



# HOLY FAMILY CATHOLIC SCHOOL

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## **2025-2026**

(updated Dec. 1, 2025)

**The Holy Family Catholic School affirms its support of the school, student responsibilities, and discipline policy, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementation of these policies.**

**The Holy Family Catholic School Family Handbook is subject to change. Updates will be dated in this box for references.**

**Updated 7/23/2025**

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## **“EDUCATING CHILDREN TODAY FOR THE WORLD OF TOMORROW”**

Dear Parents,

I welcome parents and students for our forty third year of providing the children in the heart of Des Moines an education marked in excellence and rooted in the teachings of Christ. I consider it an honor to serve as your building principal and encourage you to call on me if you have any questions, comments or concerns.

This year brings us another opportunity to ensure our children are prepared for the demands of our changing world. We have a faculty and staff who are dedicated to providing our children a challenging curriculum, which is individualized to meet the needs of every child, in an environment that celebrates our diversity of learners. We are proud and grateful to be able to provide the educational and spiritual opportunities for our students that many larger schools enjoy.

**The information contained in this handbook is important for you and your children.** Please take some time to read it over carefully, discuss the information with your children, and use it as a reference throughout the year. **We have made some changes and updates to our Handbook.**

Again, I thank you for the opportunity to serve you and our students. It is my mission to ensure our students reach their highest potential in and out of the classroom and, together, we can ensure this. I am looking forward to a great year of working with you and urge you to call on me if you have any questions, comments, or concerns.

Yours in Christ,

Ms. Paulette Neuhalfen-Theisen  
Principal

## **DIOCESE OF DES MOINES MISSION STATEMENT**

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

Therefore, we believe that

- Catholic schools exist to teach the traditions and doctrines of the Catholic church and to live the Gospel message of Jesus Christ

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

## **HOLY FAMILY CATHOLIC SCHOOL MISSION STATEMENT**

It is the mission of Holy Family Catholic School, as an extension of church life, to nurture families and provide for students quality education rooted in the gospel of Jesus and the traditions and practices of the Catholic Church.

Therefore, we believe that Holy Family Catholic School exists

- to provide an environment in which the richness of each student's heritage is celebrated.
- to provide an academic program which challenges students to reach their highest potential.
- to utilize current technology to prepare students for the world of tomorrow.
- to enrich student and family life by facilitating access to a variety of church and community resources.
- to partner with parishes in the formation of parents and children as active participants in their community of faith.

### **Our Story**

Holy Family Catholic School is a PS-8th grade school committed to providing an exceptional learning environment that celebrates the diversity of its students. With a mission to nurture families and provide for students' quality education rooted in the Gospel of Jesus and the traditions and practices of the Catholic Church, Holy Family has

helped its students reach their highest potential for more than 40 years. This mission and a deep commitment to multiculturalism have hailed the school to draw students across the Des Moines Metro.

**School motto:** “Educating today for the world tomorrow.”

### **School Song:**

Holy Family, Holy Family, we are a terrific school. Holy Family, Holy Family, we will follow every rule. We are responsible, respectful, and faithful. Christ is our guide, to him we pray. Mother Mary, Father Joseph, Jesus, Holy Family, we love you.

## **Holy Family Catholic School Calendar 2025-2026**

### **July**

- July 23**      **Drop In Day 1:00-6:30 p.m.** Parents will come in to pay first month’s tuition, sign up for conferences, drop off school supplies, and fill out lunch and/or ACES forms.
- July 24**      **First Day of School. 8:00 a.m. - 1:00 p.m.**
- July 25**      **8:00 am - 1:00 pm**
- July 28- Aug 1** **8:00 am - 1:00 pm**

### **August**

- Aug. 04**      **First Day of Regular School Hours 8:00 am -3:15 pm**
- Aug. 14**      **Parent Mandatory meeting 6:00 p.m.**
- Aug. 18**      **No School**
- Aug. 18**      **Preschool & PreK meet the teacher night**
- Aug. 20**      **Preschool & PreK Starts 8:00 am**

### **September**

- Sept. 1**      **Labor Day- No School**
- Sept. 26**      **Fall Pictures**
- Sept. 19**      **1 pm Dismissal - Mid Term Tri. 1**
- Sept. 25**      **Reading Night 6:00-7:30 p.m.**
- Sept. 29**      **No School-Staff PD**

### **October**

- Oct. 08-20**      **No School. Fall Break**
- Oct. 08**      **No School Parent/Teacher Conferences 2:00 p.m-8:00 p.m.**
- Oct. 09**      **No School Parent/Teacher Conferences 8:00 a.m-4:00 p.m.**
- Oct. 20**      **No School-Staff PD**
- Oct. 21**      **Classes Resume**
- Oct. 23-31**      **Red Ribbon Week**

**Oct. 31**      **End of Trimester 1 - 1 pm Dismissal**  
 Oct. 31      Halloween Party Day

**November**

Nov. 3      Picture Retakes  
**Nov. 14**      **No School. Staff PD**  
**Nov. 15**      **Barn Bash @ Holy Family School**  
**Nov. 17**      **No School. Staff PD**  
**Nov. 26-28**      **No School- Thanksgiving Holiday**  
**Nov. 27**      **No School- Happy Thanksgiving**

**December**

Dec. 05      Christmas Program K-5. 6:30 p.m.  
 Dec. 12      Christmas Parties  
**Dec. 12**      **Early Dismissal- 1:00 p.m - NO ACES**  
**DEC. 15 - Jan. 4**      **NO SCHOOL CHRISTMAS BREAK**

**January**

Jan. 05      Classes Resume  
**Jan. 09**      **Early Dismissal- 1:00 p.m. Mid Term Tri. 2**  
**Jan. 19**      **No School-Staff PD**  
**Jan. 25 - 31**      **Catholic Schools Week**  
**Jan. 28**      **Early Dismissal- 12:00 p.m.**  
 Jan. 30      Family Fun Night!/Open House 600-7:30 p.m

**February**

**Feb. 13**      **End of Trimester 2 - 1:00 pm Dismissal**  
 Feb. 13      Valentine Party Day  
**Feb. 16**      **NO School - Staff PD**  
**Feb. 18**      **Ash Wednesday - Lent begins**  
**Feb. 23**      **No School-Staff PD**

**March**

**March 11 - 12**      **No School Parent/Teacher Conferences 8:00-4:00 p.m.**  
**March 13-20**      **Spring Break- No school.**  
 March 23      Classes Resume  
 March 27      Culture Day- African  
**March 27**      **Spring Pictures**

**April**

<b>April 02</b>	<b>Mid Term Tri. 3 - 1 pm Dismissal</b>
<b>April 03</b>	<b>NO SCHOOL Easter Break</b>
<b>April 06</b>	<b>NO School Easter Monday</b>
April 07	Classes Resume
<b>April 17</b>	<b>No School-Staff PD</b>
April 24	Talent Show (during the school day)

**May**

May 06	May Crowning
<b>May 08</b>	<b>Field Day</b>
May 20	Awards Assembly
<b>May 20</b>	<b>8<sup>th</sup> Grade Graduation. 6:30 p.m.</b>
<b>May 25</b>	<b>No School- Memorial Day</b>

**June**

<b>June 08</b>	<b>End of Trimester 3 - 1 pm Dismissal</b>
<b>June 11</b>	<b>PreK Graduation</b>
<b>June 12</b>	<b>Last Day of School 12 pm dismissal - NO ACES</b>

**General Information:****School Directory****HOLY FAMILY CATHOLIC SCHOOL BOARD**

Holy Family Catholic School's program encompasses a philosophy of total education. The School Board oversees education programs for children of the five parishes attending Holy Family Catholic School.

The Board is composed of six parishioners and the canonical pastor. Open Board meetings are held monthly with an agenda available upon request. Copies of the Board minutes are available upon request at the school office.

**HOLY FAMILY CATHOLIC SCHOOL SCHOOL BOARD MEMBERS**

Fr. Nivin Scaria, Canonical Administrator

**Fr. Favian Moncada , Our Lady of the Americas Parish**

Our Lady of the Americas Representative:

Lucia Reyes, Mayra Rodriguez

**Fr. Nivin Scaria, St. Ambrose Cathedral**

St. Ambrose Parish Representative: Rosemary Kyemu

**Fr. Prior Aquinas, Basilica of St. John**

St. John Parish Representatives:

Marietta Florence  
Al Snyder

**Fr. Chris Reising, All Saints Church**  
All Saints Parish Representative:

**Rev. Thinh Nguyen St. Peter Vietnamese Catholic Community**  
St. Peter Vietnamese Representative:

**Diocesan Department of Education**  
**Superintendent of Diocesan Schools**  
Donna Bishop  
601 Grand Ave.  
Des Moines, IA 50306  
515-237-5040

#### **HOLY FAMILY CATHOLIC SCHOOL PERSONNEL**

##### **ADMINISTRATION**

Principal Paulette Neuhalfen-Theisen

##### **FACULTY**

###### *Early Childhood*

Preschool Gaige Golden  
Pre-Kindergarten Liz Weiss

###### *PRIMARY UNIT*

Kindergarten Samatha Vos  
First Grade Lynn Ernst  
Second Grade Stefanie Mueller

###### *INTERMEDIATE UNIT*

Third Grade Jennifer Kilpatrick  
Fourth Grade Lisa Thurston  
Fifth Grade Nicholas Lucas  
Sixth Grade Seth Peirce (5th & 6th Religion, 6th SS, Science & Math)

###### *MIDDLE SCHOOL UNIT 6, 7, 8*

Religion/Social Studies Steve Sand  
Mathematics & Science Traci Rogo  
Lang. Arts Katie O'Neal (4th Grade Religion)  
Sixth Grade Seth Peirce (5th & 6th Religion, 6th SS, Science & Math)

##### **SPECIAL SUBJECTS**

Counselor Maren Friedman  
Art Michelle Auen

Band	John Carey
Library	Traci Rogo
Music	tbd
Physical Wellness	Jill Dopheide
Reading Interventionist	Cheryl Hild
Title I Reading	Alyssa Patten
ELL Teacher (DMPS)	Kari Richey
ELL Teacher	Tracy Nissan
Resource	Andrea Walker
PreSchool	Gaige Golden

**Associates**

Maria Mireles	UPK
Angelica Roman	Kindergarten
Marilu Lechuga	1st & 2nd Grade
Pat Glassell	3rd, 4th & 5th Grade
Bill Frein	Middle School

**SUPPORT STAFF**

Administrative Assistant	Antonia Lechuga
Bookkeeper	Darin Origer
School Nurse	Joy Nobles
Maintenance	Juan Hernandez

**FOOD SERVICE**

Food Service Manager	Sheri Most
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**A.C.E.S. Program (Alternative Childcare  
Enrichment Services)**

A.C.E.S. Coordinator	Jill Dopheide
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**General Information**EQUAL OPPORTUNITY/MULTI-CULTURAL ASSURANCES

The educational system of the Diocese of Des Moines/Holy Family Catholic School is an equal opportunity educational institution. No person at Holy Family Catholic School shall on any grounds of race, color, age, sex, national ethnic origin or physical handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school.

ORGANIZATION

The organizational structure for Holy Family Catholic School includes the Diocesan Board of Education and Superintendent of Schools, Holy Family Catholic School Board, principal, teachers, parents, and students. Included in the Holy Family educational program is a preschool for four-year-olds. In order to best serve the students with the existing facilities and faculty, grades kindergarten through eight are divided into a primary unit (PK-2), an intermediate unit (3-4-5), and a middle school unit (6-7-8).

**SCHOOL ADMINISTRATION**

Holy Family Catholic School employs an accredited, professional full-time principal licensed by the State of Iowa. The major responsibilities include: faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The principal is employed by the parishes and has direct accountability to the pastors and Holy Family Catholic School School Board, the Diocese of Des Moines as well as the Region.

#### SCHOOL FACULTY

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

#### SCHOOL GUIDANCE COUNSELOR

Holy Family Catholic School has a five day-a-week guidance counselor who is available to consult with all students, parents and teachers. Holy Family Catholic School's counselor is licensed by the Iowa Department of Education. The guidance program encompasses individual sessions, group sessions and classroom units of study. Any student may request to see the counselor by asking a teacher to set up a time, or they may write a note to put in the counselor's box. A parent or teacher may also request that the counselor visit with a student. The guidance counselor, as the child's advocate, can help supply creative ways to deal with students experiencing difficulty in and out of the classroom. Students and their families have the additional resource provided by the school through EFR to assist in outside counseling services when needed as well as their families. This service is free to our students and their families

#### SUBSTITUTE TEACHERS

When a teacher is out of school because of illness, professional meetings or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the principal to hire a long-term substitute. Whenever possible, a substitute who is familiar to the students will be engaged. The substitute will work closely with the classroom teacher and the principal to ensure a smooth and consistent transition.

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect will be sent to the principal for disciplinary action. Substitute teachers are justified in issuing a detention.

## **ACADEMICS**

### **BUILDING GOALS**

2025-26 Iowa Assessment Goals

Reading:

At Holy Family Catholic School we will increase the percentage of students in grades 3 through 8 scoring in the proficient range on the Reading Comprehension subtest of the Iowa Assessment.

Math:

At Holy Family Catholic School we will increase the percentage of students in grades 3 through 8 scoring in the proficient range on the Math subtest of the Iowa Assessment.

Science:

At Holy Family Catholic School we will increase the percentage of students in grades 3 through 8 scoring in the proficient range on the Science subtest of the Iowa Assessment.

SPECIAL SERVICES/STUDENTS WITH SPECIAL NEEDS

Through the Diocesan Office of Schools, Holy Family Catholic School has the services of the Superintendent of Schools and two Coordinators of Schools. Through Des Moines Public Schools, the following personnel are available: psychologists, social workers, audiologists, speech therapists and educational consultants. Des Moines Public Schools also provide Title I Reading to those students who qualify and ELL services for those students who qualify. Holy Family Catholic School has a Guidance Counselor on staff.

Reasonable accommodations will be made for students with special needs. Holy Family Catholic School will seek to serve students with special education needs at Holy Family Catholic School who have been diagnosed as qualifying for special education programs through Des Moines Public Schools. Students who require more extensive special education services as determined through testing, Des Moines Public School and Holy Family Catholic School recommendation, and/or medical diagnosis shall be staffed to a full public school program to more appropriately meet the needs of the child.

Holy Family Catholic School will also utilize the services of Des Moines Public School for screening of students as well as evaluation of students when requested by parents or recommended by teachers with parental approval. These services are funded through taxes and available free of charge.

ATTENDANCESCHOOL HOURS

Preschool-8:                   8:00 – 3:15

Students should not be on the grounds before 7:40 AM because there is no adult supervision until that time. Students on school grounds before 7:40 will be the responsibility of their parents. The school cannot assume responsibility for students before the 7:40 a.m. time. Before school ACES is available to students who regularly need morning supervision.

All students are to be picked up from school by 3:30 unless participating in some supervised school activity. A teacher is on duty to supervise pickup from 3:15 - 3:30 p.m. ACES is available to students who regularly need after-school care and supervision.

All students are dropped off and picked up from school by a system. We request that parents follow the flow of traffic to ensure students are dropped off and picked up in a safe manner. **Please stay in your car to drop off students as well as pick up students. We will assist with getting your students in and out of the car at drop off and pick up. This will eliminate any chance of an accident or injury as well as any long line back ups that can occur. If you are wanting to come into the school, we ask that you park on 12th street or Garfield and walk your student into the building to eliminate any hold ups at both drop off and pick up.**

If it is necessary for a student to come to school early or stay after school for academic or disciplinary reasons, he/she will call parents 24 hours before serving the academic or discipline time.

#### PHILOSOPHY

In order to develop habits of self-discipline and responsibility, students are expected to attend school regularly. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Regular attendance and punctuality is expected of ALL students.

In order to maintain interest and understanding in the program of instruction, students cannot expect to be absent. Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up work missed.

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

Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of punctuality, responsibility and self-discipline. Students with good attendance records are developing these good habits with prompt, regular school attendance. Parents are key to developing these good habits with young children.

1. REGULATION: It is a parent's responsibility to see that the child attends school as required by the Iowa Compulsory Attendance statute, which states that the length of the school year is 194 days.
2. A phone call to the office on the first day of an illness and a written note from the parents when the child returns to school will be sufficient contact. Students should bring notes to their classroom teacher when they return after an absence and the specific reason, especially in regard to the type of illness.
3. Regular attendance and punctuality is expected of all students. This is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility.
4. Ten (10) days absent during one school year will be considered excessive absenteeism. Twenty (20) tardies during one school year will be considered excessive tardiness.

5. On the fifth day of absence or the tenth tardy, the classroom teacher will notify the family by email/mail as a warning.
6. Students who reach 10 days of absenteeism or 20 days tardy will place themselves in jeopardy and have certain academic consequences.
7. If a student reaches 20 absences, the administration and the parents will sit down to discuss the truancy law and the outcomes that could become of this.

### ABSENCE FROM SCHOOL

As a safeguard and a check, parents are asked to phone the school before 8:30 AM if a child is to be absent that day. You may leave a voicemail message, if necessary. If the school has not been notified, the office will attempt to contact the parents after 9:00 AM. A verbal or written note must accompany the student's return. If a student leaves the school without permission or cuts class, the parents will be contacted. The student will be required to make up that time after school or on an in-service or vacation day or comply with other arrangements that fit the situation. There will be no extra-curricular activities for 24 hours after an absence.

Valid reasons for a student's excused absence from school are as follows:

1. Personal illness.
2. Death or serious illness in the immediate family
3. Suspension from school
4. Other reasons that can be justified from an educational standpoint may be approved in advance by the principal
5. Other verified emergencies

Please try to arrange family activities so that the student will not miss school. **Vacations that result in absence from school are strongly discouraged. Please adhere to scheduled vacation breaks and long weekends in the school calendar. Students get too far behind and struggle to get caught back up and we see learning loss during this time.**

### TARDINESS

Parents are requested to call Holy Family Catholic School **before 8:00 AM** to notify the school of a student's tardiness. **Parents should send a note as to why a child is tardy. If a student is tardy to school, parents are to come into the office and sign their child in.** Excused tardiness will include medical or dental appointments, car trouble, etc. Over sleeping will not be considered a valid excuse. **Students are tardy if they are not in their classrooms at 8:00 AM. All students arriving after 8:00 am need to have an adult sign them into the office on arrival.**

1. The following action(s) may be taken by the teacher when dealing with student tardiness without an acceptable reason. A record of tardiness is kept throughout the school year by quarter.

**Fifth Tardy = Teacher to contact parent(s).**

**Tenth Tardy = School Principal to contact parent(s).**

**Fifteenth Tardy = Administration meets with parent(s).**

2. Students who are continually tardy to school will be subject to Administrator and possible School Board action.

### EXCUSING STUDENTS FROM SCHOOL

If a child is to be excused from school during the school day, he/she is asked to bring a written note from home and should be picked up from the school office. Parents must report to the office first when picking up or dropping off a student. The office will send for students who are being picked up. Parents may not go directly to classrooms to pick up children. **Parents are required to sign students in when dropping them off after school has begun and when taking them out of school for such things as appointments. The sign in/out book is located in the office.**

### MEDICAL APPOINTMENTS

We encourage you to make medical appointments on staff development days or before or after school. When appointments are arranged during school hours, a note indicating this fact should be presented to the office for approval and recording. This request in writing must state the reason for the absence, the time involved and the signature of the parent or guardian. Parents must sign students out of school listing the reason as well.

### EARLY PICK UP

The school hours are from 8:00 – 3:15. This means instruction takes place during these hours. Students are not allowed to be pulled out of these times on a regular basis for parent's employment or transportation reasons. Appropriate plans need to be made by parents.

### MAKE UP WORK

It shall be the responsibility of the student on the day of his/her return to arrange with the teachers for make-up work. All schoolwork missed because of an absence due to illness or family emergency will be made up within the number of school days, which are double those of the absence, up to a total six (6) make-up days. Absences of more than 4 days will require the student to spend time with the classroom teacher to learn the content that was taught. Parents will need to pick up homework from the office for the students if absent for 4 or more days. Extended valid absence or individual needs will be valid consideration for an extension of time. If a student is to be gone from school for a vacation the teacher must be informed at least one week ahead of time to arrange schoolwork and tests. School work will be sent home for medical and vacation leaves. Parents are responsible for overseeing the school work.

### LEAVING SCHOOL GROUNDS

Students are not to leave the school building or playground during the school day or after being dropped off by parents.

### TRUANCY

Any student absent from school without the knowledge and consent of his/her parents or guardians will be considered truant. Unacceptable absenteeism may be deemed truancy by the principal. Parents will be notified whenever a student is found truant and will only be reinstated in his/her class after a conference with the principal and parents or guardians. The truant student will make up the time missed.

### BREAKFAST & LUNCH PROGRAM

Hot lunch is made on site and is hot, wholesome and delicious. Free and reduced lunch forms are available at meet the teacher night and upon request. **All Holy Family Students are granted Free Lunch and Breakfast for the 2025-2026 school year.**

Breakfast will be offered before classes to all students. Breakfast will be served from 7:40 – 8:00a.m. **All students are eligible for a free breakfast for the 2025-2026 school year.**

## **PROGRAMMING**

### CURRICULAR RELIGIOUS FORMATION

Holy Family Catholic School's religious education program is of special curricular importance. Scripture, doctrine, prayer and liturgy are related to children at their developmental level, beginning with their own experiences. Prayer is an important part of the day. It begins and ends each day, is said at lunch time and is experienced daily in religion class. All students, Catholic and non-Catholic, will participate in daily prayer time.

All children have the opportunity to celebrate liturgy together at least once a week. School masses are celebrated Wednesdays at 8:15 a.m. at Our Lady of the Americas Church. All students, Catholic and non-Catholic, will fully participate in and plan these special liturgies. Throughout the year students have the opportunity to receive the Sacrament of Reconciliation during the school day. Special service opportunities, renewal days and seasonal activities are shared throughout the year, as well.

Parents, grandparents and friends are invited to attend school liturgies which will be noted on the monthly calendar.

### PRIEST'S VISITS

Priests from participating parishes will visit classrooms on a regular basis. Priests and teachers will set specific assignments. The priests will serve in the role of sharing our Catholic faith with the students by teaching religion along with the classroom teacher.

### SACRAMENTAL PROGRAMS

Since Vatican Council II, the Catholic Church has studied her origins and returned to a basic understanding of her sacramental life. The new insights that have resulted from this, as well as the new ceremonies that surround the sacraments today are the primary focus of Holy Family's preparation of both parents and children for sacraments.

Furthermore, Holy Family, believing that parents are the first educators of their children, asks parents to be involved in the preparation of their children at the same time the school and religious education programs are, and that they avail themselves of the "updating" opportunities that Holy Family offers.

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

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

The parishes and school work together with the parents to provide a comprehensive approach to formation for the sacraments. Each parish's director of Religious Education works to provide the parish element of sacramental preparation. The teachers provide the classroom component of this preparation. Families are expected to attend weekly mass

**Students who are behind in sacramental preparation should attend the parish religious education classes to get "caught up" in addition to classroom instruction.**

#### STANDARDS/BENCHMARKS

All diocesan schools are bound by the standards/benchmarks set by the diocese. All standards and benchmarks meet the criteria determined by the State of Iowa Department of Education. All diocesan schools are State of Iowa accredited. Standards and benchmarks can be viewed in the school office. ([link Diocese standards and benchmarks here](#))

#### TEXTBOOKS

The Diocesan Schools Office studies and evaluates all the available textbooks in each curriculum area. An approved list for selection is used when diocesan schools evaluate and adopt new textbooks. A textbook is adopted for a period of five to seven years.

All textbooks and library books are the property of the school. Lost, soiled, or damaged books will bring about assessment of fines. Textbooks will be issued to students. Each teacher will keep a record of the number and condition of each student's textbooks. All books should be covered for protection.

#### TESTING

- The Iowa Assessments are given to students in selected grades each year. The results of the Iowa Assessments are charted and shared with parents. Test results are components of the Talented and Gifted program as well as Dowling Catholic High School entrance procedures.
- FAST Assessment is given to students in kindergarten through 8<sup>th</sup> grade.
- ACRE Assessment is given to students in grades 5 and 8.

#### HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance curriculum at Holy Family Catholic School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program. Holy Family Catholic School uses the diocesan approved Harcourt Publisher series *Growing In Love* series. It is used as the core Human Growth and Development text. Parents are welcome to examine the materials and/or read *Growing In Love (For Parents and Teachers Using the Growing In Love Series)*.

### MEDIA CENTER

Parents are asked to join in efforts to instill in students a genuine appreciation of good literature. Holy Family Catholic School has a library for the use of all students. It contains a growing number of excellent fiction and non-fiction books. Each child is permitted and encouraged to check out books from the media center. Students are encouraged to use the Media Center for research and investigation.

### FINE ARTS

An opportunity for developing the fine arts is presented to the students at Holy Family Catholic School through the music and art programs. Grades K-8 participate in general music classes and are included in musical presentations throughout the year. Grades K-8 participate in art class twice a week.

### INSTRUMENTAL MUSIC

Holy Family Catholic School offers a well-rounded band program for students in grades four through eight. Weekly individual lessons are given during the school day. Since the band teacher is not under a teaching contract, parents pay the teacher directly for the cost of the band program. Some band instruments are available for rental from the school.

### PHYSICAL EDUCATION

Each grade has a scheduled time for physical education classes each week as per the State of Iowa. Students are excused from classes only with a note from a doctor or parent. All other students should wear appropriate clothing and tennis shoes on PE days.

### FIELD TRIPS

Field trips are an integral and important aspect of education and will be utilized as real-life learning experiences for students. Field trips serve the educational program by utilizing those resources of the community that cannot be brought into the classroom. Parents will be notified several days in advance of the trip. Information will be provided concerning the time, place, transportation arrangements, and cost. Signed parental permission slips for each student **must** be on file prior to the field trip. In some situations a fee will be requested to compensate for admission costs. Teacher and adult supervision are provided for all trips. Transportation will be by school bus if at all possible.

Field trips are an extension of learning and students are expected to attend these as a planned part of their learning. If a parent does not wish for their child to attend a school sponsored field trip, then the child will need to remain at home until the trip is over. Holy Family Catholic School does not have enough school personnel to supervise children outside of school on trips and also groups of students who do not go on trips. Students who are disciplined by the school may be excluded from field trips and supervised by the administrator.

### HOMEWORK

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of a student and reinforce concepts learned during the school day. Quality work to the best of each student's ability will be insisted upon. As a general rule, homework assignments will be given to students on a nightly basis. Weekend assignments may be given at the discretion of the teacher. Tests and long range assignments are given at the discretion of

each individual teacher. Obviously, the amount of homework assignments will differ from the primary grades to the middle school grades.

Evening study times for all Holy Family students are expected. It is up to parents to enforce this. Parents are required to examine the homework of their child(ren) and discuss the areas being taught. This will give the child(ren) greater confidence in what is being taught, will provide home reinforcement for the concept learned and will help enforce the idea that school work has a high priority. Parents are to provide their child(ren) with a suitable atmosphere, specific time and regular location in which to study. Television, video games and extended telephone calls are highly discouraged during this study time. Holy Family students will have some form of homeward that is age appropriate.

Study time may include: completing assigned work, studying math facts or spelling words, independent reading, oral reading or projects. At all times, assignments are to be done neatly and completely with the appropriate materials. Students in grades three through eight are required to maintain a Holy Family Assignment Notebook. **Parents in grades 3-8 are required to sign the notebook as verification of completed work and study time.**

If a child is absent from school, he/she is responsible for completing the work missed. Parents will need to pick up homework from the office for the students if absent for 4 or more days. Requests for homework for absent students should be made to the school secretary before noon and may be picked up after 3:15 in the school office.

Parents are encouraged to communicate with teachers through a written note, e-mail or phone call to school should they have a question concerning homework. Students who don't use their time well during the day may result in having more homework than needed because of not using study time at school. Parents will receive a note in their child's planner when a student receives extra work because of inattentive behavior.

Parents will take an active interest in the child's work. Parents are expected to ask about homework and to check to see assignments have been completed. Parents should provide help to their children. The following steps toward successful study habits are presented to give help and guidance for parents as they support the child during homework time. The student should:

- Sit down at a place of study: bedroom desk or kitchen table.
- Be sure other distractions like video games and television are at a minimum. Decide what needs to be done. PLAN! Use an assignment book.
- Read and review the instructions of the teacher or those found in the book.
- Read the material or problems carefully. THINK!
- Remember that "you can't get something for nothing". All progress and successes are built upon a solid foundation of work.
- Do work regularly and daily. This will pay off in the form of good marks, respect from teachers and parents and most of all being satisfied with self.
- Do the work well, neatly and on time. Label answers.

- Do as much of the work by him/herself as possible. Get help when it is needed but do not accept the work of another person without question or examination.
- Develop your own skills in attacking a problem and understanding WHEN to get help.
- Do as much of the homework as possible at school during time given in class.
- Parents examine work at the end of study time for quality of work.

School is only a part of the child's learning experience. Reading, family discussions, critical selection of television viewing, listening to quality music and attending cultural events is encouraged at home.

### Homework Completion

If a student requires assistance to complete homework, they may receive help from the teacher who assigned the homework before school begins at 7:40 am.

Teachers for those students who have identified needs will ensure accommodations are made, as spelled out in an Individualized Education Plan (IEP), for what is assigned for homework and how much.

Teachers will ensure students who need assistance with organizational skills leave school with all work to be completed at home.

If a student does not submit an assignment on time, they are expected to complete the work at home and turn it in the following school day. If the assignment is still not submitted, the student will be required to attend a recess detention with the teacher that day to complete the work. Should the assignment remain incomplete after this opportunity, the student will receive a grade that reflects the portion of the work completed.

### GRADING

Diocesan approved report cards will be used. There are separate cards for Pre-K, K-5, and 6-8. PreK through eighth grade report cards will be sent home at the end of each trimester.

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

The following marking code is used to report progress to parents on report cards:

#### GRADES K—5

4= Exceeds grade level expectation with excellence

3= Meets grade level expectation

2= Progressing grade level expectation

1= Attempts; not meeting grade level expectation

ID= Insufficient Data

N= Not Assessed

#### GRADES 6-8

A+	=	97-100	C+	=	77-79
A	=	93-96	C	=	74-76
A-	=	90-92	C-	=	70-73
B+	=	87-89	D+	=	67-69
B	=	84-86	D	=	64-66
B-	=	80-83	D-	=	60-63

F= Does Not Meet Minimal Class Requirements – Remediation Necessary

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will have advance notice of the tests they are taking, giving them opportunity to study and to clarify any unclear concepts. Therefore, they should be prepared for the test on the day it is given. However, some tests, math tests for example, consist of skill based questions that should be mastered before the students move on.

Holy Family has a test-retest practice for all students. This practice will be used at the teacher's discretion. When a teacher feels it is necessary to allow retake tests, the original test grade and the retake test grade will be averaged for a final grade. Multiple re-test or retakes are not permitted.

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students receiving a "D", "F", or "Incomplete" will be informed in writing at mid-term through midterm reports. It is the student's responsibility to meet with the teacher and along with the teacher's encouragement, together work out a means to rectify the "Incomplete" as soon as possible. Most "Incompletes" are given due to illness.

Students who receive an incomplete (I) at the conclusion of a trimester shall have no more than one month to complete the required work. A completion plan will be put into effect. Students must complete the plan to receive a passing grade.

An "F" or a failing grade is used only for the student who can do the required work and receive a passing grade but does not accomplish this. The teacher will inform the parents, principal, and counselor as soon as it is evident that a student is not meeting class requirements and is likely to fail at the end of the trimester. If the student does not improve after parental notification, a staffing will be held to gain further insight into the student's problems. A plan of action will be developed, and the instructor will monitor the student's progress. The classroom teacher will meet regularly with the student and will consult with the resource teacher. Such supervision will be documented. The teacher will continue to inform the principal about the student's progress. If the progress is still unsatisfactory by the end of the following trimester, the principal will inform the parents in writing of the likelihood of failure for the year and the need for remediation to take place. Remediation may or may not take place at Holy Family Catholic School. A school board hearing will take place, which shall determine action. Parents or legal guardians, students, and teachers will be asked to attend the hearing.

Satisfactory completion of remediation must be presented to the principal before school begins for the following year.

Students in grades six, seven, and eight are eligible for the Honor Roll. A student is eligible each trimester for the Honor Roll when they achieve A and/or B grades on their report card.

3.5 is the cumulative grade point established by the United States Department of Education required for the Presidential Education Award. Holy Family School awards qualifying eighth graders this highest academic honor. A national 95<sup>th</sup> percentile in math or reading on the Iowa Assessments must also be maintained for this award. Trimester awards assemblies will recognize academic achievement.

Third trimester report cards will be sent home on the last day of school.

### A.C.E.S. (Alternative Childcare Enrichment Services)

The Holy Family A.C.E.S. the program is under the direction of Ms. Jill Dopheide. An A.C.E.S. a handbook with information regarding fees, payment, schedule, policies, and program is available by calling the school at 262-8025. A.C.E.S. hours are 6:00 –7:40 a.m. and 3:30 – 6:00 p.m. Note: A.C.E.S. payments must remain current in order for your children to be able to attend the A.C.E.S. program. **For any early dismissal, each family wanting to use this program will need to sign their child up by the Monday of that week. If we do not have at least 10 students signed up, we will NOT offer the afterschool program. WE WILL NOT have after school care on the last day before christmas break, easter break, spring break and the last day of school.**

### EMERGENCY SCHOOL LATE STARTS/CLOSINGS/WEATHER WATCHES

It shall be the policy of the Holy Family Catholic School Board that the decision to cancel for the day or have a late start will be made by the principal or their designee. If there is a late start, A.C.E.S. Services **will not** be provided during their regular hours. For example, if there is a two hour late start, A.C.E.S. will not open at their regular time of 6:00 and will open two hours later, at 8:30.

Watch Channel 8 T.V. for information on late starts, school closings, or early dismissal due to inclement weather. Holy Family School will be listed as “Holy Family Catholic School-Des Moines”

## **CODE OF CONDUCT**

### HOLY FAMILY CATHOLIC SCHOOL UNIFORM DRESS CODE

The Holy Family uniform dress code has been designed to provide an atmosphere that is conducive to the promotion of learning. A neat, attractive appearance contributes to a positive environment in the school. Personal grooming and cleanliness ensures that teachers and other students are not offended or distracted. All students whose parents choose to send them to Holy Family Catholic School must observe the uniform dress code. Parents are expected to help the school enforce the uniform dress code. All students must come to school in uniform dress code- changing at school in the mornings will not be allowed.

**PRE-K:** There is no uniform dress code for Pre-K students. Boys and girls in the Pre-K program should wear weather appropriate, clean play clothes, free from tears. All clothing will reflect our Christian standards.

KINDERGARTEN THROUGH 5<sup>TH</sup> GRADE GIRLS:

Uniform Jumpers:

Solid navy blue or tan jumpers may be worn.

Uniform jumpers may be purchased where the parent chooses. Jumpers are not to be shorter than 3 inches above the knee.

Uniform jumpers may be worn anytime during the school year but are not required.

BOYS & GIRLS GRADES KINDERGARTEN THROUGH 8<sup>TH</sup>:

Pants: Dress variety in navy or khaki.

Shirts: Short or long-sleeved polo in red or white with a collar.

-Only plain white sleeveless or short sleeve undershirts may be worn under uniform shirts.

-All buttons but the top must be always fastened.

Shorts: Dress variety in navy or khaki. Short length is to be no shorter than 3 inches above the knee. Shorts may be worn from the beginning of the school year through Fall break, and again after spring break, until the end of the school year.

Sweatshirts/

Fleece: Holy Family Catholic School fleece jackets may be worn. Uniform shirts must be worn under a Holy Family fleece jacket.

Black Quarter Zip: Holy Family Catholic School black quarter zips may be worn. Uniform shirts must be worn under a Holy Family black quarter zip..

Holy Family spirit wear is allowed on any dress down day or Mondays.

Shoes: Shoes are to be clean and in good condition. Students may wear either dress shoes or tennis shoes. No other footwear is acceptable. No sandals, open-toe, high heels, or platform shoes will be allowed.

Socks- **Socks must be worn at all times..**

Jewelry: Girls: Small earrings, watches, religious necklaces, and jewelry for medical reasons will be allowed. No body piercing is allowed (other than ears)

Boys: Watches, religious necklaces, and jewelry for medical reasons will be allowed. No earrings are to be worn. No body piercing is allowed.

Hair: Hair must be clean and well groomed at all times. Only natural-looking highlights will be permitted. No stripes, coloring, bleaching or any hair that distracts students will be permitted. Hair length for boys must not be over the collar and not below the eyebrows. Facial hair is not permitted.

Tattoos: Tattoos (this includes washable tattoos) are not permitted

Makeup: The wearing of makeup is not allowed.

OUT OF UNIFORM DAY

Students will have the opportunity to participate in a monthly out of uniform day. Students who wish to participate in an out of uniform day are to bring \$1 on that day. The monies collected

will be donated to a mission project. Students who choose to participate in out of uniform days may wear the following approved items:

### **GIRLS**

Skirts worn at a length that is reflective of the uniform dress code.

Shorts worn at a length that is reflective of the uniform dress code.

Pants, loose fitting in good condition, writing, etc., pants or athletic pants. No leggings are allowed

T-shirts or sweatshirts that reflect our Christian standards may be worn with jeans/pants.

Sandals/open toed shoes are NOT permitted.

**No:** Tank tops, small strapped or spaghetti strapped shirts, mid-drift tops, low cut/low rise jeans or pants, shorts, in-appropriate high-heeled or platform shoes.

### **BOYS**

Shorts that reflect our uniform dress code.

Pants, loose fitting, in good condition, free from tears, writing, etc.

Blue denim or colored denim jeans, free from tears, loose fitting, Sweat pants or athletic pants/shorts.

T-shirts or sweatshirts that reflect our Christian standards may be worn with jeans/pants.

Sandals/open toed shoes are NOT permitted.

## **ALL UNIFORM AND OUT OF UNIFORM WEAR IN QUESTION IS SUBJECT TO THE PRINCIPAL'S APPROVAL**

### **PICTURE DAY DRESS CODE**

Students must wear nice dress clothes. No sweatpants, or athletic apparel. Boys should wear dress shirts and nice pants. Girls should wear dress shirts, nice pants, skirts, or dresses. Skirts and dresses must be reflective of the uniform length (not more than three inches above the knee.) This is a day to dress up and look your best!

### **REQUIRED ATTIRE FOR PHYSICAL EDUCATION:**

Each grade has a scheduled time for physical education classes twice each week. Students are excused from classes only with a note from a doctor or parent and the approval of the principal. All students are asked to wear tennis shoes and socks for PE class.

### **WINTER ATTIRE**

During the winter months, encourage students to wear mittens, hats, heavy coats and boots. For the health of each student, boots/overshoes are expected in wet and snowy weather. Students should bring an extra pair of shoes to wear inside when they wear boots.

Recess: All students will go out for recess unless a doctor's note that restricts outdoor play is provided to the school nurse and approved by the principal. All PreK-5 grades will have recess when the weather permits. Our school practice for outside recess under special weather conditions is as follows-

If the temperature or wind chill is:

25 or below - jacket (NON FLEECE) is required align with hats/gloves  
Below 10 degrees- indoor recess will be held.  
11-15 degrees- a ten minute outdoor recess will be held.  
Above 15 degrees- a full outdoor recess will be held.

### PICTURES

LifeTouch Studios is scheduled to take pictures of the students in the fall and spring. No family is obligated to purchase these pictures. This is merely a service provided by the school. Payment for pictures is due the day the pictures are taken. Fall Picture Day is a dress-up day and Spring Picture Day allows for a less formal photograph.

### DISCIPLINE

Discipline is as fundamental in Catholic education as it is in Christian life. The goal of discipline is the development of a mature person capable of self-control. School discipline is an outgrowth of good home training. Therefore, cooperation between home and school is essential. Holy Family Catholic School adopts and enforces rules of conduct to ensure the safety of students and to maintain a school environment that is conducive to learning.

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

All final decisions are at the discretion of the Administration.

### DEFINITION AND PURPOSE

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control. The home and school must work in such a way that children learn to help each person to live the truth of Christ, that he/she may be trained to conduct his/her personal life in the sanctity of truth, and to develop capacity to transform the world, that he/she may be equipped and inspired to promote Christian transformation of the world.

1. Good training in character traits and discipline originates in the home because the parent is the first teacher of the child. It is a parent's obligation by teaching and by example, to develop in the child good habits of behavior as well as proper attitudes toward the school.
2. It is the responsibility of Holy Family Catholic School to expand, encourage, and develop habits and attitudes within a Christian atmosphere that allow each child to achieve maximum educational benefits. We strive always to support parents in their efforts to guide and shape their children. Holy Family Catholic School's supportive efforts center on the development of a consistent, reasonable approach to discipline.

3. Individual students must contribute to the good of the group. In this capacity, each student is responsible for his/her behavior and will be accountable for any which is disruptive or an infraction of the school rules.
4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.
5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs and rights.
6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.
7. Students must learn to deal with the consequences of their actions if they are to develop to maturity as healthy adults.

### Student Responsibility and Discipline Policy

#### QUOTES FROM DOCUMENTS OF VATICAN II

Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain the goals for Catholic Education as defined by Vatican II.

- I. SCHOOL DISCIPLINE is the guidance of the conduct of pupils in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all pupils. The students at Holy Family are entitled to learn and develop in a setting which promotes respect of self, others, and property.
- II. BREACH OF DISCIPLINE is any conduct of pupils which interferes with the maintenance of school discipline.

Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students cannot be tolerated. Insubordination and gross misbehavior are incompatible with good citizenship and good government. Examples of different classifications of breach of discipline are:

- A. Temper tantrums or verbal outbursts which disrupt a class;
- B. Personal misbehavior to other students such as intimidation;
- C. Open defiance involving refusal to conform to the rules and regulations, profane and obscene language, obscene gestures, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school, refusal to comply with the request or direction of teachers, administrator, or other school personnel
- D. Willful disobedience;
- E. Continuous breaking of school rules;
- F. Physical attack on others or threats of physical attack, physical violence

- or other threats;
  - G. The use, possession, purchase, or sale of alcoholic beverages, drugs, or drug paraphernalia.
  - H. Possession of weapons such as guns, knives, fireworks, or other dangerous objects;
  - I. Display of racial bigotry or intolerance;
  - J. Violation of the Criminal Code of Iowa;
  - K. Documented cases of incorrigible conduct within the classroom or on school premises;
  - L. Willful destruction of parish/school property, or personal property of teachers and/or students;
  - M. Setting fires or false alarms;
  - N. Possession and/or use of tobacco products.
- III. AREAS IN WHICH DISCIPLINARY CONTROL OF PUPILS IS TO BE EXERCISED ARE AS FOLLOWS:
- A. While on parish/school premises.
  - B. While engaged in related school activities and functions, such as approved field trips, tours, and extracurricular activities such as sports, band and chorus.
  - C. Conduct of pupils away from the school grounds is subject to school discipline if it directly affects the good order, efficiency, management and welfare of the school. For example: School skating parties.

The classroom, corridors, and other parts of the school building, grounds, and parking lots (or total school premises), and church are the most important areas of control and will, therefore, receive major emphasis.

- IV. THE FOLLOWING POSSIBLE ACTIONS ARE AUTHORIZED TO BE TAKEN IN ALL CASES OF BREACH OF SCHOOL DISCIPLINE REGULATION:
- A. DETENTION will be during non-academic time (recess, lunch, before or after school). Parental notification will be given regarding the circumstances that evoked the detention. Documentation by the teacher and/or principal will be kept regarding detentions. Parents will be given 24-hour notice of a student detention. Parents must come to meet with the teacher at the conclusion of the detention time in order for the student to attend school the following day.
  - B. EXCLUSION FROM CLASS OR ACTIVITIES with the approval of the principal for a short period of time. This may include participation in school-sponsored activities, sports, or events. Parental notification will be given regarding exclusion.
  - C. CONFERENCING may be required involving parent(s), teacher(s), student, and/or administrator and Canonical Administrator.
  - D. IN-SCHOOL SUSPENSION with approval of principal for a period of time not to exceed five (5) days; parents will be notified in a timely manner. Credit will be given for class work that is made up.
  - E. SUSPENSION OF THE PUPIL TO HIS/HER HOME, with the approval of the principal for a period of time not to exceed five (5) school days. The pastor and

Board President will be notified in a timely manner. Suspension of the pupil to his home is intended to acquaint the parents with the seriousness of the discipline problems and to secure their cooperation in solving them. The suspended student will not be readmitted to school unless a parent confers with the principal. Credit will be given for class work that is made up.

- F. EXPULSION shall be made only by the principal and Canonical Administrator. A student may be expelled from school for breach of discipline, violation of the regulations and rules established by the School Board, or when the presence of the student is detrimental to the best interests of the school. In addition, the administration may expel any child or any student whose presence in school would be injurious to the health or morals of other students or to the welfare of the school. Parents and students may request a hearing before the Canonical Administrator prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from Holy Family. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of the Principal and Canonical Administration.
  - G. PARENT/STUDENT CONTRACTS. In cases the administration deems necessary, parent/student contracts will be issued to students and/or parents. The purpose of the contract is to clearly define the parent/student expected behavior and to clearly define consequences. Parents are required to be a part of student contracts. Other Holy Family Catholic School staff, when necessary, will also be a part of the student contract. All contracts will be shared with the Canonical Administrator for approval.
- V. RESTRAINT AND PHYSICAL FORCE
- A. Restraining is the act of physically controlling or directing the actions of a student. The principal and the teachers are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming him/herself or another, or property. Restraint should not cause serious or permanent harm.
  - B. Deliberately striking a student is specifically prohibited. The use of reasonable force in self-defense or defense of another may be warranted for protection.
  - C. Factors determining reasonable and appropriate actions are:
    1. Age
    2. Physical stature and strength of the student
    3. Previous history
    4. Maturity of the student
    5. Seriousness of the infraction
      1. Apparent motive and state of mind
      2. The nature of the danger to the student or the nature of the danger to another.
  - D. Whenever physical contact, reasonable force in self-defense, or physical restraint is used, it shall be reported immediately to the principal, and parent(s) shall be notified.

VI. TRUANCY is not against the Compulsory Attendance Laws of Iowa. The procedure for dealing with truancy will be to notify the parent by telephone or letter and appropriate measures will be taken at the discretion of the principal. School office will call the absentee by 9:00 AM.

VIII. NON AUTHORIZED PERSONS should not be in the school building or on the school premises at any time without authorization of the school building administrator. Teachers are obligated to inform the principal of any intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, or disrupt the discipline and/or scholarly atmosphere, he/she may be subject to prosecution. Non authorized persons are: non-custodial parents, students from other schools, any persons suspected of being on the school premises for any unauthorized purpose.

IX. STUDENT SEARCH

- A. NO CONTRABAND ALLOWED. In the interest of maintaining the health, safety, and good order of the school environment, students shall not have items of contraband in their possession or control on school grounds, on school vehicles, or while attending school activities or events. Items of contraband include controlled substances which have not been validly prescribed, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco products, weapons, explosives, poisons, stolen property or other devices or material which are intended to interfere with school order. Certified school employees may without a warrant search a student, a student's belongings, student's lockers, desks, work areas or vehicles under the circumstances outlined below in order to maintain the safety, health, discipline and order of the school environment.
- B. REASONABLE SUSPICION. Searches of students, their clothing, pocketbooks, briefcases, book bags, duffel bags or other personal containers in the immediate proximity of the student, searches of lockers, desks, other workstations which a student may lock (except for periodic inspections) will be conducted if there is a reasonable suspicion that a criminal offense or a school rule (including the rule prohibiting possession of contraband) has been violated by the student(s) being searched and that the search will produce evidence of such violation.
- C. PERSONAL SEARCH. Authorized personnel with a witness present may ask a student to empty his/her pockets, handbag, briefcase, book bag, duffel bag, or other personal belongings when there is reasonable suspicion that the student has contraband in his/her possession. If the student fails to comply, an administrative staff member or his/her designee with a witness may search the student or his/her belongings. Except in cases of emergency (e.g., it is believed the student may harm himself/herself or others), other staff members shall not conduct a search. If contraband is found in a personal search, appropriate disciplinary action may be taken.
- D. LOCKERS AND OTHER LOCKED FACILITIES.

1. PERIODIC INSPECTION. Lockers, desks, and other facilities remain at all times property of the parish/school, even though temporarily assigned to students. Lockers, desks and facilities may be periodically inspected for cleanliness, missing school property and evidence of damage. At least 24-hour advance notice shall be given of the date and time of inspection before periodic inspections are made of lockers or other facilities which students are permitted to lock. Written notice need not be given; oral notice may be given through normal school channels. If contraband is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items, which may be illegal to possess, may be turned over to law enforcement authorities.
2. Authorized personnel with a witness may request a student to open his/her locker or other assigned facility which may be locked by the student and disclose its contents when there is a reasonable suspicion the student has contraband in the facility. Facilities that are not allowed to be locked by students may be inspected or searched at any time. If the student fails to comply with authorized personnel a witness may search the locker or other facility. If contraband is found the student may be subject to appropriate disciplinary actions, and items that may be illegal to possess may be turned over to law enforcement authorities.

E. SEARCHES BY LAW ENFORCEMENT OFFICIALS.

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

SCHOOL BOARD DISCIPLINE POLICY applies to children using the ACES childcare Program. The ACES Director is in charge of administering policy.

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

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

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

#### DISCIPLINE K-2

If the situation should arise where a student has a persistent behavior problem, a teacher will request a mandatory parent meeting to address the behavior concern. Consequences such as inside recess, missed field trips, are used to correct misbehaviors. Parents will be notified when such consequences have occurred. If a problem is of a serious nature, the child shall be sent to the principal's office upon which time the parent will be notified immediately, either at home or at the workplace. A disciplinary action will follow.

#### DETENTION 3-8

Detention is designed to encourage and promote student responsibility. The teacher will call the parent; notify them of their child's behavior, and the need for a detention. The detention will last 30 minutes. Documentation of all detentions will be entered on the student information system.

#### SEARCHES

It shall be the policy of the Diocesan School Board that, in the enforcement of policies and regulations designed to protect individuals and to preserve the educational environment, searches of lockers, desks, personal effects and the program participants shall be permitted at the direction of the administrator of the educational program or the administrator designee.

#### CHEATING

Students are required to do their own work. Students should ask teachers or parents for help when they need assistance or assignment clarification. Students who copy homework or give test answers or take answers from another classmate will be given detention and will be held accountable for the homework or test. Second offense, the student will be given an F and an in school suspension. 3rd offense the student will be given an F and an additional meeting will be held with the student's parents to determine if Holy Family is the right fit for the student.

Parents will be contacted concerning the offense at the discretion of the teacher and depending on severity. There will be a teacher-student conference for the first offense. Parents may be asked to meet with the teacher and principal to discuss the student's behavior. The student and family will also be asked to set up a meeting with Father Nivin as well within a week of the incident.

#### DANGEROUS WEAPONS

It is the goal of Holy Family Catholic School to provide all students, staff and parents with a safe and orderly environment. For that reason, we have zero tolerance regarding weapons or anything that could be used in that way. Knives and guns (including squirt guns and other look-alikes) stay at home.

Dangerous weapons are not allowed on school grounds or at school sponsored events. It shall be the policy of the Diocesan Board of Education that weapons and other dangerous objects be taken from students and others who bring them on to the school property or from students who

are participating in any school-related activity away from school premises. Parents of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects may be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

Students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Readmission of the student at the end of the expulsion period will be based on the recommendation of the principal to the local board of education. The principal, in consultation with the superintendent of schools, shall have the authority to recommend to the local board modification of the expulsion requirement for a student on a case by case basis. For purposes of this policy, the term "firearm" includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Exceptions to this policy may be granted on a case by case basis by the principal for weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted in advance of the display for educational purposes.

For the purpose of this policy, a "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

Dangerous objects include, but are not limited to, clubs, Nunchucks, brass knuckles, knives, butterfly knives, stun guns, Billy clubs, and lighters.

#### GUM/CANDY CHEWING

Gum/candy chewing or any food eaten outside of lunch times is not allowed. Classroom parties with principal approval are the only exception to this rule. All other food/candy should be kept in the student's locker. Students can be assigned detention and custodial duties as a consequence if they choose to have gum/candy without permission. Parents will be notified and a 24-hour notice given for the detention to be served.

#### SNOWBALLS

Snowballs are not to be thrown on school grounds. Students will be assigned custodial duties and a detention as a consequence and will make the appropriate apologies. Parents will be notified and a 24-hour notice of the detention will be given.

#### STUDENT RESPONSIBILITY

Ultimately, it is the student who must be responsible for his/her actions and who must be motivated to set high goals for himself/herself to be successful. To do this, the student should:

1. Realize responsibility for his/her own actions.
2. Approach studies with a seriousness of purpose and a realization that learning is work.
1. Develop good study habits and make a sincere effort to do his/her best in all studies by having homework completed neatly, completely and on time.
2. Be well prepared for classes each day, both mentally and physically.
3. Develop an attitude of consideration and thoughtfulness for the rights, the welfare and happiness of other people.
4. Respect the authority of teachers and other members of the school staff.
5. Be regular in attendance and punctual in arriving at school.
6. Dress according to uniform code and practice habits of personal cleanliness.
7. Choose friends and companions carefully.
10. Act in a manner which will reflect credit on himself/herself during extra-curricular activities.

#### ELECTRONIC DEVICES, CELL PHONES, LASERPOINTERS, TOYS, ETC.

Electronic devices including cell phones or toys of any kind, cards of any kind, or any item that distracts from the learning environment can be brought to school by students but must remain in their locker and off during school hours. Such items will be removed from students, if used at inappropriate times, and kept by the school principal until a parent can come and get the items. *Holy Family Catholic School is not responsible for the safety or upkeep of such items.* Outdoor toys may be brought to school if shared: soft balls (excluding baseballs, softballs and bats), jump ropes and Skip Its. Other safe outdoor toys may be allowed by approval of the principal and used at recess with the permission of the principal prior to use. - coming from the Diocese's new policy.

#### SCHOOL PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages or destroys school property or texts, the student will be expected to pay the expenses involved and/or personally clean up an area.

**All final decisions are at the discretion of the Administration.**

## **COMMUNICATION**

### PARENT-TEACHER

Drop in Day at the beginning of the school year, Open House and parent/teacher conferences in the fall and spring will give parents the opportunity to visit with their children's teacher. **These are also mandatory events for parents to attend.** Holy Family School encourages parents to speak to classroom teachers as we team together to make great differences in the lives of children

### PHONE CALLS

Telephone calls made to the school will be always monitored by school personnel. Holy Family Catholic School encourages families to leave messages with the school secretary. Messages will be forwarded to students.

NEWSLETTERS/CALENDAR OF EVENTS

There will be a weekly newsletter and calendar of upcoming school events from the principal and periodic newsletters or notes from teachers and secretaries. These will be sent via email and will be posted on the school website.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in fall and spring. Conferences are scheduled for all parents whose children are in Grades Preschool – 8. This is a valuable time of sharing between parents and teachers about academics, growth in maturity, and the faith development of each child. It is **expected** that parents attend scheduled conferences. The principal may contact parents if conferences are unattended. Teachers in selected grades may also require student attendance.

Parents or teachers may request additional conferences.

PROGRESS REPORTING TO PARENTS

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

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

HOLY FAMILY CATHOLIC SCHOOL BOARD OF EDUCATION MEETINGS

The Holy Family Catholic School Board meets once a month on the second Tuesday of each month. School Board meetings begin at 6:00 p.m. at the school. Meetings are open to the public. All who are interested are encouraged to attend.

GRIEVANCE PROCEDURE FOR PARENTS

If an occasion arises that a parent feels a problem has occurred at school, the proper, up front and most effective procedure to use is:

Contact the teacher involved with the problem. The principal will generally refer parents to the teacher if this step is not completed.

Call the principal if the problem is not resolved.

If a parent does not feel an agreement has been reached, the problem may then be taken to the Canonical Administrator. If parents wish to speak to the Canonical Administrator, they will be required to reach out to them and schedule an appointment.

CHILD CUSTODY

The law holds that parents do not cease to be parents when they no longer have custody of their children. Therefore, Holy Family Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, Holy Family Catholic School will provide the non-custodial parents with

access to the academic records and school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Divorced parents are asked to furnish Holy Family Catholic School with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

#### CONTACTING TEACHERS

The school office is open from 7:45 AM to 3:30 PM during the school year. Teachers may be contacted by telephone during the school day. A message will be given to the teacher when s/he is free from classroom duties.

Holy Family Catholic School encourages parents to contact the school about seeing a teacher as needs arise. Parents may request a conference at any time they feel a need to do so. This can be done through the school office by leaving a message for the teacher to return the call. Teachers are available to meet with parents between 7:35 a.m. and 3:35 p.m. Teachers are not expected to stay beyond the contract hours as Holy Family Catholic School honors their commitments in their private lives as family members as well as teachers. Please call to schedule a time that is mutually agreed upon by both parties. Often a telephone call, note or visit can clarify a point of concern about your child's progress as well as share good things that are happening.

#### VISITING CLASSES

Parents are welcome to visit Holy Family Catholic School at any time. Please call the school office to make arrangements with the teacher or principal prior to your visit. To keep the school environment secure, parents are asked to always check in at the office and your child will be called to the office to visit with you. Forgotten lunches and other items of importance should be left at the office for students.

#### STUDENT VISITORS

Arrangement for student visitors to visit must be made through the principal. It is mandatory that all visitors check in at our school office prior to visitation to any classroom. All visitors are required to wear a visitor's badge while in the building.

#### MORNING DROP OFF

Parents are welcome to come into the building during the first week of school to allow children to feel comfortable. **After the first week parents are asked to drop children off and let children enter the building, eat breakfast, and go to their lockers by themselves. It is important to help children be independent as part of growing into secure and successful young people.**

#### PARENT RESPONSIBILITIES/PARENTAL INVOLVEMENT

We believe in the opportunity for parental involvement at Holy Family Catholic School. Parents can become actively involved as teacher assistants, resource people, and as assistants on field trips and extracurricular activities. Parents may also join the Holy Family Catholic School Board. We keep parents informed about school activities through parent-teacher conferences,

Wednesday folders, weekly newsletters from the principal, and by extending an open invitation to visit the school. We do ask that should a parent/guardian come to school unexpectedly for whatever reason and request to see a child or visit a class, that he or she report to the office first at which time the principal, secretary or a teacher will visit with the classroom teacher.

The parents or guardians of Holy Family Catholic School students are expected to assume responsibility for the academic, spiritual, and personal development of their child(ren). To do this parent should: Provide opportunities at home for the child to assume responsibility for his/her actions.

- Provide a learning environment at home, realizing that parents are the primary educators of their child.
- See to it that the child is mentally and physically prepared for school. This includes nutritional meals, guidance in TV watching, and sensible bedtimes.
- Teach thoughtfulness and consideration for the rights of others; teaching children to compromise and settle differences by talking rather than fighting.
- Make every effort to see that the child is at school on time and does not have any unnecessary absences or tardiness.
- Understand that communication with teachers is necessary for education teamwork.
- Support the school and teacher(s) when they are fulfilling all the responsibilities toward the student.
- Make every effort to attend school and parish functions. Show that church and education is a high priority in your family.

#### DUAL PARENT REPORTING

In the case of a student whose parents' marriage has been dissolved, the names and addresses of both parents should be sent to the school office. A certified copy of the Order of Dissolution, as well as any subsequent modification of the Order, should be on file. Unless otherwise decreed, notices of school functions, progress reports, and appointments for Parent-Teacher Conferences, etc. will be provided to both parents upon request.

#### **ADMISSION**

The Holy Family Catholic School School Board offers the opportunity for a Catholic education to all that desire it. Due to space and personnel limitations and in compliance with the guidelines set by the Diocesan Board of Education please note the following policies.

#### REGISTRATION

A special registration is held each year for those students who will be attending Holy Family Catholic School the following year. A Preschool and Kindergarten Round-up will be held for all incoming students. New families moving to one of the Holy Family Catholic School parishes during the school year who desire parishioner status on tuition rates must register at the respective parish office. Returning families will continue to do an online registration/enrollment in the fall of the current school year for the following school year.

#### School Admission Policy: Grade PK-8

- I. Application for enrollment will be considered according to 1) compliance with the School School Board policy on class size limits; 2) compliance with the School Board

policy on financial obligations (all balances must be current); and 3) the following priorities:

- II.
  - A. Late Fall, currently enrolled students in Holy Family.
  - B. Early Winter Catholic students in the 5 participating parishes (St. John's, St. Ambrose, All Saints, Our Lady of the Americas, St. Peters) who have a sibling currently enrolled in Holy Family. Registrations will be accepted on a first come, first serve basis.
  - C. January 1, new Catholic students in participating parishes. Registrations will be accepted on a first come, first serve basis.
  - D. February, new Catholic students outside of the 4 participating parishes. Registrations will be accepted on a first come, first serve basis.
  - E. February, new non-Catholic students and non-Catholic siblings of students currently enrolled. Registrations will be accepted on a first come, first serve basis.
- III. The Principal will place those who are not admitted on a waiting list. This list will remain in effect until a child's name is removed from the list. To remain on the list, a child must be registered annually.

For registered and tithing Holy Family Catholic School parents/custodians/guardians whose children are not admitted to Holy Family Catholic School K-8 due to space limitations and choose to enroll their children in other Catholic elementary schools, an attempt will be made to place these children in another Catholic school at a reciprocal tuition rate which will not disadvantage these parishioners. Holy Family Catholic School will also help to place children in a Catholic school of the parent's choice, if possible, at reciprocal tuition.

#### School Admission Policy: Preschool Program

A maximum of 20 students are four years of age by September 15, 2025, will be considered for enrollment in the Holy Family Catholic School Preschool program in the following order:

- A. January, Catholic students in Diocese participating parishes who have a sibling currently enrolled in Holy Family. Registrations will be accepted on a first come, first serve basis
- B. January, new Catholic students in participating parishes Registrations will be accepted on a first come, first serve basis
- C. February, new Catholic students outside of the 4 participating parishes. Registrations will be accepted on a first come, first serve basis
- D. February, new non-Catholic students and non-Catholic siblings of students currently enrolled. Registrations will be accepted on a first come, first serve basis

The Principal will place those who are not admitted on a waiting list. This list will remain in effect until a child's name is removed from the list, except that, each year, children of Holy Family parishioners shall be placed on the list ahead of non-parishioners. To remain on the list, a child must be registered annually.

HOLY FAMILY CATHOLIC SCHOOL BOARD

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It shall be the policy of the Holy Family Catholic School Leadership Council/School Board that Holy Family Catholic School will first serve the students from sponsoring parishes and then other interested students regardless of race, creed or color.

1. Admissions will be at the discretion of the administrator based on pertinent information (background, educational history, etc.)
2. Those who wish to enroll must be willing to accept Holy Family School's Catholic philosophy, goals and objectives.
3. Those who have special needs will be considered on an individual basis and acceptance will depend upon the ability of the school to provide needed services/programs.
4. Those who wish to be enrolled must be prepared to meet all financial obligations. Those in need of financial assistance may apply for tuition aid if funds are available.

**POLICY REVISED: May 28, 2024**

TRANSFER OF STUDENTS

It is the policy of Holy Family Catholic Leadership Council/School Board that a screening process shall be accomplished with each new student to determine placement at Holy Family Catholic School. The screening process takes up to two weeks and shall include receipt and review of the student's records from his/her previous school. The school from which the child transferred will be contacted to provide a clearer understanding of the reason for the transfer. The Resource Teacher will confer with the principal who will make all final admission decisions based on testing results, an

When a child transfers to another school, parents are asked to sign a release form at the receiving school. This form gives permission to transfer a child's permanent record folder to the receiving school. Tuition is expected to be current before records will be transferred.

Any student transferring from another school will be placed on a probationary period. During the nine-week probationary period the child will be evaluated through the following process to ensure that he/she will receive the greatest benefit from our school environment:

Through observation and evaluation the child's teachers and the principal will determine if Holy Family Catholic School can provide for his or her educational, behavioral, physical, and social needs. If it is decided that the child could benefit more from another type of educational program not available at Holy Family Catholic School, permanent admission will be denied. This



An enrollment fee is assessed to all families. **This fee is due at the time of enrollment.**

## **EMERGENCY PROCEDURES**

### FIRE DRILL/CIVIL DEFENSE/TORNADO

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

### ASBESTOS MANAGEMENT PLAN

The Asbestos Management plan for Holy Family is available for review in the school office. This management plan is required under the federal "Asbestos Hazard Emergency Response Act" (AHERA) codified in 40 CFR Part 763. If you have questions, please call the school office.

### HEALTH

Certificates of immunization are required of every new student before entrance into school. **Students are expected to have a physical examination before entrance into Kindergarten, grade 4 and grade 7.** Examination forms are available from the school office. The school maintains individual pupil health records as required by the State of Iowa. An audiologist from Heartland AEA conducts hearing screenings.

### IMMUNIZATIONS

All students must have up-to-date immunization records on file in accordance with Iowa law. Parents/guardians must provide documentation before school begins and update it as needed. Exemptions: Iowa allows exemptions for:

- Medical reasons (signed by a licensed healthcare provider on the official form)
- Religious beliefs (signed by a parent/guardian on the official form)

Students may attend provisionally if they have started the required vaccines and are completing the series. Students without required documentation or valid exemptions cannot attend school until records are current.

### ACCIDENT OR ILLNESS

In case your child is ill or has an accident at school, the parent/guardian or emergency reference will be notified at once. Please have an alternative place for your child to go if you are unable to pick up and take care of your ill child. No child is ever sent home until prior arrangements have been made. If a child becomes ill or is hurt, he/she should report to his/her teacher or some faculty member.

### WHEN SHOULD YOUR CHILD STAY HOME?

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well:

**Diarrhea/Vomiting-** within the last 24 hours: keep child home

**Fever-** 100 degrees or greater: keep child home until fever-free at least 24 hours without medicine.

**Runny Nose** – 1) due to allergies: send child to school, 2) due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose: keep the child home.

**Strep Throat – highly contagious bacterial infection – sore throat, fever (usually), aches;** diagnosis is made by a throat culture: child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning to school.

**Pinkeye** – highly contagious and presents itself with burning, itching red eyes with yellow drainage: child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school.

**\*Chicken Pox** – one of the most common contagious viral diseases of childhood. Symptoms include low-grade fever and a distinctive rash. The rash begins as red bumps that develop into blisters that pop and form scabs. The rash causes itching which may be severe. Children should not return to school until all blisters have scabs. This usually takes 7 days or more.

**Impetigo** – it is a skin infection, which occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots which fill with fluid (blisters). The blisters rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic or both. The child should be on medication for 24 hours before returning to school.

**\*Rash** – may be due to many different illnesses and may be contagious. A physician should be contacted for a diagnosis and permission for your child to return to school.

**Head lice** – symptoms are usually lice/nits in the scalp hair. The student needs to be excluded until after the first treatment with a lice shampoo and all nits..

#### HEALTH CARE PLANS

The Iowa Administrative Code 281—41.23(281) states the definition of “individual health plan is the confidential, written, preplanned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation and an emergency plan. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.” The Administrative Code further states prior to the provision of special health services a written individual health plan is on file [IAC 281—41.23(1)(b)(4)].

#### AIDS

Holy Family Catholic School policy on staff and students who may contract AIDS is contained in the Policy Book of the Diocese of Des Moines (Policy #512). Should you need any specific information on this policy, please contact the principal.

#### MEDICATION

A special form must be signed by the doctor for medication to be given at school. This includes the taking of Tylenol or cough drops. The form and medication is to be sent to the office. (School personnel have been trained to dispense medications sent with the proper form). Two of these forms have been included in the back of this handbook.

#### MEDICATION POLICY

All prescription medication that must be taken during the school day must be turned into the office.

1. A licensed physician or dentist must prescribe all medications.

2. Prescription medications must be in the original pharmacy-labeled container. The pharmacy label on prescription medication is considered the physician's instructions.
3. Over the counter medications (e.g. Pain reliever, cough drops) must be in the original container and must be labeled with the student's name. All over the counter medications must be accompanied by a physician's instructions.
4. Parents must complete the parent request for giving medication forms for any/all medication that is to be administered at school. A new parent request form must be signed for new medication or dosage changes.
5. Parents may administer medication at school to their own children without the above-mentioned request form.
6. A student may be considered for co-administration or self-administration of medication with demonstrated competency and instructions from the physician and parental permission.
7. Antibiotics that are prescribed three times per day should be given at home.
8. All medications will be stored in a locked cabinet in the school nurse's office.

## **EXTRA CURRICULAR ACTIVITIES**

### **ACADEMIC STANDARDS FOR EXTRA-CURRICULAR PARTICIPATION**

**Any student absent from school during the day will be excluded from activities after school.** This includes practices, games, or participation in other extracurricular activities. Funerals and family emergencies may be an exception. The administrator will determine exceptions. There will be no extra-curricular activities for 24 hours after an absence. If a student misses school on Friday, it is up to the parent whether the student participates in Sunday events.

Ref. Policy # 582

To participate in school extracurricular activities a student in grades 5-8 must:

- Maintain effort and good conduct in his/her classes.
- Maintain passing grades in each subject.
- Detentions can result in being ineligible.

### **ATHLETICS**

The Parochial League offers organized league play in girls volleyball, football, boys and girls basketball and boys and girls track. These sports are available to students in grades 6 through 8. Fifth grade students may participate in track. Information concerning these programs is available through the school. A policy of acceptable behavior and academic performance will be provided to each student who participates in any of the athletic programs. Additional activities may be offered through the City of Des Moines city recreation department as well as programming provided by Holy Family Faculty and staff.

A student's conduct at all athletic events is an expression of him/herself as an individual. Students should remember that they are representing Holy Family Catholic School and the community of the four parishes that make up Holy Family Catholic School whenever attending a school function. Students should conduct themselves in such a way that they can be proud of

themselves, and others will be proud of them as well. Misconduct will not be tolerated. Withdrawal from the extra-curricular will result for any member violating the expected code of conduct.

**Students participating in parochial league sports must have a physical on file each year and are asked to pay an extracurricular fee of \$50 per participant per sport.** Physical forms are available in the school office and can also be found in the back of this handbook.

### **BIRTHDAY/TREATS/CLASS PARTIES**

Children are allowed to celebrate birthdays at school. The following guidelines apply to a birthday celebration:

1. Treats are to be simple, pre-wrapped, and not homemade. **Please refrain from bringing cupcakes and any treat with frosting.**
2. The classroom teacher must have advance notice so the party may be planned.

### **LANGUAGES**

Holy Family Catholic School recognizes the diversity in our churches, school and community. We respect and value all people. At Holy Family Catholic School, instruction and learning will be conducted in English. For the purpose of enrichment and socialization, all students will speak English in non-instructional settings as well as instructional settings except when assistance in his or her first language is needed for understanding of academic material. All language must be appropriate and reflective of the gospel of Jesus.

### **SUPPLIES**

A list of needed supplies will be sent home in the spring with each student. A list can also be found on the school's website [www.hfcsdm.org](http://www.hfcsdm.org)

# **APPENDIX A**

DIOCESE OF DES MOINES  
BOARD OF EDUCATION

## **ADMINISTRATION**

### **Sexual Harassment**

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

## **PROHIBITED ACTS**

Sexual harassment is strictly forbidden in diocesan education programs. For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or status in a class, program, or activity;
- B. submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

#### EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment encompasses any sexual attention that is unwanted. Examples of the verbal or physical conduct prohibited include, but are not limited to:

- A. physical assault
- B. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, education, grades or letters of recommendation;
- C. direct propositions of a sexual nature;
- D. subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted gestures;
- E. a pattern of conduct (not legitimately related to the subject matter of a course if one involved) intended to discomfort or humiliate, and/or that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes or anecdotes;
- F. a pattern of conduct that would discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging, or brushing against a person's body; (2) remarks of a sexual nature about a person's clothing or body; or (3) remarks about sexual activity or speculations about previous sexual experience.

## APPENDIX B

**LEVEL I INVESTIGATOR OF CHILD ABUSE: Paulette Theisen**

**LEVEL II INVESTIGATOR OF CHILD ABUSE: Donna Bishop**

#### ANTI-HARASSMENT AND ANTI-BULLYING

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

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

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

"Electronic" shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies. The phrase "trait or characteristic" of the student as used in this policy includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

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

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

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

This policy shall be in effect while students are on school property, while on school owned or school-operated/leased vehicles; while attending or engaged in school sponsored activities; and

while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe they or another student or students are the victim of bullying or harassment should immediately report their concerns to the school principal or the principal's designee. The school must promptly and reasonably investigate allegations of bullying and harassment. The principal or the principal's designee will be responsible for handling all complaints by students alleging bullying or harassment.

If a staff member believes she/he is or has been bullied or harassed by a student, the staff member should contact the principal who must investigate the matter. If the staff member chooses, the matter may be reported to legal authorities.

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

The principal shall ensure that the anti-harassment and anti-bullying policy and procedures are printed in the Handbooks and integrated into the school's Comprehensive School Improvement Plan (CSIP). The principal or the principal's designee is responsible for collecting data relating to incidents of harassment and bullying. This data must be reported in the spring Basic Education Data Survey (BEDS) and to the local public annually.

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

**Policy Adopted:** January 31, 1994

**Policy Revised:** April 25, 2000

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May 21, 2007

January 21, 2008

July 30, 2021

Policy 7.0

Holy Family Catholic School Board of Education

Policy 7.0

## APPENDIX C

### ALCOHOL AND DRUG DISCIPLINARY POLICY

It is the policy of the Holy Family Board of Education that the use, sale, purchase and/or possession, by a student of any tobacco, alcoholic beverages, any prohibited controlled substance, (other than one that is prescribed by the individual student's physician) or drug paraphernalia, shall be strictly prohibited while the student is on any Holy Family Catholic School ("School") property or under School Supervision. This includes attendance at school, riding in school-arranged transportation, at a school-sponsored, parochial or public school-sponsored event or otherwise under school supervision and jurisdiction.

### **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, cutting and/or residue, and "E-cigarettes") used for smoking, chewing, 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: including synthetic drugs and "look alike".

Any substance regulated by the "Iowa Imitation Controlled Substances Act" (which include, " 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

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 direction. 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 (including the box in which they were received).

### **Prohibited conduct: Alcohol and Drugs**

1. The possession, use, consumption, purchase, distribution, or sale of alcohol and/or drugs, residue or possession of related paraphernalia
2. Any student coming onto school property or attending school-related or sponsored activities under the influence of drugs and/or alcohol as defined above
3. Any student having alcohol, drugs, residue, or paraphernalia in his/her belongings while at school or attending school-related or sponsored activities
4. The possession, use, consumption, purchase, distribution, or sale of alcohol, drugs or possession of residue or paraphernalia while the student in on school property, is at a school related or school sponsored event, or is in attendance in school
5. If a student or parent hosts or attends a party where alcohol, drugs or paraphernalia are provided by the student and/or student's parent(s) or guardians(s), the student is liable to dismissal from school and /or subject to consequences listed below.
6. Any student who hosts or attends a party/gathering where alcohol, drugs or paraphernalia are present, even if the student host did not knowingly provide the alcohol, and/or other drugs, or paraphernalia, are in violation of this policy. Students who attend a party or gathering are in a vehicle where alcohol, drugs, residue, or paraphernalia are present, but do not fall within any of the other categories (1) through (5) of the "Substance Abuse" Policy are subject to consequences.

#### Consequences: Alcohol and Drug Violations

The disciplinary consequences outlined below generally will be followed, but the Administration reserves the right to deviate from the stated consequences 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

Below are the 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 Holy Family Catholic School for a first violation, based upon mitigating circumstances outlined above.

### **Level One Violation**

**ANY STUDENT FOUND IN VIOLATION OF THIS RULE SHALL BE SUBJECT TO ANY ONE OR MORE OF THE FOLLOWING DISCIPLINARY ACTIONS AT THE SOLE DISCRETION OF THE ADMINISTRATIVE TEAM**

Illegal Possession and/or use of alcohol, other illegal drugs, synthetic, "look alikes", or drug paraphernalia outside of school or outside of any school sponsored function.

1. An in-school suspension for a minimum period of two days.
2. May be ineligible to participate in extra-curricular activities or sports activities
3. Community Service hours to be determined
4. A required 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**

Illegal Possession and/or use of alcohol, other illegal drugs, or drug paraphernalia on school property or any school sponsored function.

1. An out-of-school suspension for a minimum period of three days.
2. May be ineligible to participate in extra-curricular activities or sports activities
3. Community Service hours to be determined
4. A required 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.
5. Students will be placed on probation for the remainder of their school career.

### **Level Three Violation**

Illegal Possession and/or use of alcohol, other illegal drugs with the intent of manufacturing, distribution, or sale at any time.

1. Student will be dismissed and/or expelled from Holy Family Catholic School

Prohibited Conduct: Tobacco

The following are prohibited:

1. The possession, use, consumption, purchase, distribution, or sale of tobacco or tobacco products while the student is on school property, is at a school related or school sponsored event, or is in attendance in school;
2. The possession, use, consumption, purchase, distribution, or sale of tobacco or tobacco products by, to, or on behalf of any minor or their person not legally entitled to possess or use tobacco or tobacco products.

### **Smoke Free Air (Diocese of Des Moines Policy #709)**

Smoking or use of smokeless tobacco is not permitted in or on school building, school grounds, school vehicles, or non-school owned property used for extracurricular

activities. This includes places of work and student, all outdoor areas such as parking lots and sports areas/ and private vehicles on school parking lots.

### **Consequences: Tobacco violations**

Students who violate the Tobacco policy will be addressed on a case-by-case basis with full consideration given to any aggravating and/or mitigating circumstances.

If a student is caught in the act of a violation, he or she most likely will be sent home for the remainder of the school day.

Whenever the Principal has a reasonable suspicion that tobacco, alcohol and prohibited controlled substances may be found on a person or property of a student, the Principal may conduct an investigative search. A failure to comply with the request for an investigative search will be deemed as a lack of cooperation and provide the basis for the imposition of the disciplinary actions set forth in this policy.

## **APPENDIX D FORMS TO BE READ, SIGNED, AND RETURNED TO THE SCHOOL**

### **HUMAN GROWTH & DEVELOPMENT (HUMAN SEXUALITY)**

#### **EXEMPTION FORM**

While education of children in human growth, development, and sexuality is an essential aspect of God's creation as outlined in Vatican documents and through texts and programs approved by them, it is a parent's right to reserve such education to themselves and their children. Holy Family Catholic School uses the Diocesan approved Harcourt series entitled: *Growing in Love* series. Parents may view the texts used by calling the school office. Parents objecting to the school teaching the above topics to their children will be required to fill out this form each year they wish the exemption to apply. The form will be completed by the teacher who will indicate the appropriate alternate learning the student will perform outside of the regular classroom during the time Human Growth and Development is being presented.

I wish my son/daughter \_\_\_\_\_ to be given alternate lessons during the time sexuality is being taught for the following specific reason(s):

***Please send this form back to the school ONLY IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN THIS CURRICULUM.***

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**PARENT REQUEST FOR GIVING MEDICATION AT SCHOOL**

I request that the nurse, or the person whom the principal designates, sees that my child, \_\_\_\_\_, receives the following medication:

Medication \_\_\_\_\_ Amount \_\_\_\_\_

Time(s) of day to be given \_\_\_\_\_

Duration (number of days) \_\_\_\_\_

Illness/condition requiring medication \_\_\_\_\_

Prescribing physician \_\_\_\_\_

The medicine is to be furnished by me and labeled with the child's name.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

1	<p><b>PHOTO CONSENT</b> I hereby authorize and give consent to my school and those acting under its authority to take, publish, and copyright all photographs, CDs, or DVDs in which my child appears. I waive the right that I must inspect and/or approve the finished product that may be used in connection with the public relations coverage of said school. These could include, but are not limited to, the parish or school website, the Catholic Mirror, the Des Moines Register, and the Sunday bulletin.</p>	YES	NO
2	<p><b>DIRECTORY INFORMATION</b> I hereby give consent for my student's information to be listed in the school directory. This information will include name, grade, address, phone number, family email (Diocesan policy 525.1)</p>	YES	NO
3	<p><b>STUDENT HANDBOOK</b> I have read the school's student and family handbook and agree to abide by and follow the policies and procedures contained therein. These policies and procedures have been discussed with my child. (Diocesan policy 549.1)</p>	YES	NO
4	<p><b>TECHNOLOGY ACCEPTABLE USE</b> My child has the right to use school technology for school assignments and work. My child is aware of the rights and responsibilities that come with using the school technology. These include but are not limited to: use that is not contrary to the mission and goals of the school, use that fosters learning and academic achievement, following rules of privacy and ethical behavior utilized in communication. (Diocesan policy 585.5)</p>	YES	NO
5	<p><b>TEXTBOOK REQUEST</b> I respectfully request textbooks for my child through the local public school district according to Iowa State Code 301 and Senate File 2125. I understand that such funding shall be limited to a maximum of twenty dollars per pupil. (Exact amount to be determined by total allotment determined by the Legislature.) I have not and will not request this service through any other public school district.</p>	YES	NO
6	<p><b>INTERNET ACCESSIBILITY</b> We have internet accessibility in our home so we are able to receive information and check progress.</p>	YES	NO
7	<p><b>EMAIL CONTACT</b> I give permission for the school to send all communication to my email address as noted in my contact information.</p>	YES	NO

<b>8</b>	<b>MEDICAL INFORMATION</b> I give permission for the school nurse to share educationally relevant medical information with teachers and school staff on a need to know basis.	<b>YES</b>	<b>NO</b>
<b>9</b>	<b>MEDICAL TREATMENT</b> In the event of an emergency, I hereby give permission for the school to seek and to transport or have my child transported to a hospital for emergency medical treatment. (Diocesan policy 531.1)	<b>YES</b>	<b>NO</b>
<b>10</b>	<b>POLICIES AND PROCEDURES</b> I understand that I must abide by all policies and procedures as noted in the parent/student handbook. I know the handbook is available on the school website or in the school office	<b>YES</b>	<b>NO</b>

**SCHOOL YEAR PERMISSION SETTINGS**

CHILD/GRADE: \_\_\_\_\_ CHILD/GRADE: \_\_\_\_\_

CHILD/GRADE: \_\_\_\_\_ CHILD/GRADE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Permisos Para El Año Escolar

**NOMBRE/GRADO:** \_\_\_\_\_ **NOMBRE/GRADO:** \_\_\_\_\_

**NOMBRE/GRADO:** \_\_\_\_\_ **NOMBRE/GRADO:** \_\_\_\_\_

<b>1</b>	<b>PERMISO DE FOTOGRAFIAS</b> Por la presente autorizo y doy mi consentimiento a mi escuela y aquellos que actúen bajo su autoridad para tomar, publicar, y los derechos de autor de todas las fotografías, CDs. O DVDs en los que aparece mi hijo(a). Yo renuncio al derecho que tengo para inspeccionar y/o aprobar el producto final que se puede utilizar en conexión con la cobertura de relaciones públicas de dicha escuela. Estos pueden incluir, pero no están limitados a, la parroquia o página web de la escuela, el Espejo Católico, el Des Moines Register, y el boletín dominical.	<b>Y</b> <b>N</b>
<b>2</b>	<b>INFORMACION DEL DIRECTORIO</b> Yo doy consentimiento para que la información de mi estudiante sea incluido en el directorio de la escuela. Esta información incluirá el nombre, grado, dirección, número de teléfono, dirección de correo electrónico de la familia (Política Diocesana 525.1)	<b>Y</b> <b>N</b>
<b>3</b>	<b>MANUAL DEL ESTUDIANTE</b> He leído el manual de la escuela de estudiantes y familia y se comprometen a seguir y respetar los reglamentos y procedimientos contenidos en el mismo. Estos reglamentos y procedimientos se han discutido con mi hijo (a) (Política Diocesana 549.1)	<b>Y</b> <b>N</b>
<b>4</b>	<b>TECNOLOGIA DE USO ACEPTABLE</b> Mi hijo tiene el derecho de utilizar la tecnología de la escuela para las tareas y trabajo de la escuela. Mi hijo esta consiente de los derechos y responsabilidades que vienen con el uso de la tecnología de la escuela. Estos incluyen pero no se limitan a: uso que no sea contrario a la misión y los objetivos de la escuela, el uso que fomenta el aprendizaje y rendimiento académico, siguiendo las reglas de privacidad y comportamiento ético utilizado en la comunicación. (Política Diocesana 585.5)	<b>Y</b> <b>N</b>
<b>5</b>	<b>SOLICITUD DE LIBROS DE TEXTO</b> Solicito respetuosamente libros de texto para mi hijo(a) a través del distrito escolar público local, de acuerdo con el Código Estatal de Iowa. 301 y el Archivo del Senado 2125. Entiendo que dicho financiamiento se limitara a un máximo de veinte dólares por alumno. (Cantidad exacta será determinada por el total de asignación determinada por la Legislatura.) Yo no he solicitado ni voy a solicitar este servicio a través de cualquier otro distrito escolar público.	<b>Y</b> <b>N</b>
<b>6</b>	<b>ACCESO AL INTERNET</b> Tenemos acceso al internet en nuestro hogar para poder recibir información y checar el progreso.	<b>Y</b> <b>N</b>
<b>7</b>	<b>CONTACTO POR CORREO ELECTRONICO</b> Yo le doy permiso a la escuela que envíe todo tipo de comunicación a mi correo electrónico tal como se indica en mi información de contacto.	<b>Y</b> <b>N</b>
<b>8</b>	<b>INFORMACION MEDICA</b> Yo doy permiso que la enfermera de la escuela comparta información medica que sea educativamente relevante con los maestros de la escuela y personal de la escolar cuando sea necesario.	<b>Y</b> <b>N</b>
<b>9</b>	<b>TRATAMIENTO MEDICO</b> en caso de una emergencia, doy permiso a la escuela a buscar, transportar, o que sea transportado a un hospital de emergencia para tratamiento médico. (Política Diocesana 531.1)	<b>Y</b> <b>N</b>
<b>10</b>	<b>POLITICAS Y PROCEDIMIENTOS</b> Yo entiendo que debo cumplir con todas las normas y procedimientos como se indica en el manual de padres/estudiantes. Sé que el manual está disponible en el sitio web de la escuela o en la oficina de la escuela.	<b>Y</b> <b>N</b>

**FIRMA:** \_\_\_\_\_

**FECHA:** \_\_\_\_\_