

# St. Joseph Catholic School

Parent and Student Handbook

2022-2023



“Where our hearts and our doors are open to Christ.”

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

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## **Curriculum**

### RELIGION

Our teachers are involved in an ongoing process of religious education themselves in order to provide your child with instruction in our faith. This is provided by the Diocese, by our local parish, and in conjunction with other Catholic schools in our area. Our director of Religious Education, along with the parish priest and deacon work with our staff to strengthen our religion program for our school staff. St. Joseph adopted a new resource for the 2022-2023 school year called [Spirit of Truth](#)

The importance of prayer is recognized here at school, and again is most effective when practiced in the home. Our school day begins with prayer and continues at various times throughout the day. Students plan and participate in the weekly Holy Day Mass. As a school family, we will also participate in special prayer services planned by specific grades throughout the school year.

The Sacraments of Reconciliation and Eucharist are prepared for in the second grade. These dates will be established by the Director of Faith Formation.

### READING

Guided reading is a method of teaching reading to children. Guided Reading is also a key component to the Reading Workshop model of literacy instruction. Guided Reading sessions involve a teacher and a group of around preferably two to four children, but may work with up to six children. The session would have a set of objectives to be taught through the course of a roughly twenty-minute session. While guided reading takes place with one group of children, the remaining children are engaged in independent or group literacy tasks focusing upon the key components of comprehension, fluency and phonics or phonemic awareness. The idea is that the teacher is not interrupted by the other children in the class while focusing on one group. Guided Reading is a daily activity in our classrooms PreK- 8th grade and involves every child in a class over the course of a week. Each Guided Reading group meets with the teacher several times throughout a given week. The children are usually grouped by academic ability, reading levels, or strategic/skill-based needs.

Before reading the teacher will access background knowledge, build schema, set a purpose for reading, and preview the text with students. Typically a group will engage in a variety of pre-reading activities such as predicting, learning new vocabulary, and discussing various text features. If applicable, the group may also engage in completing a "picture walk."

This activity involves scanning through the text to look at pictures and predicting how the story will go. The students will engage in a conversation about the story, raise questions, build expectations, and notice information in the text (Fountas and Pinnell). During reading the

students will read independently within the group. As students read, the teacher will monitor student decoding and comprehension. The teacher may ask students if something makes sense, encourage students to try something again, or prompt them to use a strategy. The teacher makes observational notes about the strategy use of individual readers and may also take a short running record of the child's reading. The students may read the whole text or a part of the text silently or softly for beginning readers (Fountas and Pinnell).

After reading, the teacher will again check students' comprehension by talking about the story with the children. The teacher returns to the text for teaching opportunities such as finding evidence or discussing problem solving. The teacher also uses this time to assess the students' understanding of what they have read. The group will also discuss reading strategies they used during the reading.

## MATHEMATICS

GoMath series is designed to introduce new concepts to students while continuing to review and build on past units. The series will emphasize number concepts so that the students develop number sense and will be able to use the skills they learn to apply as they continue in Math programs in our building and when they advance to high school and beyond. The series will give them the skills to work with numbers and Math skills for the rest of their life. This program has been proven to improve student's math skills and develop the skills to meet their needs as they progress with their Math education.

This program is very strategy based and gives students the tools to meet their individual learning styles.

## SOCIAL STUDIES

TCI social studies curriculum takes an interactive approach by immersing students in the world around them. As students progress each year, they climb a "staircase" of content that gradually grows more challenging in order to strengthen understanding of the topics at hand, including ideas represented in the Social Studies Common Core.

TCI's elementary social studies curriculum is built in alignment with national frameworks, such as the College, Career, and Civic Life (C3) Framework for Social Studies, as well as state standards, and it is constructed with inquiry-based instruction at its core.

## SCIENCE

The Full Option Science System™ is developed at the Lawrence Hall of Science, University of California at Berkeley. The Hall provides public access to scientific ideas and interactive science experiences and supports the design and development of new methods and materials for teaching and learning science.

FOSS® emerged from a philosophy of learning that was introduced in the 1960s by the late Robert Karplus, physicist and science educator. The most important principle of that philosophy

is that students should learn science by doing science. When presented to students in a thoughtful and engaging manner, the study of science is an exciting and interesting experience. A great deal of knowledge about science education has been generated since the pioneering days of the 1960s. We better understand how to set up efficient learning systems that engage students in science and engineering practices, organize productive collaboration, integrate reading and writing effectively, and monitor student progress accurately.

## **Diocese of Des Moines**

### DIOCESE of DES MOINES MISSION STATEMENT

The mission of the Catholic schools of the Diocese of Des Moines is to provide meaningful educational experiences for children/adolescents in an environment integrated by Gospel values and which nurtures faith, community, prayer and service.

Therefore, we believe that:

- Catholic schools exist to teach the traditions and doctrines of the Catholic Church and to live the Gospel message of Jesus Christ.
- Parents are the primary educators and that Catholic schools are partners with parents in the education of their children/adolescents.
- Each child/adolescent in a Catholic school, regardless of race, cultural heritage, or sex, will grow in self-esteem through the development of her/his talents, skills and interests.
- Catholic schools will provide a warm, caring environment where children/adolescents will be challenged to learn the essential curriculum regardless of learning rate or style.
- All children/adolescents in Catholic schools will learn the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society.

### DIOCESE OF DES MOINES ESSENTIAL LEARNINGS

#### ESSENTIAL ACADEMIC LEARNING

Our students will:

- access and use information effectively;
- apply technology competently;
- think critically and creatively;
- solve problems independently and cooperatively;
- reason scientifically,
- mathematically, and historically.

#### ESSENTIAL SPIRITUAL/SOCIAL LEARNING

Our students will:

- accept church, civic and personal responsibility;
- anticipate and constructively react to change;
- communicate ideas and feelings effectively in various ways;
- demonstrate global awareness, cross cultural understanding, and social justice principles;
- demonstrate personal wellness practices.

## **General Information**

### **ORGANIZATION**

The organizational structure for St. Joseph Catholic School includes the Diocesan Board of Education and Superintendent of Schools, St. Joseph Board of Education, Principal, Assistant to the Principal, teachers, parents, and students. Included in the St. Joseph educational program is a preschool for four-year-olds. Grades kindergarten through eighth are divided into a primary unit (K-2), an intermediate unit (3-5), and a middle school unit (6-8).

### **SCHOOL ADMINISTRATION**

St. Joseph Catholic School employs an accredited, professional full-time Principal licensed by the State of Iowa. The major responsibilities include: faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The Principal is employed by the parish and has direct accountability to the pastor and St. Joseph Board of Education.

### **SCHOOL FACULTY**

The faculty of St. Joseph Catholic School is fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas to which they are assigned. Faculty members in grades PreK-5 are hired primarily as self-contained classroom teachers. Teachers in grades 6-8 work in their areas of expertise and certification. Additional specialists are employed in the areas of Learning Support, Guidance and Counseling, Physical Education, Art, Music, and Media (Library). The faculty is regularly observed and evaluated by the school Principal.

### **SUBSTITUTE TEACHERS**

When a teacher is out of school because of illness, professional meetings, or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the Principal to hire a long-term substitute. Whenever possible, a substitute who is familiar to the students will be engaged. The substitute will work closely with the classroom teacher and the Principal to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect may be sent to the Principal for disciplinary action. Substitute teachers have permission to follow every part of the St. Joseph discipline policy.

### **PARENT VOLUNTEERS**

All parent volunteers who assist in the classrooms, special events and extracurricular activities are required by the Diocese of Des Moines to attend Virtus training and background check. On-line training sessions are available throughout the year. To register, please ask the administration for information.



## NON DISCRIMINATORY PRACTICES

It shall be the policy of the Diocesan Catholic Schools Board that all schools follow practices that do not discriminate on the basis of age, sex, race, or national origin. In addition, schools shall comply with the anti-bullying/anti-harassment laws of the state of Iowa as they apply to religious institutions, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act as such may apply to diocesan schools.

## SPECIAL SERVICES/STUDENTS WITH SPECIAL NEEDS

Through the Diocesan Office of Schools, St. Joseph Catholic School has the services of the Superintendent of Schools, Director of Educational Services, Director of Teaching and Learning and a marketing specialist. Through Des Moines Public Schools, the following personnel are available: psychologist, social worker, audiologist, speech therapist and educational consultant. St. Joseph Catholic School has a full time Guidance Counselor and a Primary Reading Specialist on staff.

St. Joseph Catholic School along with Des Moines Public Schools first utilizes a problem-solving approach, Student Intervention Team (SIT), if students experience difficulty at school. If necessary/applicable problem solving is unsuccessful, St. Joseph School may also utilize the services of Des Moines Public Schools for screening of students as well as evaluation of students with parental approval. These screening and testing services are funded through taxes and available free of charge.

St. Joseph Catholic School does not offer a special education program. However reasonable accommodations will be made for students with special needs based upon the following procedure. St. Joseph School will seek to jointly serve identified; qualified students with special education needs through Des Moines Public Schools if a cooperative effort which adequately meets the needs of the child can be established with the public school and the parents. Students who require more extensive special education services as determined through testing, Des Moines Public Schools recommendation, and/or medical diagnosis may be staffed to a full public school program to more appropriately meet the needs of the child.

## **St. Joseph Catholic Elementary School Student Support Plan**

St. Joseph Catholic Elementary School Student Support Plan Process:

St. Joseph School wants all students to be successful spiritually, academically, physically, behaviorally, socially, and emotionally. It is our goal to meet as many students' needs as possible with available resources.

Education is a partnership among the school staff, parents, and students. With this partnership come responsibilities and expectations. It is expected that:

### SCHOOL STAFF WILL:

- Provide a Christ-centered, safe, secure and nurturing environment for all students.
- Work collaboratively to meet the needs of all students served.
- Monitor student progress.
- Communicate and provide up-to-date information to parents.
- Use available resources to best meet students' needs.

### PARENTS/GUARDIANS WILL:

- Support the learning environment and school staff to ensure student progress.
- Monitor student progress.
- Communicate regularly with teachers.
- Encourage students to take advantage of the supports and services offered.
- Emphasize at home that the student's primary job is to be successful at school.
- Ensure a balance between home, school, and activities.

### STUDENTS WILL:

- Engage in the learning process.
- Be respectful.
- Complete work to the best of their ability.
- Take advantage of the school's supports and services offered.

### STUDENT SUPPORT PLAN OPTIONS:

St. Joseph's Student Support Plan is a good-faith agreement between the school and family to support students to the best of the school's ability. If a Student Support Plan is established, and a student fails to participate at a developmentally appropriate level and take advantage of the supports in place, the student's enrollment at St. Joseph Catholic School may be reconsidered. Each Student Support Plan will be reviewed at least annually.

Individual student needs will determine the Student Support Plan focus. This might result in a Student Support Plan, an Individual Health Plan (IHP), or an Individualized Education Plan (IEP).

#### Student Support Plan –

The Student Support Plan will specifically state the interventions and accommodations for the individual student.

#### Individualized Education Plan (IEP) –

An IEP is provided for students who have a documented disability and a need for specially designed instruction in order to access a free and appropriate public education. An IEP would be served in conjunction with the public school system and/or Area Education Agency in which the school is located.

#### Individual Health Care Plan (IHP) –

The Individual Health Plan (IHP) documents the student's needs for school health services and school nurse services, the steps of the nursing process, and the student outcomes/goals to promote student health, prevent disease, and enhance academic achievement. The IHP includes assessment, nursing diagnosis, outcomes/goals, planning and implementation, and evaluation. The licensed registered school nurse or other licensed qualified health care practitioner develops the IHP with the student, family, health care provider, and school team to coordinate health and nurse services at school, to and from school, at home, and in the community.

#### DECISION-MAKING STEPS:

The following are the steps within the decision making process used to determine supports and services for students who have been referred to the school's Student Support Team, (The Student Support Team) is composed of our principal, teachers, and counselor, (The Student Support Team) meets twice a month. Meetings will also include someone who knows the student well and is knowledgeable about instructional strategies in the area of the student's concerns.

Step 1: Referral – Student is referred by him/herself, teacher, parent/guardian, or counselor.

Step 2: Record Review and Data Gathering – Student's school records are reviewed (e.g., grades, assessments, teacher input, discipline data, attendance data, IEP, 504, transcript). Interviews with student, teachers, and parents/guardians are conducted. Observations and other assessments may be conducted, if needed.

Step 3: Supports and Services are Considered – by the Student Support Team, including the student's parent/guardian. A plan is agreed upon by the Student Support Team members and the parents/guardians. Students will be included when appropriate. The plan is then enacted, monitored, and reviewed for progress. Plan revisions are made when needed, or the plan is discontinued if supports are no longer needed.

#### Fallback Action:

St. Joseph School is committed to meeting the academic, spiritual, physical, and behavioral/social/emotional needs of each and every student; however, when the educational need exceeds school resources it may be necessary to consider full-time placement in another

setting, such as a public school, where resources are available and matched to meet the identified needs.

## **Admission Policies & Procedures**

### ADMISSION POLICIES

The Saint Joseph Board of Education endeavors to offer the opportunity for a Catholic education to all who desire it. However, due to space and personnel limitations, and in compliance with the guidelines set by the Diocesan Board of Education, it shall be the policy of the Saint Joseph Board of Education that a priority system be used in acceptance for enrollment in Saint Joseph School. The following groups, listed in priority order, shall be considered for admission:

1. Students who have been enrolled at Saint Joseph School during the previous school year and whose families have fulfilled their tuition and tithing obligations.
2. New students from families with other students already enrolled at Saint Joseph School.
3. New students from families registered at Saint Joseph Parish, Ss. John & Paul's Parish, Immaculate Heart, or St. Mary's Parish.
4. New students from newly registered families at either Saint Joseph , Ss. John & Paul's, Immaculate Heart, or St. Mary's Parishes with an immediate history of Catholic education.
5. New students who were Religious Education students at either Saint Joseph , Ss. John & Paul's, Immaculate Heart or St. Mary's.
6. New students from families registered at Catholic parishes without schools.
7. New students from families registered at Catholic parishes with schools.
8. New students from families who are non-Catholic.

Should a non-Catholic request admission to Saint Joseph School, the following requirements need to be met:

- a. Attendance with their class at Mass (participation is not required nor expected), the daily Religion class and all activities including those of a religious nature.
- b. Tuition rate will be comparable to actual per pupil cost. (Tuition determined by Board of Education.)

### POLICY #505

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A family wishing to enroll their child must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the administrator to determine what is satisfactory evidence for proof of age. Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. These forms are available in the school office.

### REGISTRATION INFORMATION

Our parish has had for many years a commitment to do all it can to make Catholic education available to all its families who wish it for their children. The continuation of a quality school with a quality education depends on maintaining a quality faculty that is fairly compensated and

enthusiastically supported by our parents and our parish. It is the sacrifices of many that make the enterprise of Saint Joseph School possible. Parents sacrifice financially to give their children an extra edge on building religious and faith values. Parishioners who have long since had children in school continue to tithe generously, thus making it possible for the parish to subsidize the per pupil cost by more than one half. St. Joseph Parish is committed to making it possible for any child of a registered and participating family to attend a Catholic school. A small committee has been set up to meet with any family who needs financial aid. The bottom line in these instances is not money but whether the family is regularly attending the parish for weekend liturgy and worship and whether they are participating in the parish SACRIFICIAL GIVING PROGRAM at a level they can afford on a regular basis.

In order to be given preference as members of St. Joseph Parish the following criteria need to be met:

1. Currently registered at St. Joseph, Our Lady's Immaculate Heart, St. Mary's or Sts. John and Paul Parish and have completed a Sacrificial Commitment Card.
2. Regularly attending week-end Liturgy at home Parish and participating in parish events.
3. Regularly using envelopes to contribute to the parish through the Sacrificial Giving Program as stated on the Sacrificial Commitment Card. (The amount to be given is to be determined by the parishioner's family in relation to their income.)

Families who currently have students in school but are not meeting their financial obligations to the school, and/or have not been faithful to items two and three above, will not be given priority over new students in the registration process. Fees for St. Joseph families for the 2021 - 2022 school year are:

\$4,079.00	-	Tuition/school fee for first child
\$3,467.00	-	For second child
\$3,263.00	-	For third child
+\$499.00	-	Four or more children

Those Catholic families who are not currently registered or who are not attending or supporting Saint Joseph Parish will be viewed as non-parishioners and will be charged the same amount in school tuition/fees as students from other parishes. These families need to approach their own parish for financial arrangements and assistance. We of course welcome students from other parishes who do not have schools. We assume that those parishes will give financial assistance wherever possible. Those families that are not Catholic will be charged a tuition approaching the per pupil cost of the previous year. Fees for out of parish and non-Catholic families for the 2018-19 school year are:

\$6,300.00	-	Tuition/school fee for first child
\$5,355.00	-	For second child
\$5,040.00	-	For third child
\$699.00	-	Four or more children

OPTION #1 - One payment on July 15th.

OPTION #2 - Two semester payments on July 15th and January 15th.

OPTION #3 - Four quarterly payments due on the 15th of July, October, January, and March.

OPTION #4 – Twelve monthly payments due on the 1st or 15th of each month from July to June.

OPTION #5 –Twenty four bi- monthly payments due on the 1st and 15th of each month from July to June.

**All school payments are to be made directly through your FACTS account.**

When problems or inability to meet the obligations incurred exist, we expect parents to discuss the concerns with the Pastor and/or the small committee so that necessary adjustments and arrangements can be made in writing.

Families who may be having financial difficulties are urged to seek out opportunities to give volunteer help in the school, to other groups working in the Parish. Scholarships are available through The Catholic Tuition Organization (CTO), through the George and Mary Kremer Foundation or from the pastor. It is expected that in such cases those in need will initiate the dialogue with the pastor, the principal.

All bills owed to the school must be paid in full by June 1. Other arrangements for fulfilling this obligation must be made with the pastor or business manager. The schedule of payment may be modified by contacting the business manager. Reminder statements will be sent home either with students or by mail as they are due. Parents are reminded to take advantage of the tax deduction/credit available on the Iowa State Income Tax.

**ADMISSION - FOUR-YEAR-OLD PROGRAM**

Application for enrollment will be considered according to parent/custodian/guardian compliance with the Board of Education policy on financial obligations and the following priorities:

A maximum of 20 students who are 4 by September 15 will be considered for enrollment in each session of the Four-Year-Old Program in the following order:

1. Catholic students who have siblings enrolled in St. Joseph School
2. Catholic students who were enrolled the previous year in the St. Joseph Preschool 3-year-old class
3. Non-Catholic students who currently have a sibling(s) enrolled in St. Joseph School
4. New students whose parent/custodian/guardian is registered in any Catholic parish, with enrollment preference based on the following order:
  - a. students of parishioners of St. Joseph;
  - b. students of other Catholic parishes without a Catholic school
  - c. any other Catholic student

5. Any other non-Catholic student

March 1st is the date annually by which current students must enroll to reserve their enrollment priority. After such date, enrollment will be determined according to the criteria listed above.

Policy Adopted: September 2000 Policy Reviewed: May 2005  
June 2010 January 2011

## **Policies & Procedures**

### **STUDENT RECORDS**

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

### **EMERGENCY FILE**

Each family must have emergency information on file at St. Joseph Catholic School. This file states the names of persons to be notified if parents or guardians cannot be reached. Please notify the office if there is a change in your family's emergency number. Schools are required by law to have emergency numbers on file for all students. Families will be asked to update their emergency information each year.

### **FIRE/TORNADO DRILL**

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

### **ALLEGATIONS OF ABUSE BY A ST. JOSEPH EMPLOYEE**

St. Joseph employees are prohibited from physically abusing (striking a student, sexually abusing) students. Students or parents who wish to allege abuse from a St. Joseph employee can report the alleged abuse to the school Level I investigator Jodi Halligan.

### **SEXUAL HARASSMENT**

It shall be the policy of the Diocesan Board of Education that all educational programs maintain a learning environment free from sexual harassment.

## ASBESTOS MANAGEMENT PLAN

St. Joseph Catholic School has an asbestos management plan and is in compliance with the rules and regulations of "AHERA". The Asbestos Management plan for St. Joseph is available for review in the school office. This management plan is required under the federal "Asbestos Hazard Emergency Response Act" (AHERA) codified in 40CFR Part 763. If you have questions, please call the school office.

## TEXTBOOKS

Textbooks are requested through the Des Moines Independent Community School District according to Iowa State Code 301 and Senate File 2125. Funding is limited to twenty dollars per pupil (exact amount to be determined by public school expenditure for previous year). Parents of St. Joseph student(s) may not request this service through any other public school district.

## SCHOOL HOURS

Kindergarten – 8th grade: 8:15 AM – 3:15 PM Monday – Friday  
Preschool 4 year-old UPK AM 8:15 AM – 11:15 AM Monday - Friday  
Optional Afternoon Enrichment 8:15 AM – 3:15 PM Monday - Friday

Adult Supervision begins at 8:00 AM. Therefore, we ask that students not be on the grounds before 8:00 AM for safety reasons unless they are involved in morning school activities. Students may enter the building at 8:00 AM. Students who are not participating in extracurricular activities and remain on school grounds after 3:30 PM will be sent to Before and After Care (Hawk's Club).

## PETS

Pets are not to be brought on campus during school hours, drop-off, or pick-up times. The potential danger to students and staff (including those with severe allergies) and possible liability to the school is a great concern. Field trips and/or special events where pets/animals are present must have a prior approval of the Principal so that arrangements can be made for students with allergies.

## RECESS/WINTER

Students will go outside unless it is 0 degrees or below, including wind-chill. Students are asked to bring the following: coat, snow pants, boots, mittens/gloves and a hat. Please check these items daily as items can become misplaced and are usually damp from outdoor activities.

## EMERGENCY SNOW CLOSINGS

The decision to delay the start of school, cancel or to dismiss early will be made by the Administration. In the event of school closings or cancellations, Before and After Care will be CLOSED and all school extra- curricular activities will be cancelled. You will be notified through School Messenger of school closing.



## EMERGENCY PROCEDURES

### CRISIS MANAGEMENT PLAN

In the event of a crisis at St. Joseph Catholic School, emergency response procedures are activated. St. Joseph Catholic School maintains and frequently reviews its Emergency Response Manual. The safety of students is our first priority in any crisis situation. In the event of an evacuation from the buildings and grounds of St. Joseph Catholic School, students and staff will move to the following alternate sites:

- Preschool-4th Grade- lower level of the St. Joseph Church
- 5th-8th Grade – upper level of St. Joseph Church

### SMOKING ON SCHOOL GROUNDS

St. Joseph Catholic School is a smoke free building and grounds facility.

### SCHOOL PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages, loses or destroys school property or texts, the student will be expected to pay the expenses involved to replace the item. Bicycles are brought to school at the student's own risk. Students are responsible for providing their own locks and locking their bikes. We encourage the use of bicycle helmets. Bicycles must be parked in the designated areas using the bike racks. The school is not responsible for lost or stolen bicycles. Bikes are not to be ridden on the playground, sidewalk surrounding the school, or any time during the school day. They must be walked to and from the area when on parish property. Skateboards, roller blades, scooters, or mopeds are not allowed on the school/parish premises at any time.

### TELEPHONE USE AND DELIVERIES

The school telephone is intended for calls concerning school business. Students are expected to ask permission to use the telephone. Student phone calls will be made from the school office. Normal family business should be taken care of before leaving home in the morning. Students should arrange after school plans and rides ahead of time. Please inform students of their after school and childcare arrangements before they come to school. Students will not be called from their classrooms unless there is an emergency. Messages will be given to a child, and if necessary, they may return a call when they are free.

Floral or other celebration deliveries will be delivered to students after 3:00 PM.

### CELLULAR TELEPHONES/ ELECTRONIC EQUIPMENT

Because of the school's concern for a productive learning environment, the use or possession of cellular telephones, headphones, any audio playing device, electronic games, or laser pointers are not allowed by students from the beginning of the school day until 3:15 p.m. Those items are to be turned into the classroom teacher at the beginning of the day and will be returned at the end of the school day. Cell phones will be kept in the school office during the school day. If

a student is caught in possession of any of these items during the school day, the item will be confiscated.

#### TOYS

Toys of any variety from home should remain at home unless permission is specifically granted or a request is made from the classroom teacher to bring a toy. Items brought without permission will be confiscated.

#### LOST AND FOUND

Lost and found items are located inside the west doors of the school. Parents are asked to check for lost items at this location. Periodically all items are laundered and sent to charity.

#### GUM/CANDY

Gum/candy chewing is prohibited in the classroom and/or on school grounds at all times. Consequences could include fines and/or behavior infractions.

#### PARTIES

Arrangements for any type of classroom party or otherwise, must be approved by the Principal and the classroom teacher. Please refer to the school calendar for dates/times of parties. Homeroom parents will be in charge of organizing parties and will communicate with classroom teachers regarding plans.

#### BUS INFORMATION

Bus service may be available to students of Saint Joseph School. The exact bus routes are subject to yearly change based upon the families who request the service.

If you agree to use the bus at the beginning of the year you are obligated to that payment for the rest of the school year unless you move out of our parish school district. The monthly fee will be \$40.00 per student, not to exceed \$80.00 per month for two students or more per household. Any other deviation from this policy must be made through the Board of Education.

Reimbursement forms for those families who reside in the Des Moines Public School District, Ankeny School District and Southeast Polk School District will be completed and sent by our school office. Transportations reimbursement from those three districts will be sent directly to the school. This reimbursement must be turned into the school when it is received in the fall and spring for those families who receive the reimbursement directly from the school district. Failure to turn in the reimbursement will result in a \$40.00 per pupil per month fee to be assessed to the family.

If your child rides the bus the following guidelines and regulations need to be followed. Proper conduct on the bus is required at all times; it is a necessity for the safety of the children. The bus driver is considered to be in complete charge of the bus and the riders. His or her judgment in making decisions concerning the actions of the riders will not be questioned. Any actions by

riders that distract from the driver's attention shall be considered an offense and treated accordingly. The bus driver may assign seating for any or all passengers.

#### BUS GUIDELINES

1. The bus survey forms will be due the same date as school registration forms.
2. Families, who have ridden the bus the previous school year, have top priority. However, their survey form must be turned in to the office by the due date. After this date registration will be open on a first come, first served basis.
3. Your children may ride only one of the buses. You cannot have them ride one bus in the morning and the other in the afternoon.
4. Fees need to be paid on time unless prior arrangements have been made with the principal or pastor.
5. Every effort will be made to pick up or drop off your child/children as close to your home as possible. The actual route will be at the discretion of the administration committee designing the route.
6. The fee for bus service is the same whether you use the bus both morning and afternoons, or just one way.
7. Any problems with the above guidelines should be brought to the attention of the administration.

#### DROP OFF & PICK UP CAR LINE PROCEDURE (K-8)

- No parked or unattended cars in pick up line during drop off/pick up times (8:00 to 8:30 am and 2:45 to 3:45 pm).
- Drivers must stay in cars- teachers will assist students in boarding cars. All students will board from the sidewalk after their last name is called.
- Teachers will be assigned stations to assist with loading/unloading of students and dismissing the car line once students have loaded.
- If a student is not available, a car will proceed to the designated area to wait for the student.

#### DROP OFF & PICK UP CAR LINE PROCEDURE (PRESCHOOL)

##### Arrival:

Preschool parents will park in the back of the school in the parking lot (entrances at 33rd Street and also at 34th Street from Easton Blvd.) and walk their child(ren) into the school building through the front doors.

##### Dismissal:

Preschool parents will park in the back of the school in the parking lot (entrances at 33rd Street and also at 34th Street from Easton Blvd.) and retrieve their child(ren) through the front doors of

the school building (This is only for A.M. pickup). All day Preschool will be picked up in the carline at the end of the day.

If handicapped parking is needed, there are several parking spots in the front of the church, located on E. 33rd. Street. The same procedure for drop off or pick up will be followed.

## ATTENDANCE/TARDY POLICIES

### ATTENDANCE PHILOSOPHY

Success in school and regular attendance has a strong correlation. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Regular attendance and punctuality is expected of ALL students. We believe regular attendance is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility. Students who arrive after 10:00 AM and leave before 2:00 PM are counted as ½ day absent.

Students are not to leave the school building or playground during the school day without written permission from their parents or guardians. If a student is to be picked-up during the school day, he/she is asked to bring a written note from home. Students are required to sign out in the office before they leave and sign in when they return. Parents should come to the school office to pick-up students.

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

### ABSENCE FROM SCHOOL

Parents are required to notify the school office by 8:10 AM if a child will be absent or tardy that day.

Attendance Line: 515-266-3433- Attendance Email: [Schooloffice@stjosephcatholicdsm.org](mailto:Schooloffice@stjosephcatholicdsm.org)

Please state the student's name, grade, home room teacher, reason for absence, and who will pick up homework (homework cubby is located outside of the school office). If your child has been diagnosed with an illness, please provide this information as well. If the school has not been notified of a child's absence, the office will contact the child's parents. The school will make every attempt to contact parent(s) by 9:00 AM if the child is absent and no phone call or email is received from parent(s).

On the fifth day of absence in one trimester, the Administration may notify the family by mail or Email. The student, along with a parent or parents and the student's teacher, may be required to attend administrative staffing. This staffing serves the purpose of notification and dialogue, and a proper course of action will be outlined for future success.

Students who reach 15 days (5 in a trimester) of absenteeism will place themselves in jeopardy and may have consequences, such as loss of academic credit or summer school. It is a parent's responsibility to see that the child attends school as required by the Iowa Compulsory Attendance Statute.

Please arrange appointments so the student does not miss school. Vacations that result in absence from school are discouraged. ANY ABSENCE EXCUSED OR UNEXCUSED WILL BE RECORDED AS TIME ABSENT FROM SCHOOL.

#### ATTENDANCE AND ABSENCE

Regular attendance and punctuality are expected of all students. This is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility. It is the parents' responsibility to see that the child attends school as required by Iowa's compulsory attendance statute.

As a safeguard and a check, parents are asked to phone the school before 8:00 a.m. if a child is to be absent that day. If the school has not been notified, the office will contact the parents. The student needs to bring a written excuse to their classroom teacher when they return after an absence. These notes should give the dates of the absence and the specific reason for the absence, especially in regard to the type of illness.

Pupils must be present at least three-fourths of a morning or afternoon session in order to be counted present for the half-day.

Fifteen (15) days in one school year (defined as 5 days each trimester) will be considered excessive absenteeism. Students who reach 15 days (5 in a trimester) of absenteeism will place themselves in jeopardy and may have certain academic consequences.

Please try to arrange your family vacations and activities so that your child/children will not miss school.

Valid reasons for a student's absence from school are as follows: personal illness, death or serious illness in the immediate family, suspension from school, other reasons that can be justified from an educational standpoint may be approved in advance by the Principal, and other verified emergencies.

All school work missed because of absence needs to be made up within the number of school days which are double those of the absence, up to a total of six (6) make-up days. Extension of time will be considered for extended valid absence. If a student is to be gone from school for a vacation the teacher must be informed at least one week ahead of time to arrange schoolwork and tests.

#### EXCUSED ABSENCES

- personal illness
- death or serious illness in the immediate family
- other verified emergencies
- necessary medical or dental emergencies or appointments
- all other absences must be approved by the administrator

#### PRE-PLANNED ABSENCE

If a student is to be gone from school for a vacation the teacher must be informed at least one week ahead of time to arrange school work and tests.

#### HIGH SCHOOL VISITS

The administration at Dowling Catholic High School no longer sanctions 8th grade student visits. Students who feel it is necessary to visit a school in order to reach an enrollment decision should schedule visits on teacher in-service days.

#### HIGH SCHOOL TOURNAMENTS

In the event that a local high school would be involved in state level tournaments, students may obtain an excused absence providing the following criteria are met:

- Advance notice is given to teachers and the office no later than 9:00 AM the day prior to the event via electronic response (e-mail) or a hand-written signed note from parent/guardian.
- Schoolwork for the day must be completed and turned in to the teacher prior to departure.

#### TARDINESS POLICY

Tardiness to class creates an obvious interruption for all class members, teachers and staff. It is unfair that students who are unprepared because of tardiness may interrupt an entire class. Tardy students not only affect their own studies, but also interfere with the progress of those students who are prompt.

In order to maintain instructional integrity in the classroom as well as develop students' habits of self-discipline and responsibility, students are expected to arrive at school before the 8:05 AM bell and be on-time to class. Students who are not in their classroom by 8:20 AM will be considered tardy. Tardy students will be sent to the school office to sign in. Excused tardiness will include medical and/or dental appointments. Over-sleeping will not be considered a valid excuse and the student will be counted tardy.

The following action(s) may be taken when dealing with student tardiness without a written excuse or acceptable reason: warning by teacher, parent contact, detention assigned by teacher or administrator; students who are continually tardy to school will be subject to Administrator and possible Board of Education action. Excessive tardiness shall be defined as five (5) times tardy in a trimester. Students will not be marked as tardy when late due to weather related reasons, or circumstances beyond their control, such as conditions which may cause a bus to be late.

## PROCEDURES FOR TARDINESS

- 5th Unexcused Tardy in a Trimester
  - o Email Notification or letter may be sent to parent(s) from school office
- 10th Unexcused Tardy in a Trimester
  - o May result in a parent meeting with administration

## TRUANCY

Any students absent from school without the knowledge and consent of his/her parents or guardians will be considered truant. If a student leaves the school without permission or cuts class the parents will be contacted and appropriate consequences will be given. Parents will be notified whenever a student is found truant and will only be reinstated in his/her class after a conference with the Principal and parents or guardians.

## BEFORE AND AFTER SCHOOL CARE

The Before and After School Care program (Hawk's Club) will continue to be offered as a service to parents who need this arrangement. Information is available in a Program Handbook.

## CALENDAR

The St. Joseph School Calendar and tentative monthly calendars with scheduled school activities are included on our school website at <https://stjosephcatholicdsm.org/>

## CHILD ABUSE

It is the policy of the Des Moines Diocesan Board of Education, in keeping with the Iowa Code, that all certified employees of schools of the Diocese of Des Moines are mandatory reporters of suspected child abuse and must report suspected abuse to the Department of Human Services. Mandatory reporters are required to file a report when the person "reasonably believes a child has suffered abuse." Within 48 hours of the oral report, a written report must be forwarded to the Department. Each report should contain as much of the following information as can be obtained within the time limit:

1. Name, age, address of the suspected abused child.
2. Name, address of parents, guardian or persons legally responsible for the child's care.
3. Description of injury/ies, including evidence of previous injuries.
4. Name, age, and condition of other children in the home.
5. The child's whereabouts are different from parents, guardians, or persons legally responsible for the child.
6. Any other information considered helpful.
7. Name, address of person(s) making report. The law specifies that a report will be considered valid even if it does not contain all of the above information.

It is not the responsibility of the Diocesan school employee to prove that a child has been abused or neglected, and Diocesan school employees shall not take it upon themselves to investigate the case or contact the family of the child to ask questions or make any kind of

judgment. School administrators are to be notified about all reports submitted to the Department of Human Services.

#### CHILD ABUSE-ALLEGATIONS OF ABUSE BY SCHOOL EMPLOYEES

St. Joseph employees are prohibited from being physically abusive to students (striking a student, sexual abuse). Students, or their parents, who allege abuse from a St. Joseph employee should report the alleged abuse to any of the following individuals: Jodi Halligan, Principal at 266-3433.

#### COMMUNICATIONS

- a. The school office is open from 7:45 a.m. - 3:45 p.m. each school day.
- b. Requests for conferences may be made by a parent or guardian through the office or by the office to discuss any concerns about a student's progress or problems. Parents may request a conference at any time.
- c. Teachers and/or administrator are available to meet with parents by appointment. Any parent or guardian may visit the classrooms by making an appointment through the office.
- d. The law holds that parents do not cease to be parents when they no longer have custody of their children. St. Joseph School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of that court order. If the child is not to be released to the non-custodial parent a copy of the custodial section of the divorce decree must be provided to our school.

#### DISCIPLINE

Discipline is defined as the training that develops self-control, character and orderly conduct as well as acceptance of or submission to authority and control. The home and school must work in such a way that children learn to help each person to live the Gospel values of our faith.

The students at St. Joseph are entitled to learn and develop in a setting which promotes respect for self, others and property. The school environment should encourage academic and social maturation and should promote the dignity and worth of each student in preparation for the responsibilities of adulthood. The school fosters the total well-being of each person physically, emotionally, intellectually and spiritually. School administration, staff members, parents and students are charged with cooperating to develop mature, healthy and responsible individuals capable of self control.

#### DISCIPLINE PHILOSOPHY

The discipline policy of St. Joseph Catholic School is based on promoting Positive Behavioral Interventions and Support. (PBIS) Positive Behavior Interventions and Support was implemented during the 2021-2022 school year. It is a school-wide initiative with a consistent set of expectations, including positive reinforcements and corrective consequences for all students



in grades K-8. The objective for implementing PBIS was to create a learning environment that encourages positive social interactions, active engagement and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning.

St. Joseph Catholic School PBIS Mission Statement:

*“Together we are St. Joseph: We believe academic and behavioral success comes from supporting each other and caring for our community. We will foster this environment by modeling faithful, respectful, responsible, and safe actions, words, and thoughts.*

The school-wide PBIS program in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning. PBIS emphasizes prevention, active instruction and research-validated practices for:

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

#### DEFINITION AND PURPOSE

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

1. Discipline is as fundamental in Catholic education as it is in Christian life. Good discipline originates

in the home because parents are the first teachers of the child. It is a parent’s obligation to teach by

example in order to develop in the child good habits of behavior as well as proper attitudes toward school.

2. School discipline is an outgrowth of good home training; therefore, cooperation between home and school is essential. It is the school’s obligation to expand, encourage and develop those habits and attitudes.

3. Individual students must contribute to the good of the group, take ownership for their actions and learn to accept consequences.

4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.

5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs and rights.

6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.
7. Recognizing that there are distinct differences in acceptable conduct in the hallways, rest rooms, gym, lunch room, playground, and assemblies, when classes are in session, students are expected to be quiet when moving within the building out of respect to others who are at work.
8. Students are also to be respectful upon entering and exiting the building.
9. The church is always to be entered reverently in silence and respectfully bowing/genuflecting to the altar upon entering a pew.

#### AREAS OF DISCIPLINE

The parish and school premises are important areas of discipline:

- a. while on parish / school grounds
- b. while on contracted school buses
- c. while engaged in related school activities and functions, such as approved field trips, tours and extracurricular activities such as sports, band and choir
- d. conduct of students away from the school grounds is subject to school discipline if it directly affects the welfare of the school and/or parish.

#### DETENTION (GRADES 4-8)

Detention is a consequence assigned to students who choose to behave inappropriately. The morning a student serves detention, he/she will report to the designated teacher at 7:15 a.m. sharp. Detention is generally scheduled on Tuesday afternoons. A student who misses detention will report on the next regularly scheduled detention day. Community service may be added to detention time if a student reports late.

Community service consequences may also be utilized. These consequences may be used for any major violations of student conduct such as fighting, overt or covert bullying, vandalism, habitual violations, etc. Community service would include but not be limited to general cleaning around the school (gym, hallways, classrooms, grounds, etc.) This, of course, does not preclude utilizing the remaining options of in-school suspension, out of school suspension or expulsion should the situation warrant it as determined by administration.

It should be noted that each trimester of the school year all students begin with a "clean slate" when accumulating detentions for inappropriate behavior.

## SUSPENSION/ EXPULSION

Suspension is a warning that a student's behavior is not in keeping with the St. Joseph philosophy and that such conduct may lead to recommendation for expulsion. Suspension may be "in-school" or "out-of-school." The student will be provided with educational material to work on throughout the day. The student will be excluded from all regular classes and contact with other students throughout the day. The student is responsible for getting homework assignments for the next day.

## BOARD POLICY DISCIPLINE POLICY

It shall be the policy of the St. Joseph Board of Education to support the mission and purpose of the school, which will be affirmed as needed through discipline policies.

The following behaviors are detrimental to a productive and safe learning environment (this list is not all inclusive):

- sexual or other forms of harassment
- smoking
- drinking alcohol
- possession of any illegal substance such as cigarettes, alcohol or drugs
- possession of knife, gun, matches, lighter, etc.
- any violent behavior such as physical attack or intimidation to teacher or student

Offenses may result in suspension or expulsion as the situation dictates. With any case of violent behavior, the authorities may be notified and expulsion may result.

## PARENT PARTNERSHIPS

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school leadership reserves the right to require the withdrawal of a family if the administration determines that the partnership is irretrievably broken.

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that parents may be requested to remove their student from the school for any of the following reasons:

- A. Refusal to cooperate with school personnel
- B. Refusal to adhere to Diocesan or local policies and regulations
- C. Interference in matters of school administration or discipline
- D. Public rejection of the laws, norms, and teachings of the Catholic Church

## **SJS Middle School Notes and Expectations**

### **HOMEWORK**

#### **6th - 8th grade Homework Guidelines:**

- It is expected that students turn in homework by 8:00 a.m. on the day it is due.
- If there are extenuating circumstances (i.e. family emergency or internet outage) that prevent an assignment from being submitted on time, teachers must be notified by email, Google Classroom, phone call to the school, or written note by parent by 8:00 a.m. on the day it is due.
- A letter grade and percentage will be reflected on the PowerSchool Gradebook for core subjects only (Language Arts, Math, Religion, Science, Social Studies)
- Some formative work and all summative work will be recorded on the PowerSchool Gradebook
- PowerSchool will be updated regularly by the teacher

#### **6th - 8th grade Incomplete/Late Work Policy:**

- If a student has incomplete/late work, it will be scored on PowerSchool as a zero until completed and turned in.
- Students will be required to complete the assignment for 80% of the grade.
- Students with incomplete/late work and/or teacher referral may be required to attend Study Club to complete missing assignment(s)

### **STUDY CLUB**

Study club is an after-school program staffed by the middle school teachers to provide academic opportunities for 6th - 8th grade students.

- Study Club is held on Thursdays from 3:20 - 4:00 p.m.
- The following are examples of how Study Club time may be used:
  - Requirement by teacher if a student has below a C- in a class/classes and until the student brings grade up to proficiency level.
  - Students may voluntarily stay for extra help from teacher
  - Retakes on assessments (assigned by teacher)
  - Completing missing assignments/late work

#### **Communicating Study Club**

- Students required to stay for study club (missing work or not at proficiency) will be given a minimum of 24 hours advance notice. The teacher will email parents directly assigning the date for study club
- Students may voluntarily drop-in to study club on Thursdays

### **MINIMUM REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES**

To participate in school extracurricular activities and athletics a student must:

1. Maintain effort and good conduct in his/her classes

2. Maintain a "C" minus average in each class
3. Maintain a 90% attendance rate
4. A student must be in attendance the entirety of the school day, barring excused medical appointments in order to participate in an extracurricular activity

Students who fall below these criteria will be suspended from play and practice unless arrangements are made with the individual teacher(s) for before/after school study. The school leadership will re-evaluate the student's academic progress at the end of the three weeks to determine if re-admittance to the activity is permissible.

#### RESTRAINT AND PHYSICAL FORCE

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 on 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 re-strained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have 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](http://www.iowa.gov/educate)

#### VERBAL AND/OR PHYSICAL HARASSMENT/BULLYING POLICY

It shall be the policy of the St. Joseph Board of Education that St. Joseph School maintains an environment free from verbal and/or physical harassment and/ or abuse. Harassment may take the form of, but is not limited to; jokes, stories, pictures, comments or other actions that are annoying, abusive or otherwise demeaning in nature, providing conduct is sufficiently severe, persistent or pervasive to create a hostile educational environment. Harassment may include, but is not limited to the following:

##### 1. Physical Harassment

- Touching
- Pinching
- Tripping
- Brushing the body
- Assault
- Other inappropriate and/ or unwanted physical contact

##### 2. Verbal Harassment or Abuse

- Insults
- Humor and jokes about sex or gender-specific traits
- Threats
- Suggestive comments

##### 3. Non-verbal Harassment

- Suggestive or insulting sounds
- Shunning
- Obscene gestures
- Other inappropriate and/ or unwanted action

## CYBER BULLYING

Neither the school's network, the broader Internet or cellular phones (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment by any student at St. Joseph Catholic School. All forms of harassment through any electronic means, often called "cyber bullying", are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web-site creations or postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Any student, faculty, or staff member who feels that they have been victims of such misuses of technology should not erase the offending material from their computer or cellular phone. They should print a copy of the material immediately and report the incident to the administration. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, Saturday school, community service, suspension, separation or expulsion from school. Use the procedure outlined below for filing a report on cyber bullying.

Harassment is a serious matter. All activities in the investigation will be carried out with discretion and privacy will be maintained to the fullest extent possible. Information related to these complaints will be maintained as confidential, consistent with the diocesan obligations. The following procedures should be followed when filing a report:

1. Verbally communicate to the harasser that you want the behaviors to stop. If this is too difficult for the student to do alone, he/she may seek help from a teacher, counselor or administrator. If the behavior stops at this point no further action is needed.
2. If the behavior is deemed verbal, physical harassment or abuse and the behavior is repeated, the student will report to a higher authority. (i.e. teacher, counselor, administrator) This will be done utilizing the following forms:
  - a) Diocesan Anti-Harassment/ Bullying Complaint Form
  - b) This form is found in the school office and with administration.

Following a valid report, administration may use but is not limited to the following courses of action: meet with parents, assign community service, in-school suspension, out of school suspension. The principal will notify the Board of Education of the recommendation for expulsion. (This may require an unscheduled Board meeting as only the Board may authorize expulsion.) Parents and student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from St.

Joseph Catholic School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of the Board of Education.

#### THREATS OF VIOLENCE

It shall be the policy of the St. Joseph Catholic school administration to respond to all threats of violence as serious in intent. All threats will be investigated by the administrators, counselor and / or designee. The threat will be reported to and a meeting will be conducted with the student's parents. St. Joseph will take disciplinary action which may include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Board of Education, Diocesan Superintendent and pastors will also be notified and consulted.

#### PROTOCOL

These steps will be followed in each case:

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

Any student who sells a controlled substance on the parish grounds or at school related functions will be subject to immediate expulsion. The administration will notify the Board of Education of the recommendation for expulsion. (This may require an unscheduled Board meeting as only the Board may authorize expulsion.) Parents and student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from St. Joseph Catholic School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of the Board of Education.

#### STUDENT SEARCH/CONTRABAND

1. **NO CONTRABAND ALLOWED.** In the interest of maintaining the health, safety and good order of the school environment, students shall not have items of contraband in their possession or control on school grounds, on school vehicles, or while attending school activities or events. Items of contraband include controlled substances which have not been validly prescribed, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco products, weapons, explosives, poisons, inhalants, stolen property or other devices or material which are intended to interfere with school order. Certified school employees may without or warrant search a student, a student's belongings, students' lockers, desks, work areas or vehicles under the circumstances outlined below in order to maintain the safety, health, discipline and order of the school environment.
2. **REASONABLE SUSPICION.** Searches of students, their clothing, pocketbooks, briefcases, book bags, duffel bags or other personal containers in the immediate proximity of the student, searches of lockers, desks, other workstations which a student may lock (except for periodic inspections) will be conducted if there is a reasonable suspicion that a criminal offense or a school rule (including the rule prohibiting possession of contraband) has been violated by the student(s) being searched and that the search will produce evidence of such violation.
3. **PERSONAL SEARCH.** Authorized personnel with a witness present may ask a student to empty his/her pockets, handbag, briefcase, book bag, duffel bag, or other personal belongings when there is reasonable suspicion that the student has contraband in his/her possession. If the student fails to comply, an administrative staff member or his/her designee with a witness may search the student or his/her belongings. Except in cases of emergency (e.g., it is believed the student may harm himself/herself or others), other staff members shall not conduct a search. If contraband is found in a personal search, appropriate disciplinary action may be taken.
4. **LOCKERS AND OTHER LOCKED FACILITIES.**
  - a) **PERIODIC INSPECTION.** Lockers, desks and other facilities remain at all times property of the parish/school, even though temporarily assigned to students. Lockers, desks and facilities may be periodically inspected for cleanliness, missing school property and evidence of damage. 24-hour advance notice may be given of the date and time of inspection before periodic inspections are made of lockers or other facilities which students are permitted to lock. Written notice need not be given; oral notice may be given through normal school channels. If



contraband is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items, which may be illegal to possess, may be turned over to law enforcement authorities.

b) Authorized personnel with a witness may request a student to open his/her locker or other assigned facility which may be locked by the student and disclose its contents when there is a reasonable suspicion the student has contraband in the facility. Facilities that are not allowed to be locked by students may be inspected or searched at any time. If the student fails to comply with authorized personnel a witness may search the locker or other facility. If contraband is found the student may be subject to appropriate disciplinary actions, and items that may be illegal to possess may be turned over to law enforcement authorities.

5. SEARCHES BY LAW ENFORCEMENT OFFICIALS. Law enforcement officials will not be allowed to search students, their belongings, desks, lockers or vehicles on school premises unless pursuant to an arrest, a valid warrant or other reason allowed by law.

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

With respect to due process, the due process clause of the State and United State Constitutions do not impact on the private school setting. St. Joseph Catholic School may suspend or terminate a student's attendance with or without due process. As used here due process contemplates a hearing and notice prior to a student being deprived of any significant right. It is the policy of St. Joseph that due process does not limit in any way the ability of St. Joseph Catholic School to suspend or expel any student it deems undesirable. Hearing and notice are gratuitous and are not mandatory under St. Joseph policy.

These policies are intended to acknowledge that the school and parish are ultimately responsible for the environment and atmosphere at the school and are not subject to public authorities.

## SAFE SCHOOLS

Based upon feedback and data from Diocesan school administrators, teachers and counselors regarding bullying, harassment and related issues, the Des Moines Diocesan Catholic Schools Office is planning a multi-faceted approach to ensuring safe and supportive learning environments. This will be accomplished through the engagement and leadership of administrators, teachers, school counselors, students, parents and school communities. This will be a multi year effort that will increasingly broaden the scope of involvement of school stakeholders. Throughout the school year school counselors will have a bullying and harassment focus at each of its regularly scheduled monthly sessions. Counselors will engage

in a learning experience and take it to their respective staff and students to implement them. Administrators and designated faculty members will have ongoing professional development throughout the school year. Our Diocesan policy, which we follow at St. Joseph School, regarding the issue of bullying and harassment is listed below.

## Policy 579

### DIOCESE OF DES MOINES

#### Catholic Schools Policies/Regulations

#### STUDENT PERSONNEL

##### Harassment, Bullying and Hazing

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. Schools should develop and incorporate programs to eliminate harassment, bullying and hazing from all student and school personnel. (IAC 280.28)

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

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

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

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

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

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

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

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

Students who believe they or other school related personnel are the victim of bullying, harassment or hazing should immediately report their concerns to the teacher, counselor or the school principal or the principal’s designee. If the alleged harasser, bully or hazer is the principal or the principal’s designee the superintendent of schools should be contacted. The matter may be reported to legal authorities.

The school must promptly and reasonably investigate allegations of bullying, harassment and hazing. The principal or the principal’s designee will be responsible for handling all complaints by students alleging bullying, harassment or hazing.

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

The principal shall ensure that the anti-harassment, anti-bullying and anti-hazing policy and procedures are printed in the Handbooks and integrated into the school’s Comprehensive School Improvement Plan (CSIP).

The principal or the principal's designee is responsible for collecting data relating to incidents of harassment, bullying and hazing. This data must be reported in the spring Basic Education Data Survey (BEDS) and to the local public annually.

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

Policy Adopted: January 31, 1994

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

#### DISMISSAL DUE TO STORMS, SNOW

For announcements concerning school closings due to storms, snow or extreme heat, please check the school web site or check on the following TV Stations:

- KCCI Channel 8
- WHO Channel 13

Parents/Guardians will also be notified via text, email, and/or phone call.

If there is an emergency early dismissal, our school office will be responsible for contacting each child's family through its SIS. If they are unable to contact either the parent or the emergency contact person, the child will remain at school until someone can be reached. If you wish your child/ren to use another means of transportation home in an emergency situation, please contact the school office personally. Please give written instructions to the school office if there is a certain procedure you wish followed in the event of an emergency early dismissal and instruct your child/ren as to what this procedure involves. We need to keep phone calls to a minimum at these times so any prior directions would be most helpful.

#### EXTRACURRICULAR ACTIVITIES

Various extracurricular activities are available at Saint Joseph School. These activities include scouting, sports and music. Many of these activities are possible because of volunteers. The school is always looking for assistance from interested adults. Parents will be provided an Athletic Handbook that outlines in detail the aspects of our athletic programs.

Students are attending school primarily for an education. Extracurricular activities are a privilege. If a student is not working to his/her ability, the parent and activity leader will be notified. Students who wish to participate in extracurricular activities must maintain a C average. If improvement is not made, the student will be suspended from the activity until progress is noted. Final decisions concerning participation in these activities are up to the Administrator.

## Dress Code

### KINDERGARTEN – 8TH DRESS CODE

Students are expected to come to school neatly dressed, clean and well-groomed. Students are to wear their uniforms each day unless otherwise stated. Uniform checks will be conducted on a daily basis. Parents are responsible for making sure their children come to school dressed appropriately each and every day. The Principal is the final judge on the acceptability of students' appearance.

Regulation uniforms are:

#### Girls Uniforms

- skirts, pants, or jumpers of solid color navy blue or khaki tan.
- Skirts and jumpers may be no more than three inches above the knee.
- **Leggings, lycra, tight knit, and colored denim are not acceptable.**
- Shirts do not need to be tucked in but should be an appropriate length below the belt line. Belts are not required but all pants must be above the hips.
- No sashes or scarves can be worn as belts
- plain, solid white, yellow, or royal (no chambray or denim), polo-type shirts with a fold over collar.
- The polo shirts may be either long or short sleeved. T-shirts may be worn underneath the polo shirt.
- No long sleeve t-shirts may be worn except when wearing a long sleeve polo.
- Socks are to be worn at all times and must be solid color (blue, black, or white).

#### B. Boys Uniforms

- Boys are to wear solid color navy blue or khaki tan pants.
- Colored denim may not be worn, corduroy is acceptable.
- Shirts do not need to be tucked in but should be an appropriate length below the belt line. Belts are not required but all pants must be above the hips.
- No sashes or scarves can be worn as belts.
- plain, solid white, yellow, or royal (no chambray or denim) polo-type shirts with a fold over collar.
- The polo shirts may be either long or short sleeved. T-shirts may be worn underneath the polo shirt.

- No long sleeve t-shirts may be worn except when wearing a long sleeve polo.
  - Socks are to be worn at all times and must be solid color (blue, black, or white).
- C. Sweaters or fleeces may be worn year round.
- They must be plain, solid colors of white or navy blue.
  - A solid color uniform shirt or blouse with a fold-over collar must be worn underneath (with the collar visible).
  - Coats, jackets, or sweatshirts may not be worn during class time.
- D. Students are to wear solid back, sturdy shoes or tennis shoes.
- Tennis or gym shoes must be available or worn on PE days.
  - No crocs or look-a-like crocs or sandals are permitted.
- E. On out-of-uniform days
- blue jeans, colored jeans, flannel shirts, denim or chambray shirts, t-shirts, and sweatshirts may be worn.
- F. Shorts:
- During the months of August, September, April and May students may wear “walking” shorts in navy blue or khaki tan. T
  - These may not be more than three inches above the knee.
  - Girls may wear “skorts” during these months.
  - Capri style or cargo style shorts are also acceptable.
- G. Bodysuits; crop tops; tank tops; leggings; shirts that advertise alcohol, drugs, cigarettes, rock groups, or have offensive language or symbols, miniskirts; short shorts or cutoffs, sweatpants, and muscular shirts are not permitted even during out-of-uniform days.
- H. Extreme hair styles, make-up or jewelry which draw undue attention or are disruptive are not permitted. Hair length for boys should not exceed beyond the collar of a shirt. The administrator is the final judge of appearance. Boys are not permitted to wear earrings.

#### HAIR

- Hair must be well groomed at all times.
- Hair must not fall below the earlobes or collar for boys.
- Girls must have long hair styled such that it does not distract them in the classroom.
- When applicable, students must be clean-shaven.
- Extreme hair styles and/or extreme unnatural hair color is not allowed. This includes hair dyed unnatural colors. Students with inappropriate hair color will be removed from class and must change the color prior to being allowed to attend regular class activities. Removal may be to the Principal’s office or sent home until the problem has been addressed. This applies to all school days.

#### JEWELRY/ TATTOOS

- Earrings are allowed but must be posts or very limited size as to prevent possible injury or distraction in the classroom. The Principal will determine if appropriate. .
- All other jewelry is to be inconspicuous and appropriate (nose piercings are not allowed).
- Students may not have any visible tattoos or ink (including temporary tattoos).

- Makeup must be natural in style.

#### DRESS DOWN DAYS

- Mission and Spirit Days are scheduled throughout the year.
- Please visit the school calendar on the web site for scheduled jeans days.
- The following may be worn on DRESS DOWN day:
  - o Solid colored denim jeans or skirts with no holes or tears.
  - o Solid colored denim shorts during shorts season or athletic shorts – no shorter than 3 inches from the middle of the knee.
  - o Appropriate shirts. (T-shirts, turtlenecks, button downs, sweatshirts, fleece, etc. No inappropriate writing.) No sleeveless shirts, camisoles or tank tops.
  - o Tennis shoes or dress code approved shoes.
  - o Dress code pants with a “jeans day” approved top are also acceptable on Jeans Days.

#### PICTURE DAY

- Pictures are scheduled every fall.
- No family is obligated to purchase pictures.
- Students may wear dress code or “dress up” clothing for picture day.

#### DRESS CODE MODIFICATIONS

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE MODIFICATIONS TO THE DRESS CODE AFTER PROVIDING COMMUNICATION OF THOSE MODIFICATIONS AT ANY TIME THROUGHOUT THE SCHOOL YEAR.

Violations of the uniform regulations will be addressed as follows:

1. First violation: Students will be reminded of uniform regulations and asked not to come to school in violation of those regulations. Reminder notes will be sent home.
2. Second Violation: Students will be required to call parents to make them aware of the situation and a note will be sent home.
3. Third Violation: The Principal will call a parent and require that the violation be taken care of immediately; the student will be removed from the classroom until the violation is corrected.

#### UNIFORM EXCEPTIONS AND OUT-OF-UNIFORM DAYS

1. Eighth grade students may wear their class shirt (t-shirt) as part of their uniform on Mondays.
2. Each month a Mission Day will be scheduled, students who choose to participate in out of uniform for Missions Days. There is a monetary contribution to our mission project that the school is supporting.
3. Students may participate in “Spirit Day” each month. For a \$1.00 fee, students may wear St. Joseph’s or Dowling t-shirts or polos and jeans or sweatpants (no yoga pants) are allowed.

4. In addition, throughout the year, there will be various dress-up, jeans, out-of-uniform, or “special” dress days determined by the school Principal.

Health Services

**HEALTH SERVICES**

Our school is served part-time by a school nurse (RN) who monitors illness, student health records and maintains a health file on each student to meet health records for the State of Iowa. Vision screening is conducted on students in Preschool and Kindergarten and on students where a concern is identified. Heartland AEA conducts hearing screening on students in grades PK-5 annually. Health Care Plans are required by the State of Iowa for students who have health issues that do or may affect their educational process. The school nurse develops a care plan in coordination with parents (usually through written interview), the education staff and physician as necessary. The State of Iowa requires up-to-date immunization records. Physical examinations are required for students entering or in grades PK, K, 4 and 7. In addition, students entering kindergarten are required to submit dental records, vision screening, and proof of lead screening. A copy of the examination will be required for the student’s school health file. Athletic physical examinations are required annually for all students participating in school athletics. Parents are asked to complete a health update form on their student annually.

**Common Child Illnesses and Exclusion**

**A child should be temporarily excluded from an education or child care setting when the child’s illness causes one or more of the following:**

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea).
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. A fever is defined as:
  - A temperature that is above 101 degrees F [38.3 degrees C] by any method.

ILLNESS	EXCLUDE	RETURN TO SCHOOL
Chicken Pox	Yes.	When all blisters are crusted with no



		oozing (usually 6 days) and resolution of exclusion criteria.
COVID-19	Yes.	10 days after symptoms start and 24 hours with no fever and improved symptoms OR 10 days after positive test (if no symptoms).
Diarrhea (infectious)	Yes (there are special exclusion rules for E.coli 0157.H7, Shigella and cryptosporidiosis).	When diarrhea stops and health care provider and public health official states the child may return.
Diarrhea (non-infectious)	Yes, if 2 or more loose stools in 24 hours or blood in stool.	When diarrhea stops and resolution of exclusion criteria
Fifth Disease	No. Unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand and Mouth	No. Unless child meets other exclusion criteria. Or is excessively drooling/mouth sores.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Head Lice (Pediculosis)	No. Unless child meets other exclusion criteria.	Treatment of anactive lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. Treatment recommendations can be found here: <a href="https://www.cdc.gov/parasites/lice/head/treatment.html">https://www.cdc.gov/parasites/lice/head/treatment.html</a>
Impetigo	Yes, exclude at the end of the day if blisters can be covered.	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Influenza	Yes.	When child is fever free for 24 hours and resolution of exclusion criteria.
Molluscum Contagiosum	No. Unless child meets other exclusion criteria.	Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.

MRSA	No. Unless child meets other exclusion criteria.	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (Ear Infection)	No. Unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Pertussis (Whooping Cough)	Yes.	Child may return after 5 days of antibiotics and resolution of exclusion criteria.
Pink Eye (Conjunctivitis)	No. Unless child meets other exclusion criteria.	Child does not need to be excluded unless healthcare provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Ringworm	No. Unless child meets other exclusion criteria.	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share 5/2021 clothing, bedding or personal items.
Strep Throat	Yes.	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria.

Exclusion criteria based on the Iowa Department of Public Health guidelines.

[https://www.idph.iowa.gov/Portals/1/userfiles/128/childhood\\_illness.pdf](https://www.idph.iowa.gov/Portals/1/userfiles/128/childhood_illness.pdf)

**PE/RECESS - LIMITATIONS OR EXCLUSION**

If your child needs to stay in from recess more than one (1) school day after an illness, a physician’s note is required. If your child requires exclusion from PE or recess for an extended period of greater than 1 day, a physician’s note will be needed.

**HEALTH CARE PLANS**

The Iowa Administrative Code 281--41.23(281) states the definition of “individual health plan is the confidential, written, pre planned and ongoing special health service in the education

program. It includes assessment, planning, implementation, documentation, evaluation and an emergency plan. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.”

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

## ACCIDENT OR ILLNESS

In the event of a student illness or accident, the parent/guardian or emergency contact will be notified at once. No child is ever sent home until prior arrangements have been made.

## ADMINISTRATION OF MEDICATION TO STUDENTS

All medication is administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The Principal will maintain a record of course completion. If your child requires medication during school hours, please review the following procedures:

- Parents must complete the parent “Request for Giving Medication” form (available on school website under “school forms”) for prescribed and over-the-counter medication that is to be administered at school. A separate form is to be used for each medication or when the dosage changes.
- Prescription Medications must be in the original pharmacy-labeled container with date, student's name, prescribing physician or person authorizing administration, medication, dosage and time. The pharmacy label on prescription medication is considered the prescribed instruction. If the medication is given at home and school, request a “school container” from the pharmacy.
- A student may be considered for co-administration or self-administration with demonstrated competency and instructions from the physician, and physician and parental permission (such as diabetic students).
- Over-the-counter medications must be in the original container and must be labeled with the student's name. All over-the-counter or non-prescription medications will only be administered by school personnel unless accompanied by physician's instructions and signed parent permission.
- Parents may administer medications at school to their own children.
- Antibiotics that are prescribed for three times a day should be given at home. There may be exceptions for those to be given with meals.

**ALL MEDICATIONS MUST BE KEPT IN THE NURSES OFFICE. NO MEDICATIONS ARE ALLOWED IN BACKPACKS OR SCHOOL LOCKERS.**

St. Joseph's Parish  
Board of Education

Date

11/2/21

Date

Reviewed: 11/4/21

Date Approved: 11/4/21

Revised:

STOCK EPINEPHRINE AUTO-INJECTOR SUPPLY

The American Academy of Allergy, Asthma and Immunology defines anaphylaxis as, “a serious allergic response that often involves swelling, hives, lowered blood pressure and in severe cases, shock.” If anaphylactic shock isn’t treated immediately, it can be fatal. Quick responses by surrounding personnel and the addition of nearby available epinephrine can save lives. The addition of stock epinephrine to the school district is a benefit to our students and community.

The St. Joseph’s School strives to maintain a safe and healthy environment for students, staff and visitors to its schools. As part of this goal, it is policy of the district to stock a supply of epinephrine auto-injectors. These will be kept in the event of a life-threatening allergic reaction for any student, staff or community member, both while school is in session and during any school-sponsored, scheduled, extra-curricular activities.

**Procurement and Maintenance of Supply**

The district will stock a minimum of two adult and two pediatric dose epinephrine auto-injectors for each school building. The supply of the auto-injectors shall be maintained in a secure, temperature controlled location in each school building.

The school nurse will routinely check stock epinephrine auto-injectors and document in a monthly log:

- The expiration date of each auto-injector
- Any visualized particles in the medication
- Color change of the medication

The school nurse will be responsible for ensuring the district replaces all used doses, those auto-injectors close to expiring, and any damaged or unusable doses, as soon as possible.

## Administration of Epinephrine

The school nurse, or authorized trained personnel, may provide or administer an epinephrine auto-injector from a school supply to a student or individual if the nurse or authorized personnel reasonable and in good faith believes the student or other individual is having an anaphylactic reaction.

Epinephrine should be administered promptly at the first sign of anaphylaxis. It is safer to administer epinephrine than to delay treatment for anaphylaxis.

Weight	Grade (if weight is unknown)	Age (if weight is unknown)	Epinephrine Dosage	Epinephrine Device Formulation
Less than 55 lbs (25kg)	Pre-Kindergarten through 2nd grade	Less than 8 years of age	0.15 mg	Junior dose 0.15 mg
Greater than or equal to 55 lbs (25 kg)	3rd grade through 12th grade	8 years of age or older	0.3 mg	Adult dose 0.3 mg

● **NOTE-If body weight is known, then dosing by weight is preferred. If weight is not known or not immediately available without delay, dosing by age or grade is appropriate. Do not delay administering epinephrine to obtain weight.**

## Training

The school nurse will be responsible for training of staff, and this training will be renewed on a yearly basis. All staff will be instructed on how to identify someone experiencing a life threatening allergic reaction, and specific individuals will be trained on how to use the epinephrine auto-injectors in case of an emergency. This training will consist of the requirements established by law, and all personnel will be signed off by the school nurse certifying that they have attended the presentation and have the knowledge to identify anaphylaxis and those specifically chose can properly use the auto-injectors.

There will be a required procedural skills demonstration to the school nurse to show competency in the administration of stock epinephrine auto-injectors to retain authorization to administer stock epinephrine auto-injectors if any of the follow occur:

- Failure to administer an epinephrine auto-injector to a student or individual by proper route.
- Failure to administer the correct dosage.
- Failure to administer an epinephrine auto-injector according to generally accepted standards of practice.

- Accidental injection of epinephrine auto-injector into a digit of the authorized personnel administering the medication.

Staff will be trained on actions to be taken in the event of an emergency and the process that follow:

- Identifying person having symptoms of an allergic reaction
- Calling for needed help in the area
- Obtaining epinephrine auto-injector from storage area
- Properly executing use of auto-injector
- Calling 911
- Observing and monitoring student/staff/community member until EMS arrives.

### **Reporting**

The district will contact emergency medical services immediately after a stock epinephrine auto-injector is administered to a student or other individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive. If the individual is a student of the district, parents will also be notified.

Within 48 hours, the district will report the Iowa Department of Education:

- Each medication incident with the administration of stock epinephrine
- Each medication error with the administration of stock epinephrine
- The administration of a stock epinephrine auto-injector

Staff will use the “Report of Stock Epinephrine Administration” form provided by the Iowa Department of Education to report use of any stock epinephrine auto-injectors.

Training also includes need to document all activities surrounding incident and filling out the “Report of Stock Epinephrine Administration” form to the Iowa Department of Education.

### **Physician Standing Order**

The district will obtain a prescription for the auto-injectors from a licensed healthcare professional, in the name of the school district, for administration by a school nurse or other trained professional. This prescription will be kept on file and will be renewed yearly.

As provided by the law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector provided they acted reasonably and in good faith.

The superintendent may develop an administrative process to implement this policy.

Legal Reference: Iowa Code §§135.185; 279.8

281. I.A.C. 14.3

Food Services

### **FOOD SERVICE**

St. Joseph Catholic School is a Team Nutrition School. We work closely with USDA to continuously improve and promote the health of our school children. As a Team Nutrition School, we serve lunches that are lower in fat and sodium, and include more grains, vegetables and fruits. St. Joseph, in compliance with the Meal Requirements for the National School Lunch Program under Healthy, Hunger-Free Kids Act of 2010, will be incorporating many exciting changes in the lunch menus this school year. A large emphasis will be placed on the inclusion of even more fresh fruits and vegetables, as well as many new recipes including leafy green, and red/orange vegetables and beans, legumes, staples needed for a well balanced diet. **No outside food will be allowed in the lunchroom (McDonalds, Subway, Panera, etc.) for students and/or adults. Candy, gum and cans or bottles of pop are not allowed.**

### **PAYMENT FOR LUNCH**

Payments for lunch will be paid through the FACTS system. St. Joseph provides a hot lunch or option of a salad. Lunch is \$3.00/day or \$60/month. Milk is \$1.00 and \$1.50 for Ala Carte. Students are also allowed to bring a cold lunch.

### **LUNCH PROGRAM**

The St. Joseph lunch program must be in compliance with the Healthy Hunger-Free Kids Act of 2010. Five food components must be offered for lunch (protein, vegetable, fruit, bread, and milk). Your child is not required to take all five items offered but a minimum of three different components must be taken. One of the three must be a fruit or vegetable.

Ala Carte is offered to students in grades 4-8. Students are expected to eat most of their lunch before purchasing ala carte items. Some items included are fruit juice, baked chips, granola bars, fresh fruit, yogurt and string cheese. New items are introduced as they become available and will be in compliance with the Healthy Kids Act.

Feel free to eat lunch with your student. Please call school at 266-3433, prior to 9:00 AM that day. We welcome visitors!

## TREAT POLICY/BIRTHDAY TREATS/CLASSROOM PARTIES & PICNICS

The school follows the Healthy Kids Act of 2010 for treats that are served to students during the school day. Prior arrangements with the classroom teacher are to be made before bringing treats/birthday treats to school.

Due to the risk of hepatitis, the Polk County Health Department has suggested strict guidelines in the way treats and snacks are handled at school. All treats provided by students must be store purchased and pre-packaged.

It is imperative that the acceptable treat list is followed when providing birthday treats/snacks for classrooms. If a student brings an unapproved treat to school, the teacher will not serve the treat and will offer another opportunity for the student to bring an approved treat. Students who serve unapproved treats on school grounds will be subject to disciplinary infractions.

## ACCEPTABLE STORE PURCHASED TREATS

Please purchase the specific brand when applicable, i.e. Kellogg's, Nabisco, Keebler, etc.

- 100% Fruit Juice (must be in individual boxes)
- Animal Crackers
- Baked Chips, Any Variety
- Bottled Water
- Crackers, Reduced Fat
- Cheezits
- Cheezit Mixture--All Varieties
- Chex Mix-Chocolate, Caramel
- Chex Mix--Traditional (140 Calories)
- Chex Mix--Simply Chex
- Dried or canned fruit
- Eddy's Fruit Bar
- Fiber 1 Bars 90 calories--all varieties
- Fiber 1 Bar--Oats & Chocolate only
- Fruit by the Foot
- Gogurt
- Frozen Gogurt
- Kellogg's Single Serving Whole Grain Pop tarts
- Hunts snack pack pudding
- Keebler Elf Grahams
- Mott's 100 % Juice (100 calorie size)
- Nabisco Honey Maid Delight--Chocolate
- Nabisco Honey Maid Delight--Cheesecake
- Pop Chips
- Popcorn--Vic's Half Salt only
- Pretzels
- Pringles Lite--small container



- Quaker 90 calorie granola bar–Honey Nut, Dark Chocolate, Cherry, Chocolate Chunk,
- Cookies & Cream, Peanut Butter Chocolate Chip
- Quaker Chewy Chocolate Granola Bar
- Quaker Rice Snack Chocolate
- Quaker Rice Snack Caramel
- Rice Krispie treats–individually wrapped
- Riptide water
- Smuckers Uncrustable 2.8 ounce size–whole wheat
- String Cheese
- Sweet Freedom Fudge Lite Bars
- Sweet Freedom Round Sandwich \*\*Contains Splenda
- Switch Juice
- Teddy Grahams
- Yogurt

#### TREAT POLICY EXCEPTIONS

1. Holiday Parties
  - a. Holiday Parties (Halloween, Christmas, and Valentine’s Day): Treats from the acceptable treat lists may be served. Students may bring Valentine cards with gum or a piece of candy for the Valentine’s Day class party only. All classmates must be included when distributing Valentines.
2. Whole Class Reward Pizza Parties
  - a. Pizza, ice cream or popcorn parties will be allowed for whole-class reward parties and must be approved in advance by the Principal. Examples of whole class reward parties include Home and School fundraiser reward parties, auction reward parties, any other reward party approved in advance by administration. Pizzas may be ordered from the cafeteria or from pizza franchises (Dominos, Pizza Hut, Papa John’s, etc.)
3. End of Year Class Picnics/Parties
  - a. Treats from the acceptable treat lists may be served. Any food not on the acceptable treat list for end of the year class picnics/parties must be approved in advance by the Principal. Acceptable food items for these parties may include: sack lunches (provided by each individual student), pizza, or Subway.

#### INVITATIONS TO BIRTHDAY/PRIVATE PARTIES

Birthday/Private party invitations are NEVER to be passed out at school unless all classmates are invited.

#### WELLNESS

St. Joseph Catholic School strives to educate the whole person in mind, body and soul. In educating students about the body, they strive to develop a profound reverence for the great gift

of life, their own lives and the lives of others, along with readiness to spend themselves in serving all that preserves and enhances life.

The school, governed by the St. Joseph Catholic School Board of Education strives to maintain a learning and working environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating and physical activity.

St. Joseph Catholic School supports and promotes proper dietary habits contributing to students' health status and academic performance. Foods available on school grounds and at school sponsored activities during the instructional day should meet or exceed St. Joseph Catholic Schools nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

St. Joseph Catholic School has developed a local wellness committee comprised of representatives of administration, parents, and leaders in food/exercise authority and employees. The local wellness committee has developed a plan to implement and measure the wellness policy and monitor the effectiveness of the policy. The committee will report annually to the St. Joseph Catholic School Improvement Advisory Committee regarding the effectiveness of this policy.

#### Specific Wellness Goals:

- Nutrition Education and Promotion
- Nutrition Guidelines for all Foods Available on Campus
- Physical Activity
- Implementation and Evaluation
- Mental and Spiritual Wellness

#### NUTRITION EDUCATION AND PROMOTION

St. Joseph Catholic School will provide nutrition education and engage in nutrition promotion that:

- is offered as part of a sequential, comprehensive, standards-based program, which is part not only of physical education classes, but also part of classroom instruction in other subject areas;
- includes promotion of enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, and virtual farm visits;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;
- links with meal programs, other foods and nutrition-related community services.

#### NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

## General Directives

### Food Safety

All foods made available on campus will follow food safety and security guidelines and comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines will continue to be implemented to prevent food illness in school. For the safety and security of the food and facility, access to the food service operations should be limited to food service staff and authorized personnel.

### Sharing of Foods

St. Joseph Catholic School discourages students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### Food Service Department

The St. Joseph Catholic School Food Service Department will

- engage students in selecting food offered through the meal program in order to identify new, healthful and appealing food choices. Parent feedback is welcome;
- share information about the nutritional content of meals with parents and students.

### Qualification of Food Service Staff

Qualified nutrition professionals will administer the meal programs. St Joseph Catholic School will:

- assignments for managers and cafeteria workers, according to their levels of responsibility.
- provide the USDA established-continuing education hours and training for all food service employees.

### School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to students;
- be served in clean and pleasant settings;
- meet nutrition requirements established by local, state and federal law;
- include a variety of fruits and vegetables and menu choices.

### Free and Reduced-Priced Meals Program

St. Joseph Catholic School will continue to make every effort in eliminating any social stigma attached to, and in preventing the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, St. Joseph Catholic School will:

provide continuing professional development for all nutrition professionals;

- provide staff development programs that include appropriate certification and/or training programs

- utilize electronic identification and payment systems;
- promote the availability of meals to all students.

#### Meal Times and Scheduling

- allow adequate time for students to receive and consume meals and provide a pleasant dining environment;
- schedule meal periods at appropriate times, e.g., lunch periods scheduled between 11AM. and 1PM.;
- not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities
- provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber). Foods must also meet several nutrient requirements:

#### Calorie limits:

- ❖ Snack items: ≤ 200 calories
- ❖ Entrée items: ≤ 350 calories

#### Sodium limits:

- ❖ Snack items: ≤ 200 mg
- ❖ Entrée items: ≤ 480 mg

#### Fat limits:

- ❖ Total fat: ≤ 35% of calories
- ❖ Saturated fat: < 10% of calories

Trans fat: zero grams Sugar limit:

- ❖ ≤ 35% of weight from total sugars in foods Beverage and Food

St. Joseph Catholic School will follow The Smart Snacks in School standards published by the USDA, building on the healthy advancements by ensuring that snack foods and beverages sold to the students in addition to those foods provided through the National School Lunch Program and the School Breakfast Program are also tasty and nutritious. Any food and beverage sold during the school day must meet the nutrition standards. As defined by the USDA, the school day is anytime before the first bell until 30 minutes after the last bell.

#### Beverage Nutrition Standards

All schools may sell:

- ❖ Plain water (with or without carbonation)
- ❖ Low fat milk
- ❖ Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP

- ❖ 100% fruit or vegetable juice
- ❖ 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.
- Elementary schools may sell up to 8-ounce portions. There is no portion size limit for plain water. Calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.

#### Other Requirements

- Fundraisers
  - ❖ The sale of food items that meet nutrition requirements at fundraisers is not limited in any way under the standards by the USDA.
  - ❖ The USDA standards do not apply during non-school hours, on weekends and at off-campus fundraising events. The school day as defined by the USDA is after midnight the day before the first bell until 30 minutes after the last bell.

- Accompaniments

Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.

This helps control the amount of calories, fat, sugar and sodium added to foods by accompaniments, which can be significant.

#### Food Nutrition Standards

General Standard for Competitive Food must meet all of the proposed competitive food nutrient standards and

1. Be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient\* or
2. Have as the first ingredient\* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.) or
3. Be a combination food that contains at least 1/4 cup fruit and/or vegetable or
4. Contain 10% of the Daily Value (DV) of a nutrient of public health concern (i.e., calcium, potassium, vitamin D, or dietary fiber). Effective July 1, 2016, this criterion is obsolete and may not be used to qualify as a competitive food.
5. \*If water is the first ingredient, the second ingredient must be one of items 2, 3 or 4 above

#### Exemptions to the Standard

- Fresh fruits and vegetables with no added ingredients except water are exempt from all nutrient standards.
- Canned and frozen fruits with no added ingredients except water or are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards.

- Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all nutrient standards.

#### NSLP/SBP Entrée Items Sold A la Carte.

Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service in the lunch or breakfast program.

- Sugar-free chewing gum is exempt from all competitive food standards
- Grain Items - Acceptable grain items must include 50% or more whole grains by weight, or have whole grains as the first ingredient.
- Total Fats
- Acceptable food items must have  $\leq 35\%$  calories from total fat as served.
- Exemptions to the Standard
- Reduced fat cheese (including part-skim mozzarella) is exempt from the total fat standard.
- Nuts and seeds and nut/seed butters are exempt from the total fat standard.
- Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard.
- Seafood with no added fat is exempt from the total fat standard.
- Combination products are not exempt and must meet all the nutrient standards.
- Saturated Fats - Acceptable food items must have  $< 10\%$  calories from saturated fat as served.
- Reduced fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard.
- Nuts and seeds and nut/seed butters are exempt from the saturated fat standard.
- Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard.
- Combination products are not exempt and must meet all the nutrient standards.
- Trans Fats - Zero grams of trans fat as served ( $\leq 0.5$  g per portion).
- Sugar - Acceptable food items must have  $\leq 35\%$  of weight from total sugar as served.
- Dried whole fruits or vegetables, dried whole fruit or vegetable pieces and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard.
- Dried whole fruits or pieces with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, tart cherries or blueberries) are exempt from the sugar standard.
- Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard.
- Sodium
- Snack items and side dishes sold a la carte:  $\leq 230$  mg sodium per item as served.
- Entrée items sold a la carte:  $\leq 480$  mg sodium per item as served, including any added accompaniments.

- Calories
- Snack items and side dishes sold a la carte: ≤ 200 calories per item as served, including any added accompaniments.
- Entrée items sold a la carte: ≤ 350 calories per item as served including any added accompaniments
- Entrée items served as an NSLP or SBP entrée are exempt on the day of or day after service in the program meal.

#### Accompaniments

Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards.

- Caffeine
- Elementary: Foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances.

#### Special Events Snacks

Snacks served during the school day should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and healthy beverages conforming to this policy. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations.

#### Rewards

Schools are encouraged to offer nonfood forms of rewards. If food or beverage rewards are used for academic performance or good behavior, they should conform to this policy. Schools will not withhold beverages or food (including food served through meals) as a punishment.

#### Celebrations

Schools will evaluate their celebration practices that involve beverage and food during the school day.

#### Fundraising

To support children's health and school nutrition-education efforts, in-school fundraising activities should use foods that meet the above nutrition and portion-size standards for beverages and foods. St. Joseph Catholic School encourages fundraising activities that promote physical activity.

#### PHYSICAL ACTIVITY

Wellness education is an important and integral part of the education of students at St. Joseph Catholic School.

## Physical Education

St. Joseph Catholic School will provide wellness education that:

- includes students with disabilities;
- engages students in moderate to vigorous activity during a portion of physical education class time;
- meets regularly for the scheduled period of time it will allow at the elementary school level.

## Physical Activity Opportunities after School

To provide opportunities for physical activity outside the regular physical education classes, all St. Joseph classes:

- offer extracurricular physical activity programs, such as physical activity clubs;
- offer a range of activities that meet the needs, interests, and abilities of all students, including students with disabilities and students with special health-care needs;
- offer information about community agencies such as the Ames Parks and Recreation;
- publicize and promote participation in community events and programs that involve physical activity.

## Daily Recess

Elementary schools will offer recess for students that are preferably outdoors (criteria should be established for when indoor recess occurs). Recess should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Elementary schools will discourage extended periods (i.e. periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools will give students periodic breaks during which they are encouraged to stand and be moderately active.

## Integrating Physical Activity into Classroom Settings

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, St. Joseph Catholic School will:

- offer integrated health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- provide opportunities for physical activity to be incorporated into other subject lessons;
- encourage classroom teachers to provide short physical activity breaks during lessons or classes, as appropriate.

## Physical Activity and Punishment



Employees will not use physical activity (e.g., running laps, pushups) or routinely withhold opportunities for physical activity (e.g. recess, physical education) as punishment. Physical activity may be used as an accommodation for students demonstrating a specific need for activity.

#### Communication with Parents

St. Joseph Catholic School will support parents' efforts to provide a healthy diet and daily physical activity for their children. St. Joseph Catholic School will:

- provide information about physical education and other school-based physical activity opportunities before, during and after the school day;
- support parents' efforts to provide their children with opportunities to be physically active outside of school;
- distribute information about physical education and activity via a website, newsletter, other take home materials and special events or physical education homework.

#### Staff Wellness

St. Joseph Catholic School values the health and wellbeing of every staff member and encourages activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

#### Monitoring

The Chief Administrator will ensure compliance with established school wide nutrition and physical activity wellness policies.

### ST. JOSEPH POLICY ON PAST DUE ACCOUNTS

It shall be the policy of the St. Joseph's Board of Education that no child shall be denied a hot lunch due to non-payment or underpayment of his/her lunch account. If a child's lunch account becomes delinquent for a period exceeding two months, the lunchroom director will notify the Administrator and/or Pastor. The Administrator/Pastor will contact the family to make arrangements for payment of the lunch account and will notify the lunchroom director of said arrangements.

St. Joseph Catholic School:

The principal will ensure compliance with those policies in the school.

Food service staff, at the school level, will ensure compliance with nutrition policies within food service areas and will report on matters to the Food Service Director, or Principal.

St. Joseph Catholic School:

- St. Joseph Catholic School will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If St. Joseph Catholic School has not received a SMI review from the state agency within the past five years, St. Joseph Catholic School will request from the state agency that a SMI review be scheduled as soon as possible.

## Policy Review

The Principal will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity at the end of the school year. St. Joseph Catholic School will revise the wellness policies as needed and at a minimum of every 5 years, review the school policies.

## **Communications**

### ST. JOSEPH SCHOOL WEBSITE

The St. Joseph Catholic School website is <https://stjosephcatholicdsm.org/> It contains a variety of information including announcements, updates on school activities, menus, school policies and staff directory.

### PARENT-STUDENT-TEACHER CONFERENCES

Parent-Student-Teacher Conferences are scheduled in fall and spring. It is expected that all students and parents attend scheduled conferences. Specific conference times are scheduled for all parents and students in Grades Preschool-8. This is a very valuable time of sharing between parents and teachers about academics, growth in maturity, and the faith development of each child.

#### Fall Conferences:

- Grades PreK-8th: Monday & Tuesday, October 10th and 11th, 2022 from 4:00 PM – 7:00 PM
- Grades PreK – 8th: Thursday, October 13th, 2022 from 9:00 AM – 1:00 PM

#### Spring Conferences:

- Grades PreK-8th: Monday & Tuesday, February 13th & 14th, 2023 from 4:00 PM – 7:00 PM
- Grades PreK-8th: Thursday, February 16th, 2023 from 9:00 AM – 1:00 PM

### DUAL PARENT REPORTING

In the case of divorced parents, the names and addresses of both parents should be sent to the school office. A certified copy of the Order of Dissolution, as well as any subsequent modification of the Order, should be on file. Unless otherwise decreed in the Order, information commonly made available to parents of any students in attendance (i.e.) notices of school functions, progress reports, and appointments for Parent-Teacher Conferences, etc. will be provided to both parents upon request. Both parents are encouraged to attend the parent-teacher conferences. Divorced parents are asked to furnish St. Joseph Catholic School with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

## CONTACTING OFFICE & TEACHERS

### School Office Hours:

- 7:45 AM-3:45 PM Monday-Friday

### Teacher Hours:

- 7:45 AM-3:45 PM Monday-Thursday
- 7:45-3:30 Friday

Parents may contact teachers by phone, either before or after school hours, or parents may contact teachers via email. Please consult the Personnel Directory or the St. Joseph Web Page for e-mail addresses or extensions.

St. Joseph Catholic School encourages parents to contact a teacher as needs arise. Parents may request a conference at any time they feel a need to do so. Teachers are available to meet with parents before or after school. Please call to schedule a time that is mutually agreed upon by both parties.

## GRIEVANCE PROCEDURE FOR PARENTS

If an occasion arises that a parent feels a problem has occurred at school, the procedure to follow is:

1. Contact the teacher involved with the problem. The Principal will generally refer parents to the teacher if this step is not completed.
2. Contact the Principal if the problem is not resolved.
3. If a parent does not feel an agreement has been reached, the problem may then be taken to the Board of Education. If parents wish to speak at a board meeting, they should contact the board president or the Principal 10 days prior to the meeting date to be put on the agenda.

## VISITING CLASSES

Visitors are welcome to visit St. Joseph Catholic School. Please call the school office to make arrangements with the teacher or Principal prior to your visit. Many parents join their children at lunchtime. In order to keep the school environment secure, parents and visitors please sign in at the office and receive a visitor pass before going anywhere in the school building.

## RELEASE OF STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school parish. Directory information is defined in the annual notice. It may include the student's name, parents/guardians names, address, telephone number; date of birth; e-mail address and grade level. Prior to developing a student directory or to giving general information to the public, parents will be given notice annually along with the Parent/Student Handbook of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the

students. St. Joseph BOE Policy 506.2E allows you the right to refuse releasing of this information. Please refer to the policy below for further information.

#### BOARD OF EDUCATION RELEASE OF STUDENT DIRECTORY INFORMATION

St. Joseph Catholic School has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. This law required the school district to designate as “directory information” any personally identifiable information taken from a student’s educational records prior to making such information available to the public. St. Joseph has designated the following information as directory information: student’s name, address and telephone number; e-mail address; and grade level. Parents have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school in writing at the time of registration. If you desire to make such a refusal, please complete the disclosure portion on the registration form.

If you have no objection to the use of student information, you do not need to take any action.

### **Grading & Records**

#### GRADING/RECORDS

The Official Diocesan Progress Report evaluates students purely on the basis of the individual student’s ability, rather than in relationship to the academic ability of other students in the same class or grade level. It is important that parents encourage their children to do their best while at the same time accepting children as they are. Parents should avoid using gifts or payments over a long period of time as enticements or rewards for their children’s performances.

#### PROGRESS REPORTING TO PARENTS

Progress reporting and student assessment is based on the overall philosophy and mission statement of the Catholic Schools of the Des Moines Diocese. Progress reporting is based on the following beliefs:

1. Progress reporting should promote self-esteem and motivate continued growth toward specific goals for each child.
2. Progress reporting should provide parents and students with accurate information and encourage parental involvement.
3. Progress reporting will recognize that each child has unique needs and abilities and the assessment will reflect effort, as well as actual accomplishments based on consistent norms.
4. Progress reporting and conferences will provide an opportunity for interaction with the best interest of the child in mind.

#### K-8 STANDARDS BASED PROGRESS REPORT

St. Joseph Catholic School uses a Standards-Based Report Card for students in grades K-8. Progress is reported three times per year, at the end of each trimester. Achievement Levels (4,3,2,1) will be used as the marks to show student progress assessed during each trimester.

The following is the 4,3,2,1 Achievement Scale for Grades K-8:

- 4 = Meets Grade Level Expectation with Excellence
- 3 = Meets Grade Level Expectation
- 2 = Progressing Towards Grade-Level Expectation
- 1 = Attempts; Not Meeting Grade-Level Expectation

#### MIDDLE SCHOOL PROGRESS REPORT

In addition to the 4,3,2,1 achievement scale, middle school teachers are also responsible for implementing the Diocesan Assessment Principles and Guidelines in determining proficiency levels for students in grades 4th-8th.

#### Grade 4-8 Assessment Principles and Guidelines:

1. Differentiation of instruction is necessary in order for students to grow and progress.
2. Behavior is not considered part of academics and is not part of the proficiency level (4,3,2,1) assessment score is reported in a separate Christian Character progress report
3. Extra credit will not be given; quality differentiation is expected to determine whether a student exceeds grade/course level expectations.
4. Zeroes
5. Will not be given for missing or incomplete work
6. Teachers are to use zeroes only when the actual score reflects a zero score
7. Determining proficiency

Teachers will triangulate data, considering most recent scores to determine proficiency scores (4,3,2,1)

#### Homework

1. Homework must be meaningful, purposeful, of high quality and aligned to specific benchmarks and course-level expectations
2. Incomplete work will be recorded as ID (insufficient data)
3. Teachers must give students opportunity to complete the work

#### Incomplete work

1. Students are expected to complete all required work
2. Work that is not submitted will be recorded as ID (insufficient data)
3. Teachers must give students opportunity to complete the work

#### Formative Work

1. Evaluating formative work must guide instruction and learning
2. Formative work must be checked or receive feedback, but not all work must necessarily be recorded in a grade book

3. More recent formative work should be used; however, there needs to be at least 2 or three pieces of evidence that demonstrates where a student stands in the most recent work in order to determine a proficiency level

#### Summative Work

1. Multiple summative assessments are to be used to determine a student's performance
2. Students will have the opportunity to demonstrate proficiency on Standards, Benchmarks, Grade-level Expectations, and Course-Level Expectations through formative work in the event that the summative assessment does not reflect proficiency

Teachers will look at the total body of evidence in order to arrive at a summative assessment score (4,3,2,1)

Letter grades will also be given in addition to the 4,3,2,1 proficiency scores on the 6th-8th grade progress report. The grading scale used for letter grades will be as follows:

- A 90 – 100
- B 80-89
- C 70-79
- D 60-69
- ID 59.99% & below

#### 5th-8th Homework Guidelines:

- It is expected that students turn in homework the day it is due.
- A letter grade and percentage will be reflected on the JMC Gradebook for core subjects only (Language Arts, Math, Religion, Science, Social Studies, Spanish).
- Some formative work and all summative work will be recorded on the JMC Gradebook.
- Powerschool will be updated by the teacher at minimum every week.

#### 5th-8th Incomplete/Late Work Policy:

- If a student has incomplete/late work, it will be scored on JMC as an "ID" (insufficient data).

#### 5th-8th Retake Policy:

- Teachers will determine if a retake for a formative or summative assessment is necessary.
- Teachers may assign students to retake formative or summative assessments if they are not reaching proficiency.
- Retakes must be completed within one week of the initial assessment.
- Teachers will report on the most recent scores after the retake.

Standards: The K-12 Diocesan Standards describe what a student should know and be able to do in a subject by the end of the 12th grade. On the Progress Report the standards are labeled and found under each subject area.

Benchmarks: These are more specific than a standard and give detail as to what content needs to be mastered. The Grade Level Expectations (GLE) are the benchmarks specific to each grade level. On the Progress Report, benchmarks are listed, but not labeled, under the standards (shaded). Diocesan standards, benchmarks and GLE's are available on the website: <http://www.dmdiocese.org/Index.aspx?menuitemid=591>

Body of Evidence: Teachers determine student progress by gathering a body of evidence from student work such as classroom assignments, assessments, tests, and observations. By using the body of evidence teachers can give student and parents a more accurate assessment of the level at which the student is performing in relations to the standards and benchmarks.

#### PRESCHOOL 4'S:

St. Joseph Catholic School partners with the Des Moines Public Schools to offer Universal Pre-Kindergarten (UPK) to our 4 year olds.

Participating school districts in the Statewide Voluntary Preschool Program for Four-Year-Old Children will follow the Iowa Early Learning Standards. These standards identify the knowledge, skills, motivation, and attitudes needed by preschoolers that lead to success as students enter school and as adults. The Gold assessment is utilized to track progress and growth throughout the year. The developmental areas are as follows:

1. Social and emotional development
2. Physical well-being and motor development
3. Approaches to learning
4. Social studies
5. Creative arts
6. Communication, language, and literacy
7. Mathematics
8. Science

### **Programming & Technology Policies**

#### TECHNOLOGY POLICY

Technology is a vital part of the approved curriculum at St. Joseph Catholic School. The use of school owned and maintained computers are a privilege, not a right, and may be revoked if abused. Technology use must be consistent with the educational and spiritual objectives of the school system. Appropriate and equitable use of the Internet will allow students and staff access

to resources unavailable through traditional means. Students' use must be in support of education, including research and administrative support consistent with school policy.

The purpose of St. Joseph Catholic School's Acceptable Use Policy is to ensure that the Internet usage at school is for constructive educational goals and is consistent with the philosophy of the school. Because the Internet provides access to computer systems located all over the world, families should be aware that some material accessible via the Internet may contain material that is illegal, controversial, inaccurate, or potentially offensive. The St. Joseph Catholic School system cannot control all the content of the information available. However, the school system believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. The school system does not condone the use of inappropriate materials and will make precautions to limit access to these materials.

Student Technology Acceptable Use: The following are terms and conditions for using the school system technology:

1. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
  - Students will be able to access the Internet through their teachers.
  - Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the internet appears, disappears, and changes, it is not possible to predict or control what students may locate.
  - It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
  - The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
  - To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/ Internet relay chat only as approved by the supervising teacher.
  - Transmission of material, information or software in violation of any board policy or regulation is prohibited.
  - System users will perform a virus check on downloaded files to avoid spreading computer viruses.
  - The school makes no guarantees as to the accuracy of information received on the Internet.
  - Permission to use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.
2. Student Use of Internet



- Equal Opportunity – The Internet is available to all students within the school through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
- On-line Etiquette:
  - a. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
  - b. Students should adhere to on-line protocol:
    - Respect all copyright and license agreements
    - Cite all quotes, references and sources.
    - Remain on the system long enough to get needed information, then exit the system.
    - Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  - Student access for electronic mail will be through the supervising teacher. Students should adhere to the following guidelines:
    - a. Others may be able to read or access the mail so private messages should not be sent.
    - b. Delete unwanted messages immediately.
    - c. Use of objectionable language is prohibited.
    - d. Always sign messages.
    - e. Always acknowledge receipt of a document or file.
    - f. Students will not access their own personal e-mail or other accounts, including social networking sites, without the teacher's permission.
    - g. Restricted Material – Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

#### Student Violations – Consequences

- Students who misuse technology or access restricted items on the Internet are subject to disciplinary action according to the school's Positive Behavior Intervention and Supports disciplinary program. Examples of Unacceptable Practices include, but are not limited to:
  - a. Giving out our passwords, or other individuals' passwords;
  - b. Using someone else's account or user name;
  - c. Harassing someone
  - d. Any use of sites that specifically involve unacceptable topics
  - e. Seeking unauthorized access to any resource, including but not limited to social networking sites such as MySpace, Facebook, Twitter, etc;
  - f. Trespassing in another's folders, work or files;
  - g. Reproduction or transmission of copyrighted material without explicit permission;

- h. Downloading, copying, installing, or transmitting commercial software, shareware or freeware without permission from the school's Technology Coordinator.
- i. Playing games online or downloading games that are not for educational purposes.
- j. Use a diskette, flash drive or CD from any source other than the school without permission of the teacher.
- k. Vandalism – Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet or to any computer on the school property. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.
- l. Cyber bullying

#### Other

- a. Notify an adult immediately if, by accident, you encounter materials that violate the rules of acceptable use.
- b. Do not print anything without permission from a teacher.
- c. Unauthorized Costs – If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for the cost.

#### PROGRAMMING

##### RELIGIOUS FORMATION

The religious formation of children IS the primary reason for the existence of Catholic schools. Thus, St. Joseph Catholic School's religious education program is of special curricular importance. Scripture, doctrine, prayer and liturgy are related to children at their developmental level, beginning with their own experiences. Prayer is an important part of the day. It begins and ends each day, lunchtime and is experienced daily in religion class.

All children have the opportunity to celebrate liturgy together at least once a week. Parents, grandparents and friends are invited to attend school liturgies. Throughout the year students have the opportunity to receive the Sacrament of Reconciliation during the school day. Special service opportunities, renewal days and seasonal activities are shared throughout the year, as well.

##### SACRAMENTAL PROGRAMS

The Church recognizes parents as the primary educators of their children, as they are the first teachers in their children's lives. According to the United States bishops, parents have the "right and duty" to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child's baptism to form them in the Catholic faith.

The parish and school work together with the parents to provide a comprehensive approach to formation for the sacraments. The St. Joseph Director of Faith Formation works to provide the parish element of sacramental preparation. The teachers provide the classroom component of this preparation.

All parents of children to receive First Eucharist, the Sacrament of Reconciliation or Confirmation are expected to attend meetings in preparation for these sacramental celebrations. Preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. An opportunity for preparation for the sacraments of Reconciliation and Eucharist is offered in the second grade year.

### STANDARDIZED TESTING

The ISASP (formerly Iowa Assessments) will be administered in the spring to grades 3 through 8. The NGE's from the ISASP results are recorded on cumulative and permanent records.

### FAST/MAP Assessments

Students in grades K - 5 take the FastBridge screening assessments three times a year. Student performance and academic needs change throughout the school year. FastBridge offers brief, evidence based measures for reading and math screening to help teachers quickly identify learning goals.

Students in grades 6 - 8 take the MAP assessment three times a year. The MAP tests assess the individual growth of each student and provide a path for students to improve on specific skills. The test provides information to teachers on how to differentiate instruction as needed.

### HOMEWORK

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of a student and reinforce concepts learned during the school day. Quality work to the best of each student's ability will be insisted upon. As a general rule, homework assignments will be given to students in all grades on Mondays through Thursdays. Weekend assignments may be given at the discretion of the teacher. Tests and long range assignments are given at the discretion of each individual teacher. Obviously, the amount of homework assignments will differ from the primary grades to the middle school grades.

Evening study times for all St. Joseph students are expected and encouraged. It is up to parents to enforce this. Parents are encouraged to examine the homework of their child(ren) and discuss the areas being taught. This will give the child(ren) greater confidence in what is being taught, will provide home reinforcement for the concept learned and will help enforce the idea that school work has a high priority. Parents are encouraged to provide their child(ren) with a suitable atmosphere, specific time and regular location in which to study.

Television, radio and extended telephone calls are highly discouraged during this study time.

Evening study times should be expected and encouraged. The following are appropriate guidelines:

- K-2: 10-20 minutes per night
- 3-5: 30-50 minutes per night
- 6-8: 60-80 minutes per night

Study time may include homework, independent reading or reading with a parent or sibling. Study time may include: completing assigned work, studying math facts or spelling words, independent reading, oral reading or extra credit projects. At all times, assignments are to be done neatly and completely with the appropriate materials. Students in grades 3 through 8 are required to maintain an Assignment Notebook.

#### HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance, health and religion curriculum at St. Joseph Catholic School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program.

#### FIELD TRIPS

Field trips are an integral and important aspect of education and will be utilized as real-life learning experiences for students. Field trips serve the educational program by utilizing those resources of the community which cannot be brought into the classroom. Parents will be notified several days in advance of the trip. Information will be provided concerning the time, place, transportation arrangements, and cost.

Signed parental permission slips for each student must be on file prior to the field trip. A fee will be requested as compensation for travel and admission costs. Teacher and adult supervision are provided for all trips. Due to liability and responsibility, students may not leave from field trips with parents or other non-school personnel unless the parent makes the request by the morning of the field trip.

#### Before & After Care - Hawk's Club

##### The Hawk's Club MISSION

St. Joseph School's before and after school program is dedicated to the safety and wellbeing of the children involved, while offering constructive activities that focus on education, teamwork, and creativity. While in Hawk's Club, children AND staff are expected to be responsible and respectful at all times.

##### HOURS

- Before school 7:00 am – 8:00 am

- After school 3:15 pm – 5:30 pm

Students who participate in the Hawk's Club will be dismissed from school at 3:10 pm. All students must be picked up by 5:30 pm. For every minute a student remains at Hawk's Club after 5:30 pm, they will be charged \$1.00 and will be asked to sign a Late Pick-Up Form. After 3 Late Pick-Up forms have been received, that child may not be able to attend Hawk's Club for the remainder of the school year.

#### ATTENDANCE

Students will be charged a standard monthly fee depending on the days that they sign up for B&A. If your child is absent from Hawk's Club, you will still be charged the same monthly fee. A two (2) week notice is needed for schedule changes.

#### GROUPS AND STAFF

Hawk's Club follows the NAEYC (National Association for the Education of Young Children) child/staff ratios for group size. You can view this Staff/Child Ratio via the following link: [https://oldweb.naeyc.org/academy/criteria/teacher\\_child\\_ratios.html](https://oldweb.naeyc.org/academy/criteria/teacher_child_ratios.html)

Hawk's Club typically has the following groups: PS4 group, a Kindergarten group, 1st-2nd grade group, and a 3rd grade and older group. Each year is slightly different and groups may change depending on the number and ages of the children.

#### PAYMENT

Hawk's Club uses FACTS Management System which will assess your account on a monthly basis through automatic withdrawal.

#### EARLY DISMISSALS

On any day that school is scheduled to dismiss early, Hawk's Club will be available immediately after school is dismissed. For Full-Time, Permanent Part-Time, and Permanent Afternoon Only Hawk's Club participants, the extra time spent in Hawk's Club on these days is included in the monthly fee. For all others, there is an additional fee (see monthly fees). If your child is not a Full-Time, Permanent Part-Time, or Afternoon only Hawk's Club participant, you must sign-up your child for early dismissals at least 1 week in advance.

#### FULL-DAY DISMISSALS

On any day that school is scheduled to be closed, such as teacher work days or parent-teacher conferences, Hawk's Club will be available from 7:00 am – 5:30 pm. For Full-Time, Permanent Part Time, and Permanent Afternoon Only Hawk's Club participants, the extra time spent in Hawk's Club on these days is included in the monthly fee. For all others, there is an additional fee (see monthly fees). If your child is not a Full-Time, Permanent Part-Time, or Afternoon only Hawk's Club participant, you must sign-up your child for full-day dismissals at least 1 week in advance.

## EMERGENCY WEATHER – SCHOOL CLOSINGS

If St. Joseph School is closed due to inclement weather, Hawk's Club will NOT be available.

## EMERGENCY WEATHER – LATE STARTS

If St. Joseph School starts late, Hawk's Club will be delayed for the same amount of time.

(Example: 2 hour late start for school = 2 hour late start for B&A.)

## EMERGENCY WEATHER – EARLY DISMISSALS

If St. Joseph School dismissed early due to inclement weather, Hawk's Club will be available after school the regular hours. Hawk's Club closings and delays will be listed on the school web site or check on the following TV Station:

- KCCI Channel 8

You will also be notified by email and text message through our school communication program.

## OUTDOOR/WINTER

Hawk's Club involves activities that will take place outside. Students will go outside everyday, unless the weather conditions are in the "red zone" according to the Child Care Weather Watch chart. Please dress students accordingly.

## DRESS CODE

Hawk's Club is an extension of St. Joseph School, and students must abide by the St. Joseph Dress Code (see the St. Joseph School Parent/Student Handbook for specific details). Parents are expected to help the school enforce the dress code policy. All students must arrive to Hawk's Club in dress code – changing at school in the mornings will not be allowed. During afternoon Hawk's Club, students must also remain in dress code. When it is necessary that a child be out of uniform, parents must send a note explaining the reason why the child is out of dress code. When St. Joseph School observes out of dress code days, Hawk's Club students may also remain out of dress code. On no-school days when Hawk's Club is available all day, students do not need to dress in uniform.

## ACCIDENT OR ILLNESS

In the event of a student illness or accident at Hawk's Club, the parent/guardian or emergency contact will be notified at once. No child is ever sent home until prior arrangements have been made.

## STUDENT ILLNESS

Hawk's Club will follow St. Joseph's illness policy. Please refer to your St. Joseph Student and Parent Handbook on page 26 for a complete list of recommendations on when your child should stay at home due to illness.

## SNACKS

A snack will be provided for all Hawk's Club students immediately after school is dismissed.

## RADIO / PAGER / CELL PHONE / ELECTRONICS / TOYS, ETC.

Radios, pagers, laser pointers, cell phones, toys, I-Pods, CD players, and electronic game devices are not to be brought to B&A, except for on special days as designated by the director. If these items are brought to school they will be confiscated. St. Joseph School is not responsible for the safety or upkeep of such items. Hawk's Club has a wide variety of indoor and outdoor toys for children to use. Please do not let children bring items from home to Hawk's Club. E-Readers, for the purposes of reading are allowed.

#### SCHOOL/Hawk's Club PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages, loses or destroys school or Hawk's Club property, the student will be expected to pay the expenses involved to replace the item.

#### BEHAVIORAL EXPECTATIONS FOR STUDENTS

In order to maintain a safe environment for all students and staff at Hawk's Club, there are behavioral expectations for all children. These rules and expectations will be reviewed with the students on a regular basis. Hawk's Club follows the same discipline philosophy as St. Joseph School and implements Positive Behavior Interventions and Support (PBIS). This is a school wide-initiative with a consistent set of expectations, including positive reinforcements and corrective consequences for all students in grades PS-8. See pages 37-38 in your St. Joseph Student Hand Book for the Behaviors and Consequences Matrix that is used by both school and Hawk's Club staff.

#### DISCIPLINE

Helping students to grow in self-management and responsibility requires patience, effort, trust, and mutual cooperation between parents, students, and Hawk's Club staff. Parents and staff should facilitate student growth in responsibility for behavior, learning and personal development. A high priority is placed on appropriate behavior at St. Joseph. We believe appropriate behavior demonstrates that students are practicing gospel values and character in their personal lives and in their relationships with others.

#### SAFE ENVIRONMENT

It is the goal of St. Joseph School and Hawk's Club to provide all students, staff and parents with a safe and orderly environment.

#### VIOLENCE

Hawk's Club has a zero tolerance for violence. Acts of violence will result in consequences that could include expulsion.

#### BULLYING

Hawk's Club has a zero tolerance policy for bullying. Bullying will result in consequences appropriate to the behavior.

#### HARASSMENT

Hawk's Club has a zero tolerance for harassment. Harassment will result in consequences that could include expulsion.