

# **Holy Family Catholic Schools**

## **Parent and Student**

### **Policy & Procedure Manual**

#### **2024-2025**

Approved by the Holy Family School Board 6/20/2024



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

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## NOTICE:

Policies in this handbook govern all Holy Family K-12 schools. Site-specific policies can be viewed online at: <https://www.holyfamilydbq.org/resources/handbook-policies/>

Policies of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board (AFFC/ACSB) are referenced throughout this document. Copies of these policies can be obtained from the Archdiocese of Dubuque website: <https://dbqarch.org/acsb-policies>

The policies are also available at the Holy Family central office or the Office of Faith Formation and Education at the Archdiocese of Dubuque.

**The Holy Family Catholic Schools Policy and Procedure Manual is subject to annual review by the School Board. Holy Family Catholic Schools reserves the right to modify the published information on an ongoing basis as necessary.**



## **Covenant between Parents/Guardians and Holy Family Catholic Schools**

Holy Family Catholic Schools and all family members play an integral role in each student's educational experience. It is the goal of Holy Family Catholic Schools to promote the development of each individual to his/her fullest potential through an educational program permeated with a Catholic spirit and Catholic values. The following statements were set to confirm and clarify the partnership between Holy Family Catholic Schools and our parents:

### **Parents can expect Holy Family Catholic Schools to:**

- Provide a challenging Catholic education to students
- Establish positive, professional relationships with students, characterized by mutual respect, warmth, and good will
- Keep parents informed of their students' progress
- Enforce standards of student behavior in a fair, firm, compassionate and educationally sound manner

### **Holy Family Catholic Schools can expect parents to:**

- Provide a home environment that supports the development of positive learning attitudes, habits, and values that are consistent with Holy Family Catholic Schools
- Attend Mass on Sundays and Days of Obligation
- Participate actively in their parish, sharing time, talent and treasure
- Maintain good communication with teachers
- Develop students' moral values by modeling integrity, civility, honesty, and respect for the value of each individual and support consequences for behavior deemed unacceptable by Holy Family Catholic Schools

We, Holy Family Catholic Schools and parent(s), promise to do the utmost to raise our child(ren) in the Catholic faith and promise to continue their faith development throughout their growing years.

# Section I. Philosophy

## 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>

## Holy Family Catholic Schools Mission Statement

*Forming disciples of Jesus Christ through Catholic educational excellence.  
Achieve. Lead. Soar*

## Holy Family Catholic Schools Philosophy Statement

To effectively form and support families and students in understanding and living a Catholic way of life, the members of the Holy Family Catholic Schools believe that:

- Families are domestic churches and the foundation of a Catholic way of life.
- Children are gifts from God and they have the right to know the nurturing love of their Creator. Parents are the first and primary educators of their children.
- Each parish and their programs of Catholic education are an extension of the family and assist families in their mission.

To this end, the Catholic parishes and schools of the greater Dubuque area have come together to effectively support students and families in understanding and loving the Catholic way of life through Message, Community, Worship and Service.



## **Our Shared Catholic Lens**

Holy Family Catholic Schools will approach decisions related to the past, present, and future of our ministry to educate all in the faith through a Catholic lens. We must make every attempt to answer a question or need with a sound Catholic approach before we move outside our faith and into secular materials and programs to serve our students and families. If there is a need to go outside our faith for materials and experiences, a strong and intentional Church teaching should accompany it so all may understand the Catholic harmony of both faith and reason.

## **Holy Family Catholic Schools Portrait of a Graduate**



Holy Family Catholic Schools, by God's grace and in partnership with families and parishes, empowers students to generously live an integrated life-long, and joy-filled faith through comprehensive Catholic formation and meaningful sacramental experiences.

### **Spiritual and Ethical**

Holy Family students and graduates understand the personal and communal nature of the Catholic faith, living the learned faith in all they do and in service to others.

### **Aware and Connected**

Holy Family students and graduates are well-rounded, balanced, and involved - in arts, athletics, and other co-curricular activities. They are self-aware leaders in local and global communities.

### **Passionate and Engaged**

Holy Family students and graduates love learning. They are actively engaged and entrepreneurial in their approach to their school, work, activities, service and lives.

### **Capable and Ready**

Holy Family students and graduates are prepared to succeed in every facet of life after high school. They have developed the Habits of Success and critical skills and knowledge needed to actualize their own dreams and thrive in the 21st century.

## **Holy Family Catholic Schools Governance**

Holy Family Catholic Schools is governed by the School Board that includes a Pastoral Coordinator appointed by the Archbishop and a Pastor/Pastoral Administrator from the Dubuque deanery selected from the supporting parishes. The additional members of the interparish Catholic School Board include eight elected members and two at large appointed members for a total of ten lay members.

Elected lay membership from supporting parishes is defined as:

- Parish configuration of St. Raphael Cathedral & St. Patrick – 1 lay member
- Holy Spirit Parish – 1 lay member
- Nativity - 1 lay member
- Resurrection Parish – 1 lay member
- St. Anthony - 1 lay member
- St. Columbkille - 1 lay member
- St. Joseph Parish, Key West – 1 lay member
- St. Joseph the Worker – 1 lay member
- Holy Family New Melleray Parish, Peosta – 1 non-voting lay representative

## **Holy Family Catholic Schools Equity Statement**

Holy Family Catholic Schools is committed to providing all students and staff with a safe educational and working environment and a welcoming culture supportive of intellectual and spiritual growth.

Our Catholic faith embraces each individual as a gift from God, worthy of love and respect. Therefore, we affirm the rights of all students, staff and guests of our community to be treated with respect and protected from bullying actions of any kind. Such actions include discrimination, intimidation, physical harm or harassment, or interfering with academic performance, community participation or wellbeing.

In alignment with Catholic Church teachings, Holy Family believes all members of our school community are responsible for advancing an understanding of and respect for diversity as it includes, but is not limited to ability, age, belief, ethnicity, family structure, sex, race, religion, sexual orientation, and socioeconomic status. Therefore, Golden Eagles will hold one another accountable to behavior worthy of our Catholic environment.

## **Section II. Catholic Dimension/Uniqueness**

### **Catholic Atmosphere**

Faith formation and education at Holy Family Catholic Schools occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student. In addition to classroom instruction in religion, liturgical and sacramental participation is part of system programs. Celebration of the Sacrament of Reconciliation, school liturgies, and opportunities to participate in Mass and service are part of the

spiritual life of the system. When applicable they are coordinated with the local parishes. If a school functioned event or trip lands on a Holy Day of Obligation, all efforts will be made to ensure students are in attendance at Mass. Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The system can only support what is taught and experienced at home.

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 their school administrator.

## **Prayers, Practices, and Beliefs**

A list of prayers and other basic beliefs and practices for students is available on the Holy Family website at [www.holyfamilydbq.org/document.doc?id=366](http://www.holyfamilydbq.org/document.doc?id=366).

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 participate in prayer at school. Parents are also expected to pray with their child(ren) at home.

## **Pro-Life Policy**

The Holy Family Catholic Schools system regards all life with the greatest respect and dignity. It is our obligation to cherish and respect all life. Our goal will be to provide the greatest degree of respect, safety, understanding, compassion, and Christian charity for all. At Holy Family Catholic Schools, in dealing with young women who are pregnant, the position of this school system is that all life is to be respected, dignified, and protected. The system will offer support not only to young women who are pregnant, but also to the father and the parents of both parties involved.

The decision of life will be supported. The system assists individuals in the continuance of their education at Holy Family Catholic Schools, if this is the wish of the family. Because each individual situation is unique, each young person will be accorded individual consideration with respect to specific circumstances.

## **Spiritual Program**

Formal classroom learning is only the beginning of a student's faith formation. 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 Christian life.

Students and staff plan and participate in liturgical celebrations. Parents/guardians are always welcome to attend liturgical celebrations. Opportunities for the Sacrament of Reconciliation and retreat participation are also provided throughout the school year.

Sacramental programs are administered through the individual parishes. Parents/guardians should be directly involved and sessions are held at the parish level to inform and assist parents/guardians in the sacramental preparation for their child.

Students prepare for the first reception of the sacraments of Reconciliation and Holy Eucharist in second grade. Students prepare for the Sacrament of Confirmation at the parishes during their high school years.

## **Sacramental Guidelines**

Parents/guardians are to be involved in the preparation of their children for the celebration of the sacraments. Sacramental preparation is not limited to the year(s) in which the sacrament will be celebrated but presumes continuous enrollment in religious education to permit ongoing formation that is age appropriate.

Schools, in conjunction with the supporting parishes, are to plan and implement programs following the directives of the Archdiocese for the reception of the sacraments. These directives are designed to prepare and involve parents/guardians, sponsors, and the parish community in the preparation for sacraments, in particular with regard to baptism, first penance and reconciliation, first communion, and confirmation.

Parent/guardian meetings/parish involvement should jointly involve individuals from all programs offered. (ACSB policy 6150.4).

## **Section III. Admission Policies/Notice of Nondiscrimination**

### **Admission**

Children who are five years of age by September 15 are eligible to enroll in kindergarten. Children who are six years of age by September 15 are eligible to enroll in the first grade. **Exceptions to this policy are not allowed** (AFFC/ACSB policy 5111.2). Holy Family Catholic Schools will accept students of any religious conviction. Every student 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, including those of a religious nature

### **Admissions Policy**

Holy Family Catholic Schools serves a diverse population of families and admits students of any sex, race, color, faith, national and ethnic origin. All of Holy Family's early childhood programming, elementary schools, and secondary schools are open to all families who seek a Catholic education. Because our schools are supported generously by the Dubuque Catholic parishes, preference is given to students of Catholic faith that are members of these parishes. Supporting parishes include Holy Spirit Parish, Nativity, Resurrection Parish, St. Anthony, St. Catherine, St. Columbkille, St. Joseph Key West, St. Joseph the Worker, St. Raphael Cathedral, St. Patrick, and Holy Family New Melleray Parish.

**Admissions Priorities:**

The following policies provide guidance on enrollment decisions in the case of limited enrollment or waitlist situations at certain grade levels.

Priority enrollment is given to:

1. Siblings of current K-12 students whose families are in good standing.
2. Children of Holy Family employees.
3. Children from families who are active members in good standing at a Catholic parish in the Dubuque Deanery.
4. Children from families who are active members in good standing at other Catholic parishes.
5. Children from families of other faiths.

When determining kindergarten enrollment, consideration will be given to students currently enrolled in a Holy Family pre-K program; however, enrollment in a Holy Family pre-K program does not guarantee kindergarten placement.

**Kindergarten Enrollment Policies**

Kindergarten enrollment is offered to students in accordance with Holy Family admissions policies. Additionally, a number of parents choose to delay enrollment in kindergarten based on the child's birthday, allowing the child more time to mature before starting school full-time. With those considerations in mind, Holy Family Catholic Schools has enacted the following policies as they relate to kindergarten enrollment:

- Students currently enrolled in a pre-K program may opt to repeat pre-K as a five-year-old. Priority is given to students with summer birthdays (May 1 - Sept. 15).
- Kindergarten-eligible students may opt to enroll in a transitional kindergarten program at Holy Family, if available. Enrollment will be offered in accordance with Holy Family admissions policies.
- If a student is enrolled in kindergarten, it will be expected that the student will continue to first grade the following year. A parent who wishes to enroll their child in two years of kindergarten at Holy Family Catholic Schools must first discuss this option with the kindergarten teacher(s), principal, and director of enrollment for approval and will be considered if space is available.

**Transfer Student Enrollment Policy**

Students in good standing from another school may enroll in accordance with the admission priorities listed above if there is an opening at the appropriate grade level after an enrollment meeting with the student and an administrative review of the student records has been completed.

## **Tuition Assistance**

Holy Family Catholic Schools is aware that Catholic education can mean substantial financial sacrifice for many families and is committed to structuring a comprehensive tuition assistance program to benefit all who need assistance.

Iowa families can apply annually for an Education Savings Account (ESA) under the Students First Act that was passed on January 24, 2023. More information can be found at <https://educate.iowa.gov/pk-12/educational-choice/education-savings-account>.

Based solely on the financial need of the family, tuition assistance is available to any prospective or current K-12 student of Holy Family Catholic Schools. Each family's personal situation is taken into consideration when evaluating needs. Tuition assistance is not offered in the form of scholarships based on academic, athletic, or other special abilities. Tuition assistance is offered on a year-by-year basis and must be applied for annually.

Only one application form needs to be completed per family. Information obtained from the application is confidential, evaluated by FACTS Grant and Aid Assessment, and used solely for the purpose of establishing need. The level of financial assistance recommended by FACTS will be based upon family income, number of dependents, and total tuition charged for the family. The FACTS application is available on the Holy Family Catholic Schools website at [www.holyfamilydbq.org](http://www.holyfamilydbq.org).

### **Tuition Policies:**

Holy Family Catholic Schools has partnered with FACTS Management Company to help manage tuition accounts as well as financial aid assessment. Holy Family makes every effort to keep tuition charges affordable. A FACTS Grant and Aid Assessment tuition assistance application is available on the Holy Family Catholic Schools website. Iowa families can apply annually for an Education Savings Account (ESA) under the Students First Act. Families may also contact their parish since many of the parishes have separate endowment funds. Tuition statements will encompass the entire family with students in grades K-12. Tuition charges are based on parish membership, which is confirmed with the parish each year. (AFFC/ACSB policy 4216.2).

Several tuition payment arrangements are available. Parents will pay all tuition charges and all related fees in full. Each family must create an account in FACTS Tuition Management to set up a tuition payment plan and make timely payments. If they are not able to make a payment, the family must communicate with the business office. If tuition is not paid in full, Holy Family will transfer the account to a collection agency. If a tuition account is not in good standing, Holy Family Catholic Schools will not be able to re-enroll student(s) for the following school year. There will be a \$30 charge for each check or direct deposit returned for insufficient funds.

Tuition expenses incurred by Iowa residents may qualify for a tuition tax credit on state taxes. A year-end tuition statement will be sent in January to each family informing them of the amount of tuition paid during the previous calendar year.

Specific questions regarding a tuition account should be directed to Holy Family Catholic Schools at 563-582-5456.

## **Equal Opportunity**

Holy Family Catholic Schools is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, or disability. However, students are required to meet the school's academic and financial requirements. 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 (AFFC/ACSB policy 4216.2).

## **Knowledge of Policies**

The knowledge of the rules and regulations, their processes and their implementation, are the responsibility of each Holy Family Catholic School student and parents/guardians. Lack of knowledge or understanding of the rules or regulations will not be the cause of releasing a student from responsibility to know and understand the stated policies. The regulations found in this handbook are considered a binding contract between the students and staff by virtue of choosing Holy Family Catholic Schools.

# **Section IV. Academic Policies and Programs**

## **Concussion Management**

Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur with or without loss of consciousness. Concussions are among the most commonly reported injuries to children and adolescents who participate in recreational activities. Continuing to engage in activities with a concussion or symptoms of a brain injury leaves a young athlete vulnerable to greater injury. Concussions can impair how a student athlete thinks, acts, feels and learns. A student who has sustained a concussion may need adjustments, modifications to curriculum, and monitoring by medical staff until the student is fully recovered (ACSB policy 5141.4).

Schools within the Archdiocese of Dubuque will follow these protocols:

1. "Return-to-Learn": Personnel at schools with enrolled students who participate in an extracurricular interscholastic activity, which is contest in grades seven through twelve, shall develop a return-to-learn plan based on guidance developed by the Brain Injury Association of America in cooperation with a student removed from participation in the interscholastic activity and diagnosed with a concussion or brain injury, the student's parent or guardian, and the student's license health care provider to accommodate the student as the student returns to the classroom.

2. “Return-to-Play”: The Iowa Department of Public Health has created a return-to-play protocol based upon peer-reviewed scientific evidence consistent with guidelines of the Centers for Disease Control and Prevention of the United States Department of Health and Human Services, for a student’s return to participation in any extracurricular interscholastic activity after showing signs, symptoms, or behaviors consistent with a concussion or brain injury.
3. Personnel shall develop a return-to-play plan for any PK-12 student who has been diagnosed with a concussion by a medical professional and requires accommodations for a safe return to learning. Parent(s) or guardian(s) shall provide documentation of diagnosis upon request of a return-to-learn plan.

## **Computer and Internet Acceptable Use Policy**

The 21<sup>st</sup> century is a time of new and ever-changing technologies. Holy Family Catholic Schools believes that the use of new technologies, electronic resources, and Internet access can enhance student learning and provide a quality educational experience for all students. It is a privilege to be able to offer the use of such technological resources. Holy Family Catholic Schools is aware that despite these benefits, the Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure proper use of technologies while enrolled or associated with Holy Family Catholic Schools.

All users are expected to use the technology available at Holy Family Catholic Schools in a manner that is consistent with the teachings and mission of the Catholic Church and the Holy Family system’s academic programs (ACSB policy 2511). Users are expected to be responsible and use technology that has been accessed appropriately at home, school, or in any facet of hybrid/virtual learning. Accessing obscene, pornographic, or threatening material, or engaging other inappropriate use of technology, including but not limited to email, instant messaging, social networking sites, web pages, and the use of hardware and/or software that disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (for example home, business, private property, etc.)

### **Students are expected to:\***

1. ***Respect and protect the privacy of themselves and others.***
  - Use only assigned accounts.
  - Decline to view, use or copy passwords, data, or networks without authorization.
  - Avoid the distribution of their own or others’ private information.
2. ***Respect and protect the integrity, availability, and security of all electronic resources.***
  - Observe all network security practices as posted.
  - Report security risks or violations to a school administrator, teacher, or network administrator.
  - Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.



- Conserve, protect and avoid sharing these resources with other students and Internet users.
  - Abstain from overriding the Internet content filtering system.
3. ***Respect and protect the intellectual property of others.***
- Refrain from copyright infringement (copying music, games, movies, etc. is not allowed).
  - Avoid plagiarism.
4. ***Respect and practice the principles of the school community.***
- Communicate only in ways that are kind and respectful.
  - Report threatening or discomforting materials to a school administrator, teacher, or network administrator.
  - Refuse to access, transmit, copy, or create material that violates the system's code of conduct (examples include, but are not limited to, messages that are pornographic, threatening, rude, discriminatory, or intended for harassment).
  - Avoid accessing, transmitting, copying, or creating material that is illegal (examples include, but are not limited to, obscenity, stolen materials or illegal copies of copyrighted works).
  - Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - Avoid posting or disseminating any harassing, demeaning, threatening, or immoral comment or visual injurious to the reputation of the school, supporting parishes, the Church, or an individual, whether the action occurs on school property or off the grounds.

*\*Please note that this list of uses and activities that are deemed inappropriate is not all-inclusive.*

### **Consequences for Violation:**

Violations of these rules may result in disciplinary action according to the disciplinary procedures of the system, including the loss of a student's privileges to use the system's information technology resources. Disciplinary consequences of misuse or abuse of these resources will be dependent on the severity of the situation.

### **Supervision and Monitoring:**

School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Users should have no expectation of privacy with respect to the use of Holy Family Catholic schools' technology resources. Administrators reserve the right to examine, use, and disclose any data found on the system's information networks in order to further the health, safety, discipline, or security of any students or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. This information may also be used in disciplinary actions and may also be furnished to law enforcement as evidence of a criminal act, should one be committed.

**Agreement Form:**

In order to ensure the proper use of technology resources, it is necessary that each user (grades 6-12) and a parent/guardian annually sign an *Acceptable Use Policy User Agreement Form*. This form is available on the Holy Family Catholic Schools website and must be on file with Holy Family Catholic Schools before technology usage will be granted. By signing this form, the user agrees to abide by the rules and policies governing internet use and other technology access as stated in this policy.

**Copyright**

It is the policy of the educational programs governed by the Archdiocese Catholic School Board 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:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements
- other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy and are doing so at their own risk and assuming all liability (AFFC/ACSB policy 2510).

**Field Trips**

Field trips aid the instructional program by enabling the student 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 have on file the Archdiocese of Dubuque Parental/Guardian Consent Form and Liability Waiver and a Field Trip Permission slip signed by their parent(s)/guardian(s) in order to participate in a field trip. Student attire will be determined by the site principal prior to the activity. Tuition does not cover the cost of field trips. If field trips are cost prohibitive, families should contact the principal to make arrangements.

Only a licensed adult (over age 21) may volunteer to drive for field trips. The Archdiocese of Dubuque requires that all drivers complete the following forms/trainings:

- Archdiocese of Dubuque Driver Information Sheet/Volunteer Driver Form
- Archdiocese of Dubuque Questionnaire for Volunteers
- Archdiocese of Dubuque Catholic Mutual online Defensive Driving training.

These forms/trainings are available on the Holy Family Catholic Schools website or by contacting the site office.

Individuals who drive system vehicles must also have a completed Dubuque Archdiocesan Protection Program (DAPP) form and complete the online Defensive Driving training provided by Catholic Mutual Group. The DAPP form must be completed annually and is available at the activities office at Wahlert Catholic High School.

Drivers are to take students directly to and from designated events. Drivers of cars that have a front seat airbag will not be permitted to place students under 12 in that seat. Parent drivers who bring their child's siblings along are solely responsible for their supervision.

Each student must use a seat belt. A child under six years of age must be secured during transit by a child restraint system that is used in accordance with the manufacturer's instructions. This includes car seats and booster seats but does not include just a vehicle seat belt. A child at least six years of age, but below eighteen years of age, who is being transported in a motor vehicle, must be secured during transit by a seat belt or child restraint system that is used in accordance with the manufacturer's instructions.

Parents who wish to specify that their child is secured by a child restraint system should deliver the restraint system to the school on the morning of the field trip. For purposes of this section, "child restraint system" means a specially designed seating system, including a belt-positioning seat that meets federal motor vehicle safety standards.

## **Guidance**

The Holy Family Catholic Schools guidance program focuses on all students, kindergarten through 12<sup>th</sup> grade, and their academic development, career development, and personal/social development. A guidance counselor or coordinator complements the academic program by offering support to students in a number of areas. Students can be referred to the counselor by an administrator, teacher, parent, or by student request for individual appointments.

The guidance curriculum is implemented in several ways:

- Regularly scheduled religion and guidance classes.
- Individual and small group support services offered by the guidance counselor/coordinator.
- Use of the problem-solving method coordinated by the administrator and guidance counselor in conjunction with Keystone AEA.
- Support services from Keystone AEA and Catholic Charities as needed.
- Consistent use of the discipline policy.
- Parent/teacher/student conferences

## **High School Credit (K-8)**

Students who successfully complete high school equivalent courses before entering high school will have classes noted on their high school transcript.

## **Homework Philosophy**

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will assign homework in accord with the age of the students. Homework may also include assignments that the student did not complete during class time. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

## **Human Sexuality Program**

Human sexuality instruction is presented from the Catholic perspective in the context of total growth. Parent/guardian support and involvement is an essential component of this program. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be made in writing to the principal. Parents have the option of reviewing the course materials at any time (AFFC/ACSB policy 6141.11).

## **Media Center**

Media Centers are located within the library at each school site.

## **Multicultural/Gender Fair/Global Education**

Holy Family Catholic Schools offers a global, multicultural, gender-fair approach to the educational program. Holy Family Catholic Schools is committed to *“a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender-fair society”* (ACSB policy 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.

## **Physical Education Waivers**

Per Iowa Department of Education Code, the Holy Family School Board has approved that students in grades 9-12 may be excused from the physical education requirement in order to enroll in academic courses not otherwise available to the student (additional information is available on the Iowa Department of Education website at [www.educateiowa.gov](http://www.educateiowa.gov)).

Holy Family Catholic Schools adheres to the State of Iowa standard 12.5(6), which mandates the following: *“A student shall not be required to enroll in either physical education or health courses if the student’s parent or guardian files a written statement with the school principal that the course conflicts with the student’s religious beliefs.”* In notifying the principal, the objection should be based on religious/personal beliefs and state which activities violate the religious/personal beliefs (AFFC/ACSB policy 6144.3).

A student who cannot participate in a physical education class because of a physical injury or illness must provide the school with a written statement from a physician.

## **Problem-Solving Process**

Problem-solving is a process used to show teachers and parents how to work together to help a student who is having some type of difficulty. The goal of the problem-solving approach is to identify interventions that will help the student improve. An intervention is a particular action taken by the teacher, parent, or other staff member to assist the student. Interventions may include changes to:

- the classroom environment such as where a student sits

- the materials a student uses to learn the information
- the way a teacher presents information to the student
- how the student takes tests or completes assignments
- how the school personnel respond to student behavior

Holy Family Catholic Schools makes every attempt to help all students be successful and is proud of the efforts to provide a variety of modifications and interventions to help students improve if they begin to have difficulty.

A problem-solving model is used to address student concerns. Problem-solving is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught, how it is taught, and how the student responds to these processes. Parents are key participants during all facets of problem-solving. During the problem-solving process, school personnel including special education staff and Keystone special education personnel may be involved in gathering information that will be used to develop effective interventions.

Parents must give a written consent if a student is recommended for special education services. Parents may also request that their student be considered for special education services at any time by contacting the student's principal. Each site will have a problem-solving team that will coordinate the process in-line with the established guidelines from Keystone AEA.

## **School Day**

School day start and end times for each school site are as follows:

### Wahlert Catholic High School

1. School day begins at 7:40 a.m. and dismissal is at 2:45 p.m.

### Mazzuchelli Catholic Middle School

2. School day begins at 7:40 a.m. and dismissal is at 2:45 p.m.

### Our Lady of Guadalupe Spanish Immersion School

3. School day begins at 8:15 a.m. and dismissal is at 3:15 p.m.

### St. Columbkille Elementary School

4. (St. Joseph the Worker Campus) School day begins at 8:20 a.m. and dismissal is at 3:20 p.m.
5. (Resurrection Campus) School day begins at 8:40 a.m. and dismissal is at 3:40 p.m.

### Resurrection Elementary School

6. School day begins at 8:15 a.m. and dismissal is at 3:15 p.m.

## School Parties/Deliveries/Invitations

Parties that consume valuable school time are discouraged. All birthday celebrations must be **non-food** celebrations with the focus on the child. Each school site will develop a method of birthday recognition in accordance with their community and tradition.

Schools are encouraged to celebrate occasions that highlight our Catholicity or patriotism. All celebrations must be approved by the principal. Special classroom and school celebrations including food are to be limited to several per school year. Only healthy food choices and beverages of unflavored water or low-fat/skim milk should be provided. An approved list of healthy food choices is available at each school office. Additionally, these celebrations should never conflict with lunch times and should include portion sizes that would still allow students to choose proper portions at lunch.

Sending flowers or balloons to school for students is discouraged and such items will not be delivered to classrooms. The office will page students to the office at the end of the day to pick up deliveries.

Invitations to parties taking place outside of school should be handled outside of school time. Invitations should not be distributed during class, lunch, or recess. They should be mailed or delivered. The schools are not allowed to give out addresses or phone numbers of classmates without prior permission from a parent or guardian.

## Seal of Biliteracy

Holy Family Catholic Schools will award the Seal of Biliteracy to students who have attained proficiency in two or more languages, one of which is English, by the time of their high school graduation.

The Seal of Biliteracy is important because being able to know and use more than one language is a critical skill for the 21<sup>st</sup> century. The Seal of Biliteracy:

- Values language as an asset
- Recognizes the value of language diversity and cultural identity
- Prepares students with 21<sup>st</sup> century skills that will benefit them in the labor market and the global society
- Provides employers, universities, and grant/scholarship providers with a method to recognize applicants for their dedication to attainment of biliteracy

The Seal of Biliteracy focuses not on “seat time” or completion of language courses; it relies on demonstrating proficiency in a given language.

**English:** To be eligible to be awarded the Iowa Seal of Biliteracy, each student shall demonstrate proficiency in English. This requirement must be met during the course of each student’s high school years. The assessment options to demonstrate proficiency in English include:

- ACT: 18 or higher in English
- Advance Placement Language or AP Literature: 3

- English Language Proficiency Assessment for the 21<sup>st</sup> Century (ELPA 21) in grades 9-12: Level 3 (proficient)
- SAT: 470 in English
- Iowa Statewide Assessment of Student Progress (ISASP) in grades 9-12: Proficient in English/Language Arts
- Most recent Iowa Assessment results (2018-2019 only): Proficient in Reading Comprehension

**World Languages:** To be eligible to be awarded the Iowa Seal of Biliteracy, students shall demonstrate proficiency in world language. The assessment option to demonstrate proficiency in a world language includes:

- Advanced Placement Language and Culture Exam (Spanish): 3

**Recognition:** Students who earn the Iowa Seal of Biliteracy will receive a seal on their diplomas and a notation on their transcripts. If they earned the designation before graduation, their achievement will be noted on the graduation program.

Contact the Seal of Biliteracy Coordinator via the Wahlert Catholic Guidance Office with any questions.

## Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through Keystone AEA. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal through the Problem-Solving 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 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 education programs.
7. The right to be involved in the development of your child's IEP (individualized education plan).

8. The right to have 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.

## **Student Assemblies and School Liturgies**

All school assemblies and liturgies are part of the school program. When any person is presenting to the assembly (Mass, assemblies, pep rallies), students are expected to show respect. Parents/guardians and members of the parish communities are always welcome to attend school liturgies and assemblies.

## **Student Assessment**

Each year several assessments are given to students.

Some tests provide individual student data and some provide school/system data. When individual test results have been returned and analyzed, parents/guardians will receive information. In addition, personal conferences are available with parents/guardians to go over the results in more detail.

## **Substance Abuse Education**

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

# **Section V. Communication**

## **Absence**

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

If at all possible, doctor/dentist appointments should be made for after school hours or on non-school days and should avoid being scheduled during school Mass or reconciliation times. A student who must be excused for an appointment should submit a written notification to the office. A written request from the parent/guardian or a phone call is also required any time a student needs to leave school before the standard dismissal. No student will be released unless the office is notified of the reason for the release and of the individual responsible for the student upon release. The system accepts no responsibility for any student who leaves school property without the proper permission.



If a student will be absent, parents/guardians must notify the school prior to the start of the school day. If a student will be absent for an extended time due to illness, parents/guardians should inform the school so work can be sent home or other arrangements can be made.

Parents/guardians should also notify the school if they plan to take their student out of school for a planned absence such as a vacation. While the school acknowledges families may have opportunities for enriching experiences outside of school, vacations during the school year are discouraged. The teachers and school should be contacted in advance about the intended absence so that mutually satisfactory arrangements for makeup work can be made.

The principal, secretary, or nurse approves the dismissal of students who are ill. Parents or guardians are notified when the illness is detected and will be required to make transportation arrangements for the student to be picked up from school. Examples of conditions which warrant notification are:

- obvious illness or injury
- vomiting and/or diarrhea
- temperature of 100 degrees for one hour or more or a one-time temperature of 101 degrees or above
- sore throat that needs medical attention
- excessive nasal drainage
- persistent cough
- rashes that are not diagnosed
- suspected communicable disease
- ear pain or suspected eye infection

When a student returns to school after an absence, a note should accompany the child explaining the reason for his/her absence. A student may return if:

- free from diarrhea/vomiting for 24 hours and able to retain foods
- free from eye infection for 24 hours or per physician discretion
- impetigo lesion is covered
- child is free of live lice or nits (eggs) on hair shaft
- a child has been given antibiotics for 24 hours and is fever-free due to strep throat
- is free of fever for 24 hours

## **Compulsory Attendance Guidelines**

The Iowa Compulsory Education Law (Iowa Code 229.1) states: *“Children between the ages 6 and 16 are compelled to receive education, and each child’s parent, guardian or legal custodian (hereafter referred to as “parent”) is the person held responsible in the law for compelling the child’s education.”* The Archdiocesan Catholic School Board requires 148 days annually, to be met by attendance for at least 37 days per quarter or 50 days per trimester.

The following procedures apply to all absences:

1. A student's attendance will be monitored and a referral sent to the principal after the seventh absence during the semester. The student's attendance record will be reviewed by administration.
2. After the review of the attendance records, the parent/guardian will be notified. Documentation of the notification will be placed in the student's cumulative file.
3. If warranted, a home visit is made after the seventh absence in a quarter. This visit will be made by an appropriate school, parish, or community member.
4. Following the fifteenth day of absence in a semester, a review of the student's attendance record is conducted by the local school administration. As per Policy 299.1 of the Iowa Code, the County Attorney's office will also be notified.

## **Academic Reporting**

### **Dual Parent Report:**

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. A certified copy of the Order of Dissolution, as well as any subsequent modification of the Order, should be on file in the school office. Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at Holy Family Catholic Schools (i.e., notices of school function, progress reports, newsletters, etc.) will be made available to both parents (AFFC/ACSB policy 5124).

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.

### **Parent/Guardian/School Communication:**

Adequate and clear communication between school and home is essential for the success of the students. Parents/guardians may contact teachers at any time regarding student progress or other situations of concern.

### **Parent/Guardian-Student-Teacher Conferences:**

Individual conferences are held after the first and third quarters. At least one parent/guardian is expected to attend these conferences. Other parent/guardian-student-teacher conferences can be scheduled by either parents/guardians or teachers when the need is recognized. Students are invited and encouraged to attend these conferences.

### **Progress Reporting:**

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

## **Complaints**

Holy Family Catholic Schools adheres to the following policies of the Archdiocesan Catholic School Board when dealing with complaints:

Complaints Concerning Instructional Materials, AFFC/ACSB policy 1312

Due Process: Complaints against Teacher, AFFC/ACSB policy 4119.4g

Due Process: Complaints against Administrator, AFFC/ACSB policy 4119.4h

Due Process: Complaints against Board Members, AFFC/ACSB policy 8252

Copies can be obtained from the administrator, School Board chairperson, or the Office of Educational Services and on the Archdiocese of Dubuque website at:

<https://dbqarch.org/acsb-policies>

Any complaints that cannot be resolved at the point of origin are referred to the next higher level of authority. The normal process is complaint to the teacher, to the principal, to the chief administrator, to the Board. Parents/guardians should meet with the teacher in an appropriate place that is private from students to gather the facts of the situation. Differences that may arise should be dealt with respectfully with constructive communication.

## **Contacts for Accidents and Emergencies**

Parents/guardians are asked to provide cell, home, and work phone numbers to the school and at least two other emergency numbers, which could be used in case of an accident or emergency. Families should update information on Power School or notify Holy Family Catholic Schools of any changes to contact information.

## **Early Dismissals, School Closing and Late Start Procedures**

Holy Family Catholic Schools follows the Dubuque Community School District regarding school closings for bad weather. The Dubuque Community School District will consider alternatives, the most common being a delayed start, canceling school for the day, or early dismissal.

However, if Dubuque Community School District cancels school due to cold temperatures, Holy Family will continue to hold class as usual. If Dubuque Community School District has a late arrival due to cold temperatures, Holy Family will also have a late arrival.

Families will be notified of any changes via ParentSquare, the Holy Family website, email, and local media outlets.

## **Non-Curricular Materials**

In alignment with the system's green vision, Holy Family Catholic Schools will post on the eBulletin Board website links to information on upcoming events from nonprofit community members to which approval is granted. This is in lieu of sending

informational flyers home in student backpacks. New links will be posted weekly as received, and notification of new postings will go out in the first site e-newsletter of each month. Information is available on the Holy Family Catholic Schools website: [www.holyfamilydbq.org/ebulletin-board](http://www.holyfamilydbq.org/ebulletin-board).

## **Phones**

Students must have the permission of the principal/teacher to use the school telephone before, during, or after school. Cell phones should not be used during the day by students without teacher permission.

## **Student Privacy Act**

In conformity with the Student Privacy Act, Holy Family Catholic Schools does not share student/graduate information with any outside organizations without written authorization of the student/graduate. (AFFC/ACSB policy 5125)

## **Student Records**

A permanent record of each student is kept on file. These records are private property and are submitted only when lawfully requested. Parents/guardians should contact the site principal if they wish to review the records of their child. (AFFC/ACSB policy 5125/5125.1)

## **Site Visits**

Parent/guardian interest and support is always welcome. Site visits for parents/guardians can be arranged through the principal and site office. The system does not allow visitation on its premises during operational hours by parents who are not the primary caregiver. All visitors must check in and out of the site office.

# **Section VI. Discipline Code**

## **Philosophy of Discipline**

Consistent with the mission of Holy Family Catholic Schools, which focuses on supporting families, each of our institutions and all of their specific programs exist primarily and fundamentally to assist in the comprehensive development of each and every student as a child of God. Accordingly, as all schools establish rules and regulations to provide and maintain an atmosphere that allows for orderly and efficient operation, it is the intent of the Holy Family Catholic Schools to establish a code of conduct that will support the development of young people who consistently manifest the attributes of a committed Christian.

Students of Holy Family Catholic Schools will be expected to act as persons of faith in their daily lives. They will be productive workers who will utilize critical analysis to evaluate their actions. For all human actions there are consequences, some positive and some negative. One of the most distinguishing signs of growth is the ability to anticipate

and make appropriate moral decisions with regard to how a specific action will affect the rights and responsibilities of each individual student and all the members of the school community.

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

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

## **Discipline Code**

Discipline in a Catholic school is basically a self-discipline directed toward discipleship and service. 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. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premises that parents and teachers must work together and support each other's efforts.

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

Unacceptable student behaviors include, but are not limited to:

1. Use of drugs, alcohol, tobacco, vaping devices/e-cigarettes
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments

10. Vandalism
11. Bullying/Harassment
12. Discrimination

Consequences may include, but are not limited to:

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

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

### **Corporal Punishment, Restraint, and Physical Confinement**

State law forbids school employees from using corporal punishment against any student. The Iowa Code and Iowa Administrative Code both define corporal punishment as the “intentional physical punishment of a student.” This includes using reasonable or unnecessary physical force, or physical contact made with intent to harm or cause pain. Corporal punishment is not to be used, nor is it directed to be used, upon a student by any employee of a school district, area education agency (AEA), or accredited non-public school.

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

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

The complete text of the law and additional information is available on the Iowa Department of Education website at [www.educateiowa.gov](http://www.educateiowa.gov).

### **Due Process**

A discipline system in a Catholic school is a structure that leads to self-discipline that is directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the two-fold purpose of providing for the common and individual good. Discipline helps all students contribute to the climate for learning and living. Guidelines are prepared and set by teachers for each of their individual classrooms, consistent with school procedures and Holy Family Catholic Schools and the Archdiocese of Dubuque policies. To assure adequate development and concern for each student, frequent communication with parents by teachers is encouraged. All procedures are based upon the premise that parents and teachers must work together and support the

efforts of each. The options available for discipline in normal and routine matters at each building are many and varied.

Severe misbehavior that seriously disrupts the learning environment and possibly threatens the safety or well-being of students or teachers, demonstrates blatant defiance and major disrespect, or breaks the law, must be immediately referred to the administration. The consequences of such behavior can include: in-school suspension, out-of-school suspension, disciplinary probation, and expulsion.

The principal or his/her designee has the authority to place a student on probation or to temporarily suspend a student from school. There is no appeal of the decision from the principal.

A discipline committee of the school, appointed by the principal, shall have the authority to expel a student. The decision of the building discipline committee may be appealed to the Student Services Disciplinary Review Committee appointed by the School Board president or his/her designee. The Student Services Disciplinary Review Committee shall have the authority to affirm, reverse, or modify the decision of the Building Discipline Committee.

#### **Probation:**

Probation is conditional attendance during a trial period. Probation may, but need not always, precede suspension. It is hoped that, through probation and notifying the student and the parent/guardian, suspension can be avoided. Probation may be imposed by principals/assistant principals for infractions of school rules, which do not warrant the necessity of removal from school. The following procedures shall be followed:

1. The principal/assistant principal shall conduct an informal investigation of the allegations against the student prior to imposition of probationary status;
2. Such investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond;
3. If it is necessary to place a student on probation, the parent/guardian shall be notified and a probationary contract drawn up by the principal/assistant principal and signed by the student and his/her parent/guardian. The Chair of the building Disciplinary Committee will have access to a copy of the contract.

Should the student breach the condition imposed for probation, the student may be removed from academic or extracurricular privileges or be given more severe penalties, such as suspension. An investigation similar to that for the informal investigation above shall be made to determine whether the condition imposed has been breached.

#### **Suspension from School for a Definite Time:**

Suspension is the removal of a student from the school environment for periods of short duration, either in-school or out-of-school. Suspension is to be employed only when all other available school resources are unable to cope constructively with the student misconduct.

A student may be suspended for up to five (5) school days by the principal or designee for the commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The principal or designee may suspend such students only after conducting an informal investigation of the charges against the student, giving the student:

1. an oral or written notice of the allegations against the student;
2. the factual basis for the charges; and
3. the opportunity to respond to those charges.

Should the principal/assistant principal find it advisable, the student may be allowed to confront witnesses against him/her or call witnesses on his/her own behalf.

The notice to the student, investigation and informal hearing must precede removal of the student from school. However, nothing should prevent the immediate suspension of a student when the student's continued presence on the school grounds would endanger the student's safety or well-being, the safety or well-being of other members of the school community, or substantially interfere with the proper functioning of the school. In the instance of an immediate suspension, a hearing will ordinarily be held within three (3) school days to determine future action. Such a hearing will be conducted in the spirit of the process described above. Notice of the suspension, including a brief statement of the circumstances that led to the suspension, will be provided to the student's parent/guardian and will be included in the student's file.

Notice of the suspension shall be communicated as soon as possible to the student's parent/guardian. Written notice to the parent/guardian shall include a brief statement of the circumstances that led to the suspension. Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts.

If practical, efforts shall be made to continue the student's educational program or an alternate program during the time of suspension, so that after the matter has been resolved, there will be a minimum of harm to the student's future.

When a student is disciplined with an out-of-school suspension, the school must heed the following guidelines:

1. Suspensions are not to be counted as unexcused absences, and thus, cannot be counted as a reason to impose additional punishment.
2. The suspended student must be given a reasonable amount of time in which to make up missed coursework.
3. If the make-up work is completed within a reasonable amount of time (the school communicates up front the amount of make-up time to the student), reduced credit is not a reasonable additional sanction.
4. Additional work (again, a reasonable amount) may be assigned to compensate for lost class time. In certain situations, service hours or restitution related to the infraction might be considered.



5. Failure to attend a make-up session, to do the make-up work (and/or additional work), or to turn in work within a reasonable time may constitute grounds for reduced credit.

A copy of all in-school and out-of-school suspension notifications shall be given to the chair of the Building Discipline Committee.

**Suspension from School for an Indefinite Period of Time:**

When the principal or designee deems it necessary, a suspension from school may be for an indefinite period of time, with reinstatement conditioned upon a conference between school authorities and the parent/guardian or upon the completion of educational or psychological testing and observation. In such instances, prior to the suspension, the principal/assistant principal shall make known to the student the allegations against him/her and allow the opportunity for his/her response. The principal or designee will notify the parent/guardian in a brief written statement of the circumstances involving the student and enclose a copy of Board policy and rules pertaining to the suspension.

The parent/guardian of a student so suspended shall make an appointment to meet with the principal or designee at the earliest possible time. At the conclusion of such conference, the principal or designee shall determine whether the student will be reinstated and, if so, under what conditions.

If practical, efforts shall be made to continue the educational program during the time of suspension, so that after the matter has been resolved there will be a minimum of harm to the student's future.

**Expulsion:**

Expulsion is the removal of a student from the school program, and possibly the denial of future access to the program. The expulsion of a student from a Catholic school is such a serious punishment that it should be invoked rarely and then only as a last resort. The fact that a student presents serious problems to a school is not in itself sufficient reason for expelling him/her. The principal should use every means available to discover the cause of the problem and should exhaust all appropriate remedies such as a referral to guidance personnel, a physician or the parish priest.

Ordinarily, expulsion will not be the first punishment invoked against a pupil. His/her record should normally show that many and serious conferences have been held, including conferences with parents/guardians to discuss the student's problems. The record should normally show that at one time or another he/she has been on probation or has been suspended so that he/she is fully aware of the consequences of subsequent infractions.

Upon recommendation of the principal, the Building Discipline Committee may expel a student. The Building Discipline Committee, appointed by the principal (who is not a member of the committee), and is comprised of five members of the professional staff. The principal also appoints a committee chair.

The decision of the Building Discipline Committee to expel a student may be appealed to the Student Services Disciplinary Review Committee. The Student Services Disciplinary Review Committee shall have the authority to affirm, reverse or modify the decision of the Building Discipline Committee. The yearly composition of the Disciplinary Review Committee shall be appointed by the Chair of the Student Services Committee and be composed of the Pastoral Coordinator or his designee, the Chair of the Student Services Committee and one other voting member of the School Board, one parent member of the Student Services Committee, two building administrators, and one faculty member. The Chief Administrator of Holy Family Catholic Schools conducts the hearing as a non-voting member.

### **Expulsion Procedures:**

When the principal determines that long-term suspension is not an adequate discipline, he/she shall place the student on long-term suspension while recommending to the Building Discipline Committee that expulsion be considered. A copy of the recommendation shall be mailed to the parent/guardian of the student. This recommendation shall include a brief statement of the essential elements that form the basis of the charge.

The Building Discipline Committee shall schedule a hearing; a notice of the time and place shall be sent to the parent/guardian in advance of the hearing. The notice shall also advise the parent/guardian on his/her right to be represented at the hearing, to question any evidence and testimony presented and to present witnesses and other evidence on the student's behalf.

Every effort shall be made to ensure the presence at the hearing of persons having knowledge of the facts concerning the charges. Such persons shall state their understanding of the facts at the hearing. The student, his/her parents/guardians, or their representative shall have the right to question the evidence and testimony as provided by the principal; the student and his/her parents/guardians may present witnesses or other evidence. At this meeting, the student is entitled to be represented by counsel or a spokesperson and will be afforded the following rights:

1. to confront and question any witness testifying adversely to the student;
2. to present witnesses and evidence; and
3. to comment on the evidence presented and make statements in his or her behalf.

The student, his/her parent/guardian, or their representative shall have the right to question the evidence and testimony provided. The student and his/her parent/guardian may present witnesses or other evidence. The chairperson of the Building Discipline Committee shall conduct the hearing in an orderly fashion and further, shall be responsible for determining the sufficiency of the evidence. The chairperson shall not be bound by either standard rules of evidence or courtroom procedure. An accurate non-verbatim record of the proceedings shall be made.

The Building Discipline Committee shall render a written opinion, as soon as reasonably possible, stating its decision and the reasons therefore, a copy of which shall be mailed to

the parent/guardian. The Building Discipline Committee may adopt, modify, or reject the recommendation of the principal. The student remains suspended pending the results of the Disciplinary Committee's hearing.

The decision of the Building Discipline Committee may be appealed by the student or parent/guardian to the Student Services Disciplinary Review Committee by a formal written request stating the grounds or basis for the appeal. Said request must be filed with the president of the School Board within ten (10) days of receipt of the decision of the Building Discipline Committee. The Student Services Disciplinary Review Committee will schedule and conduct a hearing using the same procedures as described above for the Building Discipline Committee. The student remains suspended pending the results of the Student Services Disciplinary Review Committee's hearing.

The student, parent/guardian have the right to waive their rights to a hearing before the Building Discipline Committee by written statement to the principal of the school. The parent/guardian shall be deemed to have waived their right to appeal the decision of the Building Discipline Committee to the Student Services Disciplinary Review Committee by failing to file a written request within ten (10) days as noted above.

The Student Services Disciplinary Review Committee shall schedule a hearing; a notice of the time and place shall be sent to the parents/guardians in advance of the hearing. The notice shall also advise the parents/guardians of the right to be represented at the hearing, to question the evidence and testimony presented by the principal and the decision of the Building Discipline Committee, and the right to present witnesses and other evidence on the student's behalf.

Every effort shall be made to ensure the presence at the hearing of persons having knowledge of the facts concerning the charges. Such persons shall state their understanding of the facts at the hearing. The student, his/her parents/guardians, or their representative shall have the right to question the evidence and testimony as provided by the principal; the student and his/her parents/guardians may present witnesses or other evidence. At this meeting, the student is entitled to be represented by counsel or a spokesperson and will be afforded the following rights:

1. to confront and question any witnesses testifying adversely to the student;
2. to present witnesses and evidence; and
3. to comment on the evidence presented and make statements in his or her behalf.

The chairperson, the Chief Administrator of Holy Family Catholic Schools or his/her designee, shall conduct the hearing during executive session in an orderly fashion and shall be responsible for determining the sufficiency of the evidence and shall not be bound by the traditional rules of evidence or courtroom procedure.

The Student Services Disciplinary Review Committee shall render a written opinion, as soon as reasonably possible, stating its decision and the reasons therefore, a copy of which shall be mailed to the parents/guardians. The Student Services Disciplinary

Review Committee may adopt, modify, or reject the recommendation of the Building Discipline Committee. Its decision shall be final.

A probation or suspension is indicated in the student's cumulative record but not placed on the permanent record. An expulsion is noted on the permanent record (AFFC/ACSB policy 5144.1).

**Other Inappropriate Behaviors:**

If a student is in serious violation of the Iowa Criminal Code or publicly advocates or acts contrary to the moral teachings of the Catholic Church, as determined by the administration, the school reserves the right to impose penalties up to and including expulsion.

## **Definitions of Suspensions/Expulsions**

**In-School Suspension:**

The student will be assigned to a specific area within the school building for the school day. While the student may not attend classes or non-religious assemblies, he/she will be permitted to work alone on school assignments and be given credit for class work completed and turned in on time. Students may also make up tests, quizzes, and assignments from the days of suspension.

**Out-of-School Suspension:**

A student who serves an out-of-school suspension will not be permitted in the school building for the duration of the suspension. The student will also be required to maintain telephone contact at established intervals with designated school personnel. A student serving an out-of-school suspension will be required to complete and return assigned work due during the suspension period. In addition, during periods of out-of-school suspensions, no participation in any school-sponsored activities will be allowed until the student has been appropriately readmitted to school and has attended a half-day of school.

**Expulsion:**

Expulsion is the removal of a student from the school program and possibly the permanent denial of access to the program. Expulsion from school will occur only if the following considerations are judged by school officials to be true:

1. the continued presence of the student is clearly a detriment to the good or safety of the individual or others;
2. the school is no longer able to be effective in the positive development of the student.

## **Alcohol, Controlled Substances and Tobacco Policy**

Galatians 5:22 "But when the Holy Spirit controls our lives, he will produce this kind of fruit in us: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Here there is no conflict with the law."

Wahlert Catholic's goal is to afford students the best climate for spiritual, physical, emotional, social and intellectual growth. Use, possession, purchase, or sale of alcohol, tobacco, nicotine, and drugs is in conflict with, and substantially undermines, this goal.

**Definitions:**

The term “alcohol” as used in this policy means: ethanol, isopropanol, or methanol.

The term “tobacco” as used in this policy means: the plant *nicotiana tabacum* (or its processed or unprocessed leaves, products, cuttings and/or residue) used for smoking, chewing, vaping nicotine or as snuff.

The term “drug” as used in this policy means:

- Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the Federal Controlled Substances Act, 21 U.S.C. §801 *et seq.*;
- any substance regulated by the "Iowa Imitation Controlled Substances Act" (which includes, “a substance which is not a controlled substance but which by color, shape, size, markings, and other aspects of dosage, unit, appearance, and packaging or other factors, appears to be or resembles a controlled substance”) found at Iowa Code Chapter 124A;
- any controlled substance or counterfeit substance under the Iowa “Uniform Controlled Substances Act,” found at Iowa Code Chapter 124;
- a drug for which there is a valid prescription for the student when used other than as prescribed or when used other than for appropriate purposes in accordance with applicable medical directions. In addition, the taking of a prescription drug that was prescribed for another shall be considered a violation of this policy; or
- an over-the-counter drug or medication when used other than for its intended purposes and in accordance with package directions and any supplemental directions of the student's physician. All over-the-counter drugs must be kept in the original container in the office (including the package in which they were received).

**Prohibited Conduct:****Alcohol and Drugs**

The following are prohibited:

- The possession, use, consumption, purchase, distribution, or sale of alcohol and/or controlled substances, drugs, residue or possession of related paraphernalia;
- any student coming onto school property or attending school-related or sponsored activities under the influence of controlled substances drugs and/or alcohol as defined above;
- any student having alcohol, drugs, substance residue, or paraphernalia in his/her vehicle, on himself/herself or in or among his/her belongings while at school or attending school-related or sponsored activities;
- the possession, use, consumption, purchase, distribution, or sale of controlled substances alcohol, drugs or possession of residue or

paraphernalia while the student is on school property, is at a school related or school sponsored event, or is in attendance in school;

### **Tobacco**

The following are prohibited:

- The possession, use, consumption, purchase, distribution, or sale of, controlled substances, tobacco or tobacco products/accessories\* while the student is on school property, is at a school related or school sponsored event, or is in attendance in school.
- The possession, use, consumption, purchase, distribution, or sale of tobacco or tobacco products/accessories by, to, or on behalf of, any minor or other person not legally entitled to possess or use tobacco or tobacco products.

\*accessories include all E-Cigarettes, Vapes, Juuls and/or look-alikes

### **Legal Action and School Investigations**

Any student who is arrested, taken into custody, cited and/or charged, referred to juvenile authorities, or referred to a diversion program, or against whom a juvenile complaint or petition is filed due to any of the infractions listed above, is subject to the following sanctions. *Note:* in the case in which the school is made aware of drug/alcohol use outside of school that did not result in a citation, arrest, or charge arrest, charge, referral, filing of a juvenile delinquency complaint or petition, or the student being taken into custody, and the source of the information is credible, the school reserves the right to investigate alleged violation. If the resulting investigation concludes that a student has been involved in a drug/alcohol-related violation of this policy, the penalties listed below will apply.

During the course of any investigation, a student who refuses to submit to a PBT (breathalyzer) test and/or to take or complete a field sobriety examination will be considered in violation of this policy, and the same penalties will apply as if the student had submitted and failed the PBT test or field sobriety examination.

Wahlert Catholic High School also has at its disposal a Student Resource Officer and local law enforcement when needed. These resources would be able to offer legal information and can provide resources such as narcotic drug sniffing dogs for searches when deemed appropriate.

### **Violations**

Below are minimum consequences for Alcohol and Drug Offenses. Nothing contained in the consequences below (Level One, Two, and Three) is intended to prohibit the Administration from dismissing a student from Wahlert Catholic High School / Mazzuchelli Catholic Middle School for a first violation, based upon mitigating circumstances outlined above.

***Drug and alcohol violations are cumulative in nature during a student's tenure at Holy Family. In the case of any student and/or parent's (or guardian's) refusal to comply with any or all of the consequences, the student will be subject to withdrawal from WCHS/MCMS.***

### **Level One Violation**

**Possession and/or use of tobacco/nicotine (in school), alcohol, other illegal drugs, or drug paraphernalia outside of school or outside of any school sponsored function.**

1. 1 Day Out of School suspension (OSS) in addition to being sent home on the day of offense.
2. 5 Detentions
3. Suspended for **three weeks** from attending/representing all school activities as a non-member. This section refers to dances and other events that do not fall within the category of the student's own extra-curricular activities. The **three** weeks commences from the date of communication or decision by the Administration.
4. Ineligible to participate in athletics and extra-curricular activities for 1/3 of the original schedule. The period of ineligibility commences from the date of the decision of the Administration. However, if the student is not involved in an extracurricular activity at the time of decision, the period of ineligibility will be carried forward to the period of the student's next regular extra-curricular activity.  
**Before returning to competition the student must meet with the Athletic Director.**
5. Students are subject to a ticket from the Dubuque Police Dept.
6. Ten hours of non-school related community service as designated by the Administration.
7. Possible future random testing of the student for alcohol/drugs as defined by the school.

The school may require an independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling and/or participation in an approved alcohol/drug awareness program.

### **Level Two Violation**

**Possession and/or use of alcohol, other illegal drugs, or drug paraphernalia on school property\* or at any school sponsored function or a second Level One violation.**

\*School property includes the entire campus: outside grounds within property lines, parking lots, and school building itself.

1. 2 Day Out of School suspension (OSS) in addition to being sent home on the day of offense.
2. 10 Detentions
3. Suspension for **six weeks** from attending/representing all school activities as a non-member. This section refers to dances, and other events that do not fall within the category of the student's own extra-curricular activities. The **six** weeks commences from the date of communication or decision by the Administration.
4. Ineligible to participate in extra-curricular activities for 2/3 of the original schedule. The period of ineligibility commences from the date of the decision of the Administration. However, if the student is not involved in an extracurricular activity at the time of decision, the period of ineligibility will be carried forward

to the period of the student's next regular extra-curricular activity. **Before returning to competition the student must meet with the Athletic Director.**

5. Students are subject to a ticket from the Dubuque Police Dept.
6. Twenty hours of non-school related community service as designated by the Student Life Office.
7. Possible future random testing of the student for alcohol/drugs as defined by the school administration.
8. Students will be placed on a behavior contract for the remainder of their middle or high school career.

Note: The School may require an independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling and/or participation in an approved alcohol/drug awareness program.

### **Level Three Violation**

**Possession and/or use of alcohol, other illegal drugs with the intent of manufacturing, distribution, or sale at any time. Or a combination of previous Violations.**

1. Students will be dismissed and/or expelled from Wahlert Catholic High School / Mazzuchelli Catholic Middle School.

### **Minimum Cumulative Effects of Multiple Drug and Alcohol Offenses**

<b>Offense</b>	<b>Consequence</b>
2 "Level One" violations	"Level Two" Violation Consequences
3 "Level One" violations	Dismissal from WCHS/MCMS
1 "Level One" violation and 1 "Level Two" violation	Dismissal from WCHS/MCMS
2 "Level Two" violations	Dismissal from WCHS/MCMS
1 "Level Three" violation	Dismissal from WCHS/MCMS

### **Consequences: Alcohol and Drug/Controlled Substances Violations**

The disciplinary sanctions outlined above generally will be followed, and are the minimum consequence. Administration reserves the right to deviate from the stated penalties as deemed appropriate depending upon any mitigating or aggravating circumstances (including, but not limited to, parental involvement or facilitation of the infraction) present in an individual situation.

After considering the circumstances, consequences will be assigned for each student at the discretion of the school's administration. Such circumstances shall include any one or more of the following factors:

- The setting in which the incident occurred;
- the apparent intent of the student in possession or control of illegal substances as related to manufacturing, distribution, or sale of the alcohol or drugs;



- the extent of the transportation and safety risks to those attending school or the school function;
- the amount of alcohol, drugs, or paraphernalia found in student's possession;
- the student's prior disciplinary and academic record;
- the academic timing of the infraction; and/or
- any other factors that the school's administration considers relevant.

**In the case of any student and/or parent's (or guardian's) refusal to comply with any or all of the consequences, the student will be subject to withdrawal from Holy Family Catholic Schools.**

**Activities with an established season will also be impacted according to the consequences stated above. Consequences could involve more than one athletic season. If the season was shortened due to circumstances beyond the student and school's control the athletic suspension will be honored.**

## **Classroom Expectations**

Holy Family Catholic Schools students are expected to conduct themselves in a way that fosters their development in the following six attributes defined earlier:

- Person of Faith
- Critical Thinker
- Productive Worker
- Effective Communicator
- Creative Person
- Moral Decision Thinker

Taking into consideration classroom dynamics and individual student needs, teachers will design and communicate classroom expectations for their appropriate subject matter and/or grade. The grade, age, and development stage will be considered in developing consequences for student behavior. All Holy Family Catholic Schools and Archdiocesan policies will apply.

## **Courtesy and Respect**

Courtesy and respect are expected at all times among staff, parents, visitors, and students. Appropriate tone of voice, language, and body language are required at all times. Anyone who enters a Holy Family Catholic School building is expected to conduct themselves in a courteous and respectful manner. Parents/guardians or other visitors who do not conduct themselves with courtesy and respect will be asked to leave the building.

## **Detentions**

Detentions may be assigned as a consequence for inappropriate behavior.

## **Dress Code**

The approved elementary, middle school and high school dress codes are included in [Appendix A](#) of this document. Current dress codes are also available on the Holy Family Catholic Schools website at <http://www.holyfamilydbq.org/students-parents/handbook-policies>.

## **Fire Extinguishers**

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined the cost of refilling or replacing the extinguisher and could face further disciplinary action.

Any student handling or engaging a fire alarm will face disciplinary action. If the action results in the need for emergency personnel to arrive at any time other than in an emergency, the student will be fined at the cost of the emergency visit.

## **Gambling**

Betting, exchanging money and/or other types of gambling is not allowed during the school day.

## **Gangs**

Realizing that gang activity is a community concern, youth gangs and gang-related activities are prohibited. Communication will be maintained with the police department and public school officials on all matters related to gang activity within the community. Involvement and jurisdiction of school authorities in gang-related incidents occurring outside of the school or off school property will be determined in cooperation with legal authorities and police and will take into consideration the nature of the incident, the safety of the student, the effect of the incident and other students, and the good order and functioning of the school.

If a student is suspected of 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:

- Parents/guardians will be contacted immediately, and appropriate intervention initiated.
- A behavior contract will be prepared stating the conditions for the student remaining in the school.
- Students may be referred to counseling (personal and/or family).
- Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
- Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Students may be referred to the Task Force on Violent Crime (if applicable).

- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
- Students may be suspended and/or expelled as outlined in the school and Archdiocesan discipline policies.
- Parents/guardians and students will be held liable and financially responsible for all forms of vandalism.

Related Gang Policies: In order to prevent the onset of gang activity, the following related policies will be strictly enforced:

- The dress code as defined in this manual and approved by the Holy Family School Board.
- Discipline policies and consequences as defined elsewhere in this manual.
- The right of school authorities to search lockers, student desks and, upon request, personal property, if suspicion of gang involvement exists.
- Policies and procedures as defined elsewhere in this manual relative to the scheduling, supervision, participation, and attendance of school-sponsored events, held during the school day, in the evening, or on weekends, whether held on school property or at other facilities.
- Supervision and attendance at school-sponsored events, held during the school day, in the evening, or on weekends, whether held on school property or at other facilities.
- Insistence on parent/guardian cooperation in not permitting students to host/attend unsupervised parties or activities.

### **Definitions:**

A *gang* is defined as any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful and/or anti-social behavior or any action that threatens the welfare of others.

*Gang activity* includes, but is not limited to: recruitment, initiation, a manner of grooming, hair style and/or wearing clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang; displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang activity, fighting, assault, hazing, extortion, establishing “turf,” use of hand signals, gang vocabulary and nicknames, unexplained use of beepers or cellular phones on school property, possession of weapons or explosive materials, possession of alcohol, drugs or drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang members commit a crime, or any other action directly resulting from membership or interest in a gang (AFFC/ACSB policy 5133).

## **Bullying/Harassment**

### **Purpose:**

Holy Family Catholic Schools, the Archdiocese of Dubuque and the State of Iowa are committed to providing all students with a safe educational environment in which all students of the community are treated with dignity and respect. A safe educational environment is necessary for students to learn and achieve at high levels. Bullying and harassing behavior can seriously disrupt the ability of employees and volunteers to maintain a safe environment and the ability of students to learn and succeed.

### **Policy:**

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

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

Each administrator is responsible for promotion, understanding, acceptance, and compliance with local, state, and federal laws and board policy and procedures governing harassment/bullying with the educational program. This shall include ongoing education of staff and students on bullying and non-inclusive practices, as well as education on how to identify these behaviors and intervene in support of a victim. Violations of this policy will be cause for disciplinary action.

### **Definitions:**

*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 a 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.

*Harassment* and *bullying* includes, but is not limited to:

1. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts such as racially insensitive language, the use of the "n" word in any circumstance, and bias-based comments;

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 educational programs operate; and
3. name-calling, sarcasm, spreading rumors, excessive teasing, and hazing for any reason such as comments related to height (short or tall), weight (fat or skinny), and general skin/hygiene care; and
4. *trait or characteristic of the student*, which 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.
5. exclusionary behavior that alienates students from others, which may include creating situations that leave students sitting alone at lunch, preventing participation in an activity in the school or on the playground, etc.

*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 email, internet-based communications, pager service, cell phones, and electronic text messaging.

#### **Standard:**

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.

#### **Prevention:**

Prevention is the best tool for the elimination of harassment. An educational program governed by the Archdiocesan School Board will maintain an environment free of bullying/harassment. Bullying or harassing conduct may be challenged even if the complaining person is not the intended target of the conduct.

Holy Family Catholic Schools includes a curriculum in both the guidance and religion courses at each grade level to identify harassment and promote pro-social and Christian behavior. The curriculum focuses on identifying behaviors consistent with harassment, the consistency of the behavior, the impact of the behavior as defined by law, and the belief that all forms of harassment are immoral. The faculty and staff of Holy Family Catholic Schools are provided an in-service on harassment each year, both in the recognition of behaviors and implementation of the harassment curriculum.

#### **Procedures:**

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, Chief Administrator, 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.

**Sanctions:**

A substantial charge against a student in any educational program governed by the Archdiocesan School Board will subject that student to disciplinary action up to and including suspension or expulsion. A substantiated charge against an employee or a volunteer will subject that individual to disciplinary action, up to and including discharge.

**Notifications:**

Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers, and students in all educational programs governed by the Archdiocesan School Board. School programs are required to develop and maintain a system to collect bullying and harassment incidence data. This information is to be reported annually to the local community as part of its Comprehensive School Improvement Plan (AFC/ACSB policy 5144.3)

## **Anti-Bullying/Anti-Harassment/Non-Discrimination Investigation Procedures**

**General Procedures:**

Individuals who feel that they have been discriminated, harassed, or bullied should:

1. Communicate to the offender that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the offender, the individual should ask a teacher, counselor, principal or another appropriate school employee to help. We encourage the individual to report their effort to confront the offender by letting the school counselor or principal know.
2. If the behavior does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor, principal or another appropriate school employee; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or another appropriate school employee including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said of what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

**Complaint Procedure:**

A complainant who believes that they have been discriminated against, harassed or bullied will notify the building principal or designee, who will be the designated investigator. The complainant or his/her representative must complete the complaint form, turn over evidence of the harassment, including, but not limited to, letters, recordings, or pictures.

The complaint form can be found in [Appendix B](#) of this handbook, in the school office, or online at the following link: [Complaint Form](#)

The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator has the authority to initiate an investigation in the absence of a written complaint.

**Investigation Procedure:**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of discrimination, bullying and harassment. A copy of the findings of the investigation will remain at the building level. Any unfounded complaint will be sent to the Chief Administrator.

Remember the following points:

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

**Conflicts with Investigation:**

If the investigator is a witness to the incident, the alternate investigator shall investigate. For example:

- If the building administrator is the subject of the complaint, the Chief Administrator will investigate the complaint.
- If the Chief Administrator is the subject of the complaint, the School Board will investigate the complaint.

**Appeals Process:**

If the complainant is unsatisfied with the outcome of the building administrator's findings, then the complainant may file an appeal with the Chief Administrator. If the

complainant is unsatisfied with the outcome of the Chief Administrator's finding, then the complainant may file an appeal with the School Board.

## **Retaliation Statement**

### **Retaliation Prohibited:**

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

## **Search and Seizure**

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

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

The School Board of the school/program shall establish and may search a student or protected student area pursuant to a student search rule. The student search rule shall be published in the student handbook of the school program. A school official may search individual students and individual protected student areas if both of the following apply:

1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
2. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and nature of the infraction.

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

Under no circumstances may a search be made, which is unreasonable in light of the following:

1. the age of the student
2. the non-seriousness of the violation



3. the nature of the suspected violation
4. the gender of the student

A school/program official shall not conduct a search which involves:

1. a strip search
2. a body cavity search
3. the use of a drug sniffing animal to search a student's body
4. except for the administration of a breathalyzer, the search of a student by a school official not of the same gender as the student

The administration of a breathalyzer test to a student by a school official constitutes a search under Iowa law. Except when required for admittance to school functions, a school official must have reasonable grounds to believe a student is under the influence before administering a breathalyzer test.

An effort should be made to administer the breathalyzer test in a private setting. If a student tests positive, the school official should contact the student's parent or legal guardian and the police if not involved already. Because Holy Family Catholic Schools has elected to make admittance to school-related functions for all high school students contingent upon submitting to a breathalyzer test, in addition to all other admittance requirements, parents/guardians will be informed of the practice. A permission slip signed by the parent/guardian and student authorizing the breathalyzer test shall be required upon admission to designated school-related functions.

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

From time to time, the school will utilize the canine unit of the Dubuque Police Department or the Dubuque County Sheriff to search lockers and parking lots for contraband. Such an inspection shall either occur in the presence of the students whose lockers are being inspected, or in the presence of at least one other person. School officials shall notify a student if a search is conducted of a protected area.

#### **Student Search by Peace Officer:**

The search of a student or of a protected student area by a peace officer who is not a school official, or by a school official at the invitation or direction of a peace officer who

is not a school official, shall be governed by the statutory and common law requirements for police searches.

**Definitions:**

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

(AFFC/ACSB policy 5145.2)

**Fundraising**

A fundraiser is defined as an activity that asks for the Holy Family Catholic Schools or outside community for financial support by:

- selling items or goods
- selling a service
- selling advertising
- holding events or promotions
- soliciting donations from individuals or businesses

A fundraiser also includes participation in an event or promotion in exchange for financial support.

Any fundraiser within any Holy Family Catholic Schools site for any activity that meets the above criteria must have a fundraising request form completed. A fundraising request form must be completed no matter how many years a fundraiser has previously taken place.

The request form is available on the Holy Family Catholic Schools website and all requests must be completed using the online form. All fundraising requests for the upcoming school year must be completed by August 1. The administrative team will review all fundraising requests.

Any external organization that wishes to raise money on behalf of non-Holy Family Catholic Schools' groups must first receive the permission of school authorities.

## **Tardiness**

A student is tardy if he/she is not present in the classroom at the time set for the opening of school. Parents will be contacted if tardiness is habitual.

## **Vandalism/Theft**

Anyone destroying, stealing, or defacing school-issued items, school property or the person or property of a school employee, is liable to disciplinary action. Restitution must be made in proportion to the damage done. If damages are deemed significant, a referral to the legal system may be made. Specific consequences may include, but are not limited to restitution, community service, and/or suspension from activities.

## **Weapons and Dangerous Instruments**

It is the policy of Holy Family Catholic Schools and the Archdiocesan Catholic School Board that weapons and other dangerous objects are taken from students and others who bring them on the school premises. Parents/guardians 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 no less than twelve months (AFFC/ACSB policy 5131.7a).

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

## **Safety Threats**

All threats of violence, whether oral, written, or symbolic, including social media, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat

impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- the background of the student, including any history of violence or prior threatening behavior;
- the student's access to weapons of any kind;
- the circumstances surrounding the threat;
- the age of the student;
- the mental and emotional maturity of the student;
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- the existence of the student's juvenile or criminal history;
- the degree of legitimate alarm or concern in the school community created by the threat;
- any other relevant information from any credible source.

In the case of suspension, reentry may be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

## **Section VII. Extracurricular Activities**

### **Activity Options**

Students have opportunities to participate in school-sponsored events and activities. Participants represent Holy Family Catholic Schools and with these privileges come responsibilities.

### **Athletics**

Holy Family Catholic Schools provides organized sports for students. Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. It is also mandatory that these same students have some kind of accident insurance coverage. Students who do not perform in accord with their academic potential or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown.

At athletic contests, students should treat opponents, spectators, and officials with Christian courtesy and respect. Students are not to lead cheers that interfere with the organized cheers of the cheerleaders of either team. All representatives of Holy Family Catholic Schools should strive to be known for good sportsmanship.

## **Public Conduct on School Premises**

Spectators are permitted to attend school-sponsored or school-approved activities only as guests of the school, and as a condition of such permission, they must comply with the school's rules and policies.

Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators, or with performance of employees or officials supervising the school-sponsored or school-approved activity. Spectators, like the student participants, are expected to display appropriate behavior and sportsmanship. The failure of spectators to do so is not only disruptive, but embarrassing to the students, the school, and the entire community.

Holy Family Catholic Schools, in accordance with the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, Iowa High School Speech Association, and Iowa High School Music Association will not tolerate the following actions from spectators:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
- Throwing articles onto the contest area.
- Entering the contest area in protest or celebration.
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators.
- Spectator interference with the event.
- Jumping up and down on the bleachers.
- Use of artificial noisemakers, signs or banners.
- Chants or cheers directed at opponents.

All Holy Family Catholic Schools parents/guardians and high school students who participate in athletics are required to sign an Athletic Participation Agreement. This form specifies the expectations and is available on the website at <http://www.holyfamilydbq.org/wchs/athletics>.

If a spectator at a school-sponsored or school-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. The administrator may recommend to the School Board the exclusion of the spectator from future school-sponsored or school-approved activities (AFFC/ACSB policy 1251).

## **Student Activities**

Students represent Holy Family Catholic Schools at all times. Student actions at any time and in any location can be considered to be within the jurisdiction of the school.

## **Section VIII. Health/Safety**

## **Abuse and Mandatory Reporting**

In compliance with School Laws of Iowa and Archdiocesan Catholic School Board policy 4116.30a, any certified or licensed employee of Holy Family Catholic Schools 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 the 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.

***Holy Family Catholic Schools 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.***

## **Reports of Sexual Abuse of Minors by Personnel**

All personnel\* of the Archdiocese shall receive a copy of the Archdiocese of Dubuque *Standards of Conduct*, Archdiocese of Dubuque *Sexual Misconduct Policy*, and the Archdiocese of Dubuque *Policy for the Protection of Minors*, along with training and in-service. Personnel shall sign an Archdiocese of Dubuque Verification Form indicating they have received, read, and understood the *Standards of Conduct*, *Sexual Misconduct Policy*, and the *Policy for the Protection of Minors*. Personnel shall comply with the expectations of these documents. In particular, they shall comply with the expectations for reporting.

All cases of alleged, suspected, or known sexual abuse of a minor committed by any personnel of the Archdiocese and Archdiocesan entities while acting in their capacity as personnel of the Archdiocese and Archdiocesan entities must be immediately reported to in accordance with the Archdiocese of Dubuque *Policy for the Protection of Minors*.

Additional information is available at:

<https://dbqarch.org/protection-of-children>

\*For a complete definition of personnel, see *Policy for the Protection of Minors*, Archdiocese of Dubuque, Appendix A, Scope of Application.

## **Bloodborne Diseases**

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

## **Animals**

All animals to be kept in classrooms must be approved by the building principal. If a student has an allergy to a particular species, then the animal cannot be kept in the room. Anyone wishing to bring an animal into the school for an educational purpose must receive the approval of the building principal.

## **Asbestos**

Federal regulations require Holy Family Catholic Schools to inform parents/guardians that there is asbestos in some school buildings. All buildings have been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. The most recent inspection was in spring of 1997 (AFFC/ACSB policy 7113).

## **Chemical Right to Know Law**

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

## **Emergency Preparedness and Response Plan**

All Holy Family critical incident response plans are established in close partnership with the Dubuque Police Department. Response plans are reviewed annually, at a minimum, and staff is trained for the event there is an emergency on-site. The Dubuque Police Department is equipped with maps of each school and conducts periodic on-site response training. Emergency response drills with students and staff are conducted at various times throughout the year at each location in collaboration with the Dubuque Police and Fire Departments.

Emergency response preparedness and planning include but are not limited to:

### **Violent Intruder Training**

- Social/emotional support for students through school counselors, brain health advocacy and one-on-one mentoring
- Violent intruder training and drills for staff in collaboration with the Dubuque Police Department
- Violent intruder training for students with grade-appropriate videos, situational conversations and drills
- Annual review and updating of emergency response kits with first aid and safety tools in every classroom

- School security protocols including locked entrances, security cameras and quick-lock mechanisms on classroom doors
- Communication procedures, including the Rave Panic System for staff
- Routine reminders of best practices for building security, such as not propping-open doors and conducting visitor check-ins
- Coordination with Dubuque Police Department to investigate all reported threats to school safety
- School resource officers are assigned to each school at the beginning of each year

### **Lockdown**

Lockdown procedures have been established in cooperation with the Dubuque Police Department. All staff have been trained in the event there is an internal or an external lockdown at any of our sites. Lockdown drills will be conducted periodically at each site in conjunction with the Dubuque Police Department.

### **Reporting Suspicious Behavior – If you see something, say something**

Parents/guardians who see suspicious behavior on school grounds or at school activities should report the suspicious behavior to the building administrator(s), the police and/or 911. Be prepared to describe:

- Who or what you saw;
- When you saw it;
- Where it occurred; and
- Why it's suspicious.

If you see suspicious behavior:

- Do not take direct action;
- Do not confront the individual;
- Do not reveal you are suspicious;
- Do record as many details as possible;
- Do notify authorities as soon as possible

### **Fire & Tornado Training**

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. State law requires four tornado drills and four fire drills each year. Fire drills are conducted in order to instruct students, faculty, and staff the process of vacating the school building as quickly and orderly as possible in the event of fire. Directions for fire drills are posted in each classroom and at other places, which are accessible to all persons in the building. Students are informed as to the fire drill routine prior to a drill. The following routine is used for drills as well as in the event of an actual fire. The siren will continue to sound until everyone is out of the building. Students who willfully create a false alarm are seriously violating the rights of others and endangering many people. As a result, students engaged in this activity will be disciplined accordingly.



Procedures have been adopted for the safety of the students, faculty, and staff in the event of a tornado emergency. These procedures are used for drills as well as in an actual emergency. Silence is necessary so that the alarm system and instructions can be heard by everyone. Students should proceed through the halls and to the shelter areas in absolute quiet and in an orderly manner. Since the greatest danger in a tornado is flying debris, everyone should stay away from windows and glass doors.

## **Health Services**

Holy Family Catholic Schools offers the services of a registered nurse who rotates among the sites. This nurse is qualified to assist the school in the task of caring for the sick and injured. The nurse usually contacts the parents/guardians of those students who have been sick and absent from school for three or more consecutive days.

The school nurse keeps accurate records of each student in the school. For this reason, communication with the school concerning a student's illness is very important in order that the school will be able to provide medical or first aid service.

Students entering school for the first time must have proof of immunizations on the first day of school. A health record is maintained on each student and updated yearly through a Health Assessment Sheet. Evaluations are held at any time during the school year for students with special health needs. Individualized Health Plans are developed for students with specific health concerns that require interventions at school.

Screening programs conducted each year are:

- A vision screening for grades K-5. Mandatory screening for grades K and 3.
- If requested by the parent, a scoliosis screening will be completed by the school nurse for any 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade student who has not had a physical examination or sports physical for the current school year.
- Hearing tests are performed by Keystone AEA staff for students in K-2 and 7<sup>th</sup> grades. Parents/guardians will always be contacted by the nurse if a problem is suspected.

## **Immunizations**

Iowa law requires that all students have a record of their immunizations on file in the nurse's office. Students not complying with this law will not be allowed to attend classes. All students are required to be in compliance with immunizations required by the Iowa Department of Public Health (IDPH). The certificate of immunization will need to be updated as your child receives shots.

Some families choose to be exempt from immunizations for religious or medical reasons. If so, they will need to follow the Department of Public Health guidelines and have an exemption certificate on file.

In the case of a medical exemption, the student must provide the Iowa “Certificate of Immunization Exemption – Medical Exemption” signed by a doctor who is licensed by the State Board of Medical Examiners in which it is stated that, in the doctor’s opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student’s family or household.

In the case of a religious exemption, the student must provide the Iowa “Certificate of Immunization Exemption – Religious Exemption” signed by the parent/guardian and notarized acknowledging the Iowa Department of Health has published information regarding immunizations on the Department’s website including:

- Information that failure to complete the required immunizations increases the risk to the child and others of contracting, carrying, and spreading a vaccine-preventable disease; and
- Information that there are children with special health needs attending schools and childcare that are unable to be vaccinated or who are at a heightened risk of contracting vaccine-preventable disease and for when such a disease could be life-threatening.

In the event of an outbreak of a reportable communicable disease, we will follow guidelines set by the Department of Public Health.

## **Lead in the Drinking Water**

All Holy Family Catholic Schools sites have been 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.

## **Medications**

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s)/guardian(s). A physician’s signed, dated authorization, including the name of the student, physician, medication, dosage, and medication schedule, must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the 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 dispersed.

Acetaminophen (i.e., Tylenol), Ibuprofen (i.e., Motrin) and cough drops may be administered by the school nurse or authorized staff member with signed parental or guardian consent based (to be completed during the online registration process) on student self-referral and staff/nurse assessment. Parents of elementary students will receive notification each time medication is administered. Students may receive up to 10 doses, after which the School Nurse will assess the student and contact parent or guardian to determine if medical referral is needed before any more doses can be given. Furthermore, based on the assessment findings, a school nurse may refuse to administer either medication regardless of number of doses given until parent obtains written

permission of licensed health care provider via a medication release form/order or can determine if appropriate to administer medication regardless of number of doses given.

## **Radon Testing**

All Holy Family Catholic Schools sites have been tested for radon. The test results indicated the rooms were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health, no additional testing for radon needs to be done at this time.

## **Tobacco/e-Cigarette-Free Campuses**

The *Iowa Smokefree Air Act* applies to the Archdiocese and Holy Family Catholic Schools. This policy applies equally to all employees, volunteers, students, or other visitors to any Holy Family site. Smoking, any other tobacco use and e-cigarette use is prohibited on all Holy Family Catholic School properties and at all Holy Family Catholic School events.

## **Visitors**

All visitors report to the school's main office and follow on-site procedures. Visitors are expected to abide by appropriate school regulations and conduct themselves properly.

## **Wellness**

The Holy Family Catholic Schools Wellness Committee addresses issues pertaining to physical, mental, and spiritual health of the students and faculty and implementation of the Healthy Kids Act passed by Iowa Legislature. The committee consists of parents, students, administrators, and faculty. The committee meets regularly to discuss issues of wellness that pertain to the Holy Family Catholic Schools. The Wellness Policy is available on the Holy Family Catholic Schools website.

# **Section IX. Services**

## **Automobiles**

Holy Family Catholic School students are not allowed to drive school vehicles. All drivers of school-owned vehicles must be 21 years of age and must also have completed annually the Dubuque Archdiocesan Protection Program (DAPP) form and complete the online Defensive Driving training provided by Catholic Mutual Group.

## **Bicycles/Motorized Scooters**

Students are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. Students are encouraged to wear helmets. The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

## **Bus**

Transportation is provided by the Dubuque Community School District and through other arrangements. Rules established by these agencies are to be followed as though they were rules of Holy Family Catholic Schools. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

## **Lockers**

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. No inappropriate decals or pictures may be pasted to the inside of lockers. Masking tape may be used. Nothing is to be placed on the outside of locker doors. Lockers are subject to inspection by administration. 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 school values. Students are responsible for valuables brought to school that may get lost or stolen.

## **Lost and Found**

Each school maintains a lost and found area. Periodically, any unclaimed items will be given to a charity.

## **School Nutrition Program**

Proper nutrition is essential for the success of our students and our academic programs. The Holy Family Food and Nutrition Services Department is committed to their role in maintaining a learning and working environment that promotes and protects our students' health, well-being, and ability to learn by supporting healthy dietary habits.

Please review our system wellness policy here:

<https://www.holyfamilydbq.org/resources/nutrition-services/lunch-policies/>

Meals served at all Holy Family schools meet the USDA nutrition standards, which require the following:

- Half the tray should be vegetables and fruits (at least one half-cup serving of each)
- Age-appropriate calorie limits
- A wide selection of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free milk
- Whole grains
- Strict sodium restrictions

According to USDA guidelines, anything less than a full meal will be charged as individual items. For a detailed listing of the specifications outlined by the USDA and the Dietary Guidelines for Americans, visit USDA's ChooseMyPlate.gov.

### **School Breakfast**

Breakfast is made up of four components: an entree, which counts as two components, a fruit, and a milk.

Students are required to take three of these components including one that is a half cup of fruit/juice for the meal to qualify as an approved "school breakfast."

### **School Lunch**

Lunch is made up of five components: a meat/meat alternative, bread/grain, fruit, vegetable, and milk.

Students are required to take three of these components including one that is a half-cup of fruit or vegetables for the meal to count as an approved "school lunch."

### **Food Brought From Home**

It is highly recommended that "Cold Lunches" (lunches brought from home) should be equally nutritious – containing the following elements: Meat/Meat Alternate, Fruits, Vegetables, Grains, and Milk.

- Restaurant packaged food and food deliveries are not allowed.
- Caffeinated Beverages & Sports Drinks are not allowed for Kindergarten through 8th grade students
- Allowable beverages for K-8 th Graders:
  - Plain Water, with or without carbonation
  - Milk, unflavored or flavored and milk alternatives
  - 100% fruit or vegetable juice, with or without carbonation
  - 100% fruit or vegetable juice diluted with water, with or without carbonation and with no added sweeteners
- This policy includes food and beverages brought in by parents if parents are eating with their student.

### **School Diets**

If your child has a disability or life-threatening food allergy as determined by a licensed physician, and this prevents the child from eating regular school meals, we will make substitutions prescribed by the licensed physician at no extra charge for the meal.

For your child to receive a food substitution, you must have completed a Disability/Medical Condition Statement for Foods Served at School form, which is available here:

<https://www.holyfamilydbq.org/resources/nutrition-services/special-dietary-needs/>

## Free and Reduced Meals

Through the federal hot lunch program, Holy Family Food and Nutrition Services provides access to free and reduced-cost meals for any students whose families meet designated income levels.

Access the application here:

<https://www.holyfamilydbq.org/resources/nutrition-services/free-and-reduced-meals/>

## Pricing

Please see our meal prices on our website. This includes a guide to ala carte pricing at the high school.

<https://www.holyfamilydbq.org/resources/nutrition-services/meal-prices-payment-instructions/>

## Payment

Payment for lunch accounts may be made using Meal Magic Family Portal:

<https://holyfamily.familyportal.cloud/> or by cash or check. If you prefer to pay with cash or check, you may deliver or mail your payment to your school's food services department or to the Holy Family Food and Nutrition Services Department. If you send cash or a check with your child, please place it in a sealed envelope and write your child(ren)'s complete name, grade, and student ID or cafeteria name on the envelope. Payments are deposited into your child's account the same day they are received at the cafeteria.

## Meal Charge Procedures

- Students may charge seconds, extras, a la carte or milk if there is a sufficient account balance.
- Students must have cash or a sufficient account balance to make a purchase.
- Students will be notified verbally at the cash register when their balance falls below \$5.
- Families who have their email address on file will receive email communication when the account balance falls below \$5.

### Elementary School

- Accounts that are at negative \$10 or more will not be allowed to make any a la carte purchases.

### Middle School

- Students **must** present their ID card to the cashier to make a purchase.
- Accounts that are at negative \$10 or more will not be allowed to make any a la carte purchases.

### High School

- Students **must** present their ID card to the cashier to make a purchase.

- Accounts that are at negative \$20 or more will not be allowed to make any a la carte purchases.

#### **ID Cards**

- Cards are provided free of charge at the beginning of each school year.
- Replacement cards may be purchased for a fee of \$5. A replacement card is issued after a student utilizes a temporary lunch card three times.
- Students eligible for free or reduced meals are entitled to three replacement cards at no cost (per USDA regulations). If a fourth replacement card is necessary, the regular cost applies.

#### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0. Families will be notified by email. Negative balances of more than \$50, not paid prior to the end of the school year will be turned over to the chief administrator or chief administrator's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Repayment plans are available if there is an outstanding debt. Repayment requests may be made in writing or by email to the Food Service Department – [hfczdining@holyfamilydbq.org](mailto:hfczdining@holyfamilydbq.org)

#### **Fundraisers**

The sale of food items that meet nutrition requirements at fundraisers is not limited in any way under the standards by the USDA. The USDA standards do not apply during non-school hours, on weekends and at off-campus fundraising events. The school day as defined by the USDA is after midnight the day before the first bell until 30 minutes after the last bell. All foods sold on school property targeted to Pk-12 grade students by or through other PK12 grade students, student groups, school organizations or campus school stores must meet food nutrition standards laid out in this document.

## Healthy Classroom Snack List

<b>Nutrition Facts</b>	
Servings per container Serving size	
Amount per serving	
<b>Calories</b>	<b>≤ 200</b>
% Daily Value*	
<b>Total Fat</b> ≤ 12 g	≤ 35% of total calories
Saturated Fat 0g	< 10% of total calories
Trans Fat 0g	
<b>Sodium</b> ≤ 200mg	≤ 13%
<b>Carbohydrates</b>	≤ 35% of total calories
Dietary Fiber ≥ 3g	
Added Sugars 0g	
<b>INGREDIENTS:</b> whole wheat grains, strawberries, kale	

In order to qualify as a healthy snack, snacks should:

- Contain 200 calories or less per serving
- Include less than 2 grams of saturated fat
- Include zero (0) grams of *trans* fat
- Contain less than 200 mg of sodium per serving
- Include zero (0) grams of added sugars
- Have whole grain, fruit, or vegetable listed first in the ingredient list

*Parents are encouraged to provide snacks that are low in fat and sugar. Balanced, nutritious snacks can help children maintain energy and lengthen their attention span throughout the day, as well as provide fuel for growth and development.*

### Recommendations:

- Snacks should not be too messy for eating in the classroom.
- Please cut up fruits and vegetables for easy servings. Use snack baggies for easy handling.
- Please pack a napkin with your child's snack (and utensils if needed).
- There is no refrigeration available for snacks in the classroom. If refrigeration is needed, please pack a cooler.
- To keep apple and pear slices from turning brown, sprinkle them with lemon juice.
- Be sure to follow any allergy guidelines for your child's classroom.

### Snack Ideas:

Fruits: Apples, applesauce, clementines, oranges, grapes, strawberries, blueberries, raisins, dried cranberries.

Vegetables: Carrot sticks, celery, cucumber slices, grape tomatoes, bell pepper slices, snap peas, broccoli florets.

Proteins: Hummus, greek yogurt vegetable dip, string cheese, cottage cheese, cheese cubes, yogurt, hard boiled eggs, deli meat.

Grains: Bagels with cream cheese, Triscuits, Goldfish, popcorn, pretzels, rice cakes, Wheat Thins, Veggie Stix, graham crackers, cheese crackers, Teddy Grahams.



## School Supplies

School supply lists for each school site can be found at the following link  
<https://www.holyfamilydbq.org/resources/forms/>

## Staff Directory

A local listing of current Holy Family Catholic Schools staff and contact information can be found at the following link: <https://www.holyfamilydbq.org/about-us/staff-directory/>

## Supporting Families in Times of Need

*"Bear one another's burdens, and so you will fulfill the law of Christ." – Galatians 6:2*

At Holy Family, our commitment to community care is rooted in our spiritual call to love thy neighbor. While community-organized family benefits cannot be promoted through official school communication channels, there are various pathways to rally around those in need:

- **Personal Connection:** Parents may personally spearhead support efforts for those facing hardships. Activities might range from selling support-themed apparel to hosting fundraisers for unexpected medical bills or coordinating meal deliveries.
- **Social Media & Parent/Community Groups:** Parent-organized efforts to mobilize community support may be promoted family-to-family via Parent Association or other community Facebook groups and personal social media channels.
- **Holy Family e-Bulletin Board:** To share flyers about a cause, please submit them for inclusion on the Holy Family e-BulletinBoard.
- **Prayer Requests:** Families may submit prayer requests to the Central Campus Eucharistic Adoration volunteers.
- **Service Project Requests:** For hands-on help, like home or yard maintenance, submit a request to Wahlert Catholic mentor groups via [holyfamilydbq.org](https://www.holyfamilydbq.org).

For more information about these opportunities, please contact your school office. We recognize that there are individuals and families enduring hardships both outwardly and inwardly and express our sympathy to all during difficult times. We extend our deepest gratitude to families who actively engage in uplifting one another during challenging times. Your actions embody the Golden Eagle community culture that we hold dear.

## **Textbooks**

Textbooks are provided to all students. Materials such as workbooks, which are consumed by the student during the year, are charged to the student at cost. Undue wear, damage, or loss will require payment at the end of the school year. Parents sign an annual request form for textbooks provided under the state reimbursement program.

## **Tuition Tax Credits**

Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually in January.

## **Volunteers**

Volunteers are an important part of the Holy Family Catholic Schools community. Volunteers working with children an average of one hour or more per week must complete Safe Environment Training, review the Archdiocesan Protection of God's Children policies, and complete an Archdiocesan background check. All Holy Family Catholic Schools sites will also provide volunteer orientation that includes a review of the current volunteer handbook and acknowledgement form. For more information on volunteering, please contact the school office.

## **APPENDIX A**

### **2024-2025 HOLY FAMILY ELEMENTARY SCHOOL DRESS CODE**

The purpose of the Holy Family Catholic Schools dress code is to aid in providing a focused learning environment and to minimize faddishness and comparison among students. The dress code must be consistently appropriate for that environment to foster Christian respect and modesty. The school administration will have final discretion regarding what is appropriate and not appropriate for school. The dress code is reviewed and revised annually by the HFCS Student Services Committee.

#### **SHIRTS, SWEATERS, SWEATSHIRTS, PULLOVERS, AND JACKETS (Hoodless)**

- Solid colors of white, black, gray, gold, navy or royal blue.
- Short or long-sleeved polo shirts or dress shirts with collars.
- Must be free of lettering and images (except for HFCS system or HFCS school names and crest).
- Must be free of contrasting embroidery and trim (except for small manufacturer logos).
- Only solid-colored white, black, gray, gold, navy or royal blue long-sleeved or short-sleeved shirts or turtlenecks with no visible lettering or graphics may be worn under uniform shirts.
- Holy Family crested shirts, sweaters, sweatshirts, pullovers and jackets may also be purchased from the HFCS eStore: <https://holy-family-catholic-schools.myshopify.com/> or from Lands' End School: [www.landsend.com/school](http://www.landsend.com/school), Preferred School #900186404. Any Holy Family crested shirt may be worn at any Holy Family site.

#### **PANTS, CAPRIS, AND SHORTS**

- Solid colors of khaki (tan), black, gray or navy dress pants or dress shorts may be worn.
- Jeans, sweatpants, yoga pants, leggings, cutoffs, spandex and athletic shorts are not allowed.
- Dress shorts and capri pants may be worn from the beginning of the year through October 15 and from April 15 through the end of the year.
- Shorts must be no shorter than approximately mid-thigh in length.

#### **SKIRTS/SKORTS/JUMPERS/POLO DRESSES (Girls only)**

- Solid colors of khaki (tan), black, gray or navy.
- Lands' End plaid uniform skirt or jumper in Classic Navy Plaid. Must be purchased through Lands' End School: [www.landsend.com/school](http://www.landsend.com/school), Preferred School #900186404.
- Leggings - solid colors of black, gray, or navy may be worn under skirts/jumpers/polo dresses.
- Skirts/skorts/jumpers/polo dresses must be no shorter than approximately mid-thigh in length.

#### **SHOES/SOCKS/TIGHTS**

- Closed-toes and closed-heeled tennis shoes or dress shoes (no sandals, crocs, moccasins, etc.).
- Boots with low-heel, indoor soles and designed for indoor wear may be worn.
- Tights must be solid colors of white, black, gray, or navy. Any color of socks may be worn.

### **ACCESSORIES/HAIRSTYLES**

- Simple post earrings only; no hoop earrings.
- Hats/caps, makeup, and tattoos are not permitted.

### **EAGLE PRIDE FRIDAYS**

- Students may wear Wahlert, Mazzuchelli, or other Holy Family related shirts, sweatshirts, and hooded sweatshirts on Fridays. All other dress code regulations apply. Items may be purchased but are not required to be purchased from the Golden Eagles Spirit Store:  
<https://holy-family-catholic-schools.myshopify.com/>

### **NON DRESS CODE DAYS**

- No clothing that has drug, alcohol, tobacco, or sexual references.
- No bare midriffs, spaghetti straps or halter-tops.
- Shorts, dresses or skirts must be no shorter than approximately mid-thigh in length.
- All other dress code regulations apply.

## **2024-2025 WAHLERT/MAZZUCHELLI DRESS CODE**

The purpose of the Holy Family Catholic Schools dress code is to aid in providing a focused learning environment and to minimize faddishness and comparison among students. The dress code must be consistently appropriate for that environment to foster Christian respect and modesty. The school administration will have final discretion regarding what is appropriate and not appropriate for school. The dress code is reviewed and revised annually by the HFCS Student Services Committee.

### **SHIRTS, SWEATERS, SWEATSHIRTS, PULLOVERS, AND JACKETS**

- All items must be purchased or must have been purchased from the HFCS Uniform eStore or Lands' End School (see chart below).
- Only solid-colored white, black, gray, gold, navy or royal blue long-sleeved or short-sleeved shirts or turtlenecks with no visible lettering or graphics may be worn under dress code shirts.
- Items from the Spirit Store, team websites, or other vendors are not dress code approved.

### **PANTS AND SHORTS**

- Only khaki (tan), black, gray, or navy dress pants or dress shorts may be worn.
- Dress pants and dress shorts must not have contrasting stitching or trim.
- Jeans, sweatpants, yoga pants, leggings, skirts, skorts, cut-offs, spandex, and athletic shorts are not allowed.
- Shorts must be no shorter than approximately mid-thigh in length.

### **ADDITIONAL GUIDELINES**

- School-appropriate shoes and socks must be worn.
- Hats, caps, neck scarves, and gloves are not allowed.
- Mustaches and beards are not allowed. Sideburns may not extend beyond the end of the ear.
- Jewelry, make-up, and other accessories must be modest in presentation.

### **EAGLE PRIDE FRIDAYS**

- Students may wear Wahlert, Mazzuchelli, or other Holy Family related shirts, sweatshirts, and hooded sweatshirts on Fridays. All other dress code regulations apply. Items may be purchased but are not required to be purchased from the Golden Eagles Spirit Store (see chart below).

### **NON-DRESS CODE DAYS**

- All clothing must exhibit modesty.
- Clothing with references to banned substances or messaging that is sexual in nature is forbidden.

<b><i>DAILY DRESS CODE (required)</i></b>	<b><i>EAGLE PRIDE FRIDAYS (optional)</i></b>
<a href="https://holy-family-catholic-schools.myshopify.com/">https://holy-family-catholic-schools.myshopify.com/</a> or <a href="https://holyfamilydbq.org/resources/apparel/lands-end-school/">holyfamilydbq.org/resources/apparel/lands-end-school/</a> (Preferred School #900186404)	<a href="https://holy-family-catholic-schools.myshopify.com/">https://holy-family-catholic-schools.myshopify.com/</a> or any other HFCS-related shirts/sweatshirts

## APPENDIX B

Code No. 104.E1

### COMPLAINT FORM (Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for  
yourself or someone else? \_\_\_\_\_  
Please identify the individual if  
you are submitting on behalf of  
someone else): \_\_\_\_\_

Who or what entity do you  
believe discriminated against,  
harassed, or bullied you (or  
someone else)? \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other - Please specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_