Parent/Student Handbook

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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.

Mission and Core Values:

St. Francis of Assisi School: Disciples of Christ
Developing Learners for Life through Faith, Knowledge, and Service

Vision:

Our vision for St. Francis is that it be a:
faith filled, professional, positive, respectful, collaborative, rigorous, 21st Century school for ALL students, teachers and Community members.
St. Francis is a place where we LIVE the CATHOLIC faith.
You will leave knowing you were on HOLY GROUND
and are valued as a CHILD OF GOD!!! Amen.

Prayer for Peace

Lord, Make me an instrument of your peace.
Where there is hatred, let me sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
And where there is sadness, joy.
O Divine Master,
Grant that I may not so much seek to be consoled as to console;
To be understood as to understand;
To be loved as to love;
For it is in giving that we receive;
It is in pardoning that we are pardoned;
And it is in dying
That we are born to eternal life.

St. Francis of Assisi

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Covenant of Trust Between Parents and St. Francis of Assisi

At Baptism, parents accept the responsibility of training 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 schools are in partnership with the family in proclaiming and witnessing 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. Francis of Assisi are aware of the parental call, and with this responsibility, commit themselves to be, in word and example, the first and best teacher 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.
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children’s participation in the Church of Baptism), include prayer in their daily life, and form their children in the faith.
- Commit to speaking frequently with their children about God and to include prayer in their daily home life.
- Participate in and cooperate with the Catholic school in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school.
- Teach their children by word and example to have a love and concern for the needs of others.
- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

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

SFA Enrollment Acceptance Policy

St. Francis of Assisi Catholic School welcomes families who support the mission and philosophy of Catholic education. Enrollment is granted based on available space and the following priority order:

Currently enrolled students and their siblings.
Registered and active parishioner families of St. Francis of Assisi Parish.
Registered and active parishioner families of St. Boniface Parish.
New families from the surrounding community.

Applications received after classes reach capacity will be placed on a waiting list according to the enrollment priorities listed above.

The school administration reserves the right to make final decisions regarding admission and continued enrollment based on available space, student needs, and the school's ability to provide an appropriate educational program.

ORGANIZATION

The organizational structure for St. Francis of Assisi School includes the Diocesan Board of Education and Superintendent of Schools, St. Francis of Assisi Leadership Council and pastor, administrators, teachers, parents, and students. In order to best serve the students with the existing facilities and faculty, grades kindergarten through eight will be divided into a kindergarten through second grade primary unit, a third through fifth grade intermediate unit, and a sixth through eighth grade middle school unit.

ADMINISTRATION

St. Francis of Assisi School employs accredited, professional full-time administrators licensed by the State of Iowa. The major responsibilities include: leaders of the school, faith leader, personnel directors, educational leaders, management/administration, public relations and planning and development. The administration is employed by the parish and has direct accountability to the pastor.

FACULTY

The faculty of St. Francis of Assisi 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 K-5 are hired primarily as self-contained and semi-contained classroom teachers. Middle School teachers are hired primarily in content areas. Additional specialists are employed in the areas of General Music/Choir and Instrumental Music, Visual Arts, Physical Education, Guidance and Counseling, Enrichment Education, 21st Century Skills Education, Technology, Foreign Language, and Student Support. The faculty is regularly observed and evaluated by the school administration in accordance with diocesan policy.

GUIDANCE COUNSELORS

St. Francis of Assisi School has a guidance counselor, for students in Kindergarten through fifth grade, and a guidance counselor for students in grades 6-8. The counselors are available to consult with all students, parents and teachers. The guidance program encompasses individual sessions, group sessions and classroom units of study. Any student may request to see a counselor by asking a teacher to set up a time, or they may write a note to put it in a counselor's mailbox or the box posted outside the counselors' offices. A parent or teacher may also request that a counselor visit with a student. The guidance counselors, as the child's advocate, can help supply creative ways to deal with students experiencing difficulty in and out of the classroom.

STUDENT SUPPORT

St. Francis School employs the services of two student support teachers who serve middle school students, and three student support teachers who serve students in the elementary grades.

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 acquired. 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. Substitute teachers have permission to follow every part of the St. Francis Discipline Policy. If substitute teachers have discipline concerns with students according to the discipline policy, their names will be written down for the classroom teacher and a detention will be given.

SPIRITUAL DEVELOPMENT

RELIGIOUS FORMATION

The religious formation of children IS the primary reason for the existence of Catholic schools. Thus, St. Francis of Assisi School's religious education program is of special curricular importance. Scripture, doctrine, prayer, and Liturgy are related to children at their developmental levels, beginning with their own experiences. Prayer is interwoven throughout the student's day. Prayer begins and ends each day, experienced daily in religion class, before lunchtime and other parts of the day.

Children have the opportunity to celebrate Liturgy together once a week. Students plan and participate in school Liturgies. Parents, grandparents and friends are invited to attend school Liturgies which will be noted on the monthly calendar.

Please remember that Liturgy is prayer - not a performance.
Photography or videotaping during Liturgy is not recommended.

Students will have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent. Special service opportunities, renewal days, and seasonal activities are shared throughout the year, as well. As a community of believers, we gather together to celebrate the Eucharist. We sincerely invite all SFA families to make weekend Mass attendance a part of their routine.

SACRAMENTAL PROGRAMS

Since Vatican Council II, the Catholic Church has studied her origins and returned to a basic understanding of her sacramental life. The new insights that have resulted from this, as well as the new ceremonies that surround the sacraments today are the primary focus of St. Francis of Assisi's preparation of both parents and children for sacraments.

The Church recognizes parents as the primary educators of their children, as they are the first teachers in their children's lives. According to the United States bishops, parents have the "right and duty" to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child's baptism to form him/her in the Catholic faith. All parents of children to receive First Eucharist, or the Sacrament of Reconciliation are expected to attend meetings in preparation for these sacramental celebrations. Furthermore, St. Francis of Assisi School, believing that parents are the first educators of their children, asks parents to avail themselves of the "updating" opportunities which St. Francis of Assisi offers.

Preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. The parish programs work together with the parents to provide a comprehensive approach to formation for the sacraments. The St. Francis of Assisi Director of Religious Education oversees the sacramental preparation for ALL children of the parish and day school. Homeroom teachers provide the classroom component of this preparation under the direction of the Director of Religious Education and support of the school administration.

ACADEMIC INFORMATION

BAND/ CHOIR

A well-rounded band program is available for students in grades fifth through eighth. All students are tested for the most suitable instrument for their physical make-up. Regular individual lessons are given during the school day. In addition, the students rehearse in either the fifth grade or middle school band before, during, or after the school day. Both bands appear in the annual solo festival, the All-City Band Festival, Dowling Catholic High School Homecoming game, and in school concerts. Other events do come up during the school year that the band may be a part of.

St. Francis of Assisi School offers a developmentally appropriate choral opportunity made up of fifth through eighth graders. This choir performs during the school year in the following capacities: at sites away from school, at school concerts, and other events that come up during the school year.

This choir may perform during the school year at sites away from school and at school evening concerts.

CURRICULUM

St. Francis offers a variety of quality, broad curriculum. The curriculum includes the following:

Religion	Guidance	English
Language Arts	Spelling/ Handwriting	Mathematics
Science	Social Studies	Spanish
Physical Education	Art	Music
Band	STEM	Library Skills

Other areas integrated throughout the regular curriculum include:

- Study skills
- Character Education/ Social skills
- Human Growth and Development/ Theology of the Body
- Positive Behavior Intervention Supports
- Leader in Me

ENRICHMENT AND GIFTED LEARNER PROGRAM

St. Francis of Assisi School's program will follow the guidelines developed through the School's Office of the Diocese of Des Moines. Formal identification for students in a Gifted Program can begin in the third grade. Identification is based on Diocesan criterion: ISASP scores, FAST scores, and teacher recommendation. Students who have been identified may participate in a program of study with the Enrichment Coordinator for enriched academic work.

Additionally, we believe that ALL children have talents and gifts. Enrichment activities are planned for entire classes or subject areas on a regular basis by classroom teachers. K-8 general programming, the Enrichment program, and the St. Francis Curriculum Enhancement Committee offers whole class, small group, and individual enrichment experiences across all six areas of giftedness: General Intellectual Aptitude, Specific Academic Aptitude, Creative or Productive Thinking, Leadership Ability, Visual and Performing Arts and Kinesthetic. A full-time Enrichment Teacher may also work with a variety of identified students on an "as needed" or individualized basis as learning situations evolve throughout the academic year. Many enrichment activities are open to the entire student body, or specific grade levels. Participation for such activities will not be solely limited to identified gifted students.

Please see the website for more information on this program and contact information.

HOMEWORK

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of a student and reinforce concepts learned during the school day. Quality work to the best of each student's ability will be insisted upon. As a general rule, developmentally appropriate homework assignments will be given to students in all grades. Parents will be informed at the start of school of the homework policy for each grade level. Long range projects, assignments, and tests will be given at the discretion of each individual teacher, but will be communicated, as well as coordinated, within the grade level. At all times, assignments are to be done neatly and completely with the appropriate materials. Parents are encouraged to provide their children with a suitable atmosphere, specific time, and regular location in which to study.

If a child is absent from school, he/she is responsible for completing the work missed. **Requests for homework for absent students should be made to the school office before noon and may be picked up after 3:20 PM**, or it can be requested that the work be sent home with another student (i.e. sibling, neighbor, car pool).

School work or items left at home cannot be dropped off at school and/or delivered to the student during the school day. Students need to be sure to be responsible and packed for the day when they leave for school in the morning. If they forget something, they'll need to have the natural consequences of a referral for not being prepared for class or having a late assignment.

HUMAN GROWTH AND DEVELOPMENT/THEOLOGY OF THE BODY

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance, religion, and science curriculum at St. Francis of Assisi School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program. Parents will be notified prior to the beginning of these units and given information on the curriculum being presented. Please contact the Guidance Department with questions.

Library

Parents are asked to join in efforts to instill in students a genuine appreciation of good literature and love of reading. St. Francis of Assisi School has a central library for the use of the entire student body. It contains a growing number of excellent fiction and non-fiction books. Each child is permitted and encouraged to check out books from the library. The Library is staffed by a certified media specialist and volunteers.

SPECIAL SERVICES/STUDENTS WITH SPECIAL NEEDS

Through the Diocesan Office of Schools, St. Francis of Assisi School has the services of the Superintendent of Schools, Director of Educational Services, and a Director of Teaching and Learning.

Through Heartland Area Education Agency (AEA), the following are among the personnel available: school psychologist, social worker, audiologist, speech therapist, occupational therapist, and educational consultant.

St. Francis of Assisi School *first* utilizes a problem solving approach through the Student Intervention Team (SIT) if students are discrepant academically or behaviorally based on data. If necessary/applicable and local problem solving is unsuccessful, St. Francis of Assisi School may also utilize the services of Heartland AEA.

St. Francis of Assisi School does NOT offer a special education program. Accommodations will be made for students with special needs based upon the following procedure. St. Francis of Assisi School will seek to jointly serve identified, qualifying students with special education needs through Heartland AEA and Waukee Schools if a cooperative effort which adequately meets the needs of the child can be established with the public school and the parents. Students who require more extensive special education services as determined through testing, Heartland AEA recommendation, and/or medical diagnosis shall be staffed to a full day public school program to more appropriately meet the needs of the child.

STUDENT 504s

St. Francis of Assisi School serves children whose needs are not met through classroom interventions. These accommodation plans are put in place by the Student Intervention Team, in partnership with the parents and classroom teacher.

STANDARDS AND BENCHMARKS/ IOWA CORE

All diocesan schools are bound by the Standards and Benchmarks set by the diocese for each curriculum area or the Iowa Core Curriculum (Math and English). All diocesan schools are State of Iowa accredited. Standards and Benchmarks are posted on the Diocese of Des Moines website.

STANDARDIZED TESTING

Iowa Statewide Assessment of Student Progress (ISASP) (grades 3-8) are given to students each year. The results of the ISASP are shared with parents when results are available. Results of the ISASP standardized test results are best used for, and designed for, overall educational planning and program evaluation.

Additional Diocese of Des Moines testing includes FAST testing for grades K-8 (Reading and Math Benchmarking Assessments) and ACRE faith test for grades five and eight.

STEM (Science, Technology, Engineering, Math)

St. Francis of Assisi School students have access to the STEM Classroom and will be used as a related art as well as incorporated into daily classroom activities. Whether in the STEM Classroom or a classroom, students are not allowed to use any technology device without a teacher present.

TECHNOLOGY
St. Francis of Assisi School supports an up-to-date and active technology plan developed by the SFA Technology Committee. The technology curriculum has at its focus the integration of technology in all areas of the school curriculum. The Technology Standards and Benchmarks are directed by the Technology Coordinator with implementation by classroom teachers.

St. Francis students have access to technology in a variety of settings. Middle school students bring their own Chromebook to school each day. Each kindergarten through eighth grade classroom have iPads and/or Chromebooks available. Each classroom also has an interactive board, to be used for large group instruction. A current acceptable-technology agreement will be on file for all students.

Digital Resources Acceptable Use Policy - Appendix (Pg. 44)

TEXTBOOKS
All textbooks and library books are the property of the school. Lost, soiled or damaged books will bring about assessment of fines. When textbooks are issued to students each teacher will keep a record of the number and condition of each student's textbooks. All books should be covered for protection.

KIDS CARE PROGRAM

Kids Care is designed for before and after school child care for St. Francis of Assisi School children. Before school hours are from 7:00 AM to 8:15 AM and after school hours are from 3:20 PM to 5:30 PM. Breakfast is served in the morning and a snack is served after school. *Kindergarten Care will operate from 1:30-5:30 each day of the first week of school.* School lunch is included. The program strives to establish a safe, structured and enjoyable atmosphere for all children. Parents interested in Kids Care, please see the school website for more information or contact the main school office.

PROGRESS REPORT/ GRADING SYSTEM

A progress report, or report card, reflects a standards-driven education/Iowa Core Curriculum in our Diocese. This progress report format summarizes a child's educational success in the curriculum using proficiency levels.

Progress reporting is based on the following beliefs:

- Progress reporting should promote self-esteem and motivate continued growth toward specific goals for each child.
- Progress reporting should provide parents and students with accurate information and encourage parental involvement.
- Progress reporting will recognize that each child has unique needs and abilities and the assessment will reflect effort, as well as actual accomplishments based on consistent norms.

- Progress reporting and conferences will provide an opportunity for interaction with the best interests of the child in mind.

The Official Diocesan Progress Report evaluates students purely on the basis of the **individual student's ability**, rather than in relationship to the academic ability of other students in the same class or grade level.

It is important that parents encourage their children to do their very best while at the same time accepting the children as they are.

Progress reporting and student assessment are based on the overall philosophy and mission statement of the Catholic Schools of the Des Moines Diocese. Progress reporting is based on the following assessment principles and guidelines (K-8):

1. Differentiation of instruction is necessary in order for a student to grow and progress.
2. Behavior- is not to be considered part of the proficiency level assessment. Behavior is reported in a separate area on the progress report.
3. Extra credit will not be given in any diocesan school.
4. Zeros- teachers will use "I" on the progress report (incomplete work). Teachers will use 0 only when the number of correct responses reflects the score.
5. Homework must be meaningful, purposeful, of high quality, and aligned to specific benchmarks and grade-level expectations.
6. Incomplete work/ Late work- students are expected to complete all required work on time. If the work is not completed on time, the student will receive a late slip.
7. Formative work (process or practice - for example, assignments, practice work) - evaluated formative work guides instruction and learning. Formative work is typically not used towards the final proficiency grade or letter grade. Although most recent formative assessments may be used.
8. Summative work (results of what was learned – for example, projects, papers, tests) - multiple summative assessments for each benchmark/GLE (Grade Level Expectation) are used to determine a student's performance.

Progress reports are issued three times per year, at the end of each trimester, and may be accessed on the JMC parent portal..

FAILING GRADE

A failing grade is used only for the student who has the ability to do the required work and receive a passing grade, but does not accomplish this.

1. If the student does not improve after parental notification, a meeting will be held to gain further insight into the student's problems. A plan of action will be developed and the student's progress will be monitored and documented.
2. The teacher will continue to inform the principal about the student's progress.

GRADING SCALE

In addition to a proficiency level, students in grades 6, 7, and 8 will also be graded on an A-F system which is based on the student's overall performance in that subject area. The grading scale is:

A+	100-97%	B+ 89.9-87%	C+ 79.9-77%	D+ 69.9-67%
A	96.9-93%	B 86.9-83%	C 76.9-73%	D 66.9-63%
A-	92.9-90%	B- 82.9-80%	C- 72.9-70%	D- 62.9-60%
ID/F	59.9% and below			

HELPFUL DEFINITIONS

Standards: The K-12 Diocesan Standards describe what a student should know and be able to do in a subject by the end of 12th grade.

Grade Level Expectations (GLE's)/ Benchmarks: These are more specific than a standard and give detail as to what content needs to be mastered in what grade level to make progress towards meeting a standard. On the progress report, the GLE's/ benchmarks are listed under the standards.

Proficiency level assessment: Proficiency level (4, 3, 2, 1) is given to students for the benchmarks assessed during each trimester. This level is a snapshot of where a student is on each benchmark for meeting that standard. **A proficiency level of 3 means that the student is where he/she needs to be at that grade level for that benchmark.** The proficiency levels are as follows and **DO NOT** correlate to a grade (A, B, C, D, F):

- 4: Meets grade level expectation with excellence- a student has developed a solid understanding of the benchmark and can provide the teacher with in-depth knowledge and skills when given the opportunity.
- 3: Meets grade level expectation- a student has a solid understanding of the benchmark at grade level and can demonstrate the knowledge on multiple assessments. ***This is where we want all students to be by the END of the year.***
- 2: Progressing toward grade level expectation- a student has the beginning skills of understanding the benchmark, however needs more practice to gain a solid understanding of the benchmark.
- 1: Not meeting grade level expectation- a student is not able to demonstrate an understanding of the benchmark at grade level.

MIDDLE SCHOOL STUDENT WORK EXPECTATIONS

STATEMENT OF PHILOSOPHY

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. Francis 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.

PLANNERS

The planner is a tool for academic success and a tool to aid in communication between teacher/student/parents. Each student will have a planner 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.

ASSIGNMENT COMPLETION/QUALITY - LATE WORK

Completing assignments or projects is a skill that students must learn and master for success in later life.

For work that is not complete, directions haven't been followed, or the work is done poorly, it will be documented as late. If three assignments are documented as late in any one class, the student will be assigned a detention. 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.

CHEATING

Students are required to do their own work. Students should ask teachers and parents for help when they need assistance or assignment clarification. Students who copy homework, give assignments or test answers to another classmate, or take answers from another classmate will serve detention for cheating. A student receiving answers from another will have to redo the assignment, complete tasks to relearn material, or test after school.

PLAGIARISM

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

AI Plagiarism: Academic dishonesty encompasses 'AI Plagiarism', which is defined as the unauthorized submission of text, computer code, mathematical solutions, imagery, or multimedia generated by AI tools as one's own original work, when not authorized by the instructor. Unless an instructor has granted explicit authorization for AI assistance on a specific assignment (such as grammar checking, citation formatting, etc.), all submissions must be entirely human-authorized. Disclosure should be given by students when AI assistance is provided. AI detection software may be used as one factor among several in evaluating academic integrity. Flagged work triggers individualized review by the teacher and/or administrator, not automatic discipline. The student is given an opportunity to respond-for example , through an oral conference, production of drafts or notes, or explanation of the writing process. Final determinations remain consistent with the school's existing disciplinary procedures and standards of review.

Consequences of Plagiarism:

The following steps will be administered for the 1st offense:

1. Redo the assignment
2. Detention (parents are notified)

Multiple offenses may result in In-school suspension at the discretion of Administration.

- **Directly Copying** the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the "works cited" page at the end of the assignment.
- **Paraphrasing** the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.
- **Using and failing to properly credit** any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
- **Recycling previously submitted work.** *Recycling* an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
- **Using artwork or pictures without proper citation.** Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

GUM/CANDY (includes mints)

Gum and candy are not allowed during the school day. Middle school students who choose to chew gum or eat candy on school days from 8:05 AM - 3:45 PM will count as an infraction.

PREPARATION FOR CLASSES

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 acclamation to the schedule and to classes, students not coming to class with the appropriate classroom materials may result in a referral. Tardy for class will result in a referral.

RETAKES (in Middle School)

A retake may be allowed at the discretion of the teacher and should only be administered if a student receives a D or F. The final grade on the assessment will be the average of the two scores. In order to be eligible for a retake, the student must complete the Assessment Retake Form and conference with the teacher.

SERVIAM! "I will serve!"

"Don't let anyone look down on us because we are young, but let us set an example for the believers in speech, in life, in love, in faith, in service, and in purity." – adapted from 1 Timothy 4:12

SFA Middle School Service Requirements:

Standard 6: The student will participate in the development of Christian Community.
S6B1: Demonstrate knowledge of and participate in the Church's tradition of service.

• List the Corporal or Spiritual Works of Mercy
• Locate evidence of the Works of Mercy in Scripture, current events and school community.
• Justify how service projects connect to the Works of Mercy.

S6B2: Define and participate in the stewardship tradition of Catholic teaching.

• Define the concept of stewardship in Catholic teaching.
• Explain why Catholics are obligated to be good stewards.
• Give examples of stewardship.

S6B3: Participate in the Church's teaching on the stewardship of time, talent and/or treasure.

• Develop and accomplish a plan for stewardship of time, talent, and/or treasure

S6B4: Articulate the principles of social justice.

• Define social justice.
• Explain each of the principles of social justice:
• Life and Dignity of the Human Person
• Call to Family, Community, and Participation
• Rights and Responsibilities
• Option for the Poor and Vulnerable
• The Dignity of Work and the Rights of Workers
• Solidarity
• Care for God's Creation

Hours Required:

The object is to get the students involved in serving our greater community and world.
Remember, service can include service to our environment, service to God's creatures and service through civic opportunities as well.

6th Grade: 6 hours total (Up to 4 hours will be counted for one activity*) **
7th Grade: 8 hours total (Up to 6 hours will be counted for one activity*) **
8th Grade: 10 hours total (Up to 8 hours will be counted for one activity*) **
*The purpose of this is to have students serve at more than one activity.
** To be recognized as an outstanding student of service within a school year, a student needs to have served at three or more activities for a total of 20 or more hours.

Tips for Success:

• Follow the pre-approved service activities/organizations. Go to the Dowling Catholic High School website under "Faith Journey", then to "Service Hours". Once on that page find a PDF "Pre-Approved Service Opportunities".
• If anyone wishes to obtain hours for an activity not listed in the "Pre-Approved Service Opportunities", they must obtain pre-approval from their Religion teacher before they undertake the activity. If approved by email, the e-mail must be printed and attached to their service log.
• Qualifying activities are outside of the home and outside the school day.
• Service logs must be filled out completely for each service opportunity and turned in within 2 weeks of the service experience. The **first Friday in May** is the last day to turn in service activity hours/service logs for that current school year. If students do not meet the deadline, their Religion grade will be reduced one letter grade.
• Service hours completed in summer months must be turned in within the first 2 weeks of school.
• A maximum of 2 hours for baked goods will be accepted each year.

SFA ATHLETICS

See our website (www.sfawdm.org) to view information on Parish Athletics
Athletic Handbook URL: *tinyurl.com/DMdioceseAthleticHandbook*

DISCIPLINE

DISCIPLINE PHILOSOPHY

The discipline philosophy of St. Francis of Assisi School is based on Positive Behavior Interventions & Supports (PBIS).

PBIS is a school-wide initiative program with a consistent set of expectations, with positive reinforcement and consequences for all students in grades K-8. The objective for implementing PBIS is to create a learning environment that encourages positive social interactions, active engagement, and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning. Our vision for PBIS is the following statement:

St. Francis of Assisi School will foster the development of a faithful and safe school where learning is the primary focus and all the members of the community are respectful, responsible and are valued in order to experience success each day.
The school-wide PBIS in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning. PBIS emphasizes prevention, active instruction, and research-validated practice for:

a. Establishing and teaching clear expectations for all students in all settings;
b. Establishing and teaching clear expectations for all staff;
c. Modeling and rewarding these expectations;
d. Helping school staff, families, and community members understand and support the diversity of students
e. Understanding the physical and social contexts of behavior; using data to guide decisions regarding change.

DEFINITION AND PURPOSE

Following rules and practicing social skills are important in the same way as developing academic and physical skills. Important to Catholic education are the skills of taking ownership; building trust, respect, and confidence; showing consideration for others; learning to share and accepting responsibility for the choices that are made.

1. Discipline is fundamental in Catholic education as it is in Christian life. Good discipline originates in the home because parents are the first teachers of the child. It is a parent's obligation to teach by example in order to develop in the child good habits of behavior as well as proper attitudes toward school.
2. School discipline is an outgrowth of good home training; It is the school's obligation to expand, encourage and develop those habits and attitudes.
3. Individual students must contribute to the good of the group, take ownership for their actions and learn to accept consequences.
4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.
5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs and rights.
6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.
7. Recognizing that there are distinct differences in acceptable conduct in the hallways, restrooms, gym, lunch room, at assemblies, in the carline, during Mass, and on the playground. However, any time classes are in session, students are expected to be quiet when moving within the building out of respect to others who are working.
8. Students are also to be respectful upon entering and exiting the building.
9. The church is always to be entered reverently and respectfully bowing/genuflecting to the altar upon entering a pew.

SFA BEHAVIOR/CONSEQUENCES LEVEL MATRIX

School-wide PBIS is a set of strategies and systems to increase the capacity of schools to reduce school disruption and educate all students including those with problem behaviors. Any of the following behaviors are negative choices and will/can result in a consequence. Administration may determine the final consequence of any behavior depending on the situation.

LEVEL 1 BEHAVIORS	LEVEL 2 BEHAVIORS	LEVEL 3 BEHAVIORS	LEVEL 4 BEHAVIORS
-Getting out of seat - Not listening to directions - Inattentive - Getting a drink too often - Not being prepared for class - Tardy - Not following classroom procedures - Gum chewing - Negative attitude - Not working when given time during class - Tattling	- Sidebar conversations/ making noises - Using pencil sharpener during class instruction - Not keeping hands to self - Lack of participation (not taking notes, not writing down assignments, etc.) - Arguing during group work - Asking questions not relevant to topic of discussion - Failure to be responsible for duties (table captain) - Horseplay - Throwing snowballs/ ice chunks -Entering building before school w/o permission - Working on other assignments during class - Talking during work times - Being loud in hallways while class is in session - Dress code violation - Disrespectful body language - Running in the building - Habitual Level 1 behaviors	- Shouting out - Disrespect to adults - Disrespect to peers - Throwing things - Rudeness/ laughing at others - Put downs - Lying - Cheating - Forgery - Inappropriate language/ gestures - Inappropriate bathroom use - Public displays of affection - Inappropriate use of technology - Habitual Level 1 and Level 2 behaviors	- Vandalizing school property - Bullying/ harassment- any physical, verbal, written, and/or electronic (habitual) - Actions that cause harm - Stealing - Fighting (punching, biting, hitting, choking) - Drugs/ drug paraphernalia - Weapons - Verbally or physically threatening to cause injury to person or property - Pulling the fire alarm - Leaving building without permission - Sexually inappropriate behavior - Habitual Level 3 behaviors
LEVEL 1 CONSEQUENCES	LEVEL 2 CONSEQUENCES	LEVEL 3 CONSEQUENCES	LEVEL 4 CONSEQUENCES
- Non-verbal cue - Proximity - Verbal warning - Time out/ break	**Teacher** - Non-verbal cue - Proximity - Verbal warning - Time out/ break - Student conference - Parent contact - Pull-a-card (K-2 - Referral - Behavior contract/ plan (w/ teacher) - Quiet lunch - Teacher/ parent/ student/ conference - Restitution	**Teacher/ Administrator:** - Student conference - Timeout/ break - Parent contact - Behavior contract/ plan (w/ teacher) - Quiet lunch - Detention - Administrator/ parent/ student/ teacher conference - Restitution - In-school suspension	*Level 4 behaviors will result in an automatic office referral. Administration will give one of the following consequences: - Mandatory parent conference - Consecutive detentions - In-school suspension - Contact law enforcement - Expulsion - refer issue to school board

DEFINITION OF BEHAVIOR CONSEQUENCE

- **QUIET LUNCH**- When a student is assigned to quiet lunch they will eat and spend their lunch and or recess in the office. During this time the students have the opportunity to think about their actions and talk through what they were thinking and feeling at the time of the incident.
- **CONFERENCING-** May be required involving parent(s), teacher(s), student, and/or Administrator.
- **BEHAVIOR CONTRACT/PLAN**- A student may be placed on a behavioral contract/ plan with a teacher or the administrators. The contract is designed to address the area of concern with a corrective action plan and a written commitment from the student to change with parental support.
- **REMOVAL FROM THE CLASSROOM** is allowed as permitted by Iowa Code 279.8.
- **DETENTION**- (used for students in third through eighth grade) Detention is a consequence assigned to students who choose to behave inappropriately, or who receive three referrals. The student will serve detention on the assigned day. It will be during lunch and in the office of the administration.
    - Detention is earned as an immediate consequence assigned to students who choose to behave inappropriately. A detention notice or an email from a teacher or administrator will be sent home to inform the parent(s) of the incident, and the time and date the detention is to be served.
    - During detention, the student will be given a detention essay task to reflect on and write about their actions. They will write about what they should choose to do the next time they have a similar situation and/or what they could do to help themselves not be in the same situation.

- **EXCLUSION FROM CLASS OR ACTIVITIES**- This may include participation in school-sponsored activities or performances. Parental and/or administration notification may be given regarding exclusion.
- **IN-SCHOOL SUSPENSION**- Students may be required to serve an in-school suspension assigned by the administration or assistant administration as defined by the Code of Iowa 12.3(8). Parents will be notified in a timely manner. The student will serve the in-school suspension in the office and will receive all assignments for that day to be completed and turned in by the end of the day.
- **EXPULSION-** Expulsion of a student shall be made upon the recommendation of the administration. A student may be expelled from school for breach of discipline, violation of the policies, or when the presence of the student is detrimental to the best interests of the school. In addition, the priest and administration may expel any student whose presence in school would be injurious to the health or morals of other students or to the welfare of the school. In regard to due process rights, parents of the student may request a hearing before and prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from St. Francis of Assisi School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of administrator and pastor.

RESTRAINT AND PHYSICAL FORCE

Restraint is the act of physically controlling or directing the actions of a student. The professional and administrative staff may use reasonable and appropriate means of redirection or restraint as may be necessary to prevent a student from harming him/herself, another person, or property. Restraint should not cause serious or permanent harm. In accordance with Iowa Code 103B, deliberately striking a student is specifically prohibited. The use of reasonable force in self defense or defense of another may be warranted for protection.

Factors determining reasonable and appropriate actions are:

1. Age
2. Physical stature and strength of the student
3. Previous history
4. Maturity of the student
5. Seriousness of the infraction
6. Apparent motive and state of mind
7. 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 administration and the parent(s) shall be notified.

THREATS OF VIOLENCE/ DANGEROUS WEAPONS

It is the goal of St. Francis of Assisi School to provide all students, staff and parents with a safe and orderly environment. For that reason St. Francis School responds to all threats of violence, or anything that could be thought of in that way as serious in intent. All threats will be investigated by the administration, assistant administration, or guidance counselor. The threat will be reported to and a meeting will be conducted with the student's parents. Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. When a dangerous weapon or a look-alike is taken from a student, the parent of that student will be contacted and the student will be sent home. St. Francis of Assisi 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 Leadership Council, Diocesan Superintendent, and pastors will also be notified and consulted.

PROTOCOL

These steps will be followed in each case:

1. Teacher, parent, or student(s) report threat to the administration.
2. Administrator or designee investigates the threat
3. Parents of the student(s) who made the threat will be called. No threat will be taken lightly.
4. 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.
5. Student(s), lockers, and personal items will be searched at any time without notice. (policy 561)*
6. 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 disciplinary policy will be followed regarding suspension and/or expulsion.
7. Any valid threat may be reported to the police.
8. 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. Francis of Assisi will require professional counseling through the House of Mercy, Catholic Charities, or a counselor of the family's choosing approved by the school.
9. 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. Francis of Assisi School.
10. The guidance 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.
11. Documentation by all involved regarding the situation and post disciplinary activities will be kept on file.
12. Any student who sells a controlled substance while on school grounds and/or at a school related function will be subject to **immediate expulsion.**

*The law as to private schools and search and seizure is clear. A private school, while respecting a student's and employee's property, may, nonetheless, with or without probable cause, search person, lockers, books, bags, and other possessions since the search is not conducted by "public" authorities as opposed to "private" authorities. That is to say that search and seizure may happen at a private institution without constitutional safeguards. It is the policy of St. Francis of Assisi School to respect peoples' Constitutional rights and to balance those rights against the responsibility of the school to insure a safe environment.

ALLEGATIONS OF ABUSE/HARASSMENT

See the Appendix for these policies and regulations

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Policy 579 – Harassment, Bullying, and Hazing
Policy 579.1 – Investigation
Policy 579.2 – Complaint Form

Policy 579.3 – Disclosure Form
Policy 579.4 – Data Collection and Report Form

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:
• Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization 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 that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
• Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning 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 another student or students are the victim of bullying or harassment should immediately report their concerns to a teacher, guidance counselor, or administrator. The school must promptly and reasonably investigate allegations of bullying and harassment. The administration will be responsible for handling all complaints by students alleging bullying or harassment.

If a staff member believes she/he is or has been bullied or harassed by a student, the staff member should contact administration who must investigate the matter. If the staff member chooses, the matter may be reported to legal authorities. Retaliation against a person because the person has filed a bullying or harassment complaint, assisted or participated in a harassment investigation or proceeding, is prohibited. An individual who knowingly files a false harassment 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 administration is responsible for developing a system that collects data relating to incidents of harassment and bullying. The administration shall also ensure that the anti-harassment and anti-bullying policy and procedures are integrated into the school's Comprehensive School Improvement Plan (CSIP) and shall ensure that the same is reported pursuant to the terms of the plan. 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 behavior or lifestyles that are inconsistent with Catholic teachings.

Harassment is a serious matter. All activities in the investigation will be carried out with discretion and privacy will be maintained to the fullest extent possible. Information related to these complaints will be maintained as confidential, consistent with the Diocesan obligations.

Level I Investigator: Administration and/or Guidance Counselor, St. Francis of Assisi School, 457-7167

CONSEQUENCES OF FOUNDED REPORTS

Administrators will determine the consequences of the action which can include, but are not limited too: (Parent notification will happen immediately)

- Referral
- Detention
- Community Service Time
- In-school suspension (half or full day)
- Recommendation of expulsion to the Leadership Counsel

DRESS CODE

**The following statement from Theology of the Body,
helps guide decisions on our dress code as a Catholic school.**

***"The body is a sacred gift given to us from God as we are created in his likeness and image.
Dressing modestly is dressing in a way that respects God's design for our bodies and encourages all to see us as a whole person."***

DRESS CODE

Students are expected to come to school neatly dressed and well groomed. Dress code will be enforced from the time students arrive until dismissal. Tops are navy or white, bottoms are navy or khaki. Local stores carry plain dress code appropriate apparel.

PURCHASING LOGO SPECIFIC DRESS CODE ITEMS: You have three options to purchase LOGO specific clothing from these businesses below. Please note that all SFA *Evergreen plaid* items come from Lands' End only.

Lands End School uniform code (900058330)
Lands' End is the only place to purchase SFA approved *Evergreen Plaid.*

Image Solutions: you may purchase uniforms or spirit wear through this locally owned company.
SMITHPRO: you may purchase uniforms or spirit wear through this locally owned company.

SHIRTS:

- Solid navy or white short or long sleeved, collared shirt
- SFA logo on shirts is optional - Only SFA approved logo allowed (NO brand logos allowed)
- SFA logo uniform shirts can be purchased through Lands' End OR Image Solutions.

SWEATERS:

- Solid navy, gray, or white cardigan, V-neck or crew neck.
- Approved SFA logo is optional..
- Sweaters can NOT have a hood.
- **Approved collared uniform shirt MUST be worn underneath.**
- No Sherpa or fuzzy sweaters.

FULL ZIP/QUARTER ZIP PULLOVERS/CREW NECK SWEATSHIRTS

(Hoodies will no longer be acceptable to wear as uniform attire after the 2024-2025 school year)

- **MUST include the SFA approved logo.**
- May be purchased through Lands' End, Image Solutions or SMITHPRO
- Solid navy or gray
- Approved collared uniform shirt **MUST** be worn underneath

PANTS/SHORTS/CAPRIS:

- Navy or Khaki
- Ankle zippers, dragging hems, low rise, cargo, sweatpants, yoga, tight fitted pants are NOT ACCEPTABLE.

- Pants and shorts are to be worn at the waist and may not be tight/form fitting.
- Capris and shorts may be worn from April through October.
- Shorts must be worn at the waist and MUST hit mid thigh (from the bend of your leg to your knee).

SKORTS/SKIRTS/JUMPERS/DRESSES: (Girls Only)

- Navy, khaki or *Evergreen Plaid*
- Jumpers MUST be worn with a white or navy blue uniform collared shirt
- Skorts, skirts & jumpers MUST hit mid thigh (no more than 3 inches from the top of the knee cap)

LEGGINGS/TIGHTS:

- Solid navy, gray, white, or black leggings/tights may be worn under skirts, skorts, dresses , or jumpers
- Shoes MUST cover the entire foot and have a hard sole. Heel and toe must be enclosed at all times.
- NO Crocs, sandals, flip flops, etc.
- Shoes with wheels are NOT permitted.
- Socks must be worn at all times and MUST be solid colors (no prints).
- Belts are optional.

GROOMING: (Hair, Make-Up, Jewelry, Accessories)

- All hair must be a solid natural color. (Black, brown, blonde, red)
- Hair should be clean and neatly groomed.
- No facial hair allowed
- Boys hair MUST be above the eyebrow, MUST be at or above the collar, and be no longer than mid-ear on the sides. NOTHING can be worn to tie up or cover hair in any way.
- Extreme hairstyles, such as shaved heads, sideburns, Mohawks, shaved sides and unnatural hair colors are not allowed.
- Earrings should be small studs or small hoops that fit close to the earlobe. Large hoops, long or dangling earrings, and earrings that create a safety concern or distraction are not permitted. No more than TWO piercings allowed.
- Boys are not allowed to wear earrings.
- No body piercing is allowed.
- Tattoos or drawings on the skin of any kind are not permitted. Decals, stickers, sequins, glitter may not be worn
- Non-school related buttons or stickers may not be worn during the school day.
- No hats, neck scarves, gloves, bandannas or apparel that covers the entire head.
- Hair colors, facial hair, make-up, hats or jewelry that draw undue attention/disruption are not permitted
- Fingernails: Girls may wear nail polish; however, artificial fingernails, acrylic nails, press-on nails, nail extensions, and similar nail enhancements are not permitted. Fingernails should be maintained in a clean, safe, and appropriate manner that allows students to fully participate in all school activities. The administration reserves the right to address any fingernail style that poses a safety concern or interferes with the educational environment.

REQUIRED ATTIRE FOR PHYSICAL EDUCATION:
K-8 must have socks and tennis shoes for PE for student safety and the protection of the gym floor. Students 6th-8th grades must wear PE uniforms, which can be purchased through Image Solutions or Land's End.

MISSION DAY/Dress Down Attire:

The last Friday of each month, that is a school day, is designated as a mission day. On mission days, students are allowed to be out of uniform, provided that they participate in the mission.

Students must follow the guidelines below:

- No tight/form fitting, or torn clothing (including yoga pants and leggings)
- No sleeveless shirts including tank tops.
- Shorts must be worn at the waist and MUST hit mid thigh (from the bend of your leg to your knee).
- No writing on the backside of any bottoms.
- Sweatpants and jeans are allowed

DRESS DOWN PASSES:
Students/classes who earn a dress down pass may only use them on FRIDAYS. If there is no school on Friday of a given week, a teacher/administrator may approve the use of a dress down pass on a Thursday.
Students will NOT be allowed to "dress down" on a Mass day.

SPIRITWEAR DAYS:
St. Francis of Assisi or DCHS spiritwear can be worn on spiritwear days, which is the second school Tuesday of each month. Spiritwear MUST be worn with uniform bottoms.

WINTER ATTIRE:
All students are expected to dress appropriately for winter weather. Students will be outside unless the temperature is ten degrees or below including wind chill. During the winter months, students should wear mittens, hats, warm coats and boots. Outdoor apparel is not to be worn in the classroom.
For the health of each student, boots are expected in wet and snowy weather. If students want to play in the snow, they must wear a coat, snow pants, and boots. They must bring an extra pair of shoes to change into when inside if they wear boots outside for recess.

DRESS CODE FOR PAROCHIAL SPECIAL OCCASIONS:
In an effort to promote modesty, dignity, self respect, and respect of others, the following dress code will be enforced at all parochial school dances:

- No shorts or skirts. Jeans, pants, slacks, capris, corduroys are acceptable.
- Shirts must have sleeves. T-shirts, polo style, turtlenecks, button downs, sweatshirts, sweaters, and fleece are acceptable. No sleeveless shirts, tank tops or strapless shirts.
- Shirts must fit appropriately. Bare midriffs, low cut, or tight shirts are not allowed and are not appropriate attire in keeping with the guidelines of modesty and dignity.

ATTENDANCE

Statement of Philosophy

In order to develop habits of self-discipline and responsibility, students are expected to attend school regularly. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Regular attendance and punctuality is expected of ALL students.

Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of punctuality, responsibility and self-discipline. Students with good attendance records are developing these good habits with prompt, regular school attendance.

In order to maintain interest and understanding in the program of instruction, students should not be absent. Students who have been absent may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up missed work.

ABSENCE OR TARDY

For the safety of a student, it is paramount that parents call or email (sfaschool@saintfrancisschool.org) the school before 8:20 AM 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 after 9:00 AM.

-Definition of Excused vs Unexcused

-**Excused:** When a student in sick, has a medical appointment, a funeral, the death of a loved one, or a school sanctioned event (this includes Dowling or siblings) an absence is marked as excused

-**Unexcused:** When a student misses school for any other reason than the list above. This includes, but not limited to, vacations, sporting events, events of siblings not associated with Dowling, or any other absence deemed unexcused by the school office

-Attendance Contract

-During the registration process, parents and students will sign the attendance contract. This will define the policies by which attendance is measured, tracked, and the possible consequences for not attending school.

-Retention

-Students who miss more than 25% of the school year (appr. 40 days) may be subjected to Whole Grade Retention which allows the school to retain a child if academic or social skills are impacted by the lack of attendance. This is subject to application and approval by the school office.

-Attendance Policy .

-After the 10 UNEXCUSED ABSENCE of the TRIMESTER (55-60 days), the parent will be notified

-In cases where it is a student issue (ie. not wanting to come), administration will address concerns

Tardiness - Parents are requested to call St. Francis of Assisi School before 8:20 AM to notify the school of a student's tardiness and to order lunch. Medical or dental appointments are excused tardies when accompanied by a note from the office. After 8:20 AM, the students must come to the office to sign in.

Tardiness causes interruption to classes already in session. In order to maintain instructional integrity in the classroom and facilitate a swift transition for the student, parents are not to accompany tardy students to the classroom.

EXCUSING STUDENTS FROM SCHOOL

If a child is to be excused from school during the school day, parents need to communicate to school through an email or a note and the student must be picked up from the school office, not the classroom or playground. **For security and safety reasons, students are required to sign in and out of school from the school office.**

STUDENT ATTENDANCE FOR ACTIVITIES

Students are to be present for a minimum of ½ day to attend a school related event or extra curricular activity.

LEAVING SCHOOL GROUNDS

Students are not to leave the school building or playground, during the school day without written permission from their parents or guardians.

MAKE UP WORK

It shall be the responsibility of the student on the day of his/her return to arrange with the teachers for make-up work. All school work missed because of an absence due to illness or family emergency will be **made up within the number of school days which are double those of the absence, up to a total six (6) make-up days**. Extended valid absence or individual needs will be taken under consideration for an extension of time.

Under examination of our school calendar, please note our scheduled vacation days and teacher professional development days. Please try to arrange family activities so that students will not miss school. Vacations that result in absence from school are strongly discouraged. Families are encouraged to schedule vacations during the time school is NOT in session, rather than taking children out of school.

If a student is to be gone from school for a vacation the teacher(s) must be informed **at least one week** ahead of time to arrange for schoolwork and tests. **The work a student is given before the vacation must be completed and turned in upon the return to school, otherwise it will be considered late.** Teachers may hand out additional make-up work upon the return of the student to class. This additional work must be turned in upon a teacher assigned deadline. Any work not completed at this time will be considered a late assignment.

COMMUNICATION

CONTACTING TEACHERS

The school office is open from 7:45 AM to 3:45 PM during the school year. Teachers may be available on their own classroom phones before and after school hours. Voicemail messages may be left during regular school hours. Teachers will check

messages and return calls as time allows. Remember that not all staff are full time and may have several days in a row when they are **NOT** at St. Francis. Parents may also contact teachers via email. Please consult the website (www.sfawdm.org) for e-mail addresses. Teachers will return email as their schedule allows, but within a 24 hour period.

St. Francis of Assisi School encourages parents to contact a teacher as needs arise. Parents may request a conference at any time they feel a need to do so. **Please call to schedule a time that is mutually agreed upon by both parties.** Often a telephone call, note or visit can clarify points of concern about a child's progress as well as share positive things that are happening.

School matters should be conducted when the school employee is at school during school hours. To ensure the most professional and confidential of meetings, please refrain from initiating a conversation with school personnel outside of school hours/on their private time.

SCHOOL-WIDE COMMUNICATION

General communications and emergency notices will be sent out from the school office using JMC. The school website, www.sfawdm.org, contains important information for families. Families need to provide updated demographics should they change via the JMC portal.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in Fall and Spring. Conference scheduling will again be on-line. Parents will receive an email when the site is open to schedule conferences for children in grades kindergarten through eighth. This is a very valuable time of sharing between parents and teachers about academics, growth and maturity, and the faith development of each child. It is ***expected*** that parents attend scheduled conferences. Students may be invited/ required to attend conferences. **October and February Parent-Teacher Conferences will not be rescheduled outside of the calendared conference times for families using conference days as vacation days.** Families may call St. Francis School during their scheduled conference time while on vacation or the teacher will write/send an email to parents during the scheduled time.

Middle school conferences will be held for a total of five minutes per teacher due to middle school students having multiple teachers. If more time is deemed necessary other than conferences, appointments can be made with the teacher.

Related Arts teachers will be available during conferences. Part-time teachers are required to attend one night of conferences and will inform parents when they will be available.

SCHOOL DIRECTORY

The directory is available as an app on smart phones. Its use or reproduction for commercial use or other purposes is strictly prohibited.

In compliance with the Family Educational Rights Privacy Act of 1974, parents have the right to withhold their student(s) name(s) or other information from the Directory. As specified by law, all objections must be in writing.

Parents who do not wish their child(ren)'s name(s) to be included in the Directory and on class lists, must click the correct spot on JMC E-Registration.

STUDENT VISITORS

Arrangement for student visitors must be made through the administration.

VISITING CLASSES

Parents must call the school office to make arrangements with the administration if visiting a classroom. Short visits are necessary as the integrity of the learning environment in each classroom must be maintained. We encourage parents to volunteer regularly at school.

In order to keep the school environment secure, parents and visitors must always check in at the office and wear a visitor badge before going into the school. Forgotten lunches and other items of importance should be left at the office for students and may not be delivered to classrooms to maintain instructional integrity.

St. Francis School offers performance/display opportunities for students. Parents and other family members are often invited and welcome to attend these events.

CHILD CUSTODY

Divorced or separated parents are asked to furnish St. Francis of Assisi School with a copy of the custody section of the divorce/separation decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.
If there is a court order specifying that there is to be no access to information given to a non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Policy 508.1
Child Custody
The Family Educational rights and Privacy Act establishes the parents' right of access and control of their child's educational record. This means:

1. The school, though not required, will make an effort to inform parents of their student's academics. The custodial parent shall receive the progress report. The non-custodial parent may receive the progress report if he/she requests such. **The school is under no obligation to arrange a separate conference for the non-custodial parent.**
2. The school is considered in compliance if it makes all parental contact through the custodial parent.
3. Schools do not have to honor a standing request from the non-custodial parent unless it so chooses.
4. Non-custodial parents may request to view the school records and shall be allowed to do so unless prohibited by court order.

LUNCH

LUNCH ACCOUNTS

All students are automatically assigned a lunch account. St. Francis partners with JMC to manage student lunch charges. You can view all charges and payment postings to your family account in JMC. If you have questions about your account, contact Cheryl at **criedl@saintfrancisschool.org**.

LUNCH BILLING

St. Francis School bills all lunch charges through Blackbaud. You will receive an email notification from Blackbaud when the invoice has been posted to your account. Invoices will be posted monthly.

LUNCHROOM PROCEDURES

1. Lunchtime should be an enjoyable, relaxing time for eating and quiet visiting at one's own table with classmates.
2. Good manners and courtesy will be practiced by all.
3. Students are to use the restroom and wash their hands before entering the lunchroom.

4. Each classroom will come to the lunchroom with their teacher and will wait quietly while they are checked in and receive their lunch. Please & Thank You's will be expected. Staff on duty will monitor the students while they are in the lunchroom.
5. Students are to sit at their grade's assigned tables and not be up walking/running around. Students may receive a referral if they chose to be out of their seat without permission. There can be 4 students on a bench. No saving seats, it is good to get to know everyone.
6. Students will not be dismissed until the floor and table they are sitting at are cleaned up.
7. If students need help opening items, or there is a problem at their table, students need to raise their hands and an adult in the lunchroom will attend to them.
8. Students who misuse food, silverware, or who are disrespectful of the lunchroom and/or staff will be assigned a referral. Repeat offenders will receive further consequences and/or meet with an administrator for further discipline.

OUTSIDE FOOD

Lunch purchased from outside food providers is NOT allowed in the school for St. Francis students. Cans/ bottles of pop should not be sent in student cold lunches. Students are expected to remain on campus for lunch. Please contact the school office BY 8:45 AM to be included in the daily lunch count. Birthdays and "About Me" are the times parents can eat lunch with their student.

SCHOOL NUTRITION

USDA Nondiscrimination Statement (Revised 2-15-23)

All FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, DC 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Non-Discrimination Statement: (Revised 7-1-25) It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, 6200 Park Ave Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121 or 1-800-457-4416; website: **https://icrc.iowa.gov/**.

STANDARD OPERATING PROCEDURES: UNPAID MEAL CHARGES POLICY

Policy: All families are required to have a Blackbaud account for school billing. Lunch charges are billed monthly through Blackbaud. Families can pay through Blackbaud or check/cash can be brought to school for payment. The following procedures will be followed if a student's lunch account is negative.

Procedures:

1. The Des Moines Region Catholic School office will email and follow up with phone calls to any family who is past due on their lunch account.
2. Students may be denied additional items beyond the reimbursable meal and informed to talk to parent/guardian when their account is past due. The reimbursable meal will still be served.
3. Students who have an unpaid lunch balance of 45 days or more will be offered the deli sandwich option until outstanding balance is paid in full. The deli sandwich is offered as a reimbursable meal and your account will still be charged. Students, including those who qualify for free and reduced meals, shall never be denied a reimbursable meal.
4. Families that have fallen 45 days past due once during the school year, all subsequent past due accounts will be offered the deli sandwich until balance is paid in full.
5. ESA funds can not be used for lunch charges.

HEALTH

A school nurse will be on site daily from 8:00 AM - 2:30 PM. Certificates of immunization are required of every new student before entrance into school. Students are expected to have a physical examination before entrance into kindergarten, grade 4 and grade 7. Examination forms are available on-line and from the school office. The nurse maintains individual pupil health records as required by the State of Iowa. Vision screening is done for grades 1, 4, and 7 each year and for students where concern is identified. An audiologist from Heartland AEA conducts hearing screenings for grades kindergarten through five annually.

ACCIDENT OR ILLNESS

If a child becomes ill or is hurt, he/she should report to his/her teacher or a SFA staff member. Students who are ill will come to the office to be seen by the nurse. The nurse will assess the student to determine if they 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 they are ill and need to be picked up please ask to speak to the nurse to verify this information.

COMMUNICABLE DISEASE

St. Francis of Assisi School policy on staff or students who may contract a communicable disease is contained in the Policy Book of the Diocese of Des Moines (Policy #415, 537). Should parents need any specific information on this policy, please contact the administration.

The State of Iowa requires age appropriate education on communicable diseases. Catholic Church approved materials are used.

HEALTH CARE PLANS

The Iowa Administrative Code 281--41.23(281) states the definition of individual health plan as "the confidential, written, preplanned 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." The Administrative Code further states prior to the provision of special health services a written individual health plan is on file [IAC 281--41.23(1)(b)(4)].

HEALTHY KIDS ACT

Background- In 2008 the Iowa Legislature passed a law known as the Healthy Kids Act. There are three aspects to the law designed to improve the health of Iowa's youth: 1) a physical activity component, 2) detailed nutritional guidelines and 3) students receive CPR training. Compliance with the rules will be checked at DE site visits. The adopted rules are available electronically at: Healthy Kids Act Information

See appendix: Drink/Snack Guidelines at Saint Francis Day School

Physical Activity Requirements- The law requires that all students in grades K-5 in all public and accredited non-public schools engage in 40 minutes of physical activity each school day. The law requires in grades 6-12 students must engage in 120 minutes of physical activity each week. This time is provided during the St. Francis school day.

HEARING SCREENING

Hearing screenings will occur annually for all elementary students (PK-5). Students who "fail" the initial screening will receive a second screening, and perhaps additional testing by an audiologist. Parents will receive a written report of test results only if abnormal, after the second stage testing, This is a screening process only, and does not identify all hearing or ear problems. If a parent's child has had hearing or ear problems recently, this information can be sent to the school nurse for the audiologist. 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. If there are any questions about the hearing testing program in the school, please contact the school nurse or principal.

LICE

We as a school follow the state's recommendations of how to handle lice/nits. 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. It goes against medical privacy and confidentiality, to share that information. 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. The nurse is not mandated to communicate cases of head lice to anyone outside the main family, but if there are three reported cases within a classroom, there will be communication sent to the entire grade.

What do you need to know?

- Parents are to check for lice in each of their children's heads at least once a week.
- Lice do not jump. Lice cannot fly.
- Nits are non-transferable, because they are not yet live lice.
- Lice are almost always spread through direct head to head contact.
- Only ordinary household cleaning, such as vacuuming, washing bedding and clothing in hot water is needed.
- 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.

What is expected of parents?

- PARENTS are the key to looking for and treating head lice! The IA Dept of Public Health advises parents to spend time each week carefully looking on each of their 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.

If there are any questions regarding lice, nits, or any health concern, please feel free to contact Maegan Anthony, our school nurse.

MEDICATION GUIDELINES

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 insure protection for the student and St. Francis of Assisi 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 prescribers instruction. If the medication is given at Leadership Council, request a "school container" from the pharmacy.
3. A student may be considered for co-administration or self-administration with demonstrated competency and instructions from the physician, written physician and parental permission.
4. Parents must complete the parent "Request for Giving Medication" form for prescribed and over the counter medication that is to be administered at school. A separate form is to be used for each medication or when the dosage changes.
5. Over-the-counter medications must be in the original container and must be labeled with the student's name. All over-the-counter or non-prescription medications will not be administered by school personnel unless accompanied by physician's instructions and signed parent permission.
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.

At vacation time, end of the year, or end of the dispensing time, any remaining medication will be returned to the parents or destroyed.

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

SEVERE FOOD ALLERGIES

St. Francis 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 way 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. Francis 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.***

Thank you for helping keep ALL students safe at SFA!!!

WATER BOTTLES

Students may bring water bottles to school and are encouraged to do so. St. Francis utilizes water filling stations throughout the building. Water bottles may be any type, however, need to be only containing water. Any water bottle that has liquid other than water may be confiscated by staff and referred to administration for disciplinary action.

WHEN SHOULD YOUR CHILD STAY HOME?

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. ***Although sometimes inconvenient, for the health of all, parents are expected to adhere to the 24 hour recommendations.***

- **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 the child home.
- **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.
- **Pinkeye** - 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.
- **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 the 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 antibiotic 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.

If a child is home ill for more than 3 consecutive days the school will require a note from a physician regarding the child's extended absence for illness.

If a child needs to stay in from recess more than 1 school day after an illness, a physician's note is required.

If a child requires exclusion from PE or recess for an extended period of **greater than one day**, a physician's note will be needed.

TRANSPORTATION

CAR LINE

ALL CARS MUST HAVE A LAST NAME SIGN (or multiple last names if many families are in 1 car) displayed on the dash or a visor. (Please use a large font.)

Map included at the end of this section.

HOW DO YOU KNOW WHAT SECTION YOUR CAR SHOULD USE FOR DROP OFF/PICK UP? You drop off and pick up **according to the youngest student in your car/car pool for the school year**. Stay with the same drop off and pick up location all year, even if your youngest rider is not at school on any given day.

The colored areas below show the 4 different areas parents drop off and pick up. Pick up - The students will be waiting in their designated areas, and cars will pull to a full stop in the assigned locations for each grade (according to the youngest student in your car/carpool). Drop off - **have your student(s) ready to get out immediately when you stop. *Hugs and kisses need to be done prior to that time.* If your child is not ready to exit the vehicle, then you'll need to drive around and through car line again so we don't hold families up and make anyone tardy.**

Red - 2nd, 3rd, 4th (North) - Enter the lot from Woodland, North of the **school**, in the entry next to the playground. Turn right. Make 2 lines after you round the circle drive and go every other one single file alongside the length of the building. As you pull forward for drop off and for pick up stay to the right. Once you have dropped off your student(s) in the AM or picked up your student(s) in the PM, pull forward towards Woodland and **exit to the RIGHT.**

Green - Preschool (Northwest Parking Lot)- Enter the lot from Woodland NW entrance, West of the Church. Drive into the farthest lot and park. Preschool parents walk into the Preschool area of the building to get their child(ren). After you have your Preschooler(s), if you have older students, you will need to exit the lot off of 72nd and enter the appropriate carline.

Orange - Kindergarten and 1st (South)- Enter via the Eastern-most entry on Ashworth Road. Turn immediately to the left and form 2 lines. Vehicles in both lines will alternate to make the turn by the roundabout, merging into one single lane to head East into the pick up lane. For drop off and pick up, there is one line in the left lane. Once you have dropped off or picked up your student(s) you can pull into the right lane, (*Do this cautiously as children are entering and exiting cars in the right lane),* drive forward, and **exit to the RIGHT** and leave from the same point you entered the lot on Ashworth Road.

Blue - 5th, 6th, 7th, 8th (Southwest)- Enter the lot from 72nd Street, West of the Church. Immediately turn right. Form 2 lines. Once you reach the light pole the 2 lines merge to one line. That single line drives to the left side of the parking lot to drop off students or to pick up waiting students who are on the left side. Once you have your student(s) dropped off or picked up you can pull into the right lane and **exit the lot, RIGHT,** to Ashworth Road.

BEFORE SCHOOL

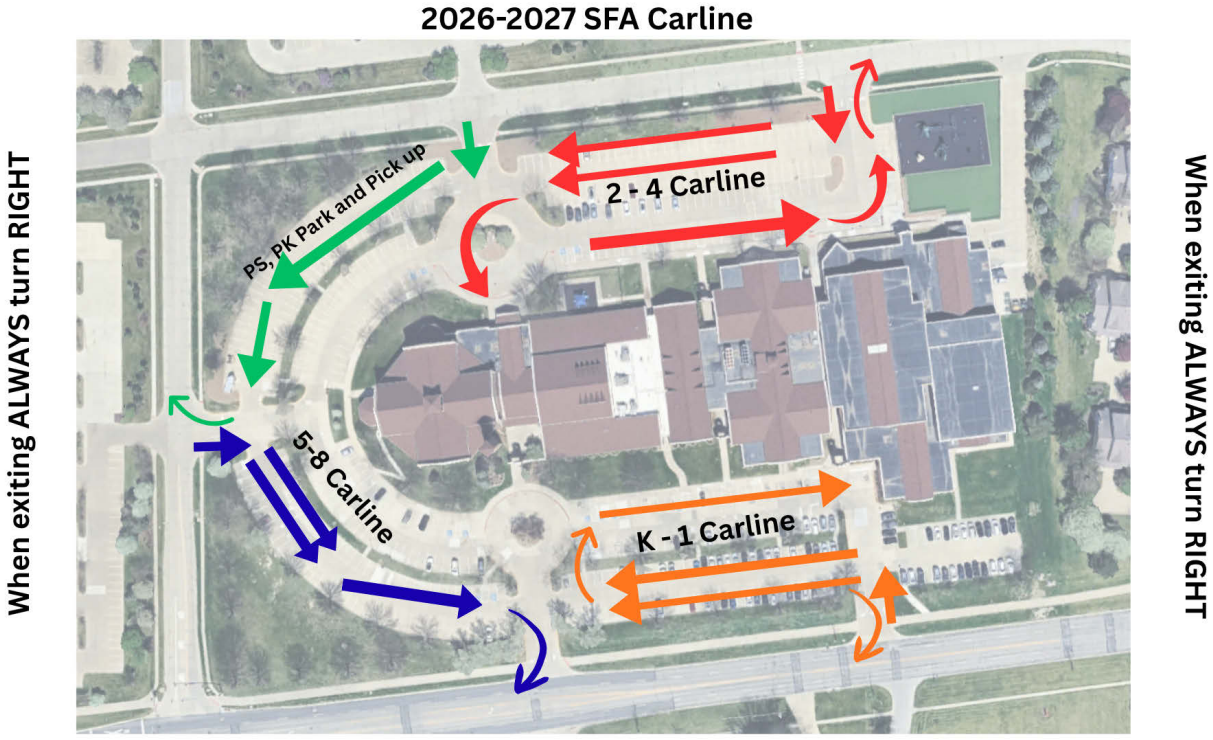
- Older siblings should be dropped off at the youngest sibling's unit doors.
- Doors will be opened/unlocked at 8:05
- All students when entering the building should go directly to their classroom
- 8:15 is start of the day- Students need to be in their classroom Tardy Bell will be 8:20

AFTER SCHOOL

- Students are to go directly outside and wait in their designated area.
- ALL students must walk outside to their car line areas and not walk through the church hallways.
- *They are allowed to walk through the parish halls on days we are holding indoor car lines due to weather.*

All students are to be off the school grounds within fifteen to twenty minutes unless participating in a supervised school activity. If students must wait for a ride longer, school officials must be notified. Students on the school grounds after 3:30 will be sent to the office and if parents cannot be contacted, students will be sent to Kids Care and charged fees. **Students waiting for rides will NOT be permitted access to playground equipment**.

If it is necessary for a student to remain after school for academic or disciplinary reasons, he/she will call parents before classes are dismissed.



TRANSPORTATION SERVICES/REIMBURSEMENT

Iowa Code requires that public school districts provide either transportation services or reimbursement to resident nonpublic school students who are entitled. When funds are appropriated by the Iowa General Assembly, and if students meet the transportation entitlement policy provisions of the public school district in which they reside, parents are entitled to reimbursement as per Iowa Code Section 285.1, Subparagraph 3 and Section 285.3. **Section 285.3 states that it is the responsibility of the nonpublic parent or guardian to notify the resident public school district that you have children attending an accredited nonpublic school and its location.**

St. Francis School families may complete the Nonpublic Parent Transportation Reimbursement Request Form twice a year and **mail them directly to their public school district offices**. Deadlines for submitting forms are December 1 and May 1. As a courtesy the first form will be provided by St. Francis School in the August family packet and the second form will be provided on-line in January. (transportation form)

St. Francis families that move during the course of the school year should notify the appropriate public school district of address change and possible mileage. **There will be no personal reminders for families and St. Francis of Assisi cannot guarantee reimbursement. Public school districts will not accept late or incorrect requests.**

GENERAL INFORMATION

ASBESTOS MANAGEMENT PLAN

St. Francis of Assisi School is asbestos free.

BICYCLES/ SCOOTERS

Student riders must walk their bikes/scooters to the bike racks upon reaching school property in the mornings. Bikes/scooters must be parked in the racks provided and should be locked. Helmets should be kept in students' lockers.
After school, riders must walk their bikes to the property line before riding. Mopeds, skateboards and roller blades are not allowed on the parish premises.

BIRTHDAYS TREATS

Birthdays are important to every child, and kids like to celebrate their special day with their classmates. Birthdays may continue to be celebrated in each classroom, but with **non-food items**, such as pencils, erasers, stickers, bookmarks, etc. A family may choose to participate in the Birthday Book Club. This involves donating a book to the classroom library or to the Media Center in the name of the student having the birthday. Birthday celebrations are not an expectation or requirement; however, should a student elect to bring a **non-food item**, there should be one provided for each student. Students with summer birthdays are welcome to choose a school day to celebrate. Thank you for your assistance in supporting a healthy environment for students at SFAS. Throughout our school day we are continuing to make a conscious effort to model a healthy environment among our staff and students daily. We will also communicate this important information to all of our students during the first few days of school so that there are not any misunderstandings or hurt feelings. This is in accordance with the Healthy Kids Act established by the Iowa Legislature to promote a healthy lifestyle for students.

CHANGE OF ADDRESS AND PHONE NUMBERS

Please notify the school office promptly concerning any change of address, school districts, mileage distance, phone number, or emergency information. This courtesy will help keep records in order. Also, the smart phone directory app can be updated rather quickly.

CHROMEBOOK LOAN RENTAL FEE

A rental fee will be charged for excessive use of the school-owned loaner Chromebooks after 3 days. These Chromebooks are meant to be loaned out for a day at a time or for students whose Chromebook needs servicing. Families will be notified on the 3rd day their student still has borrowed a school-owned Chromebook.

The fee is $25 if the loaner Chromebook is checked out and not returned on the 4th day. This fee will be charged through the school electronic tuition management system. Everyday thereafter that the Chromebook is not returned will accumulate a fee of $10 per day. This fee will stop accumulating after 20 days and the loaner Chromebook will become the property of the student's parents/guardians. The rental fee money collected will be used to purchase a new loaner Chromebook.

An exception can be made by the technology coordinator or administration to waive the rental fee if the student or parent/guardian can provide documentation that the original device is being serviced or repaired.

CRISIS PROCEDURES

In the event of an extreme crisis at St. Francis of Assisi School, emergency procedures are activated. St. Francis of Assisi School maintains and frequently reviews its Crisis Intervention Manual. Student safety and well-being is at the core of all crisis procedures and decisions.

In the event of a crisis at St. Francis of Assisi School, family information and public information will be released from Sacred Heart Catholic School, our off-site emergency contact school.

DELIVERIES

Floral or other celebration deliveries will not be delivered to students during the school day nor will they be allowed in classrooms.

DELIVERY OF FORGOTTEN ITEMS

One of the goals of being at school is to build independence for students. Items brought to the school office will not be delivered to students during the day. Examples of these items are: homework, band instruments, planner, PE uniform. During announcements at the end of the day students will be called to the office to pick up the dropped off item. The natural consequences of going without the forgotten item(s) for one day often helps reinforce the responsibility required of being a student. Parents please do not text students that the item has been dropped off. If the student does come to the office during the school day and ask for the item, it will not be given to them**.** Exceptions include- lunches, medication, glasses, contacts, jackets, coats, hats, and mittens.

ELECTRONICS

CELL PHONES/SMART WATCHES:

Student cell phones and/or smart watches (capability of text/call/internet) may not be seen, heard, or used at school from 8:00 AM until the afternoon car line is complete. A student violating this policy will receive a referral and have his/her cell phone/smart watch confiscated. A confiscated cell phone/smart watch will be given to the office and a parent or guardian can pick it up at their convenience. Students who continue to violate this policy will receive detention. At the afternoon car line there are students who may need to check a text concerning their after school plan - it is ok for students to use their phones/smart watches at this time, after they have asked permission from any staff member.

TELEPHONE USE:

Students will not be called to the phone during school hours except in case of emergency. If there is a message from parents that must get to their child, the office staff will see that the student gets it before the end of the day. Teachers will be called to the phone during class time only in case of family emergencies. The office phone may be used by students to call parents with adult permission.

ELECTRONIC DEVICES:

Students shall not have personal electronic devices during the school day.

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Personal Communication Devices

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that, all Catholic schools will adhere to the policy regarding personal communication devices.

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. Hours of school day operation are listed in each school's parent/student handbook.

At Dowling Catholic High School, administrators retain the discretion to allow phones at specific times of the day. These times will be listed in the parent/student handbook.

For all diocesan schools, 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.

Should a student not comply with the policy and the conditions listed in the parent/student handbook, consequences will be enforced. These consequences shall be listed in the parent/student handbook.

Policy Adopted: July 16, 2025

EMERGENCY CONTACT

Each family must have an emergency contact listed in JMC that is not a parent. In the case of an emergency, this database states the names of persons to be notified if parents or guardians cannot be reached. Please notify the office if there is a change in your family's emergency number(s). Schools are required by law to have emergency numbers on file for all students. Families will be asked to update their emergency information each year.

EMERGENCY PROCEDURES (FIRE DRILL/TORNADO/ACTIVE THREAT)

In order to provide for a safe exit from the buildings in the event of fire or tornado, regular drills are held throughout the school year. Students are expected to follow directions in an orderly manner. Fire drills, tornado drills, and active threat drills are each practiced and a record of dates and times for such drills are sent to the Superintendent's office. This is in accordance with the Iowa Code.

EMERGENCY SCHOOL CLOSINGS/SEVERE WEATHER

Due to the open area in which St. Francis lies, in severe winter weather situations, St. Francis School reserves the right to deviate from the West Des Moines Schools and Waukee Schools inclement weather schedule. In this event, families will still be notified by regular closing and delay broadcasts.

During times of severe weather, it is advisable to tune to KCCI Channel 8, www.KCCI.com, WHO Channel 13, www.whotv.com, WOI Channel 5, or to the local radio station WHO. Should any emergency closing, delayed opening, or early dismissal be necessary, these are the St. Francis School contacts, as well as receiving a call/text/email from the School Messenger System. **If there is severe weather during the school day and we need to dismiss the students, communication will come from the school via call/text/email JMC System.** When the weather is threatening, please listen to the radio/television instead of calling the school or the homes of school personnel. Most TV weather stations will automatically email parents about school closings once the closing is called in by the school provided parents have signed up for this free service.

When School or Parish activities are canceled due to inclement weather, all extra activities held at St. Francis are also canceled.

EQUAL OPPORTUNITY/MULTICULTURAL ASSURANCES

In the spirit of St. Francis, the educational system of the Diocese of Des Moines/St. Francis of Assisi School is an equal opportunity educational institution. No person at St. Francis of Assisi School shall on any grounds of race, color, age, sex, national ethnic origin or physical handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school.
Policy 101-L1

FIELD TRIPS

Field trips are an integral and important aspect of education and will be utilized as real-life learning experiences for students. Field trips serve the educational program by utilizing those resources of the community which cannot be brought into the classroom. Parents will be notified several days in advance of the trip. Information will be provided concerning the time, place, transportation arrangements, and cost. Signed parental permission slips for each student **must** be on file prior to the field trip. In some situations a fee will be requested to compensate for travel and admission costs. Teacher and adult supervision are provided for all trips. For SFA field trips, buses will be used and proper conduct on the bus is required at all times. For this reason the following regulations will be strictly enforced:

1. Pupils must remain seated and no hands, arms or heads may be extended from windows.
2. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
3. Pupils may not eat or drink on the bus.

Courtesy, promptness and good behavior are necessary for the safety of all who ride the bus. Misconduct will be reported to the principal and parents. Suspension of field trip privileges may result from bus misconduct.

Due to liability and responsibility, students may not leave from field trips with parents or other non-school personnel unless the request is made in writing by the parent at least the morning of the field trip.

Students not granted permission to attend Field Trips will remain on campus and be required to complete academic assignments for the day.

Policy 589-L2

GRIEVANCE POLICY

It shall be the policy of St. Francis of Assisi Board Of Education that as a Catholic faith community, open communication between parents, students, teachers, staff and the administrators is encouraged in all programs under the Board, including the day school, preschool, religious education and youth ministry. It is the intent of the St. Francis of Assisi Board of Education that all such interactions shall be conducted in a respectful Christian manner, as we believe Christ has taught us "with all humility and gentleness, with patience, bearing with one another through love, striving to preserve the unity of the spirit through the bond of peace"[1]
In all such interactions, all parties involved shall strive to "be kind to one another, compassionate, forgiving one another as God has forgiven (us) in Christ."[2] We believe that in following Christ's example, we can create an environment in all our education programs that allows our children the best opportunity to grow and achieve academic, spiritual and social success.

Policy Adopted: June 12, 2003

GRIEVANCE PROCEDURE

Concerns, issues or complaints must be addressed as prescribed in this Grievance Procedure Policy found in the SFA School Student Handbook to ensure that all concerns are handled in a fair and transparent manner.

Step 1: Initial Communication with the Principal
Contact the Principal: Parents should first address their concerns, issues, or complaints by contacting the Principal of the school. This can be done either via email or in person. Resolution Attempt: The Principal will review the issue or concern and attempt to resolve or address through discussion and appropriate actions. Frequently to properly respond or resolve any issue or concern, the Principal may need time to fully understand and investigate and will set expectations with the parents on the time needed to provide a response, address the issue, or resolve the concerns.

Step 2: Escalation to the Leadership Council and Pastor
Contact the Leadership Council and Pastor: If the parent is not satisfied with the resolution provided by the principal, they should send an email detailing their concern to the Leadership Council Chair and the Pastor of the parish. The Council in coordination with the Pastor may need time to fully understand and investigate the concern and will set the expectations with the parents on the time needed to provide a response,
address the issue, or resolve the concerns.
Board Meeting: The parent may be requested to address the council at an open
session of the Leadership Council to discuss their concern further.

Step 3: Involvement of the Superintendent
Contact the Superintendent: If the parent is still not unsatisfied after addressing their concern with the Pastor and Leadership Council, they should escalate the issue by contacting the superintendent of the diocesan schools via email. This should only be done after the Board and Pastor have issued a response, addressed the issue, or resolved the concern.
Notification to the Leadership Council: The parent should courtesy copy the Leadership Council Chair and Pastor on this email to ensure they are informed of the ongoing concern.

Step 4: Notification to the Bishop
Contact the Bishop: If the parent is still not satisfied with the resolution provided by the superintendent, they may then notify the bishop of the diocese.

LOCKERS

In order to keep the lockers in good repair and to maintain a clean appearance, no outside locker decorations by students will be permitted. Tape should not be used to display anything inside the locker. Lockers are to be kept neat and orderly.

LOST AND FOUND

Please label all of the child's belongings with his/her name and grade. Check the lost and found box regularly. Unclaimed items will be disposed of or donated at the end of each trimester.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with St. Francis of Assisi School are hereby notified that this school does 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, as it applies to the diocesan schools, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning St. Francis of Assisi School's compliance with the regulations implementing Title VI and Title IX of the Civil Rights Laws, the Americans with

Disabilities Act or Section 504 is directed to the Principal, to coordinate the schools efforts to comply with the regulations related to these laws.

Title:, Principal
Location: St. Francis of Assisi School
Tel: 515-457-7167

PARTIES

Parent homeroom helpers will organize class parties throughout the school year. All food items will be purchased from the School Nutrition Office two weeks prior to the event.

No holiday parties will be held in the middle school. A small treat will be given out for All Saints' Day and St. Valentine's Day.

Private party invitations are **not** to be passed out at school unless all classmates are invited or all of one gender in the class is invited. Healthy student friendships in and outside of school are encouraged. Situations which harm relationships and/or hurt feelings are to be avoided at all costs in a Christian environment. St. Francis School cannot be the distributor of invitations/flyers to privately organized events and/or parties.

PICTURES

Tim McConnell Photography is scheduled to take pictures of the students each fall. No family is obligated to purchase these pictures. Payment for pictures is due the day the pictures are taken. Fall Picture Day is a dress-up day.

REQUESTING TEACHERS/CLASSMATES

St. Francis of Assisi teachers make careful considerations when compiling class lists for the upcoming school year. Class lists are based upon many different factors. Taken into account are individual learning styles, academic and social abilities and strengths, personalities, and gender. We strive to make our classes as balanced as possible in all areas. In order to maintain the integrity of well-balanced classes, personal preferences for teachers and classmates will not be accommodated. We will do our best to think about each individual child, and their needs, as class lists are developed.

Siblings in the same grade level will be separated unless a parent request and rationale are provided in writing to the principal by May 1st of each school year for the following school year. Especially at the primary level, due to the uniqueness of multiples, strong consideration will be given to parent requests. St. Francis School administration has the final determination on class list make up.

SCHOOL HOURS

Drop Off	Warning Bell	Tardy to school	Dismissal Bell
8:05	8:15	8:20	3:20

K – 8th 8:15 - 3:20 = 6.65 hours of daily contact time (lunch is not included in the contact time)

Students may not be on the grounds before **8:05 AM** because there is no adult supervision until that time. Students on school grounds before 8:05 will be sent to Kids Care for safety reasons unless they are involved in morning school activities. Siblings of students in morning activities are not to be dropped off before 8:05 AM. In case of inclement weather, students will be permitted to come indoors at the discretion of the administration or school personnel on duty. Students will not be permitted access to the playground before school.

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 texts, the student will be expected to pay the expenses involved or personally clean up an area.

STUDENT RECORDS

A permanent record of each student is kept on file in the school office. According to the Family Educational Rights and Privacy Act, parents have the right to see their child's permanent record upon request. Anyone over the age of 18 has the right to see his/her records. Should parents/guardians wish to see the records of their child (ren), contact needs to be made with the principal. Student records are private property and are submitted only when lawfully requested.

SCHOOL SUPPLIES

A list of needed school supplies is listed on the website and included in the annual August family packet. In the Spring, school supplies are available to be ordered on-line.

WHAT TO DO IF YOU HAVE SERIOUS CONCERNS WITH CLASSROOM OR SCHOOL ISSUES

If an occasion arises that a parent feels a problem has occurred at school, the proper, up front and most effective procedure to use is:

1. Contact the teacher or director involved with the concern. The administration will generally refer parents to the individual directly involved if this step is not completed.
2. Contact a school administrator if the concern is not resolved.
3. If a parent does not feel an agreement has been reached, the concern may then be taken to the pastor and/or Board of Education Chair.

APPENDIX

St. Francis of Assisi School
Digital Resources Acceptable Use Policy

The following guidelines for digital resources apply for all students in grades K-8:

- 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.
- In grades 6-8: 1:1 devices purchased and used for class work must be Chromebooks.
- Keep your password private. Students should access only their own account(s).
- Inappropriate use includes, but is not limited to: 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.
- In grades 3-8, 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 computers are remotely monitored. Students who use their own equipment to access the school's guest network are required to follow the same set of rules.

Students who use their own personal equipment and outside networks may use this equipment for personal uses during non-instructional time. They must recognize, however, that they are in a school setting and must respect the need to maintain a positive learning environment. All state and federal laws and Board policies apply, including Inspections, and Searches.

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 only to sites needed for class. A second offense may result in the loss of computer privileges for the remainder of the school year. A third offense may result in the student only able to use a school issued device that is restricted to school sites only. Depending on the severity of the infraction, other consequences may apply.

Everyone using St. Francis of Assisi School information technology resources, including, but not limited to, School-owned networks and/or School-owned devices, is responsible for:

1. being ethical and respectful of the rights of others and of the diversity of the communities, including the rights to privacy and all other legal requirements and restrictions regarding access to and use of information;
2. refraining from any illegal and improper intrusions into the accounts of others and/or into any school information technology resources and systems;
3. taking all reasonable steps to ensure the accuracy and the security of the information that he/she compiles or provides;

4. refraining from acts that waste resources and prevent others from having broad access to St. Francis of Assisi School resources;

5. recognizing and honoring the intellectual property rights of others, making citations as appropriate; and

6. refraining from the use of technology to bully/harass others.

Drink/Snack Guidelines at St. Francis Day School

These are to be followed 8:05 AM to 3:20PM

At St. Francis we have developed our guidelines to promote a safe, healthy environment and lifestyle across our school building. There also is a lot of research on how well, healthy fed students learn better in the classroom.

FOOD/DRINKS CONNECTED INTO TEACHING

Teachers will gain pre-authorization for any food items to be used to help in the learning of their Standards and Benchmarks. Request needs to be sent to Admin for approval.

HOLIDAY PARTIES

All Saints' Day and St. Valentine's Day parties will have snacks/drinks ordered through food service. Homeroom parents will be informed, and acknowledge this, each school year.

SNACK LISTS

Snack lists will be provided to parents so they know what can be sent to school with their child for AM/PM snacks. The list will have safe snacks listed. The list will be minimal, as teachers don't need to be patrolling this.
Except for fresh made foods (fruit, veggies, hard boiled eggs) all snacks must be pre-packaged.
Meat Sticks - must be one of these brands: Mission Meats, Chomps, Jack
Yogis - Yes
Veggie Straws - Yes
Granola Bars - Yes - must be one of these brands: Madegood, Clif, Kidzbar, Bobo's
If someone brings something not on the safe list they won't be allowed to have it. It will go in their bag to go back home.

REWARD DAYS

Classrooms will be allowed 1 reward day per trimester that may involve food/drinks. The food/drinks must be ordered through food service or be from the safe snack list. (Or teachers can let them bring a snack on reward day off the safe list or from food service.)

If someone brings something not on the safe list they won't be allowed to have it. It will go in their bag to go back home.

FIELD TRIPS

Teachers will be informed of who has allergies. When eating a meal those students need to be around safe lunch students. Parents will be packing most lunches.

We do provide a peanut free, healthy sack lunch for students as an option. We encourage families to take advantage of the sack lunch.

FUNDRAISERS/AUCTION EVENTS

Auction parties are going to be allowed as they have been well handled through the years. We will be sure all students have food items they can eat. (ie Pizza parties - these take place of school lunch on those days - gluten free and dairy free pizza will be available as needed for students with allergies. Individual homeroom teachers are in charge of letting School Nutrition know they will need a gluten free or dairy free pizza.) The additional food students bring to supplement lunch that day must be safe food items.

Please note that activities like Girl Scouts aren't school sponsored - medical items like epipens are in the school and available for school sponsored activities. Those meds cannot be accessed for non-school functions. Parents: Do not assume your child will have access to meds if they are at an activity that is at school if school is not in session and/or it is not a school sponsored activity.

Policy 579
DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Harassment, Bullying and Hazing

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. Schools should develop and incorporate programs to eliminate harassment, bullying and hazing from all student and school personnel.

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

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the 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 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 victimization 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 that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning 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 another student or students are the victim of bullying, harassment or hazing should immediately report their concerns to the school principal or the principal's designee. The school must promptly and reasonably investigate allegations of bullying, harassment and hazing. The principal or the principal's designee will be responsible for handling all complaints by students alleging bullying, harassment or hazing.

If a staff member believes she/he is or has been bullied, harassed or hazed by a student, the staff member should contact the principal who must investigate the matter. If the staff member chooses, the matter may be reported 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 integrated into the school's Comprehensive School Improvement Plan (CSIP). The principal or the principal's designee is responsible for collecting data relating to incidents of harassment, bullying and hazing. This data must be reported in the spring Basic Education Data Survey (BEDS) and to the local public annually.

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 behavior or lifestyles that are inconsistent with Catholic teachings.

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

Regulation 579.1
Accompanies Policy 579
DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL
Investigation of Harassment, Bullying and Hazing by Students

COMPLAINT PROCEDURE:

Any individual who believes that the individual has been harassed, bullied or hazed should notify the principal or the principal's designee. 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 investigator may request that the target of the abuse complete the Harassment/Bullying /Hazing Complaint form and turn over evidence including, but not limited to, letters, notes, tapes, pictures, emails, etc. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The principal or the principal's designee 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.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or hazing and report the findings and conclusions to the principal, if the principal is not the investigator.

RESOLUTION OF THE COMPLAINT:

If the principal is not the investigator, the principal may investigate further, if deemed necessary, 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 discipline.

The principal must file a written report closing the case and documenting any disciplinary action taken or any other 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.

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

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

Regulation 579.2
DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL
Investigation of Harassment, Bullying and Hazing by Students
HARASSMENT/BULLYING/HAZING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of alleged harasser/bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

_____

_____

Name of witnesses (if any): _____

_____

Evidence of harassment, bullying or hazing; i.e., letters, notes, emails, etc. (attach evidence if possible):

_____

_____

_____

Any other information: _____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____
(Complainant or Investigator)

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

Regulation 579.3
DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL
Investigation of Harassment, Bullying and Hazing by Students
HARASSMENT/BULLYING/HAZING WITNESS DISCLOSURE FORM

Name of Witness (es): _____

_____

_____

Position of Witness (es): _____

_____

Description of incident witnessed: _____

_____

_____

_____

_____

Any other information: _____

_____

_____

_____

_____

I agree that all of the information in this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

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

DIOCESE OF DES MOINES

Bullying/Harassment/Hazing Data Collection and Report Form

Report the number of written complaints and investigations of these complaints. Input the number of written complaints on the left and the consequences on the right.

Number of Bullying/Harassment/Hazing investigations where primary motivation for incident was:	Consequences of written complaints where alleged bully/harasser was a student	Consequences of written complaints where alleged bully/harasser was a staff member or volunteer
Physical Attributes (includes student's appearance) [Number in the box above should be the same as the total of the numbers in the boxes to the right.]	Number unfounded Number founded, but no consequences Less than or equal to 10 days out-of- school suspension Greater than 10 days out-of-school suspension or expulsion One or more full days of in-school suspension (ISS) Number of other - please specify (Saturday detention; community service; less than a full day of ISS, etc.)	Staff: __ Number unfounded __ Founded but no consequences __ Adverse employment consequence (Describe) Volunteer: __ Number unfounded __ Founded by no consequences __ If consequence, describe
Real or Perceived Sexual Orientation [Number in the box above should be the same as the total of the numbers in the boxes to the right.]	Number unfounded Number founded, but no consequences Less than or equal to 10 days out-of- school suspension Greater than 10 days out-of-school suspension or expulsion One or more full days of in-school suspension (ISS) Number of other please specify (Saturday detention; community service; less than a full day of ISS, etc.)	