



## **Bosco Catholic School System**

**Parent/Guardian  
Student Handbook  
2023 – 2024**

**St. Joseph Preschool  
6916 Lafayette Road, Raymond  
319-233-5980**

**Immaculate Conception - Gr. K-8  
311 16th Avenue, Gilbertville  
319-296-1089**

**Don Bosco High School  
405 16th Avenue., Gilbertville  
319-296-1692**

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

**K-12 Principal – Shelby Douglas  
Pastoral Coordinator – Rev. Noah Diehm**

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**Policies of the Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found on the Archdiocesan website ([dbqarch.org](http://dbqarch.org)) or [here](#). For assistance with accessing these policies, please contact the school office.**

# Parent/Guardian-Student Handbook

## I. Foundational Documents

### A. Archdiocese of Dubuque Philosophy of Education for Catholic Schools

*The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.*

Catholic Faith-Based Program	Academic Excellence
<ul style="list-style-type: none"><li>● Instills a love and knowledge of the Catholic faith.</li><li>● Integrates instruction with Catholic values.</li><li>● Leads students and families to active participation in their parish communities.</li><li>● Provides opportunities for worship, service and prayer.</li><li>● Supports a safe and nurturing environment where students encounter Jesus Christ.</li></ul>	<ul style="list-style-type: none"><li>● Promotes life-long learning and advances the development of the whole person to the fullest extent.</li><li>● Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.</li><li>● Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.</li></ul>

### B. BCSS Philosophy of Education

The Bosco Catholic School System is a part of a community in which teachers, administration, staff, clergy, parents, grandparents and parishioners are dedicated to providing a Christian education for each student in our schools. As facilitators of the educational program, the faculty, staff, and administration consider it essential to teach the student to live in accordance with the spiritual, moral and ethical principles exemplified in the life of Christ.

BCSS realizes the necessity of educating and developing all our students to their fullest potential - - - **Spiritually, Academically, Physically** and **Socially** - - - in a caring, safe, nurturing and disciplined environment. While the parent is recognized as the primary educator, BCSS acknowledges and contributes to the partnership between home and school.

In the tradition of global awareness of the universal church, BCSS further realizes the need to prepare and instill in each student a global perspective that will move them to recognize and accept responsible membership in their school, family community, and in the world community.

BCSS welcomes students of all faiths, ethnic groups and socio-economic backgrounds. The fundamental purposes of the BCSS schools are to:

- Instill a love and knowledge of the Catholic faith.
- Integrate instruction with Catholic values.
- Create a Catholic climate that contributes to the foundation of students and families that leads them to be active participants in the parish community.
- Provide opportunities for regular worship, service and prayer.
- Promote life-long learning that advances the development of the whole person – mind, body and soul to the fullest extent.

- Form students to be prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.
- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on moral education, community and service.
- Provide a caring, safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ reveals His transforming love and truth.
- Partner with parents to support students in their learning and in their search for knowledge, meaning and truth – Get souls to Heaven!

### C. BCSS Mission Statement

***With support from families, we respect and encourage students to reach their potential **Spiritually** by developing a strong relationship with Jesus and knowledge of His church, **Academically** by igniting learning, leadership and life skills, **Physically** by learning about and living healthy habits and **Socially** by becoming active members of the community who serve others as stewards of the Gospel so they are the light of Christ in the world.***

### D. Handbook Disclaimer

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

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

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

### A. Admission

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

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

Parents/guardians are required to complete the annual enrollment process prior to attendance. An annual tuition contract is given that indicates tuition assistance and the family's financial responsibility.

### B. Equal Opportunity

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

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

#### **A. Catholic Atmosphere**

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

Besides classroom instruction in religion, liturgical preparation and Mass participation is a mandatory part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are a mandatory part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in his/her faith life. The school can only support what is taught and experienced at home. Weekend Mass is highly encouraged; school Mass does not fulfill Holy Obligation.

All enrolled students, regardless of faith background or experience, participate in religion class and the other experiences listed above. Non-Catholic students participate at a different level in opportunities related to sacraments and liturgy, but nonetheless are present for these opportunities as part of enrollment in our school. Questions about this can be directed to your child's teacher or a school administrator.

#### **B. Prayers, Practices, and Beliefs**

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

#### **C. Spiritual Program**

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

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

Liturgical Celebration — Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

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

#### **A. Assessment**

Students in grades 3-11 take the Iowa Statewide Assessment of Academic Progress (ISASP). When test results have been returned and analyzed, parents/guardians will receive appropriate information.

Students in grades K-8 take the Formative Assessment System for Teachers (FAST) assessment three times throughout the school year; fall, winter, and spring. FAST is administered as a way to screen students, identify skill gaps, and offer proven recommendations for reading and math. Results reported to families upon completion of each testing administration.

Personal conferences are available with parents to go over any of the assessment results in more detail. Parents are encouraged to set up appointments if they wish for more information.

## B. Band - 5th through 8th Grade

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

## C. Computers

Students in grades 6-12 will be provided with a device to aid them in their education here at Bosco Catholic Schools. Devices are collected during the summer for cleaning and updating. Students are issued the same device throughout their school years. The devices are the property of the Bosco Catholic School System and subject to an Acceptable Use Policy. **Email from school computers is to be strictly for educational purposes.**

There is a separate Acceptable Use Policy for these devices. This is provided to families each year via the school website. Parents and students must sign and return a form indicating they will abide by the policy. Parents must also indicate annually how any necessary repairs will be covered. This can be through homeowners insurance, insurance purchased through the school, or out of pocket. Students in grades K-5 have mobile labs available for instructional use in their classrooms.

If a student has a problem with a computer they are to tell their classroom teacher (elementary), homeroom teacher (middle school), or advisory teacher (high school) immediately.

## D. Copyright

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

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

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

## E. Field Trips

Field trips and other off-site educational experiences aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. **Students must provide a signed permission slip from their parents/guardians for each field trip or educational experience in order to attend (this is in addition to the initial annual consent waiver electronically signed during e-registration.)**

Students will leave school, remain, and return together with their assigned group and chaperone unless otherwise approved by the school office.

For grades PK-8, no electronics of any sort (this includes cell phones) will be allowed on field trips, this includes the bus ride. The only exception to this is the 8th grade class trip. Pictures if needed, will be taken by school owned devices by teachers or students assigned the task as part of their learning experience. Teachers will have their cell phones as a means of communication in case an emergency arises. In grades 9-12, the allowance or disallowance of electronics, including cell phones, will be at the discretion of the teacher in charge of the field trip.

## F. Guidance

The IC/SJ counselor complements the academic program by offering support to students in a number of areas. The counselor will provide regularly scheduled age appropriate guidance lessons in grades K-8.



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

#### G. Homework \*Grades 6-12 see the minor/major matrix

Homework is encouraged in order to teach students the importance of practice, review, application, and responsibility. Teachers try to assign homework in accord with the age of the students. Parents should not have to instruct students, but are encouraged to support the process through questions and suggestions when appropriate, and checking if work is turned in on time and completed with quality. Elementary Level Late Work - Parents and teachers together are to help students take responsibility for their own learning, including meeting deadlines. Because practice and application are important in the learning process, assigned work needs to be completed. Students need to develop a habit of returning completed work. Therefore, age-appropriate consequences will be given for incomplete work.

Middle School Late Work- Middle school students are expected to turn homework in on time as indicated by the teacher. Students are given time during the day, during MTSS time to get assistance on assignments if needed. Unexcused late work will be subject to the discipline code (see Minor/Major matrix).

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

#### H. Human Sexuality Program

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

#### I. Internet/Technology

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

#### J. Library/Media Center

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

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

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

#### L. Physical Education Waiver

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

#### M. Holiday Parties (K-8) Birthday Treats/Invitations

**Holiday Parties:** K-8 Classrooms may have a Halloween Party, Christmas Party, and/or Valentine’s Day Party. Each unit (K-2, 3-5, and MS) will determine what those look like and will communicate with parents about them. \*No fake weapons may be a part of a costume or as a prize for any party games.

**Birthday Treats:** Students may bring birthday treats, but are not allowed to have birthday parties at school. If a student wishes to bring treats they will be passed and shared. The school nurse will keep record of reported student allergies and will communicate with each classroom teacher about any known allergies in the classroom. If your student has an allergy that has been reported to the school nurse, he or she will not be served the treats. You are welcome to send alternative “treats” to your child’s classroom teacher if you wish for him or her to receive a treat when birthday treats are being handed out.

**Invitations:** If you are hosting a birthday party or other party for your child, invitations may not be passed out on school grounds unless **all class members are invited**. If you do plan to invite the whole class, please alert the classroom teacher ahead of time so that he or she is aware that invitations may be coming to school. It is not the responsibility of the classroom teacher to hand out invitations.

#### N. School Day

- St. Joseph Preschool classes start at 7:30 a.m. with dismissal at 2:15 p.m. Students will not be allowed in the building prior to 7:15, unless previous arrangements have been made.
- Immaculate Conception classes start promptly at 7:30 a.m. with dismissal at 2:25 p.m. Students will not be allowed in the building prior to 7:10, unless previous arrangements have been made. K-8 students may be dropped off at entrance 7 at 7:10. They will be held there, supervised by staff, until 7:20 at which time they will be dismissed to their classrooms.
- Don Bosco High School classes start promptly at 7:30 a.m. (including Fridays) with dismissal at 2:30 p.m.

#### O. Special Services

The service of an educational consultant, psychologist, social worker, speech therapist, physical therapist, and occupational therapists are available through Central Rivers AEA. Requests for these services are made by parents/guardians, or by teachers in agreement with parents and the school principal through the Student Success Team at school. All parental rights are strictly maintained. When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

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

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

#### P. Substance Abuse Education

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

### V. **Communication**

#### A. Absence \*Grades 6-12 see the minor/major matrix

Regular attendance is a key factor in success with school-work. The value of the work missed is difficult to make up through out-of-class work.

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

- Students are to arrive at school by the beginning of the school day, and should not expect to be dismissed until the school day ends, except for sickness.
- If a student feels ill during the day, he or she must get a pass from his or her teacher to see the nurse. The school nurse approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to pick up your child or to make other arrangements. Students are not to email or text their parents first as we have a school nurse who will evaluate the reported illness or injury.
- Doctor and dental appointments are best made for after school hours or on non school days.
- A student who must, as an exception, be excused for an appointment should have a written notification for the classroom teacher (elementary), homeroom teacher (middle school), or advisory teacher (high school). The notification should also be sent to the building secretary.
  - A request for early dismissal must be signed by the parent, including the specific reason for the request, the exact time of the dismissal, the length of the dismissal, and be presented at the teacher or office BEFORE school starts.

- No child is released unless the office knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.
- The Administration reserves the right to determine if an early dismissal or tardy to school is excused or unexcused. The following examples are unexcused: shopping, hair appointments, tiredness (slept in), not feeling well “but will be in later”, etc.,.
- Elementary and Middle School - If an absence is known in advance (such as a vacation, funeral, etc.,), parents need to send a written note to the school office one week before the absence, stating the reason. All homework and when it should be turned in should be discussed with the teacher.
- High School - If an absence is known in advance (such as a vacation, funeral, etc.,), the student must get an advance absence form from the office and return it to the high school office the day before the planned absence. This form is to have the signatures of all the teachers of classes. All work, assignments, and tests are to be taken before one will be absent or arrangements for such are to be made before the student is absent. Failure to follow this policy will result in the absence being an unexcused absence.
- If you have a planned absence, the Absence Request Forms can be found on our school website. [Absence Request Form](#)
- Unauthorized absence from any class, homeroom, study hall etc. is prohibited and subject to the discipline code.

a. Excessive Absence:

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

- K-5 classroom teachers and Middle School homeroom teachers will monitor student absences in conjunction with the K-8 secretary. Teachers will be in communication with parents to come up with a plan to increase student attendance. For K-8 students, excessive absence will be defined as 3 or more absences, excused or unexcused, in a single quarter. **Extended absences due to documented illness, family vacations or bereavement will not count towards the excessive absence.**
- At the high school level, the high school secretary will monitor attendance in conjunction with the student’s advisory teacher. Excessive absence is defined as 3 or more absences, excused or unexcused, in a single quarter. At the high school level, a student will be considered excessively absent when he or she has three absences from one or more classes. \*Grades 9-12 see the minor/major matrix for the consequences of excessive absences. **Extended absences due to documented illness, family vacations, documented college visits or bereavement will not count towards the excessive absence.**

b. Long Term Absence:

In the event a student suffers from a long-term illness keeping him/her out of school, a medical excuse will need to be put on file. BCSS will work with the family to formulate a plan for the continuation of academic studies.

B. Tardiness

Grades K-5: A student is considered tardy if arriving at the classroom after the ring of the 7:30 am bell but before 9:30 am. A child is considered 1/2 day absent if arriving after 9:30 am or leaving before 12:30 pm. Frequent unexcused tardies will result in having the student make up the time missed outside of the regular school hours.

Grades 6-8: A student is considered tardy if arriving at the classroom after 7:30 but before 9:30 am. Excessive tardiness, defined as 3 or more tardies, excused or unexcused, within a quarter will result in consequences and subject to the discipline code. See the minor/major matrix.

Grades 9-12: A student is considered tardy to class if he or she is not in his or her assigned class at the time the bell rings. Students not present in the classroom will be noted as tardy by the classroom teacher on PowerSchool. Excessive tardiness, defined as 3 or more tardies, excused or unexcused, within a quarter will be subject to the discipline code. See the minor/major matrix. **On Fridays and other Mass days, the first period starts at 7:30, NOT after Mass.**

### C. Complaints

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

Instructional Materials and Activities, AFFC/ASCB 1312

Complaints Against Teacher/Employee, AFFC/ASCB 4119.4g

Complaints Against Administrator, AFFC/ASCB policy 4119.4h

Complaints Against Board Members, AFFC/ASCB policy 8252

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

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

### D. Dual Parent Report

According to AFFC/ACSB 5124, in the case of a student's whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of **both** parents should be on file. Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at BCSS (i.e. notices of school functions, progress reports, newsletters, etc.) will be made available to both parents. Letters of support for use in legal situations are not given. The school seeks to work in partnership with parents and does not take sides in private matters. If there is a need for school employee testimony, a subpoena must be served.

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

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

### F. Parent/School Communications

Adequate and clear communication between school and home is essential for the success of the children. Each elementary student has an Agenda for daily communication between school and home. Middle school students also utilize agendas to keep track of their assignments and activities. Middle School parents are encouraged to look at their student's agenda from time to time and make sure that he or she is utilizing it. **An elementary/middle school parent newsletter is posted each Thursday to the school website. A high school parent newsletter is sent out each month. All parents receive an email to inform them that the newsletter for the week has been posted.** A paper copy is available upon request. Cancellations, general school information, activities, and the lunch menu are available on the school website [www.boscocatholic.org](http://www.boscocatholic.org). Parents should feel free to call or email teachers about student progress or other situations of concern.

## G. Parent-Student-Teacher Conferences

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

## H. Progress Reporting

The purpose of progress reporting is to communicate a student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate communication, and quality progress reporting.

Progress reports are sent twice a year, at the end of each semester. Progress reports are based on the priority learning standards from the Iowa Academic Standards.

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls/notes, and quality progress reporting.

Progress reports will be made available on PowerSchool at the end of each semester with students in grades K-5. Progress is shared at fall and spring conferences.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Middle School Grading System

A = 93-100; A- = 90-92  
B+ = 87-89; B = 83-86; B- = 80-82  
C+ = 77-79; C = 73-76; C- = 70-72  
D+ = 67-79; D = 63-66; D- = 60-62  
U = Less than 60

#### High School Grading System

A = 95 - 100; A- = 93 - 94  
B+ = 91 - 92; B = 87 - 90; B- = 85 - 86  
C+ = 83 - 84; C = 79 - 82; C- = 77 - 78  
D+ = 75 - 76; D = 72 - 74; D- = 70 - 71  
F = Below 70  
I = incomplete\*

#### I. Student Privacy Act

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

#### J. Student Records

A permanent record of each student is kept on file at school in accord with ACSB Policy #5125. These records are available to be reviewed by parents/guardians and students by making a request to the school office. Copies are only given when it is not possible for a parent/guardian to review the records in person due to special circumstances. Records will be shared when lawfully requested by a subpoena.

#### K. Telephones/Electronic Devices

The school phone in each office is to be used after school only. Students must have the permission of the principal/teacher/secretary to use the telephone. **Parents should ask to talk to students only in case of an emergency. Parents are not to call/text/email their son or daughter on their cell phone or school issued computer during the school day.** Parents need to call the office and leave a message instead.

**For grades 9-12**, Cell phones must be turned into the classroom cell phone storage as the student enters class. Students may not be on their phones once they enter the classroom and will be considered tardy if they are not seated when the bell rings. He or she may collect his or her cell phone after the bell has rung. Students may use their cell phones during passing times and during lunch. Seniors assigned to a senior only study hall, may keep their cell phones during that time but should use the time to complete school work before being on his or her phone. See the minor/major matrix for consequences of not adhering to the cell phone policy.

**For grades PK-8**, no electronics, including cell phones, should be brought to school. If cell phones must be brought to school for communication before or after school, they will be collected at the beginning of the day and returned at the end of the day. Grades 6-8, see the minor/major matrix for consequences of not adhering to the cell phone policy.

## L. Visiting Classes

Parents/guardians are welcome to visit school, as we welcome your interest and support. Duration is determined based on need in coordination with the principal. Please contact the school office to request a visit.

## VI. Discipline Code

Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Schools establish rules and regulations in keeping with Catholic principles and values. Students need the consistent support and guidance of administrators and teachers who aid them by setting consistent direction and limits in accord with the established expectations and consequences. Common expectations have been developed and will be utilized by all teachers, K-12. To assure adequate development and concern for each student, frequent two-way communication between teachers and parents/guardians is encouraged. All procedures are based on the premises that parents/guardians and teachers must work together and support each other's efforts.

The knowledge of the rules and expectations are the responsibility and obligation of each BCSS student and his or her parents. Neither ignorance nor lack of understanding of the rules will release a student or parent/guardian from responsibility to follow them. All Archdiocesan policies, State of Iowa education laws, and school rules as they apply to the Bosco Catholic School System, are to be respected and followed.

Misbehavior or rule breaking of any kind can disrupt the learning environment. Teachers and staff will address misbehavior regularly and consistently. It is expected that children will need reminders and discussion to mold their behavior. When misbehavior is a pattern, parents/guardians will be notified through phone calls/emails at the K-5 level and through referral forms at the 6-12 level.

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well being of staff members or other students, demonstrates defiance, or breaks the law will result in a major referral and must be sent to the office.

Unacceptable student behaviors include but are not limited to:

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

\*A more comprehensive list is in our minor/major matrix.

Consequences include, but are not limited to:

- Apology
- Detention
- Discussion with a staff member
- Office visit
- Loss of privileges
- Parent meeting
- Removal from activity/event



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

All consequences shall be carried out according to the ACSB Policy #5144.I.

#### A. Discipline Code grades K-5

Immaculate Conception-St. Joseph utilizes a PBIS structure to support positive behavior in our school. PBIS stands for positive behavior interventions and supports. Clearly defined expectations of behavior, infusing Catholic principles and Leader in Me language, have been established for all areas: Classroom, Hallway, Bathroom, Bus, Locker Room, Lunchroom, and the playground. Posters are prominently displayed in each of these areas. The idea behind PBIS is to provide positive reinforcement of behavior expectations through modeling and shared language.

Classroom teachers will explicitly teach expected behaviors and will communicate promptly with parents if a child begins to show signs of not following school wide expectations. Teachers may work with the student success team to come up with a behavior intervention to teach the student how to follow school expectations. Parents are expected to support the efforts of the classroom teacher in his or her attempts to correct the behavior.

#### B. Discipline Code grades 6-8

Immaculate Conception-St. Joseph utilizes a PBIS structure to support positive behavior in our school. PBIS stands for positive behavior interventions and supports. Clearly defined expectations of behavior, infusing Catholic principles and Leader in Me language, have been established for all areas: Classroom, Hallway, Bathroom, Bus, Locker Room, Lunchroom, and the playground. Posters are prominently displayed in each of these areas. The idea behind PBIS is to provide positive reinforcement of behavior expectations through modeling and shared language. A supplement to this program is clearly defined examples of behavior not befitting an ICSJ student. Both minor behaviors and major behaviors have been identified along with clearly defined consequences. Both the PBIS expectations and the Minors and Majors can be found in the Appendices.

Students in grades 6-8 will be explicitly taught the expectations in the first two weeks of school. Reteaching and reminders will be given during this two week period. Beginning the third week of school, students not following expectations during the school day, will be subject to the following:

Minor Offenses:

- In grades 6-8, accumulation of minors and majors will start at the beginning of each semester. Any student accumulating 5 or more minor referrals or 1 major, along with the following defined consequences, will not be allowed to participate in the next scheduled class party, special event, or field trip in that semester. Students in 8th grade who accumulate 5 or more minors or 1 major in either semester, will not be allowed to go on the 8th grade class trip; he or she will instead stay back and remain in a sixth or seventh grade class for the day.
  - 1st offense- The teacher will advise the student of the expectation that was not met. The student will then email his or her parents, explain the expectation that he or she did not follow, and will include his or her plan to follow the expectation in the future. The email will be sent to the student's parents, the issuing teacher, the student's homeroom teacher, and to the principal.
  - 2nd offense- The teacher will issue a minor referral form to the student which must be signed and returned the next day.
  - 3rd offense- The teacher will issue a minor referral form to the student which must be signed and returned the next day. The homeroom teacher will have a mini conference with

the student and the student will email his or parent explaining the expectation that he or she did not follow, and will include his or her plan to follow the expectation in the future. The student will also have to sit out of social time during the next school day after the infraction.

- 4th offense- The teacher will issue a minor referral form to the student which must be signed and returned the next day. Mandatory parent conference to determine a plan of action to get the student back on the right path. If the student is out for an extracurricular activity, he or she will not be allowed to participate in the next scheduled practice or competition as participating in extracurricular activities is a privilege held by students who conduct themselves with the utmost character during the school day. If the student is not out for an extracurricular activity, he or she will serve a detention on the Monday after the offense. The referral form will indicate the time and where the student should report to.
- 5th offense- Another mandatory parent conference to determine a plan of action to get the student back on the right path. The student will serve an in-school suspension; time and place will be determined during the meeting. If a student is out for an extracurricular activity, he or she will not be allowed to participate in the next 5 practices or competitions as participating in extracurricular activities is a privilege held by students who conduct themselves with the utmost character during the school day. If the student is not out for an extracurricular activity, he or she will have to come in and do community service for 3 hours on the next scheduled professional development day.

#### Major offenses:

- In grades 6-8, major offenses can only be one per semester.
  - In grades 6-8, a single major offense will result in the same consequences as the 5th minor offense defined above.
  - If a student has another major offense within the semester, the administration will determine the appropriate consequences which may include detention, in-school suspension, suspension from school for a definite time, suspension from school for an indefinite period of time, or probation. All consequences shall be carried out according to the ACSB Policy #5144.I.

#### C. Discipline Code grades 9-12

Don Bosco High School utilizes a PBIS structure to support positive behavior in our school. PBIS stands for positive behavior interventions and supports. Clearly defined expectations of behavior, infusing Catholic principles and Leader in Me language, have been established for all areas: Classroom, Hallway, Bathroom, Bus, Locker Room, Lunchroom, and the playground. Posters are prominently displayed in each of these areas. The idea behind PBIS is to provide positive reinforcement of behavior expectations through modeling and shared language. A supplement to this program is clearly defined examples of behavior not befitting a Don Bosco student. Both minor behaviors and major behaviors have been identified along with clearly defined consequences. Both the PBIS expectations and the Minors and Majors can be found in the Appendices.

Students in grades 9-12 will be explicitly taught the expectations in the first two weeks of school. Reteaching and reminders will be given during this two week period. Beginning the third week of school, students not following expectations during the school day, will be subject to the following:

Minors- In grades 9-12: accumulation of minors and majors will start at the beginning of each semester. Any student accumulating 5 or more minor referrals, along with the following defined consequences, will not be allowed to participate in the next scheduled class celebration, school dance, school activity, or field trip in that semester. If a referral slip is not returned to the issuing teacher by 7:30 the next day, the student will be issued a detention to be served the following Monday; time and place will be determined

by the issuing teacher or administrator. No exceptions will be made for this unless extenuating circumstances exist and that will be determined by the administrator.

- 1st offense- The teacher will advise the student of the expectation that was not met. The student will then email his or her parents, explain the expectation that he or she did not follow, and will include his or her plan to follow the expectation in the future. The email will be sent to the student's parents, the issuing teacher, the student's homeroom teacher, and to the principal.
- 2nd offense- The teacher will issue a minor referral form to the student which must be signed and returned the next day.
- 3rd offense- The teacher will issue a minor referral form to the student which must be signed and returned the next day. The advisory teacher will have a mini conference with the student and the student will email his or parent explaining the expectation that he or she did not follow, and will include his or her plan to follow the expectation in the future. The student will also serve a before or after school detention on the Monday following the referral. The time and place will be indicated on the form.
- 4th offense- The teacher will issue a minor referral form to the student which must be signed and returned the next day. Mandatory parent conference to determine a plan of action to get the student back on the right path. If the student is out for an extracurricular activity, he or she will not be allowed to participate in the next scheduled practice or competition as participating in extracurricular activities is a privilege held by students who conduct themselves with the utmost character during the school day. If the student is not out for an extracurricular activity, he or she will serve a detention on the Monday after the offense. The referral form will indicate the time and where the student should report to.
- 5th offense- Another mandatory parent conference to determine a plan of action to get the student back on the right path. The student will serve an in-school suspension; time and place will be determined during the meeting. If a student is out for an extracurricular activity, he or she will not be allowed to participate in the next 5 practices or competitions as participating in extracurricular activities is a privilege held by students who conduct themselves with the utmost character during the school day. If the student is not out for an extracurricular activity, he or she will have to come in and do community service for 3 hours on the next scheduled professional development day.

Major offenses:

- In grades 9-12, major offenses can only be one per semester.
  - In grades 9-12, a single major offense will result in the same consequences as the 5th minor offense defined above.
  - If a student has another major offense within the semester, the administration will determine the appropriate consequences which may include detention, in-school suspension, suspension from school for a definite time, suspension from school for an indefinite period of time, or probation. All consequences shall be carried out according to the ACSB Policy #5144.I.
  - At the high school level, any student receiving a major referral for any of the following, will also be subject to the good conduct code policy:
    - Use of drugs, alcohol, tobacco
    - Personal injury (bullying, fighting, calling names)
    - Possession of a dangerous weapon
    - Truancy (excessive absences)
    - Repeated tardiness
    - Repetitive unacceptable classroom behavior

- Vandalism
- Bullying/Harassment
- Racial or other Slurs (the use of words that can be referred to as racial slurs are not permitted and will result in the following consequences. Specifically defined, this category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure.)
- Stealing
- Swearing/Profanity/Name Calling

#### D. Beverages, Candy, Food, Gum

Grades K-8: Students are encouraged to bring water bottles. The bottle must have a flip style lid. Only water may be brought to school, nothing can be added to it. Classroom teachers and Homeroom teachers at the middle school will determine and communicate their expectations for snacks that can be brought to school. Candy and gum are not allowed unless the classroom teacher allows it occasionally for special occasions.

Grades 9-12: Students are encouraged to bring water bottles. The bottle must have a flip style lid. Only water may be brought to school, nothing can be added to it. No other drinks will be allowed during the school day (7:25-2:30). Students should eat breakfast before school and plan to eat again at lunch. Candy and gum are not allowed unless the classroom teacher allows it occasionally for special occasions. If students need a snack during the day, it should be kept in their locker and consumed between classes. Students are responsible for their trash and any mess made. If your student has a medical condition with specific dietary considerations; please alert the school nurse and provide the appropriate documentation.

#### E. Gambling

Gambling is not allowed.

#### F. Fire Extinguishers

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

#### G. Gangs

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

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

8. Students may be suspended and/or expelled as outlined in the school/program/Archdiocesan discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

#### H. Bullying/Harassment

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

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

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

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

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

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

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

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

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

#### J. Search and Seizure

The presence of contraband on school property or on the person of a student attending school or a school activity is not consistent with the environment of the Bosco Catholic School System. ACSB Policy #5145.2 refers to the rules relating to periodic search of students and/or to protected student areas.

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

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

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website:

[www.iowa.gov/educate](http://www.iowa.gov/educate).

#### L. Weapons and Dangerous Instruments

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

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

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

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student’s possession of tobacco, drugs and/or alcoholic products in school, or at school activities, results in confiscation and discipline.(Please refer to the Minor/Major Matrix) (See also AFFC/ACSB 5131.6, AFFC/ACSB 5131.61, AFFC/ACSB 5144 and/or AFFC/ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline)

In some social circles, vaping has become a way for kids to fit in socially with some of their peers. We want to go on record stating that vaping is not part of the social culture we have created at BCSS. It is also detrimental to the physical development of our students as you can read here: [FDA article on the dangers of vaping](#) As such, we are taking a firm stand moving forward on the issue.

As an illegal substance, possession of vape pens and electronic cigarettes is against the law. Possession of such items will result in a call to local law enforcement. Law enforcement will then issue a charge for possession under Iowa Code which states:

State Code of Iowa 453A.2(2)

Persons under age 21 using tobacco, nicotine, vapor products, or cigarettes. Civil Penalty

1st Offense \$70

2nd Offense \$135

3rd Offense \$325

The full code can be read here: <https://www.legis.iowa.gov/docs/code/453A.2.pdf>

Consequences will be given based on the outcome of the investigation. Students found in possession of, selling of or under the influence of tobacco, alcohol, non-prescribed drugs, vaping, illegal drugs, or other electronic smoking devices will be issued a major and will also be subject to the good conduct code. Determination of expulsion is handled on a case-by-case basis.

## VII. Extracurricular Activities

### A. Athletics for Grades 7-8, 6th\* and 9-12

The Bosco Catholic School System provides organized sports for boys and girls in volleyball, basketball, wrestling, softball, baseball, and track. Many sports are provided in conjunction with the Iowa High School Athletic Association and are available for students in 7<sup>th</sup>-12<sup>th</sup> grade. \*Upon completion of 6<sup>th</sup> grade a student is considered a 7<sup>th</sup> grader. Upon completion of 8<sup>th</sup> grade a student is considered a 9<sup>th</sup> grader. Participation by students in younger grades may be allowed depending on the sport. Students sign up for the sports season. Before any athletes may go to a school practice, they need to have the following on file in the school office:

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

Participation in a sports program is a privilege, not a right, and can be a valuable growth experience for youth. Therefore, participation in a sports program is available to those students who maintain satisfactory academic eligibility and work willingly with coaches on Christian values of self-responsibility, fair play, and teamwork.

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

Practices - Parents are urged to not only drop students off at the appointed time (not more than five minutes before practice), but to pick students up from practice on time (within ten minutes after practice) or arrange for a ride home. Coaches are to inform students and families of practice times and to start and end practices on time. No practices may be held when school is dismissed early for bad weather. Any student reported by the coaches for misbehavior or destruction of property will be subject to the consequences defined in the Minor/Major Matrix. Conversely, coaches will be notified if a student has been issued consequences in school related to the discipline code.

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

Sports Uniforms - Uniforms must be turned in within a week of the last game played, laundered, placed in a bag with the athlete's name, and turned in to the IC office. Athletes are responsible for uniforms issued and must pay replacement costs for uniforms lost or damaged. If uniforms are not laundered

and/or not returned in a labeled bag, the uniform will be refused until this is done and athletes may face the consequence of detention each day until the uniform is returned or reimbursed if it is later than a week after the last event.

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

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

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

### C. Public Conduct on School Premises

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

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity.

Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

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

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities. Further reference can be found in Archdiocesan Catholic School Board Manual, AFFC/ACSB 1251

## **VIII. Health/Safety Issues**

### A. Abuse

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

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

***The BCSS is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or Cathy Walz,***



***Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1— 15 (280) AFFC/ACSB 4116.30a & AFFC/ACSB 4116.30b.***

**B. Asbestos**

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

**C. Blood Borne Diseases**

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

**D. Chemical Right to Know Law**

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

**E. Lead in the Drinking Water**

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

**F. Medication**

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

Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered. (ACSB Policy #5141)

**G. Safety Drills**

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

## H. Smoking/Smoke Free Building and Grounds

The Bosco Catholic School System has been designated a “Smoke Free Campus”. At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine, **including vapes**, be permitted within the building or anywhere on school grounds.

## I. Student Visitors

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

1. Receive permission from the principal and inform their teachers at least one day in advance.
2. On the day of the visit, a pass must be issued and signed by the school office. This pass must be shown to each teacher before class begins and the visitor is introduced to the teacher.
3. Students having guests are responsible for that person's conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

## IX. **Services**

### A. Bicycles/Mopeds/Snowmobiles/Automobiles

Students are permitted to ride bikes/motorized scooters to school. The school accepts no responsibility for bikes/motorized scooters parked on school property.

Students, who live a distance from school, are permitted to ride bikes/motorized scooters to school.

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

Traffic safety is very important. Your life and those of others is involved. The speed limit in the plaza is **5 miles an hour**. Students observed driving recklessly in the plaza area will be subject to the school discipline code (see Minor/Major Matrix) and will lose their privilege of driving and parking in the plaza area for one month. Their second violation will cause them to lose their privilege of driving and parking in the plaza area for the remainder of the school year. In addition, their parents will be notified. **Students are not to go to their cars during school hours without permission.**

### B. Parking reserved for faculty, staff and guests ONLY, includes

- Each staff member will have a number in their vehicle corresponding to the number in their parking spot.
  - Visitor/Guests areas will be designated by the word “visitor” by the main doors at IC and by the south crosswalk by DB closest to the South Doors.
  - The paved area by the south entrance of the high school
  - ALL angle parking in the plaza on the IC side
  - Angle parking on the Don Bosco side between the crosswalks
- Students parking:**
- **For ALL students:**
    - Knoll area at the north end of the plaza
    - Paved parking lot, South of the high school
    - Plaza parking spots open to students will be posted at the High School at the beginning of the school year.

Observance of yellow no parking lines and blue -handicapped zone and other legal ordinances is required. In addition, parallel parking on the west side of the school (along the sidewalk) is prohibited during school hours. Violators will be subject to the Discipline Code (See Minor/Major Matrix).

### C. Bus

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

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

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

The driver is in charge of the bus. Students must obey the driver promptly. Failure to obey the above rules may result in disciplinary action. The school discipline code (Please refer to the Minor/Major Matrix) is in effect and will be enforced on all bus trips, including those for extra curricular activities.

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

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

### E. Booster Club – K-12

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

### F. Lost and Found - Elementary

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

### G. Lunch

Lunch is available through the hot lunch program. Parents/guardians may send money to the school office to be deposited into family lunch accounts. Checks should be made payable to *BCSS - Lunch*. Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. The procedure for lunch is exactly the same for all students so that confidentiality is maintained. Applications must be submitted annually.

In our continual efforts to improve school safety the board has approved to have a modified closed campus for lunch. No freshman or sophomore student will be allowed to leave campus during lunch.

- Juniors or seniors residing IN Gilbertville may request to go home for lunch.
- He or she MUST decide quarter by quarter as they will not be able to choose on a daily basis whether they go home or not. If they request to go home for lunch, they must do so everyday of the quarter requested.
- Only the student or his or her sibling(s) may leave in one car.
- Students are only permitted to drive directly to his or her home. (no going to a relatives house, Caseys, McDonald's, etc.)

See the Minor/Major matrix for consequences.

### H. School Supplies

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

### I. Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Students will be assessed fines for lost or damaged books.\*\*\*Some college class textbooks may be an additional cost to the student/family.\*\*\*

### J. Tuition Assistance

Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually, usually at the end of the calendar year.

#### Tuition Grants

No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition through the *Our Faith School Tuition Organization*.

Families can apply for local financial assistance at any time during the school year by contacting the principal or bookkeeper. Applications for the following school year are available through the school office during Catholic Schools Week. Please ask the principal for further information. Confidentiality is maintained. (ACSB Policy #3240.1)

#### Education Savings Accounts (ESA)

Education Savings Accounts are available from the State of Iowa. Parents who choose to enroll their eligible children in an accredited nonpublic school will receive an amount equal to the per pupil funding allocated to public school districts for the same budget school year. Funds will be deposited into an education savings account (ESA) to be used for tuition, fees, and other qualified education expenses as specified in the legislation.

Students First ESAs will be available based on the following eligibility:

##### Year 1: School Year 2023-24

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 300% of the [2023 Federal Poverty Guidelines](#), \$90,000 for a family of four

##### Year 2: School Year 2024-25

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 400% of the 2024 Federal Poverty Guidelines that will be updated January 2024

##### Year 3: School Year 2025-26

- All K-12 students in Iowa regardless of income

## **X. Staff**

### **A. BCSS Staff**

Listing may be found on our website.

### **B. Volunteer Aides**

Volunteer Aides are an integral part of our learning program. It is our goal to involve volunteer service to the school. A short training session will be provided for those who are volunteering for the first time. They are required to sign an acknowledgement form indicating that they have received and read all Archdiocesan required notifications, completed all training required by the Archdiocese and also authorize a criminal background check. All volunteers must check in at the building office and wear a lanyard for identification.

## **XI. Miscellaneous High School Policies/Information**

### **A. Academic Programs and Policies**

The instructional program of studies available at Don Bosco Catholic High School has been designed to enable each student to fulfill his/her potential capacity for spiritual, academic, physical, and social growth. To ensure one's maximum development, each student should begin early to plan a course of study, taking into consideration all available information concerning the expected future he or she would like to have. As the individual matures and gains knowledge, he or she must be prepared to evaluate and revise this plan.

Each student must decide which courses he or she will take in high school, whether or not he or she will seek post-secondary schooling. If he or she does want to pursue further education, he or she should

plan to take classes required for admission at the three Iowa universities (or other school if it is known). The counselor or student success coach aids students in making these decisions by helping them assess their abilities and by supplying them with information on vocational training schools, colleges and universities, and information on entrance requirements and scholarship opportunities. With the aid of the school counselor or student success coach, each student selects his/her courses for the following year. The work of the counselor, advisory teacher and/or student success coach supplements the daily guidance offered by parents at home; the best results can be achieved only when school personnel and parents correlate their efforts. Therefore, parents and students are urged to maintain contact with one's counselor, advisory teacher or student success coach and other school personnel. Appointments with any teacher or administrator can be made by contacting the Don Bosco Office.

## B. Graduation Requirements

1. In order to graduate from Don Bosco Catholic High School, a student must successfully complete work in certain well-defined branches of study. A credit refers to the value given for a semester course. In general, a semester course is worth 1 credit and a year course is worth 2 credits. All Don Bosco students are required to be carrying seven credits each semester; the 8th period being a study hall. Eight or more credits may be carried each semester. Juniors and seniors are allowed to carry a combination of Don Bosco and College credits but must be on the Bosco campus unless the college course is an in person class. All junior and seniors taking less than 7 Don Bosco credits, must have their schedule approved by the principal.
2. A student entering Don Bosco must successfully complete 56 academic credits to be awarded a diploma. \*The 2024 and 2025 graduating classes will be held to the prior standard of 52 credits.
3. The board has specified 42 of these credits to be taken in the following departments: theology, english(including speech), math, social studies, science, health, life skills, and computers.

<b>Subject</b>	<b>Credits</b>	<b>Information</b>
<b>ENGLISH</b>	<b>9</b>	<b>2.0 ENG 9 2.0 ENG 10 2.0 ENG 11 2.0 ENG 12 OR EQUIVALENT 1.0 SPEECH OR EQUIVALENT</b>
<b>THEOLOGY</b>	<b>8</b>	<b>2.0 THEO I 2.0 THEO II 2.0 THEO III 2.0 THEO IV (*Honors Theology will be offered)</b>
<b>MATH</b>	<b>6</b>	<b>2.0 PRE ALGEBRA OR ALGEBRA I OR ALGEBRA II 3.0 MATH ELECTIVES 1.0 CONSUMER MATH</b>
<b>SCIENCE</b>	<b>6</b>	<b>2.0 BIOLOGY 2.0 INTEGRATED SCIENCE <u>2.0 SCIENCE ELECTIVE</u></b>
<b>SOCIAL STUDIES</b>	<b>6</b>	<b>2.0 WORLD HISTORY 2.0 US HISTORY 1.0 GOVERNMENT <u>1.0 SOCIAL STUDIES ELECTIVE</u></b>

PE/Health	4	<u>4.0 PE/STRENGTH &amp; CONDITIONING</u> <u>1.0 HEALTH (1 semester)</u>
OTHER REQUIRED	2	1.0 LIFE SKILLS 1.0 Computer Science
Total Credits	42	*1 semester=1 Credit

\* It is the ultimate responsibility of the student to ensure he/she meets graduation requirements. \* If required classes are being taken in middle school, students will earn credit towards high school graduation requirements and grades will count towards their high school GPA. Taking advanced levels of required courses such as Concurrent Enrollment/PSEO and Advanced will also count as credit.

**\*Graduating class of 2021 and beyond must complete: Consumer Math (Personal Finance) Must take at least 11 elective credits in any subject to graduate. Total of 56\* credits required to graduate.**

4. The other credits may be selected by the individual student from those courses offered at Don Bosco and across a wide variety of course options that are approved by Don Bosco's administration.
5. Each year of physical education carries ½ credit per semester which counts toward the 56(52\*) credits required for graduation and is calculated into the student's grade point average. Students electing to participate in an approved activity/sport will also receive ½ credit per semester. The students who participate in a school approved sport or activity will be assessed on a Pass/Fail basis that does not count towards GPA.
6. Competency Based Education Courses may be made available to juniors and seniors and are worth 1 credit per semester. These credits count toward graduation. Upon approval of administration, students in CBE courses may be allowed to have work release.
7. In the light of increasing entrance requirements for Iowa's colleges and state universities, those planning to go to college are urged to take Algebra II, Chemistry, and at least two years of a world language.
8. Don Bosco encourages all students to take some type of Math and Science class all four years. We continue to work towards adding more offerings.

#### C. Shared-Time Classes

1. A student is not allowed to enroll in a course at another institution if the same course is offered for the same level of credit at Don Bosco.
2. The Don Bosco administration reserves the right to limit the number of shared-time classes taken by a Bosco student in a particular semester.
3. Don Bosco students participating in any shared-time class are expected to understand and follow the policies of the host institution.
4. Students electing and approved to take classes at the Career Center or offsite at HCC or UNI, must provide his or her own transportation.
5. Students remain responsible for fees associated with shared-time classes.

#### D. Class Changes

1. Course registration changes may be made through the Student Success Office during the first five school days of the semester. Entrance into a Don Bosco class after that time is possible only with the approval of the course instructor, the school counselor, the principal, and the student's parents.

2. Students should carefully consider college classes. The grade received for a college course follows the student into their post-secondary education. If a student elects to withdraw from a college course during a semester, he or she will be placed in a Don Bosco course and arrangements will be made on a case by case basis for any make-up work depending on when the class was added.

#### E. High School Credit for Middle School Students

Middle School students will be given high school credit for meeting proficiency requirements in high school courses taken prior to ninth grade, and such courses will factor into the student's high school grade point average. Middle school students may enroll in such classes for the purpose of taking advanced courses upon entering high school, e.g. taking Algebra I in eighth grade may permit entrance into Geometry as a freshman in high school.

#### F. Grading System

A	95-100	4.00
A-	93-94	4.00
B+	91-92	3.33
B	87-90	3.00
B-	85-86	2.67
C+	83-84	2.33
C	79-82	2.00
C-	77-78	1.67
D+	75-76	1.33
D	72-74	1.00
D-	70-71	0.67
F	Below 70	0.00

Work that was incomplete at the end of a term will be recorded as "F" unless other arrangements have been made with the teacher and approved by the principal. ONLY work being made up from an excused absence will even be considered; all other work must be completed and turned in on time.

#### G. Honor Roll

A listing of those students earning a 3.20 grade point average for the grading period will be issued following each grading period (1st through 4th quarter). Those who have made the High Academic Honor Roll (3.50 and above) for four consecutive quarters will qualify for an Academic Letter and be acknowledged at graduation.

#### H. National Honor Society

Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is determined upon maintaining a 3.5 GPA, a commitment to service, and the completion of an application reviewed by a committee of DB faculty. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, contribution, and stewardship.

Students may be dismissed from the National Honor Society if a student demonstrates behaviors or actions that do not demonstrate the commitment to these pillars and the spirit for which NHS stands.

Reasons may include but are not limited to:

- A cumulative Grade Point Average dropping below a 3.5
- Academic dishonesty (cheating, plagiarizing work, or assisting others in cheating)
- Significant tardies or unexcused absences



- Failing to meet service requirements
- Failing to attend scheduled NHS meetings

If a student is in danger of being dismissed from membership in the National Honor Society, they will be notified by the NHS advisor regarding the concern. The student may respond within two school days of being notified, in writing or orally, to address the concern and to share personal steps for improvement, if necessary. A member of the NHS may be placed on a probationary period prior to dismissal (usually for a specific period of time) but it is not required. If a member is dismissed from the NHS, they will not be eligible for consideration into the NHS again.

#### I. Failures

The usual way to make up lost credits through failure or dropping a course is to repeat the course (or take its equivalent) the following year (in addition to one's normal academic load). Alternative actions, such as correspondence courses or on-site class work through one of the area's community colleges, may be acceptable pending administrative approval. Should a student not be able to complete 56 units of credit in one's four years at Don Bosco, the administration may issue a Certificate of Attendance to the student in lieu of a diploma or invite the student back to complete their educational requirements the following semester.

#### J. Transcripts

The first and final transcripts to the same school are free. Additional transcripts may be subject to a \$5.00 convenience fee. Please contact the Don Bosco High School secretary for assistance.

#### K. Early High School Graduation

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

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

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

The student and parents/guardians accept the following stipulations:

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

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

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

1. Students must remain at the dance until the designated time of release.
2. No one may return after leaving the building.
3. Dress for dances must be neat and appropriate to the occasion.

4. Students may not attend dances if it is apparent that they have had any alcoholic drink or are using non-prescribed drugs. If they are not detected when they enter and/or are detected later, they will be detained until their parents or guardians are notified and they can be released to their care. A breathalyzer **may** be used to confirm a suspected use of alcohol.
5. Smoking, vaping or any tobacco use is not permitted on the premises.
6. There will always be chaperones present. The group sponsoring the dance is responsible for arranging for chaperones.
7. The school assumes no responsibility for students once they leave the dance.
8. Chaperones are to be present until the dance is completely over and all students have left the premises.
9. Additional rules and regulations may be added by the sponsoring organization.
10. Only sophomores, juniors, and seniors are permitted to attend the Prom dance. Freshmen students are not permitted to attend, even if they are invited by an upper class student.
11. Guest requests for prom and homecoming will be made available. All guest requests must be approved by the principal.

#### M. Lockers

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

#### N. State Tournament Policy: DON BOSCO TOURNAMENT POLICY

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

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

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

Regardless of the means of transportation to an event or the length of stay, students are under the sanction of the school rules and regulations at the event site at which Don Bosco is participating. Permission forms will be made available from Don Bosco and must be used by all students attending a state sponsored event.

#### O. Vandalism

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

P. Work Release/Early Release

Don Bosco emphasizes development Spiritually, Academically, Physically, and Socially. Therefore Don Bosco does not have work release/Early Release. Students are encouraged to take additional Don Bosco courses or college courses. \*Juniors or Seniors in a Competency Based Education program MAY be allowed early release; this is subject to administrative approval. Senior release will only be granted in extenuating circumstances and, if approved, only allowed in the second semester.

Q. SCHOOL SONG

(Tune: Minnesota Rouser)

Bosco High School, hats off to thee.

To our colors, true we shall ever be.

Firm and strong united are we.

Rah, Rah, Bosco High

Rah, Rah, Bosco High

Hats off to Bosco High!

Sung twice then:

D. B. H. S.

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

**THANK YOU**

Thank you for choosing to send your child(ren) Bosco Catholic School System. A special thank you to all parents, students, faculty, staff and supporters of BCSS. It is with your help, cooperation and support that we are able to continue to provide Catholic Education in our community.

# Appendix I

## A. Dress Code GOAL

The dress code strives to reflect modesty, good taste, neatness, and cleanliness, while avoiding seasonal trends and fads. Students reflect pride in their school by the way they dress. Parents, cooperating with the school, are expected to oversee dress in accordance with these regulations. The administration reserves the right to interpret the dress code. Their decision is final.

1. Students in Grades 6-12 not following the dress code will be subject to the discipline code (See minor/major matrix).
2. For students in grades K-5 out of dress code, the teacher will email the parent about the aspect that is out of uniform. Teachers WILL NOT address the infraction directly to the student. They have been directed to email you, as at those ages, it is most likely the parent making the major decisions regarding clothing and we want to give you the opportunity to address it without causing undue stress to the student. We ask that you remedy the uniform situation immediately after receiving the email and if you have questions, please contact the principal directly, not the classroom teacher. If similar dress code violations continue after the teacher contacts you, they will then contact the principal so that he/she can reach out to you to discuss ways in which we can help you to be within code.

## B. DRESS CODE SPECIFICS- DON BOSCO HIGH SCHOOL

1. Pants:
  - a. Pants are to be solid colored, in one of the following colors: black, khaki, navy or gray.
  - b. Pants are to be bootcut, straight leg, or flare leg.
  - c. Pants are to be full length (ankle), have a finished hem (no raw edges), and are to be worn at the waist.
  - d. Unacceptable pants: jeggings, leggings, or sweatpants
2. Shirts:
  - a. Solid color polo shirts are to be worn.
  - b. Logos are to be no more than 4 inches square/DB or Bosco logos may be larger
  - c. Shirts are to be worn with no more than two buttons open from the top. Students are encouraged to wear their shirts tucked in.
  - d. A short or long sleeved t-shirt may be worn under the polo shirt. No visible wording/logo should be seen through the polo shirt. There should be no logos or words on the sleeve(s) of the undershirt.
3. Sweatshirts/Sweaters/Jackets
  - a. Only Sweatshirts/Sweaters/Jackets/Fleece/Cardigans/Vests sold through the Booster Club or School Sponsored Sport or Activity may be worn.
    - i. If you wear a sweatshirt to school and choose to take it off, you must have a polo on underneath or you will be out of dress code.
  - b. No other outerwear may be worn within the school.
4. Uniform Skirt/Skort:
  - a. Girls may wear school uniform skirts/skorts in the colors black, brown, khaki, navy or gray.
  - b. Skirts/skorts are not to be form-fitting and should cover the student so that, if the student stands erect with their arms and fingers both extended straight downward, the skirt/dress/shorts must extend beyond the tips of the individual's fingers.

5. Shorts:
  - a. Shorts are to be solid colored, in one of the following colors: black, khaki, navy or gray.
  - b. Shorts are not to be form-fitting and must be a minimum of a 5 inch inseam. WE WILL BE TRANSITIONING TO THE FOLLOWING IN SCHOOL YEAR 24-25: Shorts are not to be form-fitting and should cover the student so that, if the student stands erect with their arms and fingers both extended straight downward, the skirt/dress/shorts must extend beyond the tips of the individual's fingers.
  - c. Unacceptable: tight fitting, spandex, biking, baggy wide-legged, or athletic shorts.
6. Hats, Caps and Outerwear:
  - a. Hats, caps, and coats are not to be worn in the classroom and must be stored in designated areas or lockers.
7. Shoes:
  - a. All footwear should be clean and in good taste.
  - b. Sandals may be worn but must be kept on at all times.
  - c. Unacceptable shoes: turf, cleated, or hiking shoes, cheap flip-flops, slippers, or shoes that leave black marks or inflict damage to the floor.
8. Socks/Tights:
  - a. Socks and tights should be solid colored: black, white, navy, red, or white
9. Hair:
  - a. Hairstyles and facial hair for males should be neat and well groomed.
  - b. Extreme hairstyles or hairstyles that are distracting to the learning environment are not allowed. Dyed or highlighted hair cannot be any color beyond natural hair colors.
10. Jewelry:
  - a. No dangling or large hoop earrings, large necklaces or bracelets.
  - b. Jewelry in any visible pierced body parts other than the ear must be removed or covered during the school day.
11. Wednesday School Spirit Days:
  - a. A Bosco t-shirt or sweatshirt should be worn.
  - b. Jeans (no holes, rips, or tears) OR Dress code pants/skirts/skorts/shorts are to be worn.
  - c. No ill-fitting, tattered, or unclean clothing may be worn.
  - d. Students not observing School Spirit Day must be in regular dress code.
12. Dress-up Day:
  - a. Throughout the year, there **may be** special designated dress-up days. On these days, students are encouraged to dress up in attire that is beyond the expectations of the school dress code. On these days, students are expected to remain dressed for an environment that fosters Christian respect, modesty, and learning. 'Business-formal' wear is encouraged.
  - b. Shoulders and the chest region must be covered.
  - c. Pants, shorts, skirts, and dresses are not to be form-fitting and should cover the student so that, if the student stands erect with their arms and fingers both extended straight downward, the skirt/dress/shorts must extend beyond the tips of the individual's fingers.
13. Out-of-Uniform Days
  - a. Throughout the year, there may be out of uniform days as a reward or to raise money.
  - b. If specific clothing is not identified, students may wear jeans, sweatpants, non Bosco shirts; All clothes must be in good condition and properly fitted.

#### 14. Miscellaneous:

- a. Visible tattoos are not allowed.
- b. Clothing advertising tobacco products, taverns, alcoholic beverages, liquor stores, or bearing immodest slogans or designs are not allowed.
- c. Hate speech and/or symbols are never allowed to be worn on school premises by students or guests.

### C. DRESS CODE SPECIFICS- Immaculate Conception, K-8

#### 1. Pants:

- a. Pants are to be solid colored, in one of the following colors: khaki or navy.
- b. Pants are to be bootcut, straight leg, or flare leg.
- c. Pants are to be full length (ankle), have a finished hem (no raw edges), and are to be worn at the waist.
- d. Unacceptable pants: jeggings, leggings, or sweatpants

#### 2. Shirts:

- a. Solid colored white, navy, pastel blue, royal blue, black or red, short or long sleeved, Polo shirts are to be worn.
- b. Logos are to be no more than 4 inches square. DB or Bosco Logos may be larger.
- c. Shirts are to be worn with no more than two buttons open from the top. Students are to wear their shirts tucked in.
- d. A short or long sleeved t-shirt may be worn under the polo shirt. No visible wording/logo should be seen through the polo shirt. There should be no logos or words on the sleeve(s) of the undershirt.
- e. Shirts with the school name (IC/St. Joseph School or Bosco Catholic School System) embroidered on them are allowed.
- f. Long-sleeved t-shirts may be worn under short-sleeved uniform shirts as long as no lettering or logos are visible.
- g. Shirts are to be tucked in, unless the outside temperature is 85°F or higher.

#### 3. Sweatshirts/Sweaters/Jackets/Vests/Fleece

- a. Solid colored red, white, or navy blue V-neck cardigan, V-neck pullover sweater or V-neck vest may be worn.
- b. Crewneck sweatshirts/sweaters/jackets/fleece/cardigans/vests sold through the Booster Club or School Sponsored Sport or Activity may be worn.
  - i. If you wear a sweatshirt to school and choose to take it off, you must have a polo on underneath or you will be out of dress code.
- c. 3/4 Zip Pullovers: Solid colored white, royal blue, or navy blue 3/4 zip pullovers may be worn with a collared shirt. No logos greater than 1-inch squared, unless it is a BCSS logo.

#### 4. Uniform Skirt/Skort:

- a. Girls may wear school uniform skirts/skort in the colors khaki or navy.
- b. Skirts/skort are not to be form-fitting and should cover the student so that, if the student stands erect with their arms and fingers both extended straight downward, the skirt/dress/shorts must extend beyond the tips of the individual's fingers.

#### 5. Shorts:

- a. Shorts are to be solid colored, khaki or navy in color.
- b. Shorts are not to be form-fitting and must be a minimum of a 5 inch inseam. **WE WILL BE TRANSITIONING TO THE FOLLOWING IN SCHOOL YEAR 24-25:** Shorts are not to be

form-fitting and should cover the student so that, if the student stands erect with their arms and fingers both extended straight downward, the skirt/dress/shorts must extend beyond the tips of the individual's fingers.

- i. Students in grades K-2 will have some latitude with short length but parents should keep modesty in mind when purchasing shorts.
  - c. Unacceptable: tight fitting, spandex, biking, baggy, wide-legged, or athletic shorts.
6. Hats, Caps and Outerwear:
  - a. Hats, caps, and coats are not to be worn in the classroom and must be stored in designated areas or lockers.
7. Shoes:
  - a. All footwear should be clean and in good taste.
  - b. Shoes must be tennis shoes, oxfords, or sandals that buckle and have a strap around the heel.
  - c. Unacceptable shoes: clogs, platform shoes, high heels, turf, cleated, or hiking shoes, slippers, or shoes that leave black marks or inflict damage to the floor.
8. Socks/Tights:
  - a. Socks and tights should be solid colored: black, white, navy, red, or white
9. Hair:
  - a. Hairstyles are to be neat and well groomed.
  - b. Boys are to be clean shaven. Facial hair is not permitted. Sideburns are to be no longer than the bottom of the earlobe.
  - c. Extreme hairstyles or hairstyles that are distracting to the learning environment are not allowed. Dyed or highlighted hair cannot be any color beyond natural hair colors.
10. Jewelry:
  - a. No dangling or large hoop earrings, large necklaces or bracelets.
  - b. Jewelry in any visible pierced body parts other than the ear must be removed or covered during the school day.
11. Wednesday School Spirit Days
  - a. A Bosco t-shirt or crewneck sweatshirt should be worn.
  - b. Dress code pants/skirts/skorts/shorts are to be worn.
  - c. No ill-fitting, tattered, or unclean clothing may be worn.
  - d. Students not observing School Spirit Day must be in regular dress code.
12. Dress-up Day:
  - a. Throughout the year, there **may be** special designated dress-up days. On these days, students are encouraged to dress up in attire that is beyond the expectations of the school dress code. On these days, students are expected to remain dressed for an environment that fosters Christian respect, modesty, and learning. 'Business-formal' wear is encouraged.
  - b. Shoulders and the chest region must be covered.
  - c. Pants, shorts, skirts, and dresses are not to be form-fitting and should cover the student so that, if the student stands erect with their arms and fingers both extended straight downward, the skirt/dress/shorts must extend beyond the tips of the individual's fingers.
13. Out-of-Uniform Days
  - a. Throughout the year, there may be out of uniform days as a reward or to raise money.
  - b. If specific clothing is not identified, students may wear jeans, sweatpants, non Bosco shirts; All clothes must be in good condition and properly fitted.
14. PE Clothing:

- a. Students in grades 2-8 need a separate pair of tennis shoes that tie or fasten for gym class.
- b. Non-marking or non-black soles are required.
- c. Also needed for grades 5-8 are shorts and a plain or IC-SJ or Don Bosco tee shirt.
- d. Shorts must have an inseam of 5 inches or greater.
- e. Not having PE clothes for class can affect a student's grade.
- f. No jewelry, including earrings, is allowed during PE class for safety reasons.

15. Winter Attire K-5:

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

16. Miscellaneous:

- a. Visible tattoos are not allowed.
- b. Clothing advertising tobacco products, taverns, alcoholic beverages, liquor stores, or bearing immodest slogans or designs are not allowed.
- c. Hate speech and/or symbols are never allowed to be worn on school premises by students or guests.

## Appendix II



## CO-CURRICULAR ELIGIBILITY REQUIREMENTS

### Don Bosco High School

From the Iowa High School Athletic Association:

#### **ATTENTION ATHLETES YOU ARE INELIGIBLE:**

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

If you have reached your 20th birthday.

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

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

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

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

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

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

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

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

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

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

## ACADEMIC ELIGIBILITY

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

## CO-CURRICULAR GOOD CONDUCT CODE

### BCSS High School and Middle School

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

addition, the student may be subject to administrative consequences outlined in the school's alcohol/drug policy and other related school policies.

Verification is defined as any of the following:

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

## CONSEQUENCES

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

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

First offense: In addition to discipline code, loss of 30% of the total number of scheduled competitions of a bona fide sport. Non athletes will do community service that will be determined by the disciplinary committee.\*

Second offense: In addition to discipline code, loss of 60% of the total number of scheduled competitions of a bona fide sport. Non athletes will do community service that will be determined by the disciplinary committee.\*

Third offense: In addition to discipline code, loss of one calendar year from the date of declared ineligibility. Non athletes will do community service that will be determined by the disciplinary committee.\*

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

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

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

## DEFINITIONS

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

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

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

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

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

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

## Appendix III

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

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

- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

## Appendix IV

### Internet Usage Policy

Internet (Most recent review: July 25, 2008)

2511

Policy adopted: December 2, 1995

Revised: July 25, 2008

Archdiocesan Catholic School Board

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

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

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

programs governed by the Archdiocesan Catholic School Board. Individuals using this equipment for personal purposes do so at their own risk. Further, individuals are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized representative of programs governed by the Archdiocesan Catholic School Board. Individuals who violate this policy are subject to disciplinary action, up to and including expulsion/discharge. To ensure that the use of electronic and telephonic communications systems and equipment is consistent with the legitimate interests of the programs governed by the Archdiocesan Catholic School Board, authorized representatives of programs governed by the Archdiocesan Catholic School Board will monitor the use of such equipment from time to time.

Archdiocesan Catholic School Board Policy Manual 2511

## Appendix V

### Don Bosco Catholic High School Service Award

\*Original Aug. 2018

Complete the following and return to Campus Ministry:

- Documentation of service hours
  - Total hour requirements and grandfather clause:
    - Class of 2022 and beyond: 160 hours needed
- Written reflection

Reflection requirements:

- In order to receive the service award, a student must demonstrate dedication to a life of service. This includes the service itself, and the self-reflection afterwards.
- For your reflection paper, pray and reflect on the following questions:
  - Why is service a significant aspect of the Gospel?
  - How did your service opportunities contribute to the Gospel?
  - How will you use these service opportunities in the future?
  - In your reflection, use one of the following verses from scripture to support your answers:
    - For who is greater: the one seated at table or the one who serves? Is it not the one seated at the table? I am among you as the one who serves. (Lk 22:27)
    - For you were called for freedom, brothers. But do not use this freedom as an opportunity for the flesh; rather, serve one another through love. For the whole law is fulfilled in one statement, namely, "You shall love your neighbor as yourself." (Gal 5:13-14)
    - I give you a new commandment: love one another. As I have loved you, so you also should love one another. (Jn 13:34)
    - Beloved, let us love one another, because love is of God; everyone who loves is begotten by God and knows God. (1 Jn 4:7–11)

Reflection guidelines:

- The following reflection should be **two full pages double-spaced**
- Answer the questions above
- Use one of the passages from scripture to aid your reflection
- The application can be completed on a separate document

### Guidelines

**Purpose/Requirements:** The service cord aims to affirm students who live lives of service and emulate the Gospel mission to love God and neighbor as oneself. These students apply for the cord by providing a meaningful reflection. In addition to the requirements, those awarded the servant cord should understand the importance of service as a way of life and as a lived response to their Catholic faith. The service cord is an award given to Don Bosco Catholic High School graduates who earn at least 160 hours of community service from the start of their freshman year through May 1 of their graduating year. No more than 40 hours of service may benefit one organization. At graduation, those that have completed the requirements will wear a red cord in recognition of their achievement. Those moving into the school after the start of their freshman year may have hours requirements prorated.

**Documentation:** Students **MUST** document all service activities on the Service Award Form provided by Don Bosco Catholic High School Campus Ministry. Forms can be submitted to the Campus Ministry at any time during the year. Recommended to submit forms as they are completed.

Students are responsible for copying off their own verification forms which are available on the school's website; they are not available through the Guidance Office.

**Summer Service:** Service hours earned during the summer after the academic year may be applied toward EITHER the prior or following school year - student's choice. Summer before freshman year may not be used.

The service should be "above and beyond" one's usual scope of activities and should not be part of required service for a program such as Scouts or religious education. If there is any question about whether a specific volunteer experience meets the criteria of "providing a service" or "meeting a need" students should get prior approval from the Campus Ministry by submitting a pre-approval form.

**Examples of activities that would be acceptable:**

- Nonprofit agency (NEI Food Bank, Salvation Army, Hospital, Library, YMCA, etc.)
- Church - any volunteer position that benefits others
- School - volunteer position that benefits others and is not a class requirement
- Park - maintenance, restoration, etc.
- Charity program - mission trips, etc.
- Fundraiser - example: benefit for a family in need, relay for life, etc.
- Community event - Gilbertville daze, etc.

**Examples of activities that would NOT be acceptable:**

- DBCHS sports team managing
- Most DBCHS music program events (unless not a member of the organization)
- To satisfy a class or requirement by any agency, program, or organization
- For a relative
- Court-mandated community service
- For pay or compensation of any kind
- Travel to and from volunteer activities
- Any time the school is in session unless receive prior approval

If there is any question about whether a specific volunteer experience meets the criteria of "providing a service" or "meeting a need" students should get prior approval from the Campus Ministry. Approval should be submitted a week in advance of service activity.

**Religions Service**

In order to be applicable to a student's Service Award hours; activity may be directly involved with rituals, services, or ceremonies of any specific religion or fundraising to support a specific religion or religious institution.

**Examples that would be acceptable:** teaching Sunday or Vacation Bible School, mission trips, singing in choir at church, candle lighting, reading from religious text, and altar service.

**Grandfather Clause:**

Class of 2022 and beyond: 160 hours needed



## Appendix VI

### PBIS/Leader In Me - Matrix

	<u>Hallway</u>	<u>Classroom</u>	<u>Restrooms</u>	<u>Cafeteria</u>	<u>Playground</u>	<u>Locker Room</u>	<u>Bus</u>
<b>Be Proactive</b>	-Keep body and belongings to yourself	-Actively participate -Do your best work everyday -Sit safely in chair	-Be responsible for yourself and the bathroom	-Sit correctly, facing the table and using quiet voices	-Follow teacher directions and playground rules for safety	-Keep the area clean -Keep track of your belongings	-Stay seated at all times and stay out of the aisle
<b>Put First Things First</b>		-Follow directions the first time -Complete your work on time	-Take breaks at the designated times	-Focus on eating your food	-Stay in the designated play area -Walk to and from the playground		-Keep your belongings with you
<b>Begin with The End in Mind</b>	-Walk directly to your destination -Use water fountain appropriately	-Greet others with a smile -Be ready and have all materials	-Focus on the reason you are here and stick to that reason	-Get utensils and condiments right away -Start eating right when you sit down	-Choose to wear appropriate shoes (sneakers are best!) -Wear appropriate clothes for the weather	-Be timely when changing	
<b>Think Win-Win</b>	-Use appropriate voice level	-Use kind words -Keep your hands, feet, objects to yourself -Take care of materials	-Make sure the toilet flushes -Wash hands for 20 seconds and dry -Leave the bathroom clean and orderly	-Clean up your area -Clean off your tray when returning it -Wait quietly and patiently in the lunch line	-Use good sportsmanship -Be Kind to others -Line up quickly and quietly	-Be kind to others -Use appropriate language -Report problems	-Use an appropriate voice level -Report problems to the bus driver

	<u>Hallway</u>	<u>Classroom</u>	<u>Restrooms</u>	<u>Cafeteria</u>	<u>Playground</u>	<u>Locker Room</u>	<u>Bus</u>
<b>Seek First to Understand, Then To Be</b>		<ul style="list-style-type: none"> <li>-Listen to others</li> <li>-Wait your turn to speak</li> <li>-Treat others the way you want to be treated</li> </ul>		<ul style="list-style-type: none"> <li>-Be respectful to cafeteria staff</li> <li>-Eat only your food</li> </ul>	<ul style="list-style-type: none"> <li>-Work together to solve problems</li> </ul>		
<b>Synergize</b>		<ul style="list-style-type: none"> <li>-Work as a team</li> <li>-Use an appropriate voice level</li> <li>-Keep the classroom clean</li> </ul>	<ul style="list-style-type: none"> <li>-Wait quietly if there is a line</li> <li>-Respect each other's privacy</li> </ul>		<ul style="list-style-type: none"> <li>-Be a great team player</li> <li>-Share the equipment with everyone</li> </ul>		
<b>Sharpen the Saw</b>	<ul style="list-style-type: none"> <li>-Respect and admire the artwork</li> </ul>	<ul style="list-style-type: none"> <li>-Get enough rest</li> <li>-Eat healthy foods</li> <li>-Learn something new every day</li> <li>-Help others</li> </ul>		<ul style="list-style-type: none"> <li>-Make healthy food choices</li> <li>-Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Exercise makes you stronger</li> <li>-It's fun to play with our friends</li> </ul>	<ul style="list-style-type: none"> <li>-Wear clean clothes</li> </ul>	

## Appendix VII

### Examples of Minor and Major behaviors:

\*\*\*This is a living document meaning that things can be added or deleted. Changes will be indicated with an asterisk\*

Inappropriate Behavior	Warning/Reteach Help the student create a plan, the student emails the parent and includes referring teacher, advisory teacher and principal	Minor Referral form given, must be returned the next day-Refer to the 6-8 or 9-12 discipline code	Major Referral form given, must be returned the next day-Refer to the 6-8 or 9-12 discipline code	Expected Behavior
<b>Defiance Disrespect Noncompliance</b>	<ul style="list-style-type: none"> <li>● Passive refusal to participate</li> <li>● extremely slow in response to request</li> <li>● testing the limit</li> <li>● noncompletion of work (depending on assignment)</li> </ul>	<ul style="list-style-type: none"> <li>● Ignoring reasonable request to stop low-level disruption</li> <li>● overt defiance or refusal to participate</li> <li>● noncompletion of work (depending on assignment)</li> <li>● not returning referral forms the next school day</li> </ul>	<ul style="list-style-type: none"> <li>● Repeated refusal</li> <li>● ignoring reasonable request that leads to escalation and/or to an unsafe situation</li> </ul>	<ul style="list-style-type: none"> <li>● Acting in a cooperative manner respectful of school and classroom expectations.</li> <li>● Responding appropriately when addressed.</li> <li>● Completing work on time.</li> </ul>
<b>Cell Phones</b>	<ul style="list-style-type: none"> <li>● 1st offense of not turning phone in will be a warning/reteach (by teacher)</li> </ul>	<ul style="list-style-type: none"> <li>● 2nd offense (by teacher) of phone not being turned in. Phone confiscated and may be picked up in office for remainder of the day</li> </ul>	<ul style="list-style-type: none"> <li>● 3rd offense (by teacher)</li> </ul>	<ul style="list-style-type: none"> <li>● Grades K-8 Cell phones should be turned in at the beginning of the day.</li> <li>● Grades 9-12 Cell phones turned in at the beginning of each class.</li> <li>● Grades 9-12 may have phones during passing time and lunch.</li> <li>● Seniors may have cell phones during any senior only study halls.</li> </ul>
<b>Tardies</b>	<ul style="list-style-type: none"> <li>● 1 Unexcused tardy in a quarter</li> <li>● 2 excused tardies in a quarter</li> </ul>	<ul style="list-style-type: none"> <li>● 3 excused/ unexcused tardies in a quarter</li> </ul>	<ul style="list-style-type: none"> <li>● 4 or more excused or unexcused tardies in a quarter</li> </ul>	<ul style="list-style-type: none"> <li>● Punctuality to class</li> </ul>
<b>Absences</b> <small>*Documented illnesses, vacations, bereavement do not count towards excessive absences</small>	<ul style="list-style-type: none"> <li>● 1 Unexcused absence in a quarter</li> <li>● 2 excused absences in a quarter</li> </ul>	<ul style="list-style-type: none"> <li>● 3 excused/ unexcused absences in a quarter</li> </ul>	<ul style="list-style-type: none"> <li>● 4 or more excused or unexcused absences in a quarter</li> </ul>	<ul style="list-style-type: none"> <li>● Consistent attendance</li> </ul>

<b>Juniors/Seniors Open Campus for Lunch</b>	<ul style="list-style-type: none"> <li>● 1st offense of not following expectations</li> </ul>	<ul style="list-style-type: none"> <li>● 2nd offense=LOSS of privilege</li> </ul>	<ul style="list-style-type: none"> <li>● NA because privilege will be revoked after 2nd offense</li> </ul>	<ul style="list-style-type: none"> <li>● Choose to go home each day for lunch by quarter.</li> <li>● Go directly home and directly back to school.</li> <li>● Go alone unless you have siblings.</li> </ul>
<b>Inappropriate Language</b>	<ul style="list-style-type: none"> <li>● Offensive remarks or gestures</li> <li>● inappropriate sexual connotations</li> <li>● put downs to a particular subgroup</li> <li>● swearing</li> </ul>	<ul style="list-style-type: none"> <li>● Repeated pattern of any inappropriate language</li> </ul>	Swearing or offensive remarks used to <ul style="list-style-type: none"> <li>● Harass</li> <li>● Intimidate</li> <li>● show defiance</li> <li>● create an unsafe climate</li> </ul>	<ul style="list-style-type: none"> <li>● Language that is socially appropriate and respectful</li> </ul>
<b>Inappropriate Behavior</b>	<b>Warning/Reteach</b> Help the student create a plan, the student emails the parent and includes referring teacher, advisory teacher and principal	<b>Minor</b> Referral form given, must be returned the next day or they get ANOTHER one.	<b>Major</b> Referral form given, must be returned the next day. *Detention **In school suspension	<b>Expected Behavior</b>
<b>Inappropriate Use of Technology</b>	<ul style="list-style-type: none"> <li>● Mishandling device</li> <li>● using device outside of the classroom without permission</li> </ul>	<ul style="list-style-type: none"> <li>● Not having device charged</li> <li>● playing games or on other sites not directed by the teacher</li> <li>● using other's devices or accounts</li> <li>● emailing without a teacher's permission</li> <li>● personal photos or videos on device</li> <li>● using social media</li> <li>● listening to music or using airpods without permission</li> </ul>	<ul style="list-style-type: none"> <li>● Using sites containing inappropriate content for children</li> <li>● Creating inappropriate content</li> <li>● Using any other email account besides the school assigned one</li> </ul>	<ul style="list-style-type: none"> <li>● Having device charged</li> <li>● Using device as directed for educational purposes</li> </ul>
<b>Dress Code</b>	<ul style="list-style-type: none"> <li>● Shirt is untucked</li> <li>● still wearing hooded sweatshirt after 7:30 (Grades K-8)</li> </ul>	<ul style="list-style-type: none"> <li>● Repeated reminder to tuck in shirt</li> <li>● repeated reminder to remove hooded sweatshirt (grades k-8)</li> <li>● incorrect shirt on under crew neck</li> </ul>	<ul style="list-style-type: none"> <li>● Not adhering to the dress code policy in the handbook including, but not limited to piercings, hair color, etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Follow the dress code outlined in the handbook.</li> </ul>

<b>Inappropriate Behavior</b>	<b>Warning/Reteach</b> Help the student create a plan, the student emails the parent and includes referring teacher, advisory teacher and principal	<b>Minor</b> Referral form given, must be returned the next day or they get ANOTHER one.	<b>Major</b> Referral form given, must be returned the next day. *Detention **In school suspension	<b>Expected Behavior</b>
<b>Disruption</b>	<ul style="list-style-type: none"> <li>Noise-making</li> <li>attention-getting behaviors (silly answers, class clowning, etc.); bothering others, chewing gum or eating in class</li> </ul>	<ul style="list-style-type: none"> <li>Repeated pattern of any disruptive behaviors</li> </ul>	<ul style="list-style-type: none"> <li>Behavior that stops the learning in class</li> <li>defiant repetition of behavior following correction</li> </ul>	<ul style="list-style-type: none"> <li>Cooperative behaviors</li> <li>Turn taking</li> <li>Contributing appropriately to class discussions and activities</li> </ul>
<b>Lying, Theft, Academic Dishonesty</b>	<ul style="list-style-type: none"> <li>Borrowing without asking.</li> </ul>	<ul style="list-style-type: none"> <li>Taking another's property (minor value)</li> <li>refusing to return a borrowed item</li> <li>cheating or substituting someone else's work for your own</li> </ul>	<ul style="list-style-type: none"> <li>Taking another's property (significant sentimental or monetary value)</li> <li>not telling the truth when it involves someone's personal safety or property damage</li> </ul>	<ul style="list-style-type: none"> <li>Produce authentic work.</li> <li>Be honest in words and actions.</li> </ul>
<b>Inappropriate Behavior</b>	<b>Warning/Reteach</b> Help the student create a plan, the student emails the parent and includes referring teacher, advisory teacher and principal	<b>Minor</b> Referral form given, must be returned the next day or they get ANOTHER one.	<b>Major</b> Referral form given, must be returned the next day. *Detention **In school suspension	<b>Expected Behavior</b>
<b>Harassment, Teasing, Taunting</b>	<ul style="list-style-type: none"> <li>Annoying on purpose</li> <li>interrupting or disrupting someone's work</li> <li>discounting other's statements in a disrespectful way</li> </ul>	<ul style="list-style-type: none"> <li>Making negative comments about a person, including but not limited to appearance, lifestyle, or culture</li> <li>Teasing or making</li> </ul>	<ul style="list-style-type: none"> <li>Unwarranted physical contact</li> <li>threatening gestures</li> <li>threat/extortion, intimidation.</li> </ul>	<ul style="list-style-type: none"> <li>Language that honors and validates others and their values and beliefs.</li> </ul>

		<p>someone the brunt of pranks or practical jokes</p> <ul style="list-style-type: none"><li>● Circulating inappropriate or embarrassing photos via social media or email</li><li>● Inappropriately interfering with a person's personal property or work equipment</li><li>● Spreading misinformation or malicious rumors</li><li>● Excluding, isolating, or marginalizing others</li></ul>		
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