no flip flops or sandals
Dresses and skirts worn for dress up days must be appropriate length (no shorter than two inches above the knee).

Birthdays

Students may go out of uniform on their birthday.
All students with summer birthdays or birthdays missed due to school vacations may go out of uniform on their half birthday
Students may not go out of uniform for both their half birthday and their actual birthday.

Mass Attire

When Mass is held at the Church, students are to wear their school uniform.
For May Crowning, no shorts may be worn to Mass.
Students may not use out-of-uniform or birthday passes on Mass days regardless of if Mass is at the school or the Church.

May Crowning/Graduation Attire

We highly encourage midi to maxi length dresses for May Crowning and Graduation to avoid dress code issues. These are special traditions for our students and we want that to be the focus.

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.

Addendum | Catholic Schools Policies/Regulations DIOCESAN POLICY 579

Harassment, Bullying and Hazing

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

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

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

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

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

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

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

Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

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

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

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

The investigator must consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment, bullying or hazing. (IAC 280.28)

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

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

The principal shall ensure that the anti-harassment, anti-bullying and anti-hazing policy and procedures are printed in the Handbooks and shall contain the following statement: The Diocesan Catholic Schools Policy on harassment, bullying and hazing can be found at www.dmdiocese.org.

The principal or the principal's designee is responsible for

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

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

Addendum | Catholic Schools Policies/Regulations DIOCESAN POLICY 579.1

Bullying and Harassment: 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 (Regulation 579.2) turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form.

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

INVESTIGATION PROCEDURE:

The investigator will reasonably and promptly commence the investigation upon receipt of a complaint. The investigator will interview the complainant and the alleged harasser/hazer. The alleged harasser/hazer may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator should include the totality of circumstances during the investigation. (Regulation 579.3)

Upon completion of the investigation, the investigator will make written findings and conclusions to each allegation and report the findings and conclusions to the principal and pastor/canonical administrator. If the principal or the principal's designee is the alleged instigator the report shall be given to the pastor/canonical administrator and superintendent. (Regulation 579.4)

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

RESOLUTION OF THE COMPLAINT:

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

The principal must file a written report closing the case and documenting any disciplinary action taken in response to the complaint. The complainant, the alleged abuser and the investigator must receive notice as to the conclusion of the investigation. Disciplinary action information can only be shared with the alleged abuser and his/her parents. Care must be taken to protect the privacy of all individuals involved.

The principal must maintain a log of information necessary to comply with the Iowa Department of Education reporting requirements. The principal is responsible for communicating founded harassment, bullying, and hazing incidents to the Superintendent's office.

Addendum | Catholic Schools Policies/Regulations DIOCESAN POLICY 579.2

Bullying and Harassment: Complaint and Investigation Form

579.2

DIOCESE of DES MOINES ANTI-BULLYING INCIDENT REPORT

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

Name of person completing report _____

Incident date: _____ Reported date: _____

Student(s) bullied/harassed _____ State ID _____ Building _____ Grade _____

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

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Race | <input type="checkbox"/> Creed |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Ancestry | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Gender Identify | <input type="checkbox"/> Physical Attributes | <input type="checkbox"/> Physical/Mental Abilities |
| <input type="checkbox"/> Political Belief | <input type="checkbox"/> Political Party Preference | <input type="checkbox"/> Socioeconomic Status | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Familial Status | <input type="checkbox"/> Other (Please Specify) _____ | | |

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

- | | | | |
|---|---|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Electronic Communication | <input type="checkbox"/> Written Communication (e.g. cyber) | <input type="checkbox"/> Verbal | <input type="checkbox"/> Physical |
| <input type="checkbox"/> Social/Relational (ostracizing, exclusion) | <input type="checkbox"/> Other (Please Specify) _____ | | |

Location of incident (check all that apply).

- | | | | |
|-------------------------------------|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Bus | <input type="checkbox"/> Hallway | <input type="checkbox"/> Classroom | <input type="checkbox"/> Locker room |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Extra curricular activity (on/off campus) | <input type="checkbox"/> Bathroom |
| <input type="checkbox"/> At Lockers | <input type="checkbox"/> Playground | <input type="checkbox"/> Other (Please Specify) _____ | |

Person(s) reported to have bullied/harassed _____

If district student enter student's state ID _____ Building _____ Grade _____

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

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

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

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

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

- 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 the conduct has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

If the Iowa Anti-Bullying/Harassment law was not violated, check the box indicating that another law, school policy, or rule was violated or check the box indicating that no law, school policy, or rule was violated.

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

Investigation Completed by _____ Date _____

Data entered in to Iowa Department of Education EdInfo site by _____ Date _____

Addendum | Catholic Schools Policies/Regulations
DIOCESAN POLICY 579.3

Bullying and Harassment: Investigator Interview Notes

579.3

DIOCESE of DES MOINES ANTI-BULLYING INVESTIGATOR INTERVIEW NOTES

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 Date _____ Time _____ Person making contact _____
 No

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
DIOCESAN POLICY 579.4

Bullying and Harassment: Investigator Follow Up

579.4

DIOCESE of DES MOINES ANTI-BULLYING INVESTIGATOR FOLLOW-UP

This form could be used as documentation of the situation from the perspective of the target or any other students related to or involved in the incident.

Name of person conducting follow-up _____

People present _____

Date of follow-up _____ **Time** _____

According to the student, the situation is:

Better Worse No difference

Comments:

Parent contacted: Date _____ Time _____ Person making contact _____

Summary of investigation and follow-up

Additional action needed:

Yes, action to be taken
 No

Addendum | Catholic Schools Policies/Regulations DIOCESAN POLICY 582

Sexual Harassment and/or Abuse by Students

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

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

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

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

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

No one shall retaliate against a student or employee/volunteer because they have filed a sexual harassment or abuse complaint or participated in an investigation of such a complaint.

The program administrator shall normally serve as the designated Level-One investigator. The name and telephone number of the Level-One investigator and an alternate shall be published annually in Student/Parent, Faculty/Staff and Catechist Handbooks.

Level-One Investigator: Mrs. Kristel Spike (515.279.5947 ext. 303)

Alternate Level-One Investigator: Mrs. Josie Jensen (515.279.5947 ext. 306)

If a student believes sexual harassment and abuse has occurred but does not wish, or believe it would be inappropriate, to file a complaint of harassment or abuse with a Level-One investigator, they may inform the Program Administrator about the incident(s) but are not seeking Level-One investigation. In such case the program administrator should handle the concern as a discipline matter. (IAC-281.102)

Addendum | Catholic Schools Policies/Regulations DIOCESAN POLICY 582.1

Level 1 Investigation of Sexual Harassment and/or Abuse by Students

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

1) Any person having knowledge of sexual harassment and/or abuse should file a report with the program's designated Level-One investigator by using the Alleged Sexual Harassment and/or Abuse by Students Report form.

Any program employee/volunteer receiving a verbal or written report of harassment or abuse must immediately pass on the information to the Level-One investigator.

2) The Level-One investigator must secure a written report of the allegation and provide a copy to the person filing, and the parents (if complainant is below age 19). The person named as the accused in the report shall receive a copy of the report at the time the person is initially interviewed by the Level-One investigator.

3) The Level-One investigator shall complete an informal investigation within five working days following receipt of a report. The investigator shall have access to any records of the alleged victim and the accused for the purpose of interviewing and investigating.

If, in the opinion of the Level-One investigator, the alleged victim would be placed in eminent danger if continued contact between the alleged victim and alleged offender, provision shall be made to temporarily remove possible contact by or between the two.

4) The Level-One investigation may be deferred, if the investigator believes the magnitude of the allegations suggest an immediate professional investigation. If such is the case, the Level-One investigator shall contact the appropriate law enforcement officials, the person filing the report and the parents of same if the person is under 19 years of age. All steps involved in this process must be documented.

5) The investigator's role is to determine whether it is likely an incident occurred. Therefore, the investigator shall interview the alleged victim, the accused, and any other person who may have knowledge of the circumstances contained in the report. The parents of any involved students should be notified of the day and time of the interview so they or a representative may attend. If an involved student is in a grade from pre-kindergarten through grade 6, the parents must be informed.

6) If there was sexual abuse, the Level-One investigator must notify the law enforcement authorities. This places the case in their hands and brings closure unless the legal authorities decline to pursue an investigation. If this happens, the case must be referred to Level-Two.

7) The Level-One Investigation of Sexual Harassment and/or Abuse by Students Report shall be complete temporarily delayed by law officials. Copies of this report shall be given to the alleged victim and the accused and the parents of any involved person under age 19.

8) At the conclusion of the Level-One investigation, the person filing the report shall be notified of the next step.

The investigation may be concluded at Level-One if:

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

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

Addendum | Catholic Schools Policies/Regulations DIOCESAN POLICY 582.2

Level 2 Investigation Sexual Harassment and/or Abuse By A Student

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

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

The Level-Two investigator shall:

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

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

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

Addendum | Catholic Schools Policies/Regulations DIOCESE OF DES MOINES POLICY 564

Discipline – Weapons, Dangerous Objects, and Look-A-Likes

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

Parents/Guardians of students found to possess weapons, dangerous objects and/or look-a-likes on school property or school related activities shall be notified immediately. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. Students will be subject to disciplinary action which may include suspension or expulsion. Students bringing firearms or possessing firearms in school or school related activities will be expelled for not less than one year. The superintendent and principal have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For the purpose of this portion of the policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

Addendum | Catholic Schools Policies/Regulations DIOCESAN POLICY 528

Immunizations

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all students enrolled in a Catholic school be adequately immunized.

Iowa Code 139A.8 requires all students enrolling in an Iowa school to submit proof of immunizations to the admitting official using an Iowa Department of Public Health certificate of immunization or a provisional certificate, unless a valid certificate of religious or medical exemption has been submitted.

Iowa law requires parents and guardians to assure their children obtain legally required immunizations in accordance with the dose and age requirements and necessitates schools to exclude from enrollment children who are not adequately immunized.

These vaccines include:

- Diphtheria/Tetanus/Pertussis (DTap)
- Polio
- Measles/Rubella (MMR)
- Hepatitis B (Elementary or Secondary School)
- Varicella
- Meningococcal (A,C,W,Y) - (prior to entering 7th and 12th Grades)
- Haemophilus influenzae type B - (24 months of age and older)
- Pneumococcal - (24 months of age and older)

Addendum | Catholic Schools Policies/Regulations DIOCESAN POLICY 534

Student Medication

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools discourage the administration of medication during school hours or during school-related activities, unless it is administered by the parents or it is necessary for the health and well-being of the student.

Medications may be administered by the school nurse or other principal designated school personnel who have successfully completed a medication administration course conducted by the school nurse, a licensed pharmacist, or through the Area Education Agency (AEA). Record of course completion shall be kept in the employee's personnel file. Periodic updates are required. (281-IAC 41.12)

All prescriptions and over-the-counter medications must be turned in to the school office to be left with the person designated by the principal.

No school personnel shall administer to any student nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (Regulation 534.1) is filed with the school office.

Prescription medications must be in the original container with date, student's name, name of licensed medical professional, medication, dosage and time.

Over the counter medications must be in the original container and must be labeled with the student's name and have signed parent permission form.

A student may be considered for co-administration or self-administration of medication with demonstrated competency, written licensed medical professional instructions and written parental consent.

Medications for students on field trips less than 8 hours in duration are to be sent with the student in an envelope labeled with the student's name, medication name, dose and time to be given. The envelope is to be given to the person in charge of the field trip prior to leaving for the trip. For longer field trips, parents are to make arrangements with the school.

Parents may administer medication and/or over-the-counter medications at school to their own child without any authorization form. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. (Specific information about student health and medication can be found in the Health Practices and Procedures Manual for School Nurses in the Diocese of Des Moines Schools.)

Addendum | Catholic Schools Policies/Regulations DIOCESE OF DES MOINES POLICY 570

Controlled Substances / Tobacco and “Smoking”

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools prohibit the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco, other controlled substances or “look alike” substances by students while on school property or while attending or engaged in school activities.

In accordance with the Smokefree Air Act, (IAC 142D), smoking will not be permitted in the school buildings or on the grounds of the school. For purposes of this policy, “smoking” includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution of substance.

Students under the age of 18 are not permitted to use nicotine, alternative nicotine, or vaping products under the law. A student who is under the age of 18 in possession can face civil penalties. Students who violate this policy may be required to satisfactorily complete a substance abuse or rehabilitation program. Students who violate this policy may also be subject to suspension or expulsion. Violations may also be reported to the proper legal authorities. Schools must offer programs which address the moral, legal, social and health consequences of tobacco, drug and alcohol use. In addition, the programs should include effective techniques for resisting use of tobacco, drugs and alcohol. (281-IAC 12.3(6))

Addendum | Catholic Schools Policies/Regulations DIOCESE OF DES MOINES POLICY 710

Nicotine/Tobacco Free Campus

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that diocesan schools adhere to the state of Iowa Smoke Free Air Act. (ICC 142D)

Smoking or use of smokeless tobacco or non-FDA approved nicotine products, for purposes of this policy, “smoking” includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution of substance, is not permitted in or on school buildings, school grounds, school property, school vehicles, or non-school owned property used for extracurricular activities. This includes enclosed places of work and study, all outdoor areas such as parking lots and sports areas/stadiums, and private vehicles on school parking lots.

This policy applies to employees, students & visitors at all times, including school-sponsored and non-school sponsored events.

Diocesan schools shall display the appropriate non-smoking signs in and around their campuses, at the entrances to the school and on school owned vehicles. The signs must be clear and conspicuous from the exterior of school vehicles.

Failure to follow the law may result in a monetary fine to both the offender and the school.

The school administration is responsible for addressing violations of this policy when the use of the property involves school activities and/or events. In the event of violation during a non-school event, school administration will bring violation to attention of parish administration.