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Parent/Guardian-Student Handbook

I. Philosophy

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

Bosco System Mission Statement/Philosophy

Bosco System Catholic Schools 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 Bosco System 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 Bosco System 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 Bosco System Board of Education. This handbook was developed in collaboration with administration, faculty, parents, and students. Students and families have the 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 Bosco System 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 SYSTEM CATHOLIC SCHOOLS IN PARTNERSHIP WITH STUDENTS, PARENTS, AND COMMUNITY WILL OFFER A CHRIST-CENTERED ENVIRONMENT PROVIDING A CHALLENGING ACADEMIC PROGRAM WHICH FOSTERS POSITIVE STUDENT GROWTH AS WHOLE PERSONS WHO GIVE CHRISTIAN SERVICE AS CITIZENS OF THE WORLD.

To implement the mission of the school, the goals of the school program are to:

1. Build and strengthen a Christ-centered learning community.
2. Provide a student-centered learning program.
3. Provide self-selective learning activities.
4. Provide an encouraging environment where students develop a healthy self-concept.

The Bosco System Student Learning Goals are the general expectations for all its graduates.

1. Students demonstrate knowledge of God and the Catholic religion and verify development of their spiritual lives in their communities.
2. Students effectively communicate for a variety of purposes.
3. Students use academic skills and technologies to solve problems.
4. Students make decisions based on Gospel values.
5. Students develop goals and strategies for lifelong living and learning.

OUTCOMES/EXPECTATIONS

Bosco System uses the following indicators to measure how students are progressing in achieving the school mission and goals:

a Christian disciple.

- Uses Scripture and Catholic teaching for prayer and decision-making.
- Shows response to the Baptismal call to faith, community, service, justice, and stewardship.
- Experiences God in a variety of prayer forms.
- Recognizes Eucharist as the center of faith and prayer life.

a self-directed learner.

- Sets priorities and achievable goals.
- Monitors and evaluates progress.
- Creates options for self.
- Assumes responsibility for actions.
- Creates a positive vision for self and future.

a collaborative worker.

- Monitors own behavior as a group member.
- Assesses and manages group functioning.
- Shows positive interactive communication.
- Shows consideration for individual differences.

a complex thinker.

- Uses a wide variety of strategies for managing complex issues.
- Selects strategies appropriate to the resolution of complex issues and applies them with accuracy and thoroughness.
- Accesses and uses topic-relevant knowledge.

a community contributor.

- Demonstrates knowledge about his or her diverse communities.
- Takes action.
- Reflects on role as a community contributor.

a quality producer.

- Creates products that achieve their purpose.
- Creates products appropriate for intended audience.
- Creates products which reflect craftsmanship.
- Uses appropriate resources/technology.

II. Admission Policies/Notice of Non-Discrimination

Admission

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

Children are charged tuition. Bosco System Catholic Schools 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.

Equal Opportunity

Bosco System Catholic Schools 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 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 Board of Education 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

Catholic Atmosphere

Religious education at Bosco System Schools 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.

Because of our strong belief that the school must share in the responsibility for the spiritual growth of the students, Don Bosco High School provides class retreats or a school retreat each year. In addition, all seniors are encouraged to participate in a T.E.C. (Teens Encounter Christ) weekend.

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. Due to the revisions in the Mass which will take place on the weekend of November 27, 2011, the correct prayers in place before that date as well as the revised prayers after that date are listed.

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.

- 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.
- 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.

Don Bosco High School Spiritual Program

The components of the Don Bosco High School 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 Don Bosco 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 Don Bosco'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 Don Bosco experience.

IV. Academic Policies/Programs

Assessment

Each year students in grades 2, 4 and 7 take the Cognitive Abilities Test. Students in grades 3-8 take the Iowa Test of Basic Skills, and students in grades 9-12 take the Iowa Tests of Educational Development. Additionally, in grades 4, 8, and 11 students take the Iowa Collaborative Assessment Modules for reading and math, and students in grades 7 and 10 take the SCASS science assessment. Other high school testing includes PLAN (a pre-ACT test) and 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.

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 grade 6-7-8 who drop band at a time other than the semester need to have a signed note from parents, see the band director, and the principal.

Computers

Computers are available for educational use. No games etc. are to be played on them. **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.

Laptops and cords are to be signed in and out each period as they are used.

At IC/St. Joseph a fifty (\$50.00) technology fee will be charged per family. At Don Bosco High School a fifty (\$50.00) technology fee will be charged per student. This money will be used for maintenance, repair, and purchase of technology equipment supplies. All high school and middle school students need their own external storage device (i.e. hard drive, stick drive, flash drive) if they wish to save work to such a device.

Copyright

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

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

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

Field Trips

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. A field trip fee will be charged to cover the cost of transportation and/or admission to the activity.

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.

Guidance

Our Guidance Counselor complements the academic program by offering support to students in a number of areas. Additionally, age-appropriate, K-8, guidance lessons will be taught by classroom teachers.

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.

Graduation Policy - High School - See Appendix

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.

For grades 6-8 parents are informed through an Academic Incomplete (AI) notice when students have missing or incomplete work that did not meet the class deadline. The student will write down the incomplete assignment on the notice with teacher signature, **complete the work**, and return it the next day along with the **parent/guardian signature**. If the completed work and signed AI is not returned the following day, the student will be required to stay after school until 2 p.m. on the following Wednesday. Four AIs in a quarter will result in a detention; after 8 AIs in a quarter a parent conference will be held. For all students each quarter is a fresh start.

Late slips/AIs will be given to notify parents, however, credit received for late work will be at the discretion of the classroom teacher. Students can fail because of late/missing work. Students may be required to stay beyond school time.

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.

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. 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 ABE policy 6141.11 for specific details.

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. (ACSB 2511, 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.

Library/Media Center

Students have the opportunities 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, CD-ROM's, 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 any thing else.

Multi-Cultural/Non Sexist/Global Education

Bosco System Catholic Schools offers a global, multicultural, gender fair approach to the educational program.

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

Ninth Hour (High School)

Students with any missing work or failing grade in a class will be required to stay from 1:15 until 2:20 regular dismissal time on Wednesdays. This time is to be used as a structured study hall to work on missing assignments. Work completed during this time will be turned into the teacher at the end of the period. Missing 9th hour will be treated as skipping a class.

Physical Education Waiver

State Standard 12.5(6) “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.” (ACSB 6144.3)

School Parties (Elementary Level)

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

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.

School Day

- St. Joseph Center 7:35 a.m. with dismissal at 2:10 p.m.
- Immaculate Conception Center 7:35 a.m. with dismissal at 2:25 p.m.
- Don Bosco High School 7:40 a.m. with dismissal at 2:20 p.m.
- Each Wednesday is an early dismissal for staff development. St. Joseph dismisses at 1:00. Immaculate Conception and Don Bosco dismiss at 1:15.

Special Services

The service of an educational consultant, psychologist, social worker, speech therapist, physical therapist, and occupational therapist are available through AEA 267. 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 AEA 267 personnel on site.

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.

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

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 office secretary if they get sick during the day. The principal/secretary/classroom teacher 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, include 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 appointment, tired (slept in), 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 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.

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.

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 to be missed along with the signature of the attendance dean. 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. will result in **two (2) 60 minute periods/four (4) detentions** for each period or portion missed. Unauthorized absence of more than a half day will result in an in-school suspension.

Excessive Absence:

Students with excessive absence 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. 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.

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.

Tardiness

Elementary - A child is considered tardy if arriving to the classroom after the ring of the 7:35 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 - A student is tardy at the beginning of any class period if not in the assigned place/room at the time the class or activity is scheduled to start. If the student arrives after **the class bell rings**, the student is to go to the attendance office before going to class. Students tardy for class periods 2-8 are to report to their assigned class and will be noted as tardy by the individual teacher in Powerschool.

Accumulation of four (4) tardies in a semester will result in a disciplinary detention. Upon six (6) tardies in a semester one receives 2 detentions per tardy. Parents will be notified by a letter from the Dean of Students, if their student receives six tardies in a semester. More than eight tardies in a semester may result in disciplinary referrals and further disciplinary action.

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, ASCB policy 1312

Complaints Against Teacher/Employee, ASCB policy 4119.4g

Complaints Against Administrator, ASCB policy 4119.4h

Complaints Against Board Members, ASCB policy 8252

The normal channel for complaints concerning school shall be from parent 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.

When a complaint is made to the Board, as a whole, or to a Board member, as an individual, a written statement will be requested. Such a report shall include but not be limited to the following:

- Name of the person(s) involved.
- A concise statement of the nature of the complaint and the surrounding facts sufficient for understanding of the precise nature of the complaint and to allow the person(s) involved to prepare a response.
- A full account of the means that have been taken to resolve the matter on an informal basis and/or at the lower levels and the results thereof.
- The report shall be signed by the complainant.

Dual Parent Report

According to 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 Bosco System Catholic Schools (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents.

Early Dismissals, School Closing, and Late Start Procedures

Immaculate Conception/St. Joseph Catholic School and Don Bosco High School follows the secondary schedule of the Waterloo Community School District regarding school closings-bad weather. However,

based on local conditions, IC/SJ and Don Bosco Catholic High School 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 web site www.boscossystem.net for official announcements. Phone messages will be sent to parents/guardians via the School Reach notification system.

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. A parent newsletter is sent home regularly. Cancellations, general school information, activities, and the lunch menu are available on the school web site www.boscossystem.net. Parents should feel free to call teachers about student progress or other situations of concern.

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 conferences. Other parent-student-teacher conferences can be scheduled, by either parents or teachers, as the need is recognized.

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 quarter with students in grades k-8. For high school students, the progress reports will be given out at parent-teacher conferences in November and March; they will also be available on Powerschool, those families without internet access should contact the office. 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 does not equate to an E in the former progress report, nor an A. 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 be 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 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*

*Students who receive an incomplete grade(s) the first or third quarter or first semester have 10 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.

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.

Student Privacy Act

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

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.

Telephones

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.; cell phones must remain in lockers or book bags during the school day. Parents should ask to talk to students only in case of an emergency. Parents are not to call their son or daughter on their cell phone during the school day. Parents need to call the office and leave a message instead. **Cell phones are not to be used during class periods.**

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 Bosco System 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 Bosco System School 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 Bosco System Schools, are to be respected and followed.

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. A \$2.00 fine is assessed to violators at the elementary level and a \$5.00 fine is assessed at the high school level, which is doubled if not paid within one week. The fine is to be paid in the office.

Discipline Code - Elementary

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 premises 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 with a Student Referral Form.

Unacceptable student behaviors include:

1. Use of drugs, alcohol, tobacco
2. Personal injury (fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. 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 ACSB 5144.1. (See also Gangs ACSB 5133)

Discipline Code - High School (See also “Co-Curricular Eligibility and Conduct Code” in Appendix)

Disciplinary Referrals

Teachers will hand in disciplinary referral forms to the Dean of Students. When a student has reached four referrals during the school year, the parents or guardians will receive a letter from the Dean of Students. A fifth referral will result in one day of in-school suspension. Six referrals will result in two days of in-school suspension. When the student has received seven, the student and parents will meet with the Discipline Committee. This committee will determine the conditions under which the student will be allowed to continue attending Don Bosco.

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, Dean of Students, 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.

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 prepared to work on school assignments.

During detention period, silence will be maintained, the school dress code is in effect, and sleeping and eating are not permitted.

ALL DETENTIONS ARE 30 MINUTES UNLESS APPROVED BY THE DEAN. The detention period will last one-half hour starting at either 7:00 AM or 2:30 PM. Appointments, 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 at is the discretion of the School Administrator, Dean of Students, or teacher.

Electronic Devices

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 in the office at the end of the day. At the high school level, the second infraction of the year will result in four detentions and a disciplinary referral.

Gambling

Gambling is not allowed.

Fire Extinguishers

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00.

Gangs

In accord with 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 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.

Harassment/Bullying

It is the policy of the Archdiocesan Catholic School Board and Bosco System Catholic Schools 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's 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.

School Dress Code and Good Grooming Policy - See Appendix

Search and Seizure (See also “Search and Seizure Policy in Appendix)

It is the policy of Bosco System Catholic School Board to operate its educational programs in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, Bosco System adopts the policy as stated in ACSB 5145.2 which refers to the 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.

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 places 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 web site: www.iowa.gov/educate.

Weapons and Dangerous Instruments

It shall be the policy of the Bosco System 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 ACSB 5131.7a.

Tobacco, Drinking, Use of Non-Prescribed Drugs

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

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 ACSB 5131.6, ACSB 5131.61, ACSB 5144 and/or 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

Athletics for Grades 6-8

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 7th and 8th grade only. Participation by students in younger grades may be allowed depending on the sport. Students sign up for the sports season and may be charged a late fee if they choose to go out for a sport after the sign up deadline. 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. Concussion Form
3. Insurance waiver
4. Academic Agreement (Athletic Covenant)
5. Payment of any sports fees due.

Academic Eligibility

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 keep satisfactory academic eligibility and work willingly with coaches on Christian values of self-responsibility, fair play, and teamwork.

Students involved with middle school athletics are expected to demonstrate satisfactory performance on tests, homework completion, project work, and cooperative learning activities. Test scores above 70% are expected;

however, the student’s academic capability and the effort s/he puts forth will be considered. Failure to do so, or problems with behavior, will result in the student being ruled ineligible.

The Activities Director (AD) posts the list of middle school student athletes on Mondays. Each teacher reviews students' previous week's work, and gives a "✓" to any student who is satisfactory by virtue of not meeting one of the expectations noted above. The teacher also sends an "Athletic Eligibility Parent Note" home with the student. On Tuesday, the AD will notify coaches of any ineligibilities. If a student receives a check in two or more subject areas or in the same subject area on consecutive weeks, s/he will be ineligible for the next game/match at each level of competition in the upcoming week (Wednesday through Tuesday).

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 athlete 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 Bosco System Catholic School. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

Co-Curricular Activities (High School and Middle School) - See Appendix

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, ACSB 1251

VIII. Health/Safety Issues

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 Bosco System 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 Jeff Henderson, 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) and ACSB 4116.30a & 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.

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

Alcohol/Drug Policy

The Bosco System Catholic School Board develops guidelines that are in accordance with the ACSB policies 5144 and 5144.1 on student responsibility and discipline.

High School Policy

Bosco System 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 anytime 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 PRINCIPAL, AND/OR DISCIPLINARY DEAN AND OTHER PERSONNEL AS DEEMED APPROPRIATE BY THE PRINCIPAL.

First offense:

1. Two full school days (from beginning of first period to end of last period) in-school suspension.
2. Drug and alcohol offenses require a mandatory assessment by a licensed agency and accompanied by a parent or guardian, or school approved personnel. Any expense for assessment and/or treatment including tutoring that may be required is at the expense of the parents/guardians of the student involved.

Second offense:

1. Five full school days in-school suspension.
2. Mandatory substance abuse program attended by the offender, and accompanied by parent or guardian, school approved personnel. Any expense for assessment and/or treatment including tutoring that may be required is at the expense of the parents/guardians of the student involved.
3. Offender 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, cheer leading, 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 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.

Asbestos

Federal regulations and Archdiocesan Catholic School Board policy 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.

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.

Lead in the Drinking Water

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

Medication

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). **A physician's signed, 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.

Radon Testing

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

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 directions of the teacher and return the same way. State law requires four tornado drills and four fire drills each year.

Smoking/Smoke Free Building and Grounds

All buildings in the Bosco System have been designates as “Smoke Free.” At no time will smoking be permitted within the building or on school grounds.

Visitors

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

1. Receive permission from the principal and inform their teachers at least one day in advance.
2. On the day of the visit, 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.
3. 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

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.

The parking area by the south entrance of the high school is for faculty, staff, and guests ONLY. The angle parking in the plaza is student parking. There will be no parking between the two crosswalks. There will be signs posted designating parking for parents, teachers and volunteers. 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.

Bus

Bus transportation is provided to eligible students by First Student Transportation Services and by the Bosco System. Rules established by these agencies are to be followed as though they were rules of the Bosco System Schools. 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:

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
- 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

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 year. Communications are sent home with the parent newsletters.

Booster Club – K-12

The purpose of the Bosco System 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 extra-curricular 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, speech, and drama. The Booster Club meets the first Wednesday of each month (August through June) in the Don Bosco library at 6:30 PM. Everyone is welcome to attend!

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.

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 *Bosco System - Lunch*.

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

A la carte items in addition to the lunch are available daily to middle school and high school students, and on a limited basis for gr. 3-5. A la carte items offered follow the nutrition guidelines of the Healthy Kids Act. All items purchased through a la carte must be consumed before leaving the lunchroom.

High School: During the lunch period, the second floor area is off limits. Those who live close may go home for lunch at the written request of parents. No other students may leave the school area.

School Supplies - Elementary

A listing of recommended school supplies is sent with registration materials in May and will be posted on the system website. School supplies available through school may be purchased at registration day in August or from the school office on school days.

Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Books belonging to the school are to be covered at all times. Do not use the plastic, contact paper covers that stick to the book since they leave permanent damage. Students will be assessed fines for lost or damaged books.

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.

Tuition Grants

No one should be denied a Catholic education because of financial need. Grants are 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. 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. (ACSB 3240.1)

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 acknowledgment form indicating that they have received and read all Archdiocesan required notifications and to also authorize a criminal background check.

X. MISCELLANEOUS HIGH SCHOOL POLICIES/INFORMATION

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.

Credit for Advancement:

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

"If student falls below a 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	50 credits (class of 2011, 48 credits for graduation)

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 the 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 guardian are notified and they can be released to their care. A breathalyzer may be used to confirm a suspected use of alcohol.
5. Smoking or any tobacco use is not permitted on the premises.
6. There should always be at least eight chaperones. 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.

Fighting:

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

Gym and Weight Room:

The weight room and gym may be used when there is **proper adult supervision**. The gym floor has been resurfaced, 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.

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.

Intramural:

Students may participate in or observe intramurals if they do not have a deficiency and with permission of proper authority.

Language:

Inappropriate language (swearing/cursing, etc.) will result in a \$5.00 fine. The fine will double if it is not paid within one week.

Lockers:

Lockers are to be kept clean and orderly. **Please do not put valuables in your locker.** No decals, 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. A five dollar deposit is required. Three dollars will be refunded at the end of the school year if the lock is returned to the main office in good working condition.

Suspension:

Suspension is a penalty that may be incurred. The Dean or 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.

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.

Tournament Policy: (for Spectators) 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 sanctions 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.

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.

Withdrawal/Dropping/Changing a Class:

A student initiated withdrawal or dropping a class must be done within **the first week** 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 sign 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.

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.

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) or for choosing to attend Bosco System Catholic School. We appreciate your confidence in our abilities to help you in your duties of education.

Special thank you to all parents, students, faculty, staff and supporters of Bosco System. 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.