

Saint Joseph Parish
Board of Education

ADMINISTRATION

Extra-Curricular Activities

It shall be the policy of the Saint Joseph Board of Education to allow students to participate in extra-curricular activities with other parochial schools when feasible. It shall be the duty of the principal to review the conduct and grades of the students prior to the student's participation in these events.

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

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Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish
Board of Education

ADMINISTRATION

Finance

It shall be the policy of the Saint Joseph Board of Education that the tuition and fees for school will be reviewed and determined each year by the Board of Education.

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish
Board of Education

ADMINISTRATION

Medication

It shall be the policy of the Saint Joseph Board of Education that established procedures be followed for dispensing medications at the specified time to those students who must take medication during school.

Adopted: December 1971

Revised: January 2019

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Saint Joseph Parish
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ADMINISTRATION

Rules for Dispensing Medication

1. The medication is prescribed by a licensed physician or licensed physician's assistant.
2. The prescribing licensed physician or licensed physician's assistant signs a request to have a specific medication in a specific amount at a specific time dispensed to a designated pupil by school personnel.
3. The parent or guardian signs a request to have the prescribed medication dispensed to their child according to the written directions of the prescribing licensed physician or licensed physician's assistant.
4. In order for school personnel to administer or supervise any prescription during school hours, a request form must be signed by a parent. This includes over-the-counter medication such as cough drops, aspirin, and cough medication.
5. All medication permission slips will be filed in the pupil's cumulative health folder.
6. The medication is brought to school and kept in the prescription container filled by the pharmacist.
7. All medications are appropriately identified for each child, kept in a locked drawer or cabinet and the employee responsible for dispensing medication has custody of the key. When required, refrigeration will be provided.
8. At vacation time, end of school year or end of dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed.

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ADMINISTRATION

Inability to Provide Educational Services

It shall be the policy of the Saint Joseph Board of Education that if a student cannot be served in Saint Joseph School, s/he will be free to attend another parish school for the tuition charged at that school for members of the parish. Financial arrangements will be made by parent or guardian and the receiving Board of Education.

Adopted: December 1971

Revised: January 2019

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Saint Joseph Parish
Board of Education

ADMINISTRATION

Field Trips

It shall be the policy of the Saint Joseph Board of Education that students in Saint Joseph School will be permitted to take field trips as part of the curriculum.

Adopted: December 1971

Revised: January 2019

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Field Trips

1. Each field trip must be approved by the principal two weeks prior to discussion with students.
2. Each field trip should be well planned by the teacher and a follow up conducted upon return.
3. Field trips will be arranged at least one week in advance in order to give parents sufficient notice.
4. Each teacher will be responsible for arranging adequate transportation and supervision.

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Weather Related School Closings

It shall be the policy of the Saint Joseph Board of Education that the decision to cancel for the day will be made in cooperation with the Des Moines Public Schools either by the superintendent or in his/her absence, the curriculum director.

Once the decision has been made, the pre-established calling chain will be utilized so that the staff will be contacted as soon as possible.

The public media will be contacted by the School's Office with the announcement of closings under the title of The Des Moines Area Catholic Schools including Dowling High School.

The same process will be utilized in case of a joint district and diocesan decision to have a late start.

However, if the administration believes that St. Joseph School should have a late start due to road conditions in their particular area, the media will be notified directly with a request for a late start announcement. The School's Office will be informed.

Use of late starts should be rare.

If there is a joint decision by the Des Moines Public Schools and Diocesan Office to have an early dismissal, then that information will be announced through the public media.

However, if the administration thinks an early dismissal is necessary for St. Joseph, even when other schools are continuing for the day, then the school should notify the public media with the pertinent information and the School's Office will be informed.

General Directions:

No student may be dismissed or released with the school being certain, as much as humanly possible, that the student has a place to go that is safe and where parents/guardians have designated them to be. A FORM WILL BE SENT HOME BEFORE THE BEGINNING OF EACH SCHOOL YEAR FOR PARENTS TO GIVE SPECIFIC DIRECTIONS FOR THE SCHOOL TO FOLLOW IN THE CASE OF AN EMERGENCY EARLY DISMISSAL. (Transportation Form)

Parents will be given a written policy stating how messages of dismissal will be disseminated (public media) in advance of need (Student Handbook).

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ADMINISTRATION

Multicultural, Nonsexist Education

It shall be the policy of the Saint Joseph Board of Education that the process for achieving and maintaining a multicultural, nonsexist approach to education shall be coordinated, planned and implemented by the administrators responsible for school.

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish
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ADMINISTRATION

Nondiscriminatory Practices

It shall be the policy of the Saint Joseph Board of Education that, in admission to students, employment of personnel and operation of athletic programs, Saint Joseph's School shall follow practices that do not discriminate on the basis of age, sex, race, national origin or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to non-public schools and to Title I of the Americans with Disabilities Act. Participation in educational programs and extracurricular activities in all schools shall be in compliance with Title VI and Title IX of Education Amendments of 1972.

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Saint Joseph Parish
Board of Education

ADMINISTRATION

Grievance Procedures

It shall be the policy of the Saint Joseph Board of Education that there be grievance procedures for the prompt and equitable resolution of complaints regarding sex discrimination.

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish
Board of Education

ADMINISTRATION

Grievance Procedure

In compliance with Title IX, the following procedures are to be followed:

Grievances must be in writing, stating the policy, procedure or contract term involved, the specific facts of the violation and reasons why they should be judged violations. Persons who wish to file a grievance will follow these steps:

1. Request a conference with the immediate supervisor for the purpose of discussing the grievance and seeking a satisfactory solution.
2. Failing to agree at the first attempt, a conference may be requested in writing with the Diocesan staff that has had the opportunity to review the grievance statement.
3. If the employee is not satisfied with guidance from the Diocesan staff, the problem may be referred to the Saint Joseph Board of Education for consideration. This should be done in writing and a request to appear before the board may be included. Such communication shall be forwarded to the board, preferably through the executive officer of the board. Likewise, communication from the board to the employee shall be made through the executive officer.

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ADMINISTRATION

Long-Range Planning

It shall be the policy of the Saint Joseph Board of Education that the board develops a formal, long-range, written plan for the programs for which the board is responsible. This long-range plan shall be maintained on file at the Diocesan Office and updated annually.

Renamed SIACC.

Adopted: December 1971

Revised: January 2019

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Saint Joseph Parish
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ADMINISTRATION

Sexual Harassment and/or Abuse by Staff Personnel

It shall be the policy of the Saint Joseph Board of Education that all schools maintain an environment free from sexual harassment and abuse. Each school must promote a sexual harassment and abuse-free environment through information, training, supervision and investigation of allegations of such behavior.

Sexual harassment and abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is implicitly or explicitly a term or condition of education or employment.
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting a student or an individual's employment.
3. Such conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment or has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

School personnel (students, employees, volunteers), who believe they or others have or may have been sexually harassed and/or abused by school employees/volunteers, should report this matter to local officials (Level I Investigator) and to the Diocesan Chancellor.

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

The Level-One Investigator must respond promptly to complaints/allegations of sexual harassment and/or abuse. School personnel (employees/volunteers and students) are required to assist in the investigation when requested to provide information. All involved are to maintain confidentiality to the extent possible in the reporting and investigating process.

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

The school administrator shall normally serve as the designated Level-One Investigator unless the allegation involves the Level-One Investigator, in which case the Diocesan Superintendent of Schools shall be notified. The name and telephone number of the Level-One Investigator and an alternate shall be published annually in the Student/Parent and Faculty/Staff Handbooks.

If students and/or personnel believe sexual harassment and abuse has occurred but do not wish, or believe it would be inappropriate, to file a complaint of harassment or abuse with a Level-One Investigator, they may inform the principal (Diocesan Superintendent if the allegation involves the principal) about the incident(s). In such case, the principal (Superintendent) shall handle the concern as a personnel matter.

School officials must report to Board of Educational Examiners the resignation of a licensed employee or the non-renewal of a licensed employee's contract for an allegation of or sexual misconduct of a student.

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

1. Any person having knowledge of sexual harassment and/or abuse should file a report with the school's designated Level-One Investigator, by using the form, Alleged Sexual Harassment and/or Abuse by Staff Personnel Report.
Any school employee/volunteer receiving a verbal or written report of sexual harassment or abuse must immediately pass on the information to the Level-One investigator.
2. If the alleged victim of abuse is age 12 and younger, the incident must first be reported to the Department of Human Services (DHS). Then the school should proceed with its investigation.
3. The Level-One Investigator must secure a written report of the allegation and provide a copy to the person filing, the parents (if complainant is below age 19), and the immediate supervisor of the employee/volunteer. The alleged offender named in the report shall receive a copy of the report at the time h/she is initially interviewed by the Level-One Investigator.
4. The Level-One Investigator shall complete an informal investigation within five working days following receipt of the written report. The investigator shall have access to any records of the alleged victim and alleged offender for the purpose of interviewing and investigating.
If, in the opinion of the Level-One Investigator, the alleged victim would be placed in eminent danger through continued contact between the alleged victim and alleged offender, provision shall be made to temporarily remove possible contact by or between the two.
5. The Level-One Investigator may be deferred, if the investigator believes the magnitude of the allegations suggest an immediate professional investigation. If such is the case, the Level-One Investigator shall contact the appropriate law enforcement officials, the person filing the report and the parents of same if the person is under 19 years of age. All steps involved in this process must be documented.
6. Within 5 days of receipt of the completed alleged Sexual Harassment and/or Abuse by Staff Personnel Report, the Level-One Investigator shall interview the alleged victim, the alleged accused named in the report and any other persons who may have knowledge of the circumstances contained in the report. The investigator must notify the parent of the child in pre-kindergarten through grade 6 of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parents' place. The investigator should notify the parents of older involved students.
7. The designated investigator shall determine, by a preponderance of the evidence and based upon the investigator's training and experience and the credibility of the victim, whether it is likely that an incident took place between the victim and the accused.
8. The Level-One Investigation of Sexual Harassment and/or Abuse by Staff Personnel form shall be completed within 15 calendar days of receipt of the report unless the investigation was temporarily suspended. Copies of this completed form shall be given to the alleged victim (the

parents of any involved person under age 19), the accused, and the immediate supervisor of the accused.

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

The investigation may be concluded at Level-One if:

- a) The allegation is withdrawn.
- b) There is no preponderance of evidence to support the allegation.

All other cases shall be referred to the Level-Two Investigator.

Adopted: December 1971

Revised: January 2019

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Saint Joseph Parish
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ADMINISTRATION

Level-Two Investigation of Sexual Harassment and/or Abuse by Staff Personnel

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

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

The Level-Two investigator shall:

1. Review the Alleged Sexual Harassment and/or Abuse by Staff Personnel Report.
2. Review the Level-One Investigation of Sexual Harassment and/or Abuse by Staff Personnel form.
3. Conduct further investigation if, and as much as, deemed necessary to determine whether their preponderance of evidence to support sexual harassment and/or abuse allegations. (Any involved person, who is below seventh grade, must have their parents informed previous to the interview and when the interview will be held).
4. Make a written narrative report which shall include:
 - a. Whether any exceptions apply.
 - b. Whether the allegation is founded or unfounded at Level-Two.
5. Send a copy of the report to the Level-One Investigator and Superintendent of Schools.

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

1. Forward copies of the report to the student victim or parents (if the student is younger than 19), the school employee named as the alleged abuser, the employee's supervisor and the person filing the Alleged Sexual Harassment and/or Abuse Report.
2. Contact the Superintendent of Schools about filing a complaint with the State Board of Educational Examiners (if the employee holds a professional license) or report to the Department of Education (if the abuser is a bus driver) for the purpose of a hearing to revoke the license or permit.
3. Report all other school employees/volunteers to the local board of education where disciplinary action is left to the discretion of the administration and board.
4. Arrange for counseling services for the student upon the request of the student and/or parents.

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