



# **Bosco Catholic School System**

## **Parent/Guardian Student Handbook 2020 – 2021**

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[www.boscocatholic.org](http://www.boscocatholic.org)

**Don Bosco Principal – Casey Redmond**  
**PK-8 Principal – Shelby Douglas**  
**Pastoral Coordinator – Rev. Henry Huber**

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Policies of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found at the Archdiocesan website. These policies are also available at the Bosco Catholic School System school offices.

# Parent/Guardian-Student Handbook

## I. Philosophy

### A. Mission Statement of the Educational Apostolate-Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to guide individuals to:

- respond to God's continuous call for conversion to Jesus Christ
- form and be formed in Christian community life
- grow in knowledge
- participate in liturgical celebrations and prayer
- collaborate in the Church's mission of evangelization

### B. BCSS Mission Statement/Philosophy

BCSS is an accredited Catholic education program of students, parents, teachers, Church, and community, providing opportunities for growth by forming a learning community for all. Students enrolled at BCSS can expect to receive care, concern, and help from others; and, in turn, are expected to agree to show that care, concern, and help for others. A student's attendance at BCSS is based on this willingness to work in harmony and partnership toward achieving the mission of the school.

To provide a learning atmosphere that helps students develop a code of Christian personal conduct as an individual balanced with community membership, the following policies and procedures have been established by the BCSS Catholic School Board. This handbook was developed in collaboration with administration, faculty, parents, and students. Students and families have a responsibility to know the policies published in the handbook, the rules, guidelines, and their implementation. Neither ignorance nor lack of understanding of the policies and rules will release a student, parent, or guardian from responsibility to cooperate with the stated policies. Signing the Educational Covenant means an agreement to follow these policies.

**The Handbook** is intended to provide information, policies, rules, and guidelines for students, parents, families, and faculty. Every situation that might arise during the school year cannot be covered; this is an overall guide and not intended to be all-inclusive. All Archdiocesan policies and State of Iowa education laws that apply to the BCSS are to be followed.

The Board retains the right to amend the handbook for just cause. If changes are made, prompt notification will be given.

## Mission

*The Bosco Catholic School System provides students and families with academic, spiritual, moral and sacramental formation so that they are prepared to be faithful disciples who are the light of Christ in the world.*

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

### **A. Admission**

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

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

A valid immunization card must be on file in the office before a student is allowed to attend classes.

### **B. Equal Opportunity**

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

## **III. Catholic Dimension/Uniqueness**

### **A. Catholic Atmosphere**

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

Besides classroom instruction in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass during the week are part of the spiritual life of the school. Parents are welcome at any school liturgy. Please watch the school newsletter/parish bulletin for the exact liturgy schedule.

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

### **B. Prayers, Practices, and Beliefs (K-8 classes)**

A list of prayers and other basic beliefs and practices for K-8 students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

### **C. Spiritual Program**

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

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

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

- a. Sacramental Preparation - Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.
- b. Liturgical Celebration - Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

The components of the BCSS Spiritual Program flow directly from and are based on the components of Youth Ministry found in the document: "A Vision of Youth Ministry". The seven components are: Word, Worship, Creating Community, Guidance and Healing, Justice and Service, Enablement and Advocacy.

The BCSS Spiritual Program is our attempt to reach out into the daily lives of our students, faculty and staff and show them the presence of God and help them in their Christian response to that presence. The school or class retreats, the Teens Encounter Christ program, the faculty retreat and reflection times, daily morning prayer, prayer before class, all school Masses, class Reconciliation services, individual Reconciliation, Masses in the school chapel and individual class prayer experiences are BCSS's attempt to implement these components. It is an ongoing process of change and adjustment. The staff, faculty, parents and students see it as an important part of the BCSS experience.

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

##### **A. Assessment**

Students in grades 3-11 will take the current assessment mandated by the Iowa Department of Education. Students in grades K-8 will take the MAP assessment. Other high school testing includes ASVAB Armed Forces Vocational Aptitude Battery).

When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

##### **B. Band -Elementary**

Band is a curricular elective for students beginning in fifth grade. Rules are set by the director and coincide with those of other IC/SJ activities. Any student in grades 6-7-8 who drop band at a time other than the semester needs to have a signed note from parents, see the band director, and the principal.

##### **C. Computers**

Students in the high school are provided with a MacBook Pro computer to use both in school and out of school during the school year. Devices are collected during the summer for cleaning and updating. Students are issued the same device throughout their four years.

Students in the middle school (grades 6-8) are provided an iPad to use both in school and out of school during the school year. Devices are collected during the summer for cleaning and updating. Students are issued the same device throughout their three years.

There is a separate Acceptable Use Policy for these devices. This is provided to families each year via the school website. Parents and students must sign and return a form indicating they will abide by the policy. Parents must also indicate annually how any necessary repairs will be covered. This can be through homeowners insurance, insurance purchased through the school, or out of pocket.

Students in grades K-5 have mobile labs or iPads and Mac laptops available for instructional use in their classrooms.

Computers are available for educational use. **Email from school computers is to be strictly for educational purposes.** Any tampering with or vandalism to hardware or software will result in loss of computer privileges and/or suspension. If a student has a problem with a computer they are to contact the faculty monitor immediately.

##### **D. Copyright**

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (AFFC/ACSB #2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

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

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

### E. Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians. Field trip fees have been included in tuition except for the 8<sup>th</sup> grade class trip which is paid for by the students participating.

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

For grades PK-8, beginning with the 2019-2020 school year no electronics of any sort will be allowed on field trips, this includes the bus ride. Pictures if needed, will be taken by school owned devices by teachers or students assigned the task as part of their learning experience. Teachers will have their cell phones as a means of communication in case an emergency arises.

### F. Guidance

The IC/SJ counselor complements the academic program by offering support to students in a number of areas. The counselor will provide regularly scheduled age appropriate guidance lessons in grades PK-5. Guidance lessons in the middle school will be covered by classroom teachers with support from the counselor.

At Don Bosco High School the counselor places strong emphasis on post-high school planning and financial aid information as well as offering individual and group counseling. Individual testing can be arranged through the guidance office. Some standardized testing is done following the schedule of the school.

### G. Homework

Homework is encouraged in order to teach students the importance of practice, review, application, and responsibility. Teachers try to assign homework in accord with the age of the students. Parents should not have to instruct students, but are encouraged to support the process through questions and suggestions when appropriate, and checking if work is turned in on time and completed with quality.

Elementary Level Late Work - Parents and teachers together are to help students take responsibility for their own learning, including meeting deadlines. Because practice and application are important in the learning process, assigned work needs to be completed. Students need to develop a habit of returning completed work. Therefore, age-appropriate consequences will be given for incomplete work.

High School Level Late Work - The student will be allowed to make up the class work missed during the time of an excused absence. IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN THE ASSIGNMENTS MISSED AND TO COMPLETE THE REQUIRED WORK IN THE TIME SPECIFIED BY THE TEACHER. Work not completed on time or work missed during an unexcused absence may result in the reduction of the scholastic grade.

### H. Human Sexuality Program (Elementary Level)

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

### I. Internet

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

#### J. Library/Media Center

Students have the opportunity to check out books and use technology at the library/media center in each building. Nothing is to be taken from the library/media center by a student without signing his/her name on the card with the material. Reference books, and newspapers are to be used in the library/media center and may not be taken from the room. Misuse will result in loss of privileges. Overdue books and materials must be returned and fines, if applicable, paid before checking out anything else.

#### K. Multicultural/Gender Fair/Global Education

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

#### L. Physical Education Waiver

“A pupil shall not be required to enroll in either physical education or health courses if the pupil’s parent or guardian files a written statement with the school principal that the course conflicts with the pupil’s religious beliefs.” (AFFC/ACSB #6144.3)

#### M. School Parties (Elementary Level)

Students may bring birthday treats, but are not allowed to have birthday parties at school. If a student wishes to bring treats they will be passed and shared. Parents are encouraged to send healthy treats or non-food treats for birthday celebrations.

After school parties are the responsibility of parents/guardians. Late evening parties are discouraged during the school week. Invitations may not be passed out during school hours unless all class members are invited.

#### N. School Day

- St. Joseph Center 7:30 a.m. with dismissal at 2:15 p.m. Students will not be allowed in the building prior to 7:15, unless previous arrangements have been made.
- Immaculate Conception Center 7:30 a.m. with dismissal at 2:25 p.m. Students will not be allowed in the building prior to 7:15, unless previous arrangements have been made.
- Don Bosco High School 7:30 a.m. with dismissal at 2:28 p.m.

#### O. Special Services

The service of an educational consultant, psychologist, social worker, speech therapist, physical therapist, and occupational therapists are available through Central Rivers AEA. Requests for consultation with these AEA personnel are made by parents, or by teachers in agreement with parents and the school principal. A meeting may be scheduled to identify areas of difficulty and develop strategies to resolve concerns. In the case of speech/language, physical therapy, and occupational therapy the development of an IEP (Individual Education Program) may be warranted, and special education services will be provided Central Rivers AEA personnel on site.

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

1. The right to be contacted and told what the school plans to do about your child’s educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program
3. The right to a full evaluation of your child’s needs. If you don’t agree with the school’s findings you may request an outside evaluation.
4. The right to see your child’s records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child’s record without your permission, given in writing. Exceptions are people such as your child’s teacher, or other school officials engaged in planning your child’s educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special educational programs.
7. The right to be involved in the development of your child’s IEP (individual educational program).
8. The right to someone present to help you in the development of your child’s IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child’s diagnosis or placement.

If you desire additional information, please contact your child’s principal.



## P. Substance Abuse Education

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

## Q. Student Assemblies-School Liturgies

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

## **V. Communication**

### A. Absence

Regular attendance is a key factor in success with school-work. The value of the work missed is difficult to make up by out-of-class work. Students are to arrive at school by the beginning of the school day, and should not expect to be dismissed until the school day ends, except for sickness. Students are to report to the school nurse if they get sick during the day. The school nurse approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to pick up your child or to make other arrangements.

Doctor and dental appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written notification for the teacher. Such a request must be signed by the parent, including the specific reason for the request, the exact time of the dismissal, the length of the dismissal, and be presented at the attendance office BEFORE school starts. A written request from the parent/guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. The Administration reserves the right to determine if an early dismissal is excused or unexcused. The following examples are unexcused: shopping, hair appointments, tired (slept in), vacations etc. No child is released unless the office knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

Parents/guardians are requested to phone the school between 7:00 a.m. and 8:00 a.m. if a child will be absent and inform the school of the reason for the absence. If a student will be absent for an extended time due to illness, parents/guardians should inform the principal/school.

An excuse signed by the student's parents giving the reason for the absence and the days absent is to be presented at the office when the student returns to school.

Elementary - If an absence is known in advance, parents need to send a written note to the school office one week before the absence, stating the reason. All homework and when it should be turned in should be discussed with the teacher.

High School - Any student who plans on being absent from school must get an advance absence form from the office and return it to the attendance office the day before the planned absence. This form is to have the signatures of all the teachers of classes. All work, assignments, and tests are to be taken before one will be absent or arrangements for such are to be made before the student is absent. Failure to follow this policy will result in the absence being an unexcused absence.

Unauthorized absence from any class, homeroom, study hall etc. is prohibited and further actions may be taken.

#### a. Excessive Absence:

##### **Students with excessive absences are in serious risk of not passing.**

1. Office will monitor student attendance and refer to the principal after the 7th absence in a semester. Medical verification of illness can be requested.
2. When absences reach 7 days in a semester and records reviewed, parent contact is made and a form letter from the principal is mailed to the student's parents, a copy is placed in the student's cumulative folder, and a copy is forwarded to the archdiocesan superintendent of schools.
3. When absences reach 10 days a meeting with the principal, student, and guardian/parent is made.
4. Following 14 absences in a semester and an attendance review, the principal notifies the family, the archdiocesan superintendent of schools, and contacts the local county attorney. At the **high school** level, when absences reach **14** days for a semester the student is **dropped** from the class with no credit unless there are extenuating circumstances.

b. Long Term Absence:

In the event a student suffers from a long-term illness keeping him/her out of school, tutoring for that period of time can be arranged. Communication with the school is important so no unforeseen outside agency costs are accrued. Such outside agency costs are the responsibility of the parent/guardian.

B. Tardiness

Elementary - A child is considered tardy if arriving at the classroom after the ring of the 7:30 am bell but before 9:30 am. A child is considered 1/2 day absent if arriving after 9:30 am or leaving before 12:30 pm. Frequent unexcused tardies will result in having the student make up the time missed outside of the regular school hours

High school - As members of the school community, students are expected to be in school, in class, and on time. The following will apply in regard to tardiness:

**Tardy to School:**

1. Students arriving after 7:30 AM should report directly to the office.
2. Tardies to school will be recorded by teachers and reported to the office. The office will check the tardies every week and inform the principal. Tardies will be handled on a weekly basis. Consequences for tardies are per semester. The principal will make the final determination if it is excused versus unexcused not the parent.
  - a. 3rd tardy: mandatory 30 minute detention with 60 minute detentions to follow on every 3rd subsequent tardy (6th, 9th, 12th, etc.)
  - b. Upon the 3rd tardy and each one thereafter the student will complete a short reflection on why they were tardy and share with the administration.

**Tardy to Class\*:**

1. Passing time is 5 minutes. Tardies will be handled on a weekly basis. Teachers will be responsible for recording and monitoring student's tardy to class.
2. Over the course of a semester, any student who is tardy to class periods 2-8, 3 times and every tardy thereafter, will not be allowed to participate in any performance, rehearsal, game, meet, contest, or practice on that calendar date, unless cleared with the principal prior to 2:30 pm that day. This policy excludes excused appointments.

\*Tardy to class is defined as not being in one's assigned class at the time the bell rings. Students not present in the classroom will be noted as tardy by the classroom teacher on PowerSchool.

\*Accumulation of tardies over a semester may result in parents being contacted, and potential further disciplinary action taken if the situation isn't rectified. (i.e. loss in privilege in extracurricular activities may be taken)

C. Complaints

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

Instructional Materials and Activities, AFFC/ASCB 1312

Complaints Against Teacher/Employee, AFFC/ASCB 4119.4g

Complaints Against Administrator, AFFC/ASCB policy 4119.4h

Complaints Against Board Members, AFFC/ASCB policy 8252

**The normal channel for complaints concerning school shall be from parents or students in this order: (1) to the person directly involved; (2) to the principal; (3) to the Board.**

Every effort will be made to satisfy the complainant at the earliest level. Complaints not resolved with the teacher or principal must be submitted in writing before further processing.

#### D. Dual Parent Report

According to AFFC/ACSB 5124, in the case of a student's whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of **both** parents should be on file. Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at BCSS (i.e. notices of school functions, progress reports, newsletters, etc.) will be made available to both parents.

#### E. Early Dismissals, School Closing, and Late Start Procedures

Bosco Catholic School System follows the high school schedule of the Waterloo Community School District regarding school closings-bad weather. However, based on local conditions, Bosco Catholic may elect to close due to bad weather. **Do not call the school.** Check the local radio and TV stations or their websites or the school website [www.boscocatholic.org](http://www.boscocatholic.org) for official announcements. Phone messages will be sent to parents/guardians via the school's notification system. **Please check the message and do not just call the school.**

#### F. Parent/School Communications

Adequate and clear communication between school and home is essential for the success of the children. Each elementary student has an Agenda for daily communication between school and home. An elementary/middle school parent newsletter is posted each Thursday to the school website. A high school parent newsletter is sent out each month. All parents receive an email to inform them that the newsletter for the week has been posted. A paper copy is available upon request. Cancellations, general school information, activities, and the lunch menu are available on the school website [www.boscocatholic.org](http://www.boscocatholic.org). Parents should feel free to call or email teachers about student progress or other situations of concern.

#### G. Parent-Student-Teacher Conferences

Conferences are held twice each year, once each in the spring and fall. All students and parents are encouraged to participate in the conference. Other parent-student-teacher conferences can be scheduled, by either parents or teachers, as the need is recognized.

#### H. Progress Reporting

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls/notes, and quality progress reporting. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student's ability and background.

Because growth occurs best in a positive learning environment that enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are standards based with defined grade level expectations, so too, reporting to parents/guardians needs to be in accord with those standards /grade level expectations and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

Progress reports will be sent home at the end of each semester with students in grades K-8. Progress is shared at fall and spring conferences.

For middle school and high school students, progress information is available at all times on PowerSchool. Parents are encouraged to login regularly to review student progress. Middle School and High School grades are given in letter grades. Comments provide additional information.

Grades K-2 Progress Report - These progress reports are more skills-based. This approach reflects current research in reporting progress made by a child of this age level. The evaluation markings indicate progress made for the individual student. Evaluation Marks are an indication of how proficient the student is with the descriptor indicated. Students receive evaluation marks based on progress made for his/her individual abilities.

**I** represents an **Independent** learner. It means that the student demonstrates independent/accurate skill in this area.

**D** represents a **Developing** learner. It means that the student demonstrates progress, but still needs assistance or improvement in this area.

**E** represents an **Emergent** learner. It means that the student is at the beginning level of development in this area.

**NA** will be used when an area is not be assessed during a specific reporting period and therefore is not applicable

Grade 3-5 Progress Report - These progress reports are standards-based. These markings indicate progress made for the individual student. Evaluation marks are a numerical indicator of the student's progress *toward meeting the designated standard*. A student receives evaluation marks based on progress made for his/her individual abilities.

**4** indicates that the student consistently exceeds the standard. It means that the student has consistently gone beyond expectations in a specific area of learning.

**3** indicates that the student has met the standard. It represents the challenging work that is needed to meet the standard. It means that the student has met the expectations required in a specific area of learning.

**2** indicates that the student demonstrates he/she is progressing toward learning the skills and knowledge defined by the standard. It means that the student is progressing toward the expectations required in a specific area of learning.

**1** indicates that the student is just beginning to learn the skills associated with the standard and he/she does not exhibit enough understanding to meet the expectations of the standard. It means that the student is just beginning to meet the expectations required in a specific area of learning.

**NA** will be used when a standard area is not assessed during a specific reporting period and therefore is not applicable.

*Comment Sections* are found throughout the progress reports. These provide an opportunity to further explain a student's growth.

Progress Reporting (6-12) - Monitoring and reporting student progress is important for the academic growth of our students.

PowerSchool is a web-based software program utilized by our school. Teachers record student scores from assignments, quizzes, tests, and projects into this program. Parents are able to access their student's scores via the Internet using a user ID and password. We strongly encourage parents to utilize this tool to check on their child's academic progress.

#### Middle School Grading System

A = 93-100; A- = 90-92

B+ = 87-89; B = 83-86; B- = 80-82

C+ = 77-79; C = 73-76; C- = 70-72

D+ = 67-79; D = 63-66; D- = 60-62

U = Less than 60

#### High School Grading System

A = 95 - 100; A- = 93 - 94

B+ = 91 - 92; B = 87 - 90; B- = 85 - 86

C+ = 83 - 84; C = 79 - 82; C- = 77 - 78

D+ = 75 - 76; D = 72 - 74; D- = 70 - 71

F = Below 70

I = incomplete\*

Progress reports have always been just one way to portray your student's school experience. Newsletters, parent conferences, e-mails, phone calls and student work sent home are all ways that teachers communicate progress and student behavior. We hope you continue to use these opportunities as well to stay informed about your student's progress.

#### I. Student Privacy Act

In conformity with the Student Privacy Act, and AFPC/ACSB 5125, BCSS do not send out student information to any outside organizations without written authorization of the student/graduate.

#### J. Student Records

A permanent record of each pupil is kept on file at school in accord with ACSB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

#### K. Telephones/Electronic Devices

The telephone is to be used after school only. Students must have the permission of the principal/teacher/secretary to use the telephone. Students will not be allowed to use the phone to call home for forgotten items, etc. Parents should ask to talk to students only in case of an emergency. Parents are not to call/text their son or daughter on their cell phone during the school day. Parents need to call the office and leave a message instead. **For grades 9-12**, cell phones are not to be used during class periods unless the teacher gives permission for academic purposes. **For grades PK-8**, no electronics, including cell phones, should be brought to school. If cell

phones must be brought to school for communication before or after school, they will be collected at the beginning of the day and returned at the end of the day.

Misuse of electronic devices such as MP3 players, iPods, cell phones, and calculators, will result in confiscation. The student will be able to pick up their device from the teacher or in the office at the end of the day.

#### L. Visiting Classes

Times can and will be arranged for parents/guardians to visit school. We welcome your interest and support. Please call us and let us know what time would be convenient for you.

### **VI. Discipline**

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the BCSS Catholic School Board and administration after consultation with Immaculate Conception/St. Joseph School, Don Bosco High School faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes and their implementation are the responsibility and obligation of each BCSS student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to BCSS, are to be respected and followed.

#### A. Discipline Code

Discipline in a Catholic School is basically self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the two-fold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premise that parents and teachers must work together and support each other's efforts.

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

Unacceptable student behaviors include:

1. Use of drugs, alcohol, tobacco, vaping, and any Electronic Smoking Devices
2. Personal injury (fighting, calling names)
3. Inappropriate bus behavior
4. Possession of a dangerous weapon
5. Truancy
6. Repeated tardiness
7. Repetitive unacceptable classroom behavior
8. Habitual late/incomplete assignments
9. Vandalism
10. Harassment, which includes sexual harassment of students and teachers

Consequences:

- Detention
- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to AFFC/ACSB 5144.1. (See also Gangs AFFC/ACSB 5133)

Detention - Members of the faculty have the specific right, responsibility and obligation of implementing and enforcing the regulations of the school. The detention period becomes one of the main tools for enforcing the rules and regulations of the school. Any student who receives oral or written notification of detention must serve the detention either that day or the following school day. Those assigned must report on time to the teacher or administrator who gave the detention. They must come with books, paper, and pen/pencil prepared to work on school assignments or silent reading. **During the detention period, silence will be maintained, the school dress code is in effect, sleeping, phone, and computer are not permitted.**

Appointments, work, activities, rides or anything of that nature NEVER excuse the student from completing the detention within the two day requirement. The time the detention will be served is at the discretion of the School Administrator or teacher. If a serious conflict exists and the student is unable to serve the detention within this time frame, he/she must see the Principal/teacher who gave the detention to get extra time to make up the detention.

**Students may serve their time in regular, service learning (in building), or community service (out of building) detention. A student who skips detention will receive additional time determined by how long they were to attend (example--1/2 hour goes to an hour).**

Disciplinary Referrals at Don Bosco - Teachers will submit discipline referrals. Parents will be contacted upon a repetitive nature of referrals. It should be understood that certain forms of misbehavior will result in parents being contacted right away and appropriate discipline administered. The school will not tolerate gross disrespect to teachers or staff, insubordinate behavior, fighting, unsafe behavior, etc.

Discipline Committee - The Don Bosco Discipline Committee is made up of: the Principal, school counselor, and three (3) teachers. Other resource people may be invited at the request of the committee. Archdiocesan policy (5144.1) stipulates that the Discipline Committee has the authority to expel a student subject to the recommendation of the Principal. The decision of the discipline Committee may be appealed to a disciplinary review board.

#### B. Behavior Policy grades 9-12

Students at Don Bosco High School are expected to behave in a manner conducive to learning. Teachers are leaders in the classroom and will establish clearly defined classroom expectations with students that all are expected to follow.

If expectations are not being met by a student the teacher may have a meeting with the student with the hope of solving the classroom disruption. Following these meetings the teacher will contact a parent/guardian. A teacher may meet with a student three separate times before the matter is referred to the principal who will meet with the student and create a plan of action to resolve any classroom issues. Parents will be notified and asked to participate in the process.

As part of our problem solving process the teachers will record these first three meetings and upon the fourth occurrence will fill out a referral. The school counselor may also be involved in the 2nd or third meeting with or without the teacher.

On the fourth occurrence the teacher will involve the principal to speak with the student and teacher to create a plan. Continued behavior will require another meeting with the parent, student, teacher, and principal and possibly counselor.

#### C. Beverages, Candy, Food, Gum

Beverages, candy, food, gum, etc. are not permitted in classrooms, study halls, library, computer labs, hallways, and the bus from 7:00 AM until 3:00 PM. Students can have water bottles, for water only, in classrooms.

#### D. Gambling

Gambling is not allowed.

#### E. Fire Extinguishers

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00 and could face further disciplinary action.

## F. Gangs

In accord with AFFC/ACSB policy 5133, if a student is suspected or identified as being a member of a gang, initiates or participates in any gang related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child-care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when the use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the school/program/Archdiocesan discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

## G. Bullying/Harassment

It is the policy of the Archdiocesan Catholic School Board and BCSS to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location.

It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

Harassment and bullying shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

Trait or characteristic of the student includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

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

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

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victim or perpetrator's teacher, immediate supervisor, principal, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

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

## H. School Dress Code and Good Grooming Policy - See Appendix

## I. Search and Seizure (See also "Search and Seizure Policy in Appendix)

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

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## K. Weapons and Dangerous Instruments

It shall be the policy of the BCSS Catholic School Board that weapons and other dangerous objects be taken from students and others who bring them on to the school premises. Parents of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, coming to and from school or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in AFFC/ACSB 5131.7a.

## L. Tobacco, Drinking, Use of Non-Prescribed Drugs, Vaping, Electronic Smoking Devices

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

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student’s possession of tobacco, drugs and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (See also AFFC/ACSB 5131.6, AFFC/ACSB 5131.61, AFFC/ACSB 5144 and/or AFFC/ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline) Students in violation of this policy will be assessed a \$25.00 (twenty five dollar) fine for first offense. Additional penalty (s) will be added for repeated violations.

## **VII. Extracurricular Activities**

### A. Athletics for Grades 7-8

Immaculate Conception/St. Joseph Catholic School provides organized sports for boys and girls in volleyball, basketball, wrestling, softball, baseball, and track. Many sports are provided in conjunction with the Iowa High School Athletic Association and are available for students in 7<sup>th</sup> and 8<sup>th</sup> grade only. \*Upon completion of 6th grade a student is considered a 7th grader. Participation by students in younger grades may be allowed depending on the sport. Students sign up for the sports season. Before any athletes may go to a school practice, they need to have the following on file in the school office:

1. Current (within 12 months) school physical form
2. Insurance waiver
3. Academic Agreement (Athletic Covenant)

Participation in a sports program is a privilege, not a right, and can be a valuable growth experience for youth. Therefore, participation in a sports program is available to those students who maintain satisfactory academic eligibility and work willingly with coaches on Christian values of self-responsibility, fair play, and teamwork. Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown.

Parents of athletes are expected to volunteer to cover home events if their child is to participate.

Practices - Parents are urged to not only drop students off at the appointed time (not more than five minutes before practice), but to pick students up from practice on time (within ten minutes after practice) or arrange for a ride home. Coaches are to inform students



and families of practice times and to start and end practices on time. No practices may be held when school is dismissed early for bad weather.

Any student reported by the coaches for misbehavior or destruction of property will automatically sit out for 2 games/events and damage to school property will be paid by the offender. A student in trouble a second time will have to sit out 4 games; the third offense will cause suspension for the rest of the year. Other action may take place depending upon the situation, determined by the principal, athletic directors, and/or coaches.

Expectations for Participants - The student is required to SHOW UP (or call the coach) for practices and games and must sit with the team. Failure to show can mean sitting out until suspension is fulfilled. All coaches and officials deserve respect at all practices and events.

Sports Uniforms - Uniforms must be turned in within a week of the last game played, laundered, placed in a bag with the athlete's name, and turned in to the IC office. Athletes are responsible for uniforms issued and must pay replacement costs for uniforms lost or damaged. If uniforms are not laundered and/or not returned in a labeled bag, the uniform will be refused until this is done and athletes may face the consequence of detention each day until the uniform is returned or reimbursed if it is later than a week after the last event.

Fair Play/Good Sportsmanship - At athletic contests students, coaches, and fans should treat opponents, spectators and officials with Christian courtesy and respect. The goal to strive for is to be known for our fair play, good sportsmanship, positive and winning attitude, as well as bravery, character, and honor in defeat.

Student Activities - When the name of the school is affected, consequences can be issued. We are all identified with BCSS. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

#### B. Co-Curricular Activities (High School) - See Appendix

#### C. Public Conduct on School Premises

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

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

Therefore the following provisions are in effect:

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

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

Further reference can be found in Archdiocesan Catholic School Board Manual, AFFC/ACSB 1251

## VIII. Health/Safety Issues

### A. Abuse

In compliance with School Laws of Iowa and ACSB 4116.30a any certificated or licensed employee of (Name of Site) School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

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

Help for Victims of Sexual Abuse - The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups, and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call toll free 800-803-6758 or 866-319-4536 to report an allegation or receive assistance. This program is part of the Policy for the Protection of Minors.

### B. AIDS

Children diagnosed as having AIDS, or with laboratory evidence of infection with the AIDS associated virus (HILV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with ACSB 5141.2

### C. Alcohol/Drug Policy

The BCSS Catholic School Board develops guidelines that are in accordance with the AFFC/ACSB 5144 and AFFC/ACSB 5144.1 on student responsibility and discipline.

BCSS strives to maintain a drug-free and alcohol-free educational environment for all students so they may be able to learn. Therefore we will do what we consider necessary to maintain this drug-free, alcohol-free educational environment. This includes but is not limited to the following: locker searches, drug dog search, drug and alcohol information sessions and demonstrations, classroom teaching, etc. **Please be aware that this is your notification, required by law, of a search.**

Students are not to use, possess, sell or be under the influence of nonprescription drugs, beer or other intoxicating beverages in school, on the school grounds at any time or while on a school sponsored activity off campus. A breathalyzer is available if needed.

ALL SUCH OFFENDERS MUST MEET WITH PARENTS OR GUARDIAN, THE SCHOOL ADMINISTRATOR, AND OTHER PERSONNEL AS DEEMED APPROPRIATE BY THE PRINCIPAL. The Administrator reserves the right to deviate from the stated consequences as deemed appropriate depending upon any mitigating or aggravating circumstances (including, but not limited to, parental involvement or facilitation of the infraction) present in an individual situation.

First offense:

1. 4 hours of detention to be completed during PD days (service hours completed at school.)
2. 10 hours of non-school related community service.
3. The School may require an independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling and/or participation in an approved alcohol/drug awareness program

Second offense:

1. 8 hours of detention to be completed during PD days (service hours completed at school.)
2. 20 hours of non-school related community service.
3. The School may require an independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling and/or participation in an approved alcohol/drug awareness program

4. Offenders will be prohibited for one year (12 months) from attending, as a spectator, any school sponsored athletic events and from attending or participating in dances, prom, senior trip, or any other school sponsored event (excluding religious events or educational field trips).

Third offense: Recommendation of EXPULSION to the committee noted above.

This policy does NOT replace or supersede the co-curricular conduct code.

Students must continue to practice with all teams, organizations and clubs (athletics, cheerleading, swing choir, solo performances, band/chorus, National Honor Society, speech, drama, student council) within the guidelines of the co-curricular conduct code and subject to any other rules and regulations of each particular activity.

FAILURE TO ADHERE TO THE ABOVE GUIDELINES WILL RESULT IN A REFERRAL TO THE DISCIPLINE COMMITTEE FOR POSSIBLE EXPULSION. (Board Policy adopted 10/14/91)

Students who self-refer for drug and/or alcohol treatment to any member of the faculty, will not be subject to the disciplinary code as long as treatment is ongoing and positive. If in the judgment of the administration the self-referral is only to avoid the sanctions of the co-curricular conduct code, the disciplinary consequences will NOT be waived.

#### D. Asbestos

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the Immaculate Conception/St. Joseph Catholic School building. The buildings have been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. The most recent inspection was January 2003.

#### E. Blood Borne Diseases

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

#### F. Chemical Right to Know Law

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

#### G. Lead in the Drinking Water

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

#### H. Medication

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

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

## I. Safety Drills

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

## J. Smoking/Smoke Free Building and Grounds

All buildings in the BCSS have been designated as “Smoke Free.” At no time will smoking be permitted within the building or on school grounds. This includes vaping.

## K. Visitors

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

Receive permission from the principal and inform their teachers at least one day in advance. On the day of the visit, a pass must be issued and signed by the principal. This pass must be shown to each teacher before class begins and the visitor introduced to the teacher. Teachers have the right to refuse permission to a visitor. Student’s having a guest are responsible for that person’s conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

## IX. **Services**

### A. Bicycles/Mopeds/Automobiles

Students, who live a distance from school, are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. They are to be walked across the street at the main crossing by the stop sign. Once past the crossing and patrolled area students may begin to ride their bikes. No bikes/motorized scooters are allowed on the school side of the street where buses load and unload. The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

Traffic safety is very important. Your life and those of others is involved. The speed limit in the plaza is **10 miles an hour**. Students observed driving recklessly in the plaza area will lose their privilege of driving and parking in the plaza area for one month. Their second violation will cause them to lose their privilege of driving and parking in the plaza area for the remainder of the school year. In addition, their parents will be notified. **Students are not to go to their cars during school hours without permission.**

### **Parking reserved for faculty, staff and guests ONLY includes**

- Each staff member will have a number in their vehicle corresponding to the number in their parking spot.
- Visitor/Guests areas will be designated by the word “visitor” by the main doors at IC and by the south crosswalk by DB closest to the South Doors.
- The paved area by the south entrance of the high school
- ALL angle parking in the plaza on the IC side
- Angle parking on the Don Bosco side between the crosswalks

### **Students parking:**

- **For ALL students:**
  - Knoll area at the north end of the plaza
  - Gravel parking lot
- **For a FEW students:**
  - **The Angle parking is allowed for those students who have been given a number to put in their vehicle corresponding to the number in their parking spot. These are located on the Don Bosco side of the plaza north of the north crosswalk and south of the south crosswalk.**
    - **In order to get these spots students must: TBD**
    - **These can be taken from a student if he or she violates school policy.**

Observance of yellow no parking lines and blue -handicapped zone and other legal ordinances is required. In addition, parallel parking on the west side of the school (along the sidewalk) is prohibited during school hours. Violators will be given a five dollar (\$5.00) fine

for first offense. The second violation is \$10.00. Additional violations will result in further fines or punishments. All fines are to be paid in the office. Other fines may be assessed as indicated by law enforcement authorities. Violations of this policy may result in loss of parking privileges in the plaza area.

## B. Bus

Bus transportation is provided to eligible students by Durham Transportation Services and by the BCSS. Rules established by these agencies are to be followed as though they were rules of the BCSS. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

Parents/families need to discuss the following bus rules with their student(s):

1. Be on time. The bus must maintain a schedule and cannot wait for tardy students.
2. While waiting for the bus, please stay out of the roadway, remain at your designated stop, and show respect for private property.
3. Please take your seats promptly and **remain seated** throughout the trip. The seating arrangements are the responsibility of the driver.
4. Remember that loud talking, laughing or unnecessary confusion diverts the bus driver's attention and may result in a serious accident.
5. The aisles must be kept clear of books, band instruments and other objects. It is the responsibility of parents to transport large instruments or items to and from school.
6. In the interest of safety, students must keep all parts of the body inside the bus at all times.
7. The driver cannot pick up or discharge riders at places other than the regular bus stop unless special arrangements have first been made. Any changes requested by the parent must be presented in writing to the building administrator for approval. The building principal will then notify the appropriate bus personnel. In an emergency these arrangements can be made by calling the building administrator. Please remember the bus must stay on its designated route.
8. Students who do not ordinarily ride the bus will not be permitted to ride a school bus to or from school unless they are participating in a school activity and have received special permission from their building principal.
9. If it is necessary to cross the road after getting off the bus, cross in front of the bus so the driver can see you. Look both ways. Be alert to a danger signal from the driver.
10. Eating and beverages are not allowed on the bus.
11. Pets or other animals are not allowed on the bus.
12. Keep the bus clean; place any garbage in the provided container.
13. When students ride a bus with another student rather than their regular route, they need a note from both sets of parents, signed by the office for the bus driver.

The driver is in charge of the bus. Students must obey the driver promptly. Failure to obey the above rules may result in disciplinary action. The discipline code is in effect and will be enforced on all bus trips, including those for extracurricular activities.

**A first bus referral calls for a conference with the principal and may result in detention; the second referral in a year can result in a one-week suspension from riding the bus; a third referral can result in expulsion from the bus for the remainder of the semester.**

The school discipline code is in effect and will be enforced on all bus trips, including those for extra curricular activities.

Major violations for a bus referral include:

- Smoking, vaping, any Electronic Smoking Devices
- Possession/consumption of a controlled substance
- Profanity, abusive language, or display of overt bigotry directed toward the driver or others
- Vandalism to the bus or its equipment
- Possession of a weapon
- Assault

### C. Parent-Teacher Organization (PTO) – K-12

All parents/families belong to the parent support group, Parent-Teacher Organization, and are encouraged to be active members. Meetings are held four times a year. Communications are sent home with the weekly parent newsletter.

### D. Booster Club – K-12

The purpose of the BCSS Booster Club is to promote and support all extra-curricular school related activities for all students K-12, by lending aid and support in any way possible (volunteerism, fundraising, financial assistance, etc.) for all sports and extracurricular activities for the entire school system including: softball, baseball, volleyball, football, girl's and boy's basketball, wrestling, cheerleading, track, girl's and boy's golf, music, band, speech, drama, dance, and robotics. Booster Club meeting dates and times can be found on the school website. They meet approximately once a month. Everyone is welcome to attend.

### E. Lost and Found - Elementary

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

### F. Lunch

Lunch is available through the hot lunch program. Parents/guardians may send money to the school office to be deposited into family lunch accounts. Checks should be made payable to *BCSS - Lunch*.

Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. The procedure for lunch is exactly the same for all students so that confidentiality is maintained. Applications must be submitted annually.

An alternate lunch is available each day beginning the 3<sup>rd</sup> week of school through the end of the last 6 week menu cycle for the year. Students must request the alternate during morning lunch count.

High School - During the lunch period, students must go over to St. Mary Center unless permission is given by a teacher to be in his/her room. Those who live within one mile of school may go home for lunch at the written request of parents. Permission is only to go home for lunch. NOT to Casey's General Store, etc. Other students may not go with you. No other students may leave the school area. Exceptions must have permission in advance from the office.

### G. School Supplies

A listing of recommended school supplies for PK-8 is posted on the school website. School supplies available through school may be purchased at registration day in August or from the school office on school days.

### H. Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Students will be assessed fines for lost or damaged books.

### I. Tuition Tax Credits

Expenses incurred by parents may qualify for tuition tax credits. Information is distributed annually, usually at the end of the calendar year.

### J. Tuition Grants

No one should be denied a Catholic education because of financial need. Grants will be available for those families who meet income eligibility guidelines through the *Our Faith, Our Children, Our Future School Tuition Organization (STO)*. Applications for the following school year are made available to families during Catholic Schools Week. Please ask the principal for further information. To qualify for local assistance families must complete a STO application first.

Families can request financial assistance or make arrangements for a revised payment plan at any time during the school year by contacting the principal or bookkeeper. Confidentiality is maintained. (AFFC/ACSB #3240.1)

## X. Staff

### A. BCSS Staff

Listing may be found on our website.

### B. Volunteer Aides

Volunteer Aides are an integral part of our learning program. These aides are necessary to enable the teacher to work with small groups of students, take care of clerical duties, and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. A short training session will be provided for those who are volunteering for the first time. They are required to sign an acknowledgement form indicating that they have received and read all Archdiocesan required notifications, completed all training required by the Archdiocese and also authorize a criminal background check.

## XI. Miscellaneous High School Policies/Information

### A. College Visitation

A college or technical school visitation is allowed for juniors and seniors. **Juniors may take one day and seniors may use 2 days for visits.** A visitation slip must be obtained from the Director of Guidance and turned in to the attendance office the day before leaving. The slip must be signed by **parents, the Director of Guidance and teachers** of classes that will be missed. If this is not done, the student will receive an unexcused absence. All assignments, quizzes, and/or tests must be completed **before** taking the visitation day. The visitation day should normally be taken within the first three quarters of the school year.

### B. Credit for Advancement

In an effort to challenge students to keep their credits current to class standing the following policy has been adopted for students to advance with their classmates:

"If a student falls below the minimum number of credits (hours) earned they would be classified in the same grade they were in at the beginning of the semester. A letter would be sent home informing the parents/guardians) of the number of credits their student had earned to date." Number of credits should be noted on the report card if possible. (policy adopted January 10, 1994)

Credits required to achieve class status:

10th grade	12 credits
11th grade	24 credits
12th grade	36 credits
to graduate	52 credits

### C. Dance Regulations for Don Bosco High School

Dances are provided at Don Bosco for the social development of students. Dance times may vary but dances will be 2-3 hours in length. It is expected that students who attend will abide by the following rules:

1. Students must remain at the dance until the designated time of release. Permission to leave before that time must be granted by a faculty member at the main entrance.
2. No one may return after leaving the building.
3. Dress for dances must be neat and modest.
4. Students may not attend dances if it is apparent that they have had any alcoholic drink or are using non-prescribed drugs. If they are not detected when they enter and/or are detected later, they will be detained until their parents or guardians are notified and they can be released to their care. A breathalyzer may be used to confirm a suspected use of alcohol.
5. Smoking, vaping or any tobacco use is not permitted on the premises.
6. There will always be chaperones present. The group sponsoring the dance is responsible for arranging for chaperones.
7. The school assumes no responsibility for students once they leave the dance.
8. Chaperones are to be present until the dance is completely over and all students have left the premises.
9. Additional rules and regulations may be added by the sponsoring organization.
10. Only sophomores, juniors, and seniors are permitted to attend the Prom dance. Freshmen students are not permitted to attend, even if they are invited by an upper class student.

#### D. Fighting

Students are not to engage in physical fighting. Students violating this rule will be referred to the Principal, who will investigate the incident. Students involved in fighting will be subject to disciplinary action, which will include some form of suspension.

#### E. Grading Policy

At Don Bosco High school, we hold high expectations for student achievement. Our classes are designed to engage students in the learning process. The Don Bosco grading system is designed to reflect a student's proficiency in the standards associated with the content area of each class.

The Don Bosco grading policy will be utilized in each classroom and will be clearly communicated to students.

Grades at Don Bosco will reflect student learning and may include :

Class work

Homework

Formative Assessments

\*Summative Assessments

\*Summative assessments will always be graded

Grades at Don Bosco will not include:

\*Attendance

\*Participation

\*Completion

\*Working with others

\*These components do not represent what a student has learned. They are, however, expected behaviors and will be assessed using Don Bosco High School's Employability and Citizenship Rubric.

#### **Definitions**

**Class work:** Work done in class that provides a student with an opportunity to practice newly learned skills and/or content. Since practice work does not reflect mastery of content, class work grades will not be weighted as heavily as summative assessments.

**Homework:** Work done at home that provides a student with an opportunity to practice newly learned skills and/or content. Since practice work does not reflect mastery of content, class work grades will not be weighted as heavily as summative assessments.

**Formative Assessment:** An assessment used to gauge where a student is at in the learning process. This type of assessment is beneficial to both the student and the teacher. It informs the student as to his progress towards the learning target. It informs the teacher by showing him or her where to go next with instruction. Examples of formative assessments include but are not limited to quizzes, labs, exit tickets, or assignments. Since formative assessments do not represent mastery, they will not be weighted as heavily as summative assessments in the grading scale.

**Summative Assessment:** An assessment that is used to determine a student's proficiency with a specific set of learning targets. Summative assessments include but are not limited to end of unit tests, mid-terms, finals, papers, projects, etc.

**Attendance:** Attendance to class is an expectation at Don Bosco High School. Failure to attend class will adversely affect a student's ability to be successful on summative assessments, which will be graded.

**Participation:** Participation in class is an expectation at Don Bosco High School. Failure to participate in class will adversely affect a student's ability to be successful on summative assessments, which will be graded.



**Completion:** Completion of an assignment does not always represent mastery. If the assignment needs to be completed to ensure learning of a particular skill or if it is a summative assessment, teachers will provide time for the student to complete it. If the student is unable to complete the assignment within the time-frame initially given by the teacher, he will be given time before or after school to complete it and it will take precedence over extra-curricular activities.

\*Students who receive an incomplete grade(s) the first or third quarter or first semester have 5 school days to complete the work or the grade will become a failure. A second semester incomplete grade(s) must be completed within 10 working days or the grade will become a failure. Unless the principal approves further extension. If there is a prolonged illness, this period of time may be extended.

PowerSchool Gradebook allows teachers to set up and weight grading categories..

Weight ranges: :

Summative 70-80%

Formatives 10-25%

Homework/Practice 0-15%

Other 0%

Zeros will not be given on a summative assessment. Students will be required to complete all summative assessments. (See completion above.) .

**Retakes:** All students will be allowed to retake a summative assessment regardless of the score on his or her first attempt. **IT IS THE STUDENTS RESPONSIBILITY TO LET THE TEACHER KNOW IF THEY WANT A RETAKE.** Retakes are up to the teacher's discretion as to when, what they look like and effort on the student's part to demonstrate that they did the work to learn more, i.e., retake packet to demonstrate continued learning. Retakes will be offered, but may be restricted leading up to the end of the grading period (mid-quarter/quarter/semester).

**Plagiarism and Cheating:** Students at Don Bosco High School are expected to do authentic work to demonstrate proficiency. If a student is caught plagiarizing or cheating they will be given the opportunity to take the test/do the work for full credit. This may not be the same test or assignment and no academic penalty will be assessed. The behavior will be addressed as a behavior incident and will follow Don Bosco's academic honesty policy.

#### F. Gym and Weight Room:

The weight room and gym may be used when there is **proper adult supervision**. All students are to have a pair of tennis shoes which are worn only for gym classes. Shoes worn for everyday wear are **not** allowed on the gym floor. The gym and weight room will close at 3:00 p.m. unless other arrangements have been made for supervision, when activities are not scheduled in the gymnasium. Appropriate PE clothing is expected.

During Physical Education classes or activities, all valuables must be given to your coach or teacher for safe keeping.

#### G. Honor Roll

**High Honors** will be awarded to those students attaining a GPA of 3.500 to 4.000. (Physical education grades are not averaged for honor roll standing).

**Honors** will be awarded to those students attaining a GPA of 3.000 to 3.499.

#### H. Lockers

Lockers are to be kept clean and orderly. **Please do not put valuables in your locker.** No decal, are to be pasted on lockers nor may scotch tape or paste be used for pictures. Masking tape may be used. Lockers are subject to inspection by the administration. (see **Search and Seizure policy in the Appendix**) Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing student and school values. Locks are available in the office for student use. **ONLY** school supplied locks may be used. If lock is not returned a five dollar charge will be administered.

### I. Suspension

Suspension is a penalty that may be incurred. The Principal assigns a time and place for a suspension to be served. All assignments and scheduled tests/assessments must be completed along with any work assigned by the teacher for classes missed. While on suspension one must be working on school work. Sleeping, reading magazines, etc. are not allowed.

### J. Transcripts

The first and final transcripts to the same school are free. There is a \$2.00 fee for all other transcripts requested. All requests must be on an authorized "Transcript Request Form". This form can be obtained from the Guidance Counselor or the main office.

### **K. State Tournament Policy: DON BOSCO TOURNAMENT POLICY**

Permission will be granted by the school to attend these state sponsored school activities under these conditions:

- Parent (s)/guardian of the student must provide a written excuse for the student to attend the activity **PRIOR** to the absence.
- Parent(s)/Guardian must assume all responsibilities and liabilities for their student (s).

Because the purpose of Don Bosco High School is education, the school reserves the right to deny permission for a student to attend activities if the student is academically deficient or if their attendance record indicates that they have missed a significant amount of school.

Regardless of the means of transportation to an event or the length of stay, students are under the sanction of the school rules and regulations at the event site at which Don Bosco is participating.

Permission forms will be made available from Don Bosco and must be used by all students attending a state sponsored event.

### L. Vandalism

Any act of destruction or defacement of school property will result in a minimum of a \$25.00 fine and/or hours of school service. Acts of vandalism include, but are not limited to, writing on, scratching, or carving into lockers, walls and desks. Serious acts of vandalism will be reported to law enforcement officials, be subject to restitution and may lead to suspension or expulsion from Don Bosco High School.

### M. Withdrawal/Dropping/Changing a Class

A student initiated withdrawal or dropping a class must be done within **the first 5 days** of the semester. Students are to contact the teacher first and discuss it with him/her, then Guidance Counselor to receive the proper form that needs to be signed by the parent(s) or guardian, the teacher, the Guidance Counselor and finally the Principal. This signed form must be returned to the principal before any class changes occur.

### N. Work Release/Early Release

Don Bosco emphasizes academic excellence. Therefore Don Bosco does not have work release/Early Release. Students are encouraged to take additional classes instead of multiple study halls.

### O. SCHOOL SONG

(Tune: Minnesota Rouser)

Bosco High School, hats off to thee.

To our colors, true we shall ever be.

Firm and strong united are we.

Rah, Rah, Bosco High

Rah, Rah, Bosco High

Hats off to Bosco High!

Sung twice then:

D. B. H. S.

D. B. H. S. Let's Go!

## **THANK YOU.**

Thank you for choosing to send your child(ren) Bosco Catholic School System.

A special thank you to all parents, students, faculty, staff and supporters of BCSS. It is with your help, cooperation and support that we are able to continue to provide Catholic Education in our communities. It is not an easy task. The constant rise in costs and the challenges presented to schools from the government and the world could frustrate and give a feeling of hopelessness. It is only with your support and cooperation and our strong faith in God that we are able to face all these problems.

## Appendix I

### Dress Code/Good Grooming Policy - Bosco System K-8

#### Both Boys and Girls:

Proper dress and personal grooming for both boys and girls at the IC and St. Joseph Centers need to be neat, clean, simple, unobtrusive, and appropriate for the weather and the learning environment.

**Slacks/Shorts:** Dress pants or slacks must be navy blue or khaki. **No cargo or carpenter pants may be worn.** Docker style pants are allowed. Navy blue or khaki shorts that have an inseam of 5 inches or more may be worn. WalMart and Old Navy are great resources for uniform apparel.

**Shirts:** Shirts must be solid colored white, navy, pastel blue, royal blue, black or red. They may be short- or long-sleeved polo shirts or turtleneck shirts. Shirts may not have trim, lace, non Bosco Catholic School System emblems or logos greater than 1 square inch in size. Shirts with the school name (IC/St. Joseph School or Bosco Catholic School System) embroidered on them are allowed. Long-sleeved t-shirts may be worn under short-sleeved uniform shirts as long as no lettering or logos are visible. Shirts should be tucked in, unless the outside temperature is 85°F or higher.

**Shoes:** Shoes must be tennis shoes, oxfords, or sandals that buckle and have a strap around the heel. No clogs, platform shoes, flip flops, open back shoes, or high heels for safety reasons. These same guidelines are to be followed on out-of-uniform days as well.

**Sweaters/Vests:** Solid colored red, white, or navy blue V-neck cardigan, V-neck pullover sweater or V-neck vest may be worn. Sweaters should be sized appropriately.

**Sweatshirts/Fleece shirts:** IC-SJ, Don Bosco, or Bosco Catholic School System sweatshirts and fleece shirts purchased through the Booster Club may be worn. The sweatshirt or fleece shirt must be worn with a white, blue, or red uniform shirt underneath with the collar of the shirt showing. Sweatshirts must be the appropriate size for the student (not oversized) and may not have a hood.

**Hair:** Hair must be kept clean and of reasonable length. Dyed or highlighted hair cannot be any color beyond natural hair colors.

**PE Clothing:** Students in grades 2-8 need a separate pair of tennis shoes that tie or fasten for gym class. Non-marking or non-black soles are required. Also needed for grades 4-8 are shorts and a plain or IC-SJ or Don Bosco tee shirt. Shorts must have an inseam of 5 inches or greater. Not having PE clothes for class can affect a student's grade.

**Jewelry:** No dangling or large hoop earrings, large necklaces or bracelets. Jewelry in any visible pierced body parts other than the ear must be removed or covered during the school day. ~~Makeup:~~ No visible tattoos. No jewelry, including earrings, is allowed during PE class for safety reasons.

**Winter Attire:** In winter weather all students are expected to dress appropriately to go outside for recess, travel to lunch/church, etc. Students in grades K-5 need to wear boots and snow pants from the first snowfall until families are notified by the school.

**Spirit Days:** Wednesdays will be "Spirit Days" at IC/St. Joseph. Students may wear any kind of crew neck or hooded Don Bosco, IC/St. Joseph shirt with uniform pants. The shirt can be specific to a particular sport if desired (for example, wrestling, football, volleyball). It can be long- or short-sleeved, t-shirt or sweatshirt. Collared uniform shirts need not be worn underneath. Hooded sweatshirts are only allowed on spirit days or other out of uniform days, as approved by the principal.

#### **Additional attire for girls:**

- In addition to the slacks/shorts described above, navy or khaki capri pants may be worn.
- Navy or Khaki skirts and jumpers of appropriate length may be worn.

#### Dress Code Enforcement:

For students in grades K-5 out of dress code, the teacher will email the parent about the aspect that is out of uniform. Teachers WILL NOT address the infraction directly to the student. They have been directed to email you, as at those ages, it is most likely the parent making the major decisions regarding clothing and we want to give you the opportunity to address it without causing undue stress to the student. We ask that you remedy the uniform situation immediately after receiving the email and if you have questions, please contact the principal directly, not the classroom teacher. If similar dress code violations continue after the teacher contacts you, they will then contact the principal so that he/she can reach out to you to discuss ways in which we can help you to be within code.

For middle school (6-8th grades), if a student is out of dress code, they will be given a dress code reminder note that they will have to bring home to be signed by a parent. If the slip does not get returned, an email or phone call will be made to the parent and the student will be asked to write a note to his/her parent explaining that they were supposed to have you sign a slip, but didn't, and steps they will take in the future to not let it happen again. If that student is in dress code violation again, the student will be asked to call his/her parents that day and explain how they were out of uniform and write down steps they will take to not let it happen again and that will be kept on file with the teacher. If a student has a third violation of the dress code, they will be sent to the office, we will contact you, the parents, and the student will stay in the office until you can come and pick him/her up. If you are unable to pick him/her up, that student will remain in the office until dismissal.

## **Don Bosco High School Dress and Good Grooming Policy**

**Consideration for Christian modesty should prevail at ALL times.**

**The administration will make the final decision(s) regarding the application of the dress code policy.**

### **Proper attire for students at Don Bosco is:**

**Slacks, skirts, or shorts** may be navy blue, khaki, black, or gray. They must have a minimum of a 5 inch inseam, style, and material. The appropriateness of the shorts will be the final decision of the administrator. Slacks, skirts or shorts made of nylon, mesh, denim and stretch knit are NOT allowed. Sweatpants, leggings, yoga pants and other workout/warm-up pants are NOT allowed.

**Solid color-polo shirts** with logos no larger than one square inch may be worn. Polo shirts with Don Bosco logos larger than one square may be worn as approved by the administration.

A short or long sleeved t-shirt may be worn under the polo shirt. No visible wording/logo should be seen through the polo shirt. There should be no logos or words on the sleeve(s) of the undershirt.

**Sweatshirts** - Non-hooded and hooded Don Bosco sweatshirts may be worn. Hoods on hooded sweatshirts must remain down.

**Jackets/Fleece and other outerwear** - Bosco logo team jackets/fleece may be worn. Jackets that would normally be considered "outside" jackets may not be worn.

### **Shirts are to be tucked in.**

Don Bosco T-shirts (need to be tucked in) may be worn on Wednesdays with uniform pants or uniform shorts.

No hats may be worn in the school building during regular school hours.

Shoes must have a back, or a strap around the back. Flip flops/shower shoes may **not** be worn.

School issued team clothing is not to be worn during the school day.

### **OUT OF UNIFORM DAYS (Jean Days)**

Out of uniform days will be announced by the office. Jeans must not be torn or dirty. Tops must have sleeves and be Bosco apparel. No tank tops, or caps are allowed.

### **First Friday and other DRESS UP DAYS**

(The following was put together during a conversation with students, faculty, and staff.)

While many of us know or think we know how to dress appropriately, we are sometimes blinded by what we see on TV and social media or can buy from a store. What you wear at home and out with friends is completely different from what you can, and should, wear at school and Mass. The point of this is to set guidelines as to what is appropriate, and not appropriate to wear to a school Mass and on school Dress Up Days. We realize a set of suggestions cannot cover all scenarios. We are asking you to be a great decision maker when choosing what to wear on Dress Up Days.

#### **Boys:**

- May wear dress shirt(collared)/sweater(No Hoods or zippers)
- No t-shirts. Shirts must have a collar.
- May wear dress slacks (no jeans)
- No cargo shorts or pants. You may wear shorts with a button down shirt, as long as they are not cargo.

#### **Girls:**

- may wear blouses, sweaters, slacks, skirts or dresses (no jeans or shorts).
- Leggings are NOT pants. You may wear them underneath an appropriate length dress/skirt.

- No tight skirts or tops.
- Skirts must be longer than your fingertips when your hands are at your sides.
- No low cut tops
- No spaghetti straps or tank tops unless you are wearing a sweater. Shoulders must be covered with 3 finger width straps
- The stomach area must be covered

**Both:**

- NO blue denim jeans. This includes blue denim "dress-up" jeans that may have designs on the pockets and/or may be faded.

You are sitting in front of our community, setting an example for those younger and older than you. These rules are meant to set an example and look presentable at Mass.

If rules are not followed, consequences will be placed. What are the consequences? Unfortunately, in this case, it will probably mean we will not have any "dress up" days in the future.

**ALL CLOTHING SHOULD BE CLEAN., HAVE WORKING ZIPPERS, NO MISSING BUTTONS,  
NO RIPS OR TEARS.**

A clean, well-groomed appearance is expected of all. This includes hair styles, facial hair, and overall appearance.

**Administration of School Dress and Good Grooming Policy:**

The school dress policy has two (2) parts:

the specified clothing;

the student's appearance, i.e., observance of what is specified as a well groomed appearance.

For high school (grades 9-12), if a student is out of dress code, the following protocol will be followed:

First dress code violation: Teachers will fill out a dress code violation slip and hand it to the students. If this slip is not returned, signed by a parent on the next school day, your parents will be contacted via email or phone call and you, the student will have to write a note to your parents explaining that you forgot the slip and a plan to not be out of dress code again.

2nd dress code violation: You, the student, will be required to call your parents and explain the situation and you will have to write a plan of how you will not be in dress code violation and that plan will be kept on file with the teacher.

3rd dress code violation: You will be sent to the office. Your parents will be called to arrange to bring you appropriate clothing or to pick you up. If your parent is unable to do either of those, you will stay in the office for the remainder of the day. You will be responsible for all schoolwork.

Accumulation of out of dress code violation over a semester may result in potential further disciplinary action taken if the situation is not rectified. (i.e. time served before or after school in detention, service hours at school, service hours in the community, extracurricular privileges being affected).

## Appendix II

### CO-CURRICULAR ELIGIBILITY REQUIREMENTS

#### Don Bosco High School

From the Iowa High School Athletic Association:

#### ATTENTION ATHLETES YOU ARE INELIGIBLE:

If you do not have a physician's certificate of fitness issued after May 1 of the current year.

If you have reached your 20th birthday.

If you have attended high school for more than 8 semesters.

If you did not pass all academic courses the preceding school semester.

If you were out of school last semester or if you entered school this semester later than the second week of school.

If you have changed schools this semester. (exceptions-like change of residence of your parents)

If you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, un-mounted paper certificate of recognition, or if you have ever received any money for expenses or otherwise for your participation in an athletic contest.

If you have competed on an outside school team as a team member or as an individual while out for a sport during that sport season without previous written permission of your athletic director. (Example: while you were out for wrestling and during wrestling season you participated on an outside school wrestling team or tournament, you would have to have permission from the school athletic director, or otherwise you would be declared ineligible. Once wrestling season is over you can participate without written permission.)

If you have ever trained with a college squad, or have participated in a college event.

If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals and principles and standards of your school.

\*\* In addition, all athletic participants must have insurance. If not purchased at school, then a note from your parents indicating that they have insurance, must be on file with the Director of Athletics.

\*\*\* Any student absent four (4) periods or more **due to illness or with an unexcused absence** from school on the day of interscholastic event: music, dramatic performance, etc. is not permitted to participate that evening. The only exception would be a special request by a parent to the principal that does not conflict with school policy. If a student leaves school early due to illness or with an unexcused absence they will not be allowed to participate that afternoon/evening.

#### ACADEMIC ELIGIBILITY

#### Don Bosco High School

Both the Don Bosco High School Academic Eligibility and Good Conduct policy apply to all teams, organizations, and/or clubs (athletics, cheerleading, dance, choir, band, NHS, speech, drama, archery, trap shooting, student council, robotics) to which a student voluntarily participates in or is chosen to participate in.

The Don Bosco Academic Eligibility policy is in effect to prevent students from failing courses and to remaining eligible for extracurricular activities. The following steps are used to determine eligibility on a weekly basis:



**1) Week 4 of each quarter:**

- a) If a student has a D or F, the teacher will notify the student and will also report the student via a Google Doc. The School Counselor and/or AD will have a conference with each student listed on the Google Doc. A notification of D or F will be given to students by School Counselor and/or AD.

**2) Week 5 of each quarter:**

- a) If a student has a D or F, the teacher will notify the student and will also report the student via a Google Doc.  
b) 2nd Notification for D or F in the same course  
c) Send notice to parent via email

**3) Week 6 of each quarter:**

- a) If a student has a D or F, the teacher will notify the student and will also report the student via a Google Doc.  
b) 3rd Notification for F in the same course after receiving a D or F in the previous two weeks. (D they are still eligible)  
c) If they have an “F” they are Ineligible-Must sit out activities for at least one week. After one week they will remain ineligible until the grade is brought up to a passing grade.

- 4) A student who starts on the D or F list after week 4 will follow the same process.

Have passed at least all courses the preceding semester.

**THE ABOVE POLICY SUPERSEDES THE IOWA DEPARTMENT OF EDUCATION POLICY WHICH IS:**

At the end of a grading period if a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for **30** consecutive school days. If further explanation is needed, please refer to the Iowa Department of Education policy. A copy of the complete explanation of the new rule is attached at the end of the handbook.

**CO-CURRICULAR CONDUCT CODE**

**BCSS High School and Middle School**

The BCSS (including Don Bosco High School and Immaculate Conception School) Co-Curricular Code of Conduct becomes effective on the students first date of enrollment and continues through graduation until all eligibility in co-curricular activities is completed. Any student whose actions, habits, or conduct violates the ideals, principles, or standards of BCSS shall be ineligible until the student is reinstated. Verified use of tobacco products, alcohol, inappropriate drug use as well as other verified serious misbehavior such as stealing and destruction of property will result in the consequences outlined below. In addition, the student may be subject to administrative consequences outlined in the school’s alcohol/drug policy and other related school policies.

Verification is defined as any of the following:

- Self admitted involvement by the student.
- Witnessed student involvement by any sponsor, coach, administrator, or any member of the faculty or staff of BCSS.
- Parent admission of their student’s use of tobacco, inappropriate drug use, alcohol, or involvement in other serious misbehavior.
- Any official law enforcement or court services report given to school.

CONSEQUENCES

A. Tobacco, inappropriate drug use, alcohol, vaping, and any Electronic Smoking Devices

\*Electronic Smoking Devices (ESD) are devices designed to transform plant material, liquids, oils, nicotine and other chemicals into a light aerosol (aka: vapor) that may be inhaled by users. Such devices include, but are not limited to e-cigarettes, e-pens, mods, hookah pens, vape pens, personal vaporizers and any other ESD regardless of appearance or name. This policy extends to include **any** substance to be used in ESD or any smoking paraphernalia.

First offense: Loss of 30% of the total number of scheduled competitions of a bona fide sport. Non athletes will do community service that will be determined by the disciplinary committee.\*

Second offense: Loss of 60% of the total number of scheduled competitions of a bona fide sport. Non athletes will do community service that will be determined by the disciplinary committee.\*

Third offense: Loss of one calendar year from the date of declared ineligibility. Non athletes will do community service that will be determined by the disciplinary committee.\*

Any subsequent offense will be a loss of all eligibility for the remainder of the student's enrollment.

B. Other serious misbehavior: A committee will be appointed by the principal. This committee will investigate all of the circumstances and decide on an appropriate consequence. Their decision is final.

\*Failure to complete the community service in the allotted time will result in an in school suspension with punishment determined by the disciplinary committee.

### DEFINITIONS

Use: Includes possession, use or distribution of the substances listed above both on and off school grounds.

Ineligible: Means that the student may not participate in athletic contests or public performances.

Bona Fide: This is a student who presently is or previously has competed in an interscholastic athletic activity. Absent injury, illness, or similar circumstances outside of the student's control, a student must be participating in the activity to be considered a bona fide contestant in that activity.

Because 9th graders may not have had interscholastic athletic activities available to them, this definition does not apply to them.

A student who participates in a sport for the first time as a 10th -12th grader is not a bona fide contestant in that sport

A student who drops out or is dismissed from a sport before the end of the season is not a bona fide contestant.

## Appendix III

### **Iowa Department of Education Policy 36.15(2) - Scholarship Rule for Athletes**

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281—Chapter 12. Coursework taken from a post secondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.
  1. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subtitle, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
  2. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subtitle shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school’s administration and the respective collegiate institution’s athletic administration. [This is NOT a substantive change; it clarifies the “college squad” rule.]
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student’s ineligibility. All failing grades shall be reported to any school to which the student transfers.

## Appendix IV

### Graduation Policy and Procedures

#### Don Bosco High School

To be considered a graduate of Don Bosco High School, the following requirements must be met:

1. Successful completion of the required academic units **in addition to Theology credits**. Theology credits must equal the number of semesters of a student's attendance at Don Bosco.

The following are the graduation requirements for the class of 2020 and beyond

- 8 credits: (4 years) English
- 8 credits: (4 years) Theology
- 6 credits: (3 years) Social Studies
- 6 credits: (3 years) Science
- 6 credits: (3 years) Mathematics
- 1 credit: (1 semester) Speech
- 1 credit: (1 semester) Life Skills
- 1 credit: (1 semester) Consumer Math
- 1 credit: (1 semester) Health
- 11 credits: Electives
- 4 years of PE

2. Successful completion of Physical Education for each semester enrolled at Don Bosco, unless excused by a written statement from a physician.
3. All school financial and other school responsibilities satisfied.
4. With the exception of transfer credits from other high schools and post secondary credits, no more than six credits may be earned at other institutions.
5. Seniors who do not meet the above criteria are permitted to participate in the commencement exercises. However, no diploma will be awarded until all requirements are met.

**Board Policy Adopted: 8/27/84.**

**Policy modified: June, 1997**

**Seniors who have fulfilled all graduation requirements are excused from making up any snow days added to the school calendar occurring after the annual graduation ceremony.**

#### Early Graduation Policy - Don Bosco Catholic High School

The BCSS Board of Education will recognize a student as being qualified to graduate early when the following procedures are followed and completed:

A formal request from the parents/guardians and student is presented to the BCSS Board of Education through the Principal at a regular Board meeting no later than the end of the first semester of the junior year for graduation at the end of the first semester of the senior year. No early graduations before the first semester of the senior year.

The request must include the reason why the student is requesting this consideration.

The student and parents/guardians accept the following stipulations:

- a. The student has met all of the graduation requirements by the taking of courses at Don Bosco High school or at a school from which they have transferred (if they have not been a student for all years at Don Bosco).
- b. Tuition is paid at a 60% rate of a regular year, if the student attends only one semester of the school year.
- c. All other obligations required of a student for graduation must be completed.
- d. The student may attend the Prom, Baccalaureate, and Graduation.
- e. Exceptions from the above conditions would be considered by the Board of Education when accompanied by a written recommendation by the faculty and administration.  
Approval for Early Graduation is granted by the Board of Education. Their decision is final.

## Appendix V

### Internet Usage Policy

**Internet** (Most recent review: July 25, 2008)

2511

Policy adopted: December 2, 1995

Revised: July 25, 2008

Archdiocesan Catholic School Board

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for the use of Internet and related technologies. Access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

#### **Internet Terms, Conditions, and Regulations**

1. **Acceptable Use** — The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Archdiocese of Dubuque. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.
2. **Unacceptable Use**
  - a. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.
  - b. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.
3. **Privileges** — The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.
4. **Warranties** — The educational programs governed by the Archdiocesan Catholic School Board makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by the Archdiocesan Catholic School Board specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the local budget.
5. **Ownership** — All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of programs governed by the Archdiocesan Catholic School Board. Individuals using this equipment for personal purposes do so at their own risk. Further, individuals are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized representative of programs governed by the Archdiocesan Catholic School Board. Individuals who violate this policy are subject to disciplinary action, up to and including expulsion/discharge. To ensure that the use of electronic and telephonic communications systems and equipment is consistent with the legitimate interests of the programs governed by the Archdiocesan Catholic School Board, authorized representatives of programs governed by the Archdiocesan Catholic School Board will monitor the use of such equipment from time to time.

Archdiocesan Catholic School Board Policy Manual 2511

## Appendix VI

### Search And Seizure Policy (Most recent review: March 4, 2006) 5145.2

Policy adopted: December 6, 1986

Revised: March 4, 2006

Archdiocesan Catholic School Board

It is the policy of BCSS and the Archdiocese of Dubuque to operate its educational institutions in a Catholic, orderly environment. Recognizing that the presence of contraband on school/ catechetical program property or on the person of a student attending school/catechetical program is not consistent with the above policy, the Archdiocese of Dubuque hereby adopts the following rules relating to periodic inspection, to the search of students, and/or to protected student areas.

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

#### Search of student and/or Protected Student Area by School/Program Official

1. The Board of Education of the school/program shall establish and may search a student or protected student area pursuant to a student search rule. The student search rule shall be published in the student handbook of the school/program. A school/program official may search individual students and individual protected student areas if both of the following apply:
  - a. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
  - b. The search is conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

If a student is not or will not be present at the time a search of a student protected area is conducted pursuant to paragraph 1, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

2. Under no circumstances may a search be made which is unreasonable in light of the following:
  - a. The age of the student;
  - b. The non-seriousness of the violation;
  - c. The nature of the suspected violation;
  - d. The gender of the student.
3. A school/program official shall not conduct a search which involves:
  - a. A strip search;
  - b. A body cavity search;
  - c. The use of a drug sniffing animal to search a student's body;
  - d. Except for Item 4 below, the search of a student by a school/program official not of the same gender as the student.
4. The administration of a breathalyzer test to a student by a school official constitutes a search under Iowa law. Except as otherwise noted within this Item 4, a school official must have reasonable grounds to believe a student is under the influence of alcohol (i.e. looks, smells or acts intoxicated) before administering a breathalyzer test.

An effort should be made to administer the breathalyzer test in a private setting. If a student tests positive, the school official should contact the student's parent or legal guardian and the police if not involved already.

If a school/program chooses to make admittance to school-related functions for all students contingent upon submitting to a breathalyzer test, in addition to all other admittance requirements, a letter should be sent to all parents/guardians informing them of the practice. A permission slip signed by parent/guardian and student, authorizing the breathalyzer test shall be required upon admission to each school-related function.

If a school/program chooses to use breathalyzer tests at school-related functions, a letter should be sent to all parents/guardians informing them that the Search & Seizure Policy contained within the student handbook has been amended and in the future a breathalyzer test may be administered to students at school-related functions.

School/program officials may conduct periodic inspections of all, or a randomly selected number of, school/program lockers, desks, and other facilities or spaces owned by the school/program and provided as a courtesy to a student. The furnishing of a school/program locker, desk or other facility or space owned by the school/program and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Allowing students to use a separate lock on a locker, desk or other facility or space owned by the school/program and provided to the student shall also not give rise to an expectation of privacy on a student's part with respect to that locker, desk or other facility or space. However, each year when school/program begins, the school/program shall provide written notice to all students and the student's parents/guardians, or legal custodians that school/program officials may conduct periodic inspections of school/program lockers, desks, and other facilities or spaces owned by the school/program and provided as a courtesy to a student without prior notice. Such an inspection shall either occur in the presence of the students whose lockers are being inspected, or in the presence of at least one other person.

School officials shall notify a student if a search is conducted of a protected area. (See Def. #4)

#### Student Search by Peace Officer

The search of a student or of a protected student area by a peace officer who is not a school/program official, or by a school/program official at the invitation or direction of a peace officer who is not a school/program official, shall be governed by the statutory and common law requirements for police searches.

#### Definitions:

1. "Student" means a person enrolled in a school/program for any grades kindergarten through twelve.
2. "School/program official" means a certificated school employee, and includes non-certificated school/program employees employed for security or supervision purposes.
3. "Contraband" includes substances or items which, if found on school/program property, violate the law and school/program regulations, or are detrimental to an orderly environment at school/program. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons, and stolen property. It consists of substances or items which may cause a substantial disruption of the school/program environment, and/or which present a threat to the health and safety of the students and staff.
4. "Protected students area" includes, but is not limited to:
  - a. A student's body;
  - b. Clothing worn or carried by a student;
  - c. A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind, and in the possession or immediate proximity of the student.
5. "Student search rule" means a rule established by the authorities in charge of the school/program controlling the manner of the searching of students or protected student areas. To be valid, a student search rule shall require that all searches of students or protected student areas be reasonably related in scope to the circumstances which gave rise to the need for the search and based upon consideration of relevant factors which include, but are not limited to, the following:
  - a. The nature of the violation for which the search is being instituted;
  - b. The age or ages and gender of the students who may be searched pursuant to the rule;
  - c. The objectives to be accomplished by the search.
  - d. Rationale: Iowa Code § 808A

Participation in extracurricular activities is a privilege, not a right. Therefore, certain procedures and limitations can be instituted. For example, a school official may administer a breathalyzer test to a student even if he or she does not have reasonable grounds to believe the student is under the influence of alcohol if the student and the student's parents or guardians provide written consent to the search.

If a school chooses to use breathalyzer tests at school-related functions, such as dances, a letter should be sent to all parents and guardians at the beginning of each school year informing the parents and guardians of the school's intentions.



In addition to the letter, when students purchase tickets to school events, such as dances, they should be provided with a consent form notifying them of the school's intention to use a breathalyzer test at the entrance of the dance/activity and the consequences to students associated with testing positive for alcohol upon admission.

The consequences of testing positive for alcohol at the entrance of a school-related function should be associated with a school-related function and will fall under the consequences of the school's Code of Conduct. For example, a consequence of testing positive for alcohol before entering a homecoming dance could result in the student not being allowed to attend any school dances for the remainder of the school year. If a senior tests positive for alcohol at the entrance to the senior prom, the senior could be prohibited from taking part in commencement.

Each consent form should be taken home and signed by the student and the student's parent or guardian. Each student should then be required to bring the consent form to the dance/event as admission to the dance/event. Students who either choose not to sign the consent form or forget to bring the consent form to the dance/event should not be allowed to enter.

For a consent search to be valid, the consent must be knowing and voluntary. If the consent is passive (i.e. students and parents only sign a non-consent form if they refuse to submit to the test) that would not satisfy the requirements of a knowing and voluntary consent.

School officials should administer the breathalyzer test to each student and should be trained to accurately administer the test to avoid errors. It would be best for the police not to be involved in the testing. There is no reason why the police department could not provide the screening equipment to the school.

The test should be conducted in a reasonable manner that minimizes invasion of privacy and maintains respect for all students. If a student tests positive for alcohol at the entrance of a dance, that student should be taken to a private location and given a second chance to measure the level of alcohol. If a student tests positive a second time, his or her parents should be notified to pick up their child and the school consequences will apply as outlined on the consent form.

A student is defined as any person enrolled in school, kindergarten through twelfth grade. Therefore, if a student wishes to bring a companion to the dance who attends a different school, the friend should also be required to bring a consent form as admission to the dance. If the friend is not a student, he or she would still be required to sign a consent form at the entrance of the dance and submit to the test before admission.

*Sample Parent Consent Letter/FormDate:*

*Dear Parents/Guardians, Participation in extracurricular activities is a privilege, not a right. Our school wishes to offer a wide range of activities for our students in a safe and positive environment. We strive to maintain a drug and alcohol free environment. Therefore, a breathalyzer test will be administered to all students at school-related functions (i.e. dances). When students purchase a ticket to a school event, they will be provided with a consent form notifying them of our school's intention to use a breathalyzer test at the entrance of the activity and the consequences to students associated with testing positive for alcohol upon admission. The consequences of testing positive for alcohol at the entrance of a school-related function will be associated with future participation in that or another school-related function. A consent form (Exhibit A attached) must be signed by the student and the student's parent or guardian. Each student is required to bring the consent form to the activity as part of the admission requirements. Students who either choose not to sign the consent form or forget to bring the consent form will not be allowed to enter. The test will be conducted in a reasonable*

*manner that minimizes invasion of privacy and maintains respect for all students. If a student tests positive for alcohol at the entrance, that student will be taken to a private location and given a second chance to measure the level of alcohol. If a student tests positive a second time, his or her parents will be notified to pick up their child and the school consequences will apply as outlined on the consent form. A student is defined as any person enrolled in school, kindergarten through twelfth grade. Therefore, if a student wishes to bring a companion to the dance who attends a different school, the friend should also be required to bring a consent form as admission to the dance. If the friend is not a student, he or she would still be required to sign a consent form at the entrance of the dance and submit to the test before admission. Thank you for your attention to this matter.*

*Sincerely yours,*

**BREATHALYZER CONSENT FORM**

1. We understand that a student’s participation in extracurricular activities is a privilege, not a right.
2. We understand that the administration of a breathalyzer test to a student by a school official constitutes a search under Iowa law.
3. We understand that with this consent, a school official can administer a breathalyzer test to a student absent reasonable grounds to believe the student is under the influence of alcohol (i.e., looks, smells or acts intoxicated).
4. We understand that if a student tests positive for alcohol upon the administration of a second test, the student’s parent or legal guardian will be notified to pick up that student, and the consequences will apply as outlined in the school’s Code of Conduct.
5. We have received written notice of the school’s intention to administer a breathalyzer test to each student upon admission to school-related functions.
6. We have received a copy of the Student Handbook and have read the amended Search and Seizure policy contained within it.
7. We are aware of the consequences of a student testing positive for alcohol upon admission to a school-related function.
8. We understand that each student must present this consent form in order to enter the school-related function and that students who either choose not to sign this consent form or forget to bring this consent form to the school-related function will NOT be allowed to enter.

WE HEREBY CONSENT TO THE ADMINISTRATION OF A BREATHALYZER TEST AS PART OF THE ADMISSION REQUIREMENTS FOR THE: \_\_\_\_\_

\_\_\_\_\_  
Don Bosco Catholic High School Student’s Name                      **(please print)**                      Grade

\_\_\_\_\_  
Don Bosco Catholic High School Student’s Name                      **(signature)**                      Grade

\_\_\_\_\_  
Parent / Guardian Name    **(please print)**

\_\_\_\_\_  
Parent / Guardian Name    **(signature)**

\_\_\_\_\_  
Date

## **Canine Drug Unit**

Don Bosco High School may from time to time invite the Canine Unit of the Waterloo Police Department and/or Black Hawk County Sheriff's Department to conduct training at the school. These "drug dogs" may search all lockers, automobiles and book bags on the school grounds. In the event this training results in the discovery of illegal drugs, parents will be notified, and charges will be filed by the school.