

**PRINCE OF PEACE  
CATHOLIC SCHOOL**



**2021 - 2022  
PARENT / STUDENT  
HANDBOOK**

This Handbook is an extension of board policy and a reflection of the goals and objectives of the board. The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the Handbook. All employees support the policies of the Prince of Peace Catholic Education System and are responsible for their implementation. All parents/guardians and students are responsible for the knowledge of the contents of this Handbook.

## **Diocese of Davenport**

### **Equal Opportunity and Nondiscrimination Policy 101.0**

It is the policy of the Diocese of Davenport to provide equal employment and educational opportunities and not to discriminate.

The educational system of the Diocese of Davenport is committed to equal opportunities to the extent required by law, and does not discriminate on the basis on 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 in educational programs or activities which it operates. As a religious institution, we affirm the right to consider creed a bona fide qualification in certain cases. The educational system policy is not to discriminate in educational programs and activities extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school and parish administered programs.

Further, the Board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

**PRINCE OF PEACE CATHOLIC SCHOOL**  
**312 South 4<sup>th</sup> Street**  
**Clinton, IA 52732**  
**563-242-1663**

**PRINCE OF PEACE CATHOLIC PRESCHOOL  
AND CHILDCARE CENTER**  
**Childcare – Preschool**  
**245 26<sup>th</sup> Avenue North**  
**Clinton, IA 52732**  
**563-242-9258**

## **Mission and Philosophy Statement**

### **Mission Statement**

We, the Jesus Christ, Prince of Peace Catholic Education System, serve to facilitate the teaching ministry of the parish. Our purpose is to provide educational programs, which promote Gospel values and Catholic tradition in the context of a changing world.

### **Philosophy**

We believe that parents/guardians have the primary responsibility for the education and moral development of their children. However, the entire people of faith have an obligation to provide each individual with the opportunity to share in the Catholic heritage through an academically excellent, value-based education. Each individual is seen as a gift and a symbol of the growing Christian community. As stewards entrusted to share in the development of the individual with his or her family we are committed to a school system which:

- Staffs Christian professionals.
- Fosters a spiritual life that includes a personal prayer life and participation in liturgy.
- Reinforces values based on sacred scripture, Catholic doctrine and principles of social justice.
- Offers a curriculum preparing the individual to contribute meaningfully to society.
- Supports self-control, self-esteem and self-actualization.
- Provides culturally rounded experiences, inclusive of the arts, culture and athletics.
- Encourages social interaction and cooperation through participation in extra-curricular activities.

## **Prince of Peace Catholic Education System Goals and Objectives**

The administration and faculty assume the responsibility of assisting the parents/guardians, who are the primary educators of the child, in educating the whole child while preserving individuality and uniqueness. We established the following goals and objectives:

1. Develop in students a love and understanding of the Church and the teachings of Christ and to help them develop a spirit of prayer, worship and commitment.
2. Assist in the development of moral and spiritual values, ethics, and standards of conduct, integrity and self-concept.
3. Develop in students the ability to evaluate societal and personal experiences in the light of the Gospel and in so doing build a value system that will help them to promote social justice.
4. Help students become aware of their local and global relationships and responsibilities.
5. Provide resources and opportunities, which assist students in acquiring skills and in developing talents and cultural appreciation.
6. Develop in all students a respect for the rights and properties of individuals and groups.
7. Develop in students a positive attitude toward learning, a sense of responsibility for learning and a realization that education is a life-long process.
8. Continue to maintain and expand communications with the local community.

9. Provide a forum for exchange of ideas and opinions among administration, faculty, parents/guardians and students regarding curricular, extra-curricular and disciplinary areas of the school.

## **Parental Expectations**

Parents and guardians are a child's primary educator and influence. Parents and guardians are expected to teach their child (children) through their example of reverence, responsibility and respect. The Catholic school will assist parents in forming their children as disciples of Jesus Christ. The Catholic school teacher is a dedicated professional who makes sacrifices to teach in a Catholic school. Parents will show cooperation, support and gratitude by adhering to the following:

I will not tolerate vulgar, sarcastic, divisive, foul, off-color or suggestive language from my child, and I will set a good example in my own use of language.

I will not tolerate bullying, violent, or aggressive speech or behavior by my child.

I will not serve alcohol to my child or any other minor and I will refuse permission for my child to attend an event where there will be underage drinking.

I will show respect for the teacher and any other adult in authority in front of my child, regardless what I may think of their actions or say to them in private.

I will never lie to the pastor, principal or teachers to protect my child from the consequences of his/her behavior, nor will I lie to excuse his/her absences or tardiness.

I will stop rumors. I will go through the proper channels when I have a problem. I will not air grievances on social networking sites. I will not defame, ridicule or criticize the school, administration or faculty on these sites.

I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know that the good of all the children must be a consideration.

I will follow the school's rules, calendars, and deadlines and expect my child to do the same, even when I might disagree.

## **Admissions**

### **Student Admission – Open Enrollment**

Prince of Peace Catholic Education System follows the Diocesan Policy 501 Admissions. Enrollment means that students meeting the school's academic and financial requirements are to be admitted regardless of race, ethnic origin, or creed.

Registration and admission are not finalized until all educational records, including health and special education records, have been received, reviewed and an interview with the Administrator has been conducted.

A student who has been identified as having special needs will be accepted at the discretion of the Administrator. The parents/guardians must agree to available services and follow recommendations of the Area Education Agency and other resources available to the school. In order to serve the best interests of the student, the Administrator may determine continued enrollment status. The Administrator will contact officials from the prospective student's school as part of the admissions process.

Open enrollment means that students meeting the school's reasonable academic and financial requirements are to be admitted regardless of race or ethnic origin according to subsequent provisions of this policy.

As a Catholic school the admission policy must reasonably reflect the purpose for which the school was established, giving due consideration to the constituency, those people responsible for its foundation and maintenance. Consequently, priority is given to the admission of children of the constituency. Other students are admitted as space and conditions allow.

New or transfer students are accepted on a probationary status for a period of nine (9) weeks. Such status may be continued at the discretion of the Administrator. The Good Conduct Policy for participation in extra-curricular activities applies to all incoming students.

Non-Catholic families may apply for registration. Parents/guardians must give evidence of their interest in a religiously oriented atmosphere and agree to have their children participate in religion classes or other Catholic faith traditions. Available space is a determining factor.

### **Kindergarten Admission**

Children may be registered for kindergarten if they are five years of age by September 15, with exceptions made according to IA Code 282.3. An immunization form must be presented to complete registration. Students must receive a medical examination, and dental, lead and vision screenings. For more information regarding public health requirements visit [educateiowa.gov](http://educateiowa.gov)

## School Hours

Grades K through 12  
Administrative Office

7:50 AM.-3:00 PM  
7:30 AM.-3:30 PM

### Daily Class Schedule 6 – 12

Early Bird Gym (M/W, T/Th)	7:15-8:00
Early Bird Band (Tues & Thur)	7:30-8:22
Early Bird Choir (Mon & Wed)	7:30-8:22
Activity Period	7:50-8:22
1 <sup>st</sup> Hour	8:25-9:08
2 <sup>nd</sup> Hour	9:11-9:54
3 <sup>rd</sup> Hour	9:57-10:40
4 <sup>th</sup> Hour	10:43-11:26
MS/HS Lunch	11:26-11:56
5 <sup>th</sup> Hour	11:59-12:42
6 <sup>th</sup> Hour	12:45-1:28
7 <sup>th</sup> Hour	1:31-2:14
8 <sup>th</sup> Hour	2:17-3:00

### Early Dismissal Schedule 6-12

Early Bird Gym (M/W, T/Th)	7:15-8:00
Early Bird Band (Tues & Thur)	7:30-8:22
Early Bird Choir (Mon & Wed)	7:30-8:22
Activity Period	7:50-8:22
1 <sup>st</sup> Hour	8:25-8:53
2 <sup>nd</sup> Hour	8:56-9:24
3 <sup>rd</sup> Hour	9:27-9:55
4 <sup>th</sup> Hour	9:58-10:26
5 <sup>th</sup> Hour	10:29-10:57
6 <sup>th</sup> Hour	11:00-11:28
MS/HS Lunch	11:28-11:58
7 <sup>th</sup> Hour	12:01-12:29
8 <sup>th</sup> Hour	12:32-1:00

### Late Start Schedule 6-12

1 <sup>st</sup> Hour	9:50-10:23
2 <sup>nd</sup> Hour	10:26-10:59
3 <sup>rd</sup> Hour	11:02-11:35
MS/HS Lunch	11:35-12:05
4 <sup>th</sup> Hour	12:08-12:40
5 <sup>th</sup> Hour	12:43-1:15
6 <sup>th</sup> Hour	1:18-1:50
7 <sup>th</sup> Hour	1:53-2:25
8 <sup>th</sup> Hour	2:28-3:00

### Mass Schedule 6-12

Early Bird Gym (M/W, T/Th)	7:15-8:00
Early Bird Band (Tues & Thur)	7:30-8:25
Early Bird Choir (Mon & Wed)	7:30-8:25
Activity Period	7:50-8:25
Mass	8:30
1 <sup>st</sup> Hour	9:25-10:00
2 <sup>nd</sup> Hour	10:03-10:38
3 <sup>rd</sup> Hour	10:41-11:16
MS/HS Lunch	11:16-11:46
4 <sup>th</sup> Hour	11:49-12:25
5 <sup>th</sup> Hour	12:28-1:04
6 <sup>th</sup> Hour	1:07-1:43
7 <sup>th</sup> Hour	1:46-2:22
8 <sup>th</sup> Hour	2:25-3:00

### Holy Day of Obligation Mass Schedule

Mass (Prince of Peace Church)	7:50-9:17
1 <sup>st</sup> Hour	9:20-9:56
2 <sup>nd</sup> Hour	9:59-10:35
3 <sup>rd</sup> Hour	10:38-11:14
MS/HS Lunch	11:14-11:44
4 <sup>th</sup> Hour	11:47-12:23
5 <sup>th</sup> Hour	12:26-1:02
6 <sup>th</sup> Hour	1:05-1:41
7 <sup>th</sup> Hour	1:44-2:20
8 <sup>th</sup> Hour	2:23-3:00

### **School Cancellations / Late Start**

School cancellations or general announcements due to inclement weather conditions or emergencies will be broadcast over local T.V. and radio stations. Families will also be notified through our student information system by both a text message and a pre-recorded phone message. Inclement weather notifications for the preschool and childcare programs will also be included.

We encourage families to keep apprised of weather conditions and be prepared to receive school cancellations through our messaging system. Other event cancellations will also be communicated through our messaging system.

### **Absences/Tardiness**

Parents or guardians are expected to call before 9:00 AM to report an absence. If notification of an absence is not received by 2:55 PM the absence will be recorded as unexcused. The Administrator may grant a variance for extenuating situations. A ½ day absence is recorded if a student is not in attendance by the end of second hour. A full day absence is recorded if a student is not in attendance by the end of fifth hour. Perfect attendance is awarded if a student has missed not more than three periods of one day.

If a student is not in attendance by the beginning of the third period or leaves during the school day due to illness, the student is not allowed to participate or attend school related events/activities for that day.

State law requires students to be in school the number of days/hours indicated on the school's academic calendar. The Department of Education provides guidance to schools identifying acceptable and unacceptable reasons for absences. Regular attendance is necessary for students to learn well. Parents and guardians are strongly encouraged to ensure the attendance of their children. Necessary absences as approved by the Administrator will be considered excused. The administrator determines whether or not an absence is excused or unexcused.

A student who has an unexcused absence recorded will not be allowed to make up any missed work from classes that are skipped. A student identified as having an unexcused absence is required to take any exams or quizzes on the day of return without the benefit of preparation.

Excused absences may include the following reasons:

- personal illness
- family emergencies
- medical appointments
- funerals
- legal appointments
- school related activities
- family vacations
- national or state competitions for non-school events

The Administrator may request evidence or written verification of the student's reason for an absence in order for it to be considered excused. Students who leave during the day for a medical

or dental appointment are to provide a written verification from their doctor's office upon their return to school.

If a student has an unexcused full day absence, a 60 minute detention will be assigned. If a student has an unexcused ½ day absence, a 30 minute detention will be assigned.

An unexcused absence or a tardy is one without a reasonable excuse.

Unreasonable excuses include but are not limited to the following:

- failure to report an absence
- leaving the building without permission
- oversleeping or sleeping in
- transportation problems
- employment
- haircuts
- shopping
- baby-sitting
- family meetings
- helping with household work
- inclement weather
- concerts
- preparing for or participating in parties or celebrations
- "senior skip day"
- senior pictures

After eight absences or tardies, excused or unexcused, a letter of notice will be sent home. Unexcused absences are subject to disciplinary action. If a pattern of continued absences is noted, a meeting with the parents/guardians and the assistant principal will be set to establish a plan to ensure regular attendance.

A pattern of excused or unexcused absences may be determined by the Administrator to be considered truancy. Parents or guardians will be notified by the Administrator of the problem. If the student continues to be truant, the Administrator will refer the matter to the county attorney for investigation.

Students are not to leave the school grounds at any time without the permission of school personnel and their parents/guardians. A prior approval, written or verbal notification from a parent/guardian, is required for students to leave the school grounds.

### **Tardiness**

All tardies are recorded as part of a student's academic record.

- Students are expected to be on time for school and for their classes. If a student reports to class after 20 minutes of the class period, the lateness is recorded as an absence for that period.
- After the first period class bell has rung, the tardy student will report to the office to receive an admit slip to get into class.



- If a student is tardy to class during periods 2-8, the classroom teacher will determine if a student is tardy or not. The teacher will record the excused or unexcused absence through the student information system.
- The Administrator, designee or classroom teacher will determine whether the reason for tardiness is excused or unexcused.
- A detention for students in grades 6-12 will be assigned for each unexcused tardy to school or to classes.
- Each 6-12 student is allowed one “mercy” pass each quarter for an unexcused tardy. The unexcused tardy is still recorded on the student’s record but no detention is assigned when the mercy pass is used.
- A pattern of unexcused tardiness may result in additional penalties in addition to a detention and may include suspension from extra-curricular participation or school activities.
- A pattern of tardiness will result in a parent meeting with an Administrator.
- In addition, in-school suspension, suspension from extra-curricular participation, suspension from attendance at school functions, or Saturday detention may be penalties assigned by an Administrator for excessive tardiness.

### **Make up Work for an Absence**

Students whose absences are approved shall make up any work missed without out penalty. For each day of excused absence, the student will be given two days in which to make up the work.

Students leaving during the school day for school sponsored activities are to turn in assignments prior to leaving the building. Students are responsible for learning what assignments are due for the following day and are expected to have them completed.

Students taking an approved family vacation will make up the schoolwork upon return. The student is responsible for communicating with the teacher to determine what work needs to be made up and the due dates for the missed work.

A student who has an unexcused absence recorded will not be allowed to make up any missed work from classes that are skipped. A student identified as having an unexcused absence is required to take any exams or quizzes on the day of return without the benefit of preparation.

### **Prior Approvals**

The student’s parents/guardians request prior approvals in writing or by phone. Faculty will be notified of the student’s absence for specific class periods or a day on the daily attendance notification. Students must sign out when leaving and sign in when returning. Prior approval is not needed for absence from classes for school-sponsored activities.

### **Sign In and Sign Out**

Students must sign out in the office when leaving school grounds and sign in when returning.

## **Transportation**

### **Arrival and Dismissal K – 12**

Students must be dropped off and picked up at the parking lot on the west side of the building. Students and parents/guardians should enter the parking lot from Fourth Avenue South and exit onto Third Avenue South. Do not enter on the Third Avenue South driveways. Student drivers are required to exit the parking lot using the access driveway parallel to Zion Lutheran Church. Other drivers are required to use the access driveway closest to the school to exit the parking lot onto Third Avenue South. Exits are marked by signs on the north side of the driveway.

Students are to be picked up promptly. Students are to return to the office if a parent/guardian or designated person forgets to pick the student. Students should clear the building by 3:10 PM unless they are under the direction of a teacher or other supervisor. If a student in grades K-5 is not picked up by 3:15 PM, the student may be taken to the after school program and the parent will be charged the hourly rate for the service.

### **Parking Regulations**

Students who hold authorized driver's licenses may drive cars or motorcycles to school. Students must enter the parking lot from the Fourth Avenue South entrance and park in the south lot. Students must exit via the access drive next to the Zion Lutheran Church parking lot onto Third Avenue South. The last row of the north parking lot may be used for student parking as well. Please note that students are not guaranteed a parking place in the lot and might have to park on the street. Failure to follow these rules or driving in a manner that is dangerous or disruptive may result in a detention and/or the loss of driving privileges on school grounds.

### **School Sponsored Trips**

1. Students are responsible for following the Code of Conduct on school sponsored trips.
2. When transportation is provided to or from a school activity, students who are participating in that activity must use the transportation provided by the school, whether it is an organized carpool or bus. Students are expected to be on the bus at the departure time. Any student who travels another way will not be allowed to participate. An exception may be made if written arrangements have been made by the parents/guardians with the Athletic Director/Administrator.
3. Students may not ride to or from a school activity with a driver who is a minor or high school student if the student is part of a team or group traveling to an event.
4. At the beginning of the school year, parents and guardians are requested to sign a permission form that allows students to drive him or herself or other students to activities held during the school day. Examples would be Service Day or during Art Week.

### **Field Trips**

All class trips and field trips and off-site school related activities scheduled during the school day must be arranged by a teacher and approved by the Administrator. These may last the whole school day and possibly extend beyond dismissal time depending upon the destination of the trip.

Students are expected to attend the field trip as their day of attendance. The students who do not attend the field trip must attend school. The student must be in school in order to count as a day

of attendance. If a student does not attend, an unexcused absence will be recorded in the student's file. If a parent calls a student in as ill, a doctor's excuse may be required. According to the section in this handbook, entitled "Parental Expectations," administrators and teachers expect that parents/guardians will not lie to the administrator or his or her designee about the reason for a student's absence.

Adult volunteer drivers must complete the Driver Information Sheet, which requires current proof of insurance and a copy of a valid driver's license and must complete diocesan training and completed background check prior to driving students. Student volunteer drivers must have on file, a copy of a valid driver's license, proof of insurance and a signed parental permission form, which is completed by a parent or guardian at the beginning of each school year. This annual form will be kept on file in the office.

Volunteer and employee drivers using the school vehicle must complete a driver training video, prior to using the vehicle. Office staff will provide directions for completing the training.

## **Academics**

### **Academic Requirements for Graduation**

Twenty-eight Carnegie units are required for graduation from high school. A Carnegie unit is two semesters of successfully completed study. A credit is one semester of successfully completed study. Only classes taken while in grades 9<sup>th</sup> – 12<sup>th</sup> apply toward meeting graduation requirements.

The following are required:

- 4 units English
- 4 units Religion
- 4 units Social Studies
- 3 units Mathematics (4 strongly recommended)
- 3 units Science (4 strongly recommended)
- 2 units Foreign Language (4 strongly recommended)
- 2 units Physical Education
- 1 unit Fine Arts
- 1 unit Health
- .5 units Speech
- .5 units Computer
- 3 units of Electives - May include post-secondary classes.

Students may elect one study hall per semester.

### **Course Offerings**

#### **Grades K – 5**

Classes are self-contained. Specialized instructors teach art, music and physical education. Students are instructed in religion, math, science, social studies, Spanish, reading/ language arts, and 21<sup>st</sup> Century Skills.

## **Grades 6 – 8**

Classes in these grades are departmentalized. Classes include: physical education, music, language arts, social studies, math, science, art, religion, Spanish, and 21<sup>st</sup> Century skills.

## **Grades 9 – 12**

### **\*COMPUTER (1 semester required)**

Computer Literacy I

Students may take additional online computer/business class. The cost of these classes are the responsibility of the parent/guardian.

### **\*FINE ARTS (2 semesters required)**

Art I

Advanced Art

Art Appreciation

Print Making

Applied Music (Theory & application)

Music Appreciation (Historical perspective)

Chorus

Band

Visual art classes vary from year to year. The courses listed for Art are not necessarily the courses that are offered each year.

Students are strongly encouraged to experience both visual and musical arts.

### **FOREIGN LANGUAGE (4 semesters required; 6 or more recommended)**

\* Spanish I (2 semesters)

\* Spanish II (2 semesters)

Spanish III (2 semesters)

Spanish IV: Spanish Language Literature (2 semesters)

**\*HEALTH (2 semesters required)** A course leading to certification in CPR is required content prior to graduation.

### **LANGUAGE ARTS (9 semesters required)**

\*English I: Literature and Composition Freshman survey (2 semesters)

\*English II: World Literature Sophomore survey (2 semesters)

\*English III: American Literature (2 semesters)

\*English IV: British Literature (2 semesters)

\*Speech/Communication (1 semester)

Creative Writing (1 semester)

Literature in Theater (1 semester)

Literature in Film (1 semester)

Mythology (1 semester)

The courses listed for Language Arts electives are not necessarily the courses that are offered each year.

**MATHEMATICS (6 semesters required; 8 strongly recommended)**

*Algebra I	(2 semesters)
Geometry	(2 semesters)
Algebra II (prerequisite Algebra I)	(2 semesters)
Pre-Calculus (prerequisite Alg. II)	(2 semesters)
AP Statistics (prerequisite Alg. II)	(2 semesters)
AP Calculus (prerequisite Pre-Calc.)	(2 semesters)

**\*PHYSICAL EDUCATION (2 units/4 semesters required)**

Physical Education  
Recreation Sports

**RELIGION (8 semesters required)**

* Religion I	(2 semesters)
* Religion II	(2 semesters)
*Religion III	(2 semesters)
* Religion IV	(2 semesters)

**SCIENCE (6 semesters required; 8 strongly recommended)**

*Biology	(2 semesters)
*Chemistry	(2 semesters)
*AP Environmental Science	(2 semesters)
Physics	(2 semesters)
AP Chemistry	(2 semesters)
AP Biology	

The elective courses for science are not necessarily the courses offered each year.

**SOCIAL STUDIES (8 semesters required)**

*Geography/Ancient World History (9 <sup>th</sup> )	(2 semesters)
*Medieval and Modern World History (10 <sup>th</sup> )	(2 semesters)
*American History	(2 semesters)
*Government	(1 semester)
*Economics	(1 semester)
Great Wars in U.S. History	(1 semester)
Global Studies	(1 semester)

**\*Required course**

Additional AP courses are available through the Iowa AP Academy.

Additional online courses are available through Iowa Learning Online.

**Independent Study**

Students requesting an Independent Study must submit a course description and topical outline for approval by the Administrator six weeks prior to the semester of the requested Independent Study. The student will be notified if the Independent Study is approved by the end of the first quarter.

### **Transfer Student**

When a student transfers from another school after freshman year has begun, earned credits will be placed on our transcripts. Grades earned will be calculated according to the school's grading scale for determining a grade point average.

The administrator will review the transfer student's transcript and determine which classes from the former school meet the graduation requirements of Prince of Peace Catholic School. The number of electives required for graduation may be waived for a transfer student in order for the student to complete Prince of Peace graduation requirements.

When students enroll after the school year has begun, their in-coming grades earned may be accepted for the current semester upon the approval of the Administrator. When students leave during a semester, their out-going grades earned may be accepted by the transfer school.

Transfer students must complete four semesters at Prince of Peace Catholic High School in order to be considered for Valedictorian or Salutatorian.

### **International Students**

A Pass/Fail grade may be used in grading for international and foreign exchange students for religion classes. The teacher will use the same grading as for other students during each grading period as a guide to determine if the international or foreign exchange student has passed or failed the class during each quarter and semester. The final grade for each quarter or semester grading period may be recorded as a pass or a fail and will not be used in determining the student's grade point average.

The foreign language requirement for international students may be waived as English is the student's second language.

### **Physical Education Exemption**

A student is expected to complete four semesters of physical education in four years. The physical education requirement may be waived if a student wishes to enroll in an academic course not otherwise available to the student. In addition, the student must also be a participant in a varsity sport offered by the school. Only one semester of the physical education requirement may be waived unless an extenuating situation occurs and the administrator approves the request. The request for a physical education waiver must be submitted in writing from the parent or guardian. A waiver may be granted if the reason for the requested waiver meets the Iowa Department of Education criteria. Waivers are generally granted to seniors.

### **On-line Courses**

Students may be eligible to take on-line courses due to scheduling conflicts, credit recovery, college credit or personal interest. On-line Class Enrollment Agreements must be signed by the student and the parent or guardian. A student may take an on-line class for credit advancement or credit recovery during summer with the approval of the Administrator. The deadline for submitting the request for approval of courses for credit advancement is the school day closest to May 15<sup>th</sup>. The student and parent or guardian must agree to the procedures, rules and policies outlined in

each agreement. Students must provide a copy of the syllabus, mid-term and final grades to the school as soon as they become available.

If a student is enrolled in a high school online class due to scheduling conflicts, the school will cover the cost of the class. The textbook is generally provided with the on-line class. If the student is enrolled in an on-line class due to credit recovery, the student will assume the cost of the class, text book fees, and administrative fees.

Through a con-current enrollment agreement with Clinton Community College, students are able to enroll through Prince of Peace Catholic High School and earn college credits online at a reduced cost. The cost of the class must be paid in full prior to the beginning of the class to Prince of Peace Catholic High School. Con-current enrollment classes are only offered during the school year.

Students will be required to follow the drop policies set by the institution in which they are enrolled. If a student decides to drop the class after it starts, he/she will be responsible for any costs that are not refundable to the school.

### **Christian Service**

Christian service and charity are components of our K-12 curriculum. Students in grades 6-12 are expected to participate in annual service days as outreach to our community. Additional service hours or classroom projects are required as part of our religion curriculum for high school students.

High school students are responsible for completing 10 service hours per quarter. Students may earn hours during the summer of which five hours may be applied per quarter. Service hours are defined as volunteer unpaid hours provided to organizations throughout the community. Chores or activities that are expected of the student as part of family life may not be used. A service log form will be provided to students by their religion teacher. The supervisor of the activity in which a student has volunteered must initial the form. When opportunities for service are brought to the attention of the school or religion teacher, information is provided to the students.

### **Early Graduation**

The manner of arriving at graduation is through a progressive four-year course of study. Educationally this pattern is considered to be the most beneficial for students. Early graduation is not encouraged.

Early graduation procedures outlined below will be followed:

1. The request for consideration should be made before the beginning of junior year.
2. A conference is held with the Administrator to discuss the reasons for the request. The student's academic record will be assessed.
3. A conference with the Administrator, parents/guardians and student will be arranged.
4. A determination if credit requirements can be met in a satisfactory manner will be made.
5. The Administrator makes the final decision to grant an early graduation.

It is the policy of the Prince of Peace Catholic Education System that tuition for graduates will be charged on the basis of four years of study. Students graduating early may return and participate in commencement exercises.

## Grading

### Grades K -5

Students in grades K-5 will receive a standards based report card. Descriptions are found on the report card that clarifies the numerical system used in determining student progress. In addition, parents/guardians will be provided results in fall, winter and spring of the universal reading and math screener, FAST. If a student is provided Title I services, communication regarding student progress will be provided.

### Grades 6 - 8

In grades 6 – 8 students will receive letter grades according to the following scale:

A	100% - 94%	A-	93% - 91%		
B+	90% - 88%	B	87% - 85%	B-	84% - 82%
C+	81% - 79%	C	78% - 76%	C-	75% - 73%
D+	72% - 70%	D	69% - 67%	D-	66% - 64%
F	63% and Below	I	Incomplete	P	Pass

In some classes, circumstances may require a P (Pass) or F (Fail) grade be given and will not be included in the student's Grade Point Average (G.P.A.). A student may request to drop band or chorus within the first week of the semester. Administrator and parental approval are required. Forms are available in the Student Services office.

### Grades 9 - 12

Scholastic achievement is graded according to the following scale:

A	100% - 94%	A-	93% - 91%		
B+	90% - 88%	B	87% - 85%	B-	84% - 82%
C+	81% - 79%	C	78% - 76%	C-	75% - 73%
D+	72% - 70%	D	69% - 67%	D-	66% - 64%
F	63% and Below	I	Incomplete	P	Pass
W	Withdrawal				

Only semester grades are recorded on transcripts and are used to determine a student's official Grade Point Average. If a student or parent wishes to contest a grade, the Administrator must be notified within two weeks of the report card issue date.

A student may request to drop an elective within the first week of the semester. Administrative and parental approval is required. Forms are available in the Student Services office.

A student who does not complete all major requirements for a course will earn an "F". Examples of major requirements are semester tests and term papers. A student who fails a required course must repeat the course. The "F" grade is figured into the student's grade point average even when the student repeats the course and earns a passing grade.



No student will be allowed more than one study hall per semester unless the Administrator grants a variance.

### **Incomplete Grades 6 – 12**

If a student is unable to complete the required work an incomplete grade is recorded. A student will have 10 school days after the end of a grading period to make up required work. Unusual circumstances may require special arrangements with the teacher and Administrator. If a student has a status of an incomplete grade, the student will not be identified on the honor roll for the quarter in which the incomplete status exists.

### **Middle School Students Taking High School Courses**

Prince of Peace Catholic School grants credit of high school courses completed by middle school students. Any high school course taken by a middle school student will be on the student's high school transcript. Grades earned by middle school students taking high school courses will not be figured into the student's high school grade point average. Students are still required to complete the assigned number of credits to meet graduation requirements while enrolled in grades 9-12.

### **Homework**

Students are expected to do a reasonable amount of independent homework to reinforce skills, build responsibility and to give the parents/guardians a better understanding of what the child is learning. If you have concerns regarding homework, contact your child's teachers.

In grades 3 – 8, parents/guardians are instrumental in helping students develop organizational skills and study habits.

Homework organizers are required for students in grades 3 – 8. If used correctly, the organizer is an excellent communication tool among students, parents/guardians and teachers.

### **Standardized Testing**

Standardized tests are periodically given to students as required for state reporting or for determining academic progress.

Standardized test results are provided to parents/guardians. Standardized test results are placed in a student's cumulative file as part of the educational record. Information and registration materials for the ACT and SAT tests are available from the Student Services office.

### **Honor Roll**

#### **Grades 6 - 12**

An Honor Roll will be published quarterly for middle school students and each semester for high school students. To be eligible a student must have a grade point average of 3.0 or higher for that grading period. Students on the Highest Honor Roll must earn a G.P.A. of 3.667-4.000, High Honor Roll must earn a G.P.A. of 3.333-3.666 and Honor Roll students must earn a G.P.A. of 3.000-3.332.

### **Academic Probation**

A student who earns an F's in two or more subjects during a semester grading period may be placed on academic probation. The length of the probation is determined by the progress that the student makes during the next grading period and as determined by the administrator.

A student on academic probation is ineligible for:

1. Participation in all clubs, sports, and other extra-curricular activities
2. Holding all class and club offices.
3. School sponsored activities.
4. School sponsored field trips.

A student on academic probation is subject to dismissal or retention as determined by the administrator.

### **Extra-Curricular Eligibility**

Students must be in school by the beginning of 3<sup>rd</sup> period to participate in any extra-curricular activity including practices or attending any school activities or events. A student leaving during the day due to illness may not participate in any practices or attend any school activity or event. A pattern of absences or tardiness may result in revocation of extra-curricular privileges.

The Administrator may grant a variance for participation in extra-curricular activities for extraordinary circumstances

In order to maintain eligibility for sports and other extra-curricular activities, students must pass all courses. If a student fails any subject he/she will be ineligible for extra-curricular activities as follows:

### **Eligibility for Grades 7 & 8**

- A student becomes ineligible after earning an F in any subject on a quarter grade. Ineligibility letter will be mailed home with quarter grade reports. Coaches will be notified.
- The ineligibility period begins on the last day of the grading period.
- Reinstatement of eligibility requires that a passing grade in the failed subject be earned at either the scheduled progress reporting times or on a quarter grade report. If an F is earned in another subject and reported on a progress report, the ineligibility period continues until all grades are passing. Progress reporting times and quarter grade reports are identified on the Academic School Calendar.
- Ineligibility does not continue beyond the end of the academic year.
- Excessive tardiness or absences may result in suspension from extra-curricular participation.

Students with formally identified learning disabilities will undergo an academic review by the teacher and Administrators to determine academic eligibility after the first third and second third of each quarter.

### **Eligibility for Grades 9-12**

- The eligibility policy for grades 9-12 is the policy of the Iowa High School Athletic Association.

- A student must receive credit in at least four subjects at all times and be making adequate progress toward graduation to remain eligible.
- If not passing all subjects at the end of a semester, the student is ineligible for the first period of thirty consecutive calendar days in the interscholastic athletic event in which the student is a contestant.
- The period of ineligibility starts with the first day on which competition is allowed, not the day that practice begins. If the grading period is in the middle of an affected student's season, the period of ineligibility starts the day the grade is posted as a final grade. Softball and baseball players have the same penalty as all other students.
- If an ineligible student transfers to another school, the athletic ineligibility will be reported to that school.
- The eligibility of students participating in band or chorus will be those set forth by the Iowa High School Music Association and will be communicated to students by the directors of these programs.
- Excessive tardiness or absences may result in suspension from extra-curricular participation.

## **Final Exams**

### **Grades 9 - 12**

Students will take final exams on the last three days of each semester. Please do not schedule appointments for your child during the time of tests. Students, who are late to a test, will not be allowed into a class after the testing period has begun. A special makeup time will need to be arranged with the teacher as approved by the Administrator.

Students who begin and end their day with a study hall are not required to attend these periods as testing periods. Students are dismissed each test day after their last final.

Students who have completed coursework for online classes prior to final exam days are considered as "study hall" students. The same rules apply for students assigned study halls during the first or last period of the school day.

Final exam grades constitute 20% of a student's semester grade.

## **Conferences**

### **Grades K - 12**

Parent/guardian and teacher conferences are scheduled each year in the fall. Additional conferences may be requested by parents/guardians or teachers at any time. Conference dates are found on the annual academic calendar.

## **Academic Reporting/Progress Reports**

### **Grades K - 5**

Three times during the school year, students in grades K-5 are administered a reading and math screener, FAST. The results are reported to families after each screening. Report cards will be issued at the end of each quarter.

## **Grades 6 - 12**

Reports cards will be issued at the end of each quarter. Only semester grades are recorded on transcripts.

In grades 6-12, if a student is deficient in the teacher's determination, or not working up to potential, a progress report will be emailed home notifying the parents/guardians. Upon parental request, a copy will be mailed home. Coaches and supervisors of activities and organizations will be notified of ineligibility or potential ineligibility. In each grading period, progress reports will be sent home after the first third and again after the second third of each quarter. Students and parents/guardians are responsible for seeking the teacher's help. Parents and students may view grades through the parent portal and learn at any time the academic progress of their child. Settings on the portal allow parents/guardians to have an alert sent to your email if a student's grade falls below a particular level established by the parent/guardian. Login access is provided to families by contacting the administrative assistant who will assign a password. Students in grades 6-12 are provided a login as well. You are encouraged to view this information regularly to learn about your child's academic progress.

## **Study Hall /Activity Period**

Each student will bring all books, materials, and supplies necessary for the duration of the study hall or activity period. Students who regularly come unprepared to study hall or activity period may be assigned a detention. Students are strongly encouraged to use study hall time to work on homework. Utilizing study hall time wisely may reduce the amount of homework to be completed for the next school day.

A study hall student who wishes to meet with a teacher or administrator or conduct other business must first report to the study hall or activity period supervisor to obtain permission. Students who fail to report to the assigned location or who are found wandering the halls may receive a detention.

Students will not be assigned more than one study hall per semester.

## **Environment and Safety**

### **Asbestos Management**

In accordance with the Asbestos Hazard Emergency Response Act, our school was inspected to identify our asbestos containing building materials. From this inspection, an asbestos management plan was developed to help manage the asbestos that was found. Re-inspections are performed periodically. The management plan is on file and is available for review during normal school hours.

### **Emergency Drills**

The warning for a **fire drill** will be a continuous alarm. When the alarm sounds, all students will exit immediately and as rapidly as possible by the route indicated by their supervisor. Specific instructions are posted in each room for assigned areas of evacuation. Students are expected to evacuate in an orderly and quiet manner throughout the duration of the drill.

A **tornado warning** will be short intermittent sounds of the alarm. Specific instructions are posted in each room for assigned areas of evacuation. Students are expected to move to safe areas in an orderly and quiet manner and remain that way throughout the duration of the drill.

A **safety protocol** happens when there is an event that occurs outside or inside the school that results in a lockdown, lockout, evacuation, shelter in place or hold in the classroom. Office these procedures. communication will be made as the situation permits. Students and staff are trained annually in these protocols. Information regarding protocols will be provided to Prince of Peace families annually.

### **Hallways**

Students are responsible for keeping their books, coats, backpacks and other possessions off the hallway floor. Items found on the floor before, after or during the school day will be taken to the office and a detention will be assigned for this safety violation.

Students are expected to clear the tops of their lockers each afternoon before leaving school. All items are to be put into lockers. A detention will be assigned if students leave items on the top of their lockers at the end of the school day. Musical instruments may remain on the tops of lockers or in the Band storage closets.

### **High School Dances**

Students, who wish to bring a guest to a high school dance, including Prom, must have the dance request form completed and submitted to the school office three days prior to the dance. Student guests may be a current high school student or a previous year's graduate. Guests must show current photo identification in order to attend the dance. Students are to arrive with their guests and leave with their guests. Student must arrive by 9:00 pm in order to enter the dance. Once students leave the dance they will not be readmitted. Students leaving early must sign out.

Students are expected to dress appropriately and dance appropriately as would be expected of students attending a Catholic school.

No open containers are allowed in dances. Students will be expected to share the contents of purses or pockets. Back packs are not allowed. A breathalyzer may be present to be used if the smell of alcohol is present or if a student appears to be physically impaired. The parent/guardian will be called pick up their child. Policies relating to the use of alcohol on school grounds will be enforced.

### **Hall Passes**

Students are to be in their assigned classrooms/area each period throughout the academic day. Students are not permitted in the hallways during class unless they have permission by a teacher or Administrator.

Any student found in the hall or any area not designated by permission may be subject to disciplinary action.

## **Visitors**

For security, all visitors, including family members, must first report to the main office for an identification pass and permission to see a student or a staff member or visit a classroom, lunchroom or playground which includes the time before and after school. Students from other schools are not allowed to visit Prince of Peace Catholic School during school hours. Visitors bringing a special lunch for a student are restricted to immediate family. Please notify the office **prior** to visiting during the lunch period. An approval for special circumstances may be allowed by administration.

Students, parents/guardians or visitors who wish to post or distribute information must receive permission from the Administrator. This applies to school sponsored or non-school sponsored activities.

Parents/guardians are always welcome, but are expected to make an appointment to see school personnel. Please call the office, leave a message and the teacher, Administrator or staff member will return your call. Parents/guardians wishing to visit the classroom are to make arrangements with the Administrator prior to the visit. Parents/guardians are never to go directly to a classroom, but are to check into the office.

The front doors are locked during the school day for security reasons. Visitors are required to sign in and out and secure a pass to wear while in the building.

## **Finance**

### **Tax Deduction/Tax Credit**

By January 31<sup>st</sup>, the tuition tax statement and After School Program statements will be mailed to you. See your tax preparer regarding any questions.

### **Tuition Payment Policy**

In providing the best education possible to your children, it is important that the Prince of Peace Catholic School has the financial resources to provide dedicated staff along with educational supplies and materials. Tuition is one of the school's largest sources of income. Late tuition payments and/or non-payment of tuition, creates an unstable financial base from which to provide this education. We understand that our families face financial hardships and crisis and try to support them through these times. We need your commitment to make your financial responsibility to the school one of your budget priorities. Your tuition payment plan is a legal contract with the school. All families are expected to make regular monthly payments or pay tuition in advance. Families are also expected to pay their child care and after school program invoices each month.

The party responsible for payment of tuition will be provided a monthly invoice of the tuition balance through a text message, an email message or an invoice will be mailed.

### **Payment Methods**

Monthly payments begin in July if student is enrolled after this date; payments begin as soon as the student is enrolled.

The following are the payment options:

- Payment in full by cash or check by July 31<sup>st</sup> of the school year.
- If a credit card is used for any payment a 3.5% fee will be added to the payment. This fee covers bank charges incurred by the school when a credit card is used.
- Monthly payments by EFT/Automatic Withdrawal from your bank account.
- Alternative Payment Contracts must be arranged with the Business Manager prior to July 1<sup>st</sup>.
- All families are expected to make regular monthly tuition payments.

All tuition accounts **MUST** be paid in full by June 30<sup>th</sup> of the current school year.  
Payments for the next school year begin in July.

### **Insufficient Funds**

1<sup>st</sup> Incident: Payment is made within 5 business days + bank fees.

2<sup>nd</sup> Incident: Payment is made within 5 business days + \$20 fee.

3<sup>rd</sup> Incident: Payment is made within 5 business days + \$20 fee. Future payments must be made in cash by established due dates. A family may be re-instated with the opportunity to pay by check at the discretion of the Business Manager.

### **Late payments**

If a parent or guardian cannot make a payment as arranged, it is his/her responsibility to contact the Business Manager prior to payment due date to discuss a payment plan.

Payments overdue by 5 business days may have a \$10 late fee added.

Accounts delinquent over 15 days may receive a past due notice that will include tuition due and a late charge assessment of \$10.

Insufficient or no response to the tuition delinquency will result in a mandatory meeting with the Tuition Review Committee.

### **Tuition Review Committee**

The Tuition Review Committee exists to work with families who are struggling with their tuition responsibilities and protect the financial security of the school. Their goal is to creatively find solutions to keep students in the school. The Tuition Review Committee consists of Prince of Peace Catholic School Business Manager, School Board President, School Board Vice President, and Chair of the Finance Committee. In cases that involve an in-parish family, the Prince of Peace Church Pastor may be included. The Business Manager is not a voting member of the Tuition Review Committee.

Failure to meet with the Tuition Review Committee or maintain a previous agreement with the Tuition Review Committee may result in the student being denied enrollment.

### **Delinquent Tuition Collection**

The following options may be taken to collect delinquent tuition:

- A. Tuition account turned over to collections
- B. Account taken to small claims court

### C. Wage garnishment order sought

#### **Tuition Write Off Policy**

All possible attempts to collect past due or delinquent tuition in accordance to the tuition policy are to be taken. Once the account has been through the Tuition Review Committee and has become delinquent or considered uncollectable, the Finance Committee will make a decision to pursue collection through small claims court or send the account to a collection agency.

- Small Claims court is the process of collection of tuition utilizing the small claims court process. When the required paperwork is filed at the Clinton Court House, a court date is then set. The delinquent account holder is served the court filing. While waiting for a court date, the delinquent account can be negotiated with the school. The claim will be presented in court; a judge will give a decision of garnishment of wages, what the payment amount and duration of time will be for repayment. All fees associated with this process may be charged to the person holding the delinquent account.
- When accounts are turned over to collection agency, the collection agency's practices and policies are in effect.

#### **Financial Aid**

Financial aid is available from several sources for qualifying families. Funding may be available from the Student Tuition Organization, The Prince of Peace Education Foundation and other grants and scholarships. In order to receive any financial assistance, families are required to file a financial aid application with an independent provider of this service that will determine the level of financial need for applicants.

The annual percent, at which financial need will be funded, may vary depending upon the source of the funding. Deadlines for filing are published with annual registration materials and must be met in order to receive financial aid. Failure to meet the filing deadline may result in no financial aid or a reduced amount of financial aid.

### **Fundraising**

Because fundraisers help to offset the amount of tuition for all students, all school families are expected to support our fundraisers. Support may not only be financial but also a commitment of time and talent. All major fundraisers require board approval annually. All fundraising activities must be submitted and scheduled by the Development Director, which allows coordination of donor lists and activities. If you have fundraising ideas please contact the Development Director.

All students will be invited to periodically participate in Christian charity activities. These are voluntary opportunities to contribute time, talent and treasure to others. Examples are: bake sales, jeans days, food drives, pop can tabs collection and almsgiving.

#### **Volunteer Expectation**

Parents/guardians are expected to make efforts to volunteer their time. Sign up times are offered regularly for activities. The program entitled Sign Up Genius is an online volunteer tracking program that allows volunteers to view activities/events for which volunteers are needed.



Volunteers are able to choose the activity or event, date and times to volunteer. A reminder is sent to the volunteer prior to the activity or event. Each class and school organizations is assigned a time to work the gates and concessions at our sports events throughout the year. Parents, grandparents or other family members are expected to participate and represent their child's class or organization to which the child belongs. Each class and organization will receive a portion of the proceeds to go toward their classroom or organization's activities. If a family does not have Internet access, arrangements for signing up can be made by calling the office.

Volunteer drivers are also needed periodically. Volunteer drivers must provide a copy of the current proof of insurance card and a valid driver's license to the school office. Volunteer drivers must undergo a background check and complete the diocesan training for a Safe Environment. A "Volunteer Driver" form must also be completed annually and submitted to the office to be kept on file. Any employee or volunteer driver using the school vehicle must complete a required short online training prior to driving the school vehicle.

All personnel and volunteers must complete the required diocesan Safe Environment Training Program as determined by the diocese and sign an acknowledgement of receipt that signifies the understanding and acceptances of diocesan policies regarding personal behavior. Background checks are required of those who work with students. Diocesan policy will be followed regarding school volunteers.

## **Food Service Programs**

Students are expected to follow all lunchroom rules including dining etiquette, neatness and cleanliness. Students who are disruptive or who do not follow cafeteria regulations and procedures may be referred for disciplinary action. Students may only leave the lunchroom with the permission of a supervisor. No outside deliveries by vendors of food will be accepted unless authorized by administration. Members of the immediate family may bring in outside food occasionally with prior notification to the school. If students do not cancel a lunch that was previously ordered by 10:00 AM, the student may be charged for that lunch.

Prince of Peace Catholic School offers a hot lunch program. Milk is included in the cost of the lunch or may be purchased separately. The food service program is an "offer versus serve" program. "offer versus serve" is a provision that allows a student to choose at least three food items from the lunch served that day. The free and reduced lunch program is also offered according to eligibility guidelines. An application may be requested from any office personnel. This form will also be available during the back to school information day in early August.

If a family is eligible, the form needs to be completed and returned to the school office **prior** to your child/children receiving a free or reduced lunch. Notification will be sent to each family who qualifies after the form has been verified. New applicants will need to pay regular price until the application is verified for free or reduced price qualification. If a family's financial situation should change, application or re-application may be made at that time.

Through the JMC student information parent portal login, parents/guardians are able to view the account balance and to see what items a student has purchased. Parents or guardians are able to

set a notification reminder if a lunch account falls below a determined balance. Notifications of a low or negative balance are sent to parents or guardians by email. Negative balances over 10 school days are considered a delinquent account. Families will be contacted by the business manager to make arrangements to pay the balance. Failure to respond to the business manager's communication may jeopardize your child's participation in the lunch program. No child is denied a "meal" if the negative balance is greater than \$20. However, the meal may differ from the daily menu.

## **Student Leadership**

### **Student Council / Student Government**

**Grades 6 – 8:** The 6 – 8 grade Student Council serves as representation for the middle school grades. Leadership opportunities are available through an election procedure. All candidates will require nominations a faculty member's signature, address by the candidates to the student body, and written or electronic ballots.

**Grades 9 – 12:** The Student Council is the main leadership group of the high school student body and the liaison between the students and administration. Student Council representatives are elected positions. All candidates will require nominations, a faculty member's signature, address by the candidates to the student body, and written ballots. These school leaders are expected to report to their classes and involve the student body in decisions and activities that are planned.

### **National Honor Society**

Any senior, junior, or 2<sup>nd</sup> semester sophomore who has maintained a minimum grade point average of 3.25 is eligible to be nominated for membership in the Prince of Peace Catholic High School Chapter of the National Honor Society. Students who are eligible scholastically will be notified by letter and will be asked to file an application detailing their character, leadership, and service participation.

Appointed by the Administrator, the Faculty Council will then give consideration to each nominee based on his/her application and other verifiable information. Students will then be notified on the status of their selection.

National Honor Society members are expected to follow the school's Code of Conduct. Failure to do so will result in consequences outlined by the national organization disciplinary standards and actions, directed by the Faculty Council.

## **Student Services**

The Office of Student Services provides learning supports to students in kindergarten through 12<sup>th</sup> grade in the following areas: the school assessment program, registration and scheduling of classes, reporting student achievement, coordination of career exploration opportunities, college planning, oversight of graduation requirements, student records, determination of GPA, transcript processing and related correspondence.

### **College Visits**

Students wishing to visit a college may arrange the trip through the Student Services Office. A school representative will call and schedule the appointment with the college admissions office. School arranged college visits will be an excused absence. College visits arranged by the student or student's family will be considered an unexcused absence unless the visit can be verified by the family through the college or university. An email, business card, a form provided by the school or other notations may be used as verification for the college visit. Juniors and seniors are allowed two college visits per year. Sophomores may be granted an excused absence for a college visit by the administrator.

### **Student Records**

Parents or legal guardians of students under age 18 have the right to inspect and review their child's educational records, including a right to copy the records for a reasonable fee. They also have the right to ask the school Administrator to amend the child's educational records if they feel the information in the records is misleading or inaccurate. Should the school refuse to amend the records, they have a right to place an explanatory letter in the child's file explaining why they feel the records are misleading or inaccurate. Any student age 18 or older has the same rights regarding his/her own educational records.

Divorced and separated parents/guardians will have access to the records that are directly related to the child unless the school has been provided evidence in a legally binding document that restricts such access. When both parents/guardians have legal custody, they are joint decision makers for the child and each has parental right to information and the file.

### **Transcripts**

Students desiring transcripts should make their request to school personnel. Official transcripts are sent electronically or a sealed copy of the transcripts may be requested.

## **Procedures for Investigating Allegations of Abuse**

It is the policy of Prince of Peace Catholic School to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation. The processing of a complaint or allegation will be handled confidentially. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

Prince of Peace Catholic School has appointed the Administrator, a level-one investigator and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate will be provided training in the conducting of an investigation, at the expense of the school.

## Student Health

### Communicable Disease Control

Students with contagious diseases are to be excluded from school and school related activities for the duration of their disease. The building Administrator may require a signed note from a doctor before the student is readmitted to school.

**A child is required to be free of fever, vomiting or diarrhea for 24 hours before returning to school or participating/attending in any school function or event.**

If head lice are discovered, a note will be sent to all families whose children have potentially been exposed. Parents/guardians are responsible to report that the head lice have been detected to help reduce the spread of lice. They are also to report when the lice have been treated. If recurring cases of head lice are evident, the Administrator may request that a community nurse contact the family to communicate the effective treatment and procedures for eliminating the potential for reoccurrence. In order to control the spread of head lice, a non-chemical treatment may be administered at school.

### State Health Requirements

The Iowa Department of Education in conjunction with the Iowa Department of Public Health requires certain immunizations, dental, lead, and vision screenings for students in specific grades.

	Kindergarten	3rd Grade	7th Grade	9th Grade	12th Grade
Complete Immunization Records	X				
Dental Screening	X			X	
Lead Test	X				
Vision Screening	X	X			
Tdap Booster (tetanus, diphtheria and pertussis)			X		
1 dose of the Meningococcal vaccine			X		
2 doses of the Meningococcal vaccine					X

*[www.educateiowa.gov/student-health-requirements](http://www.educateiowa.gov/student-health-requirements)*

On the following links, parents and guardians can find the state laws and forms to be used for students in specific grades: [educateiowa.gov/student-health-requirements](http://educateiowa.gov/student-health-requirements)  
[idph.iowa.gov/immtdb/immunization/laws](http://idph.iowa.gov/immtdb/immunization/laws)

If you have questions, please call the school office.

### Health Concerns

The parents/guardians of students who have acute or chronic health problems or serious allergies must notify the school as to the nature of the problem. This information may be shared with appropriate staff at the discretion of the Administrator. When a health problem causes frequent absences a medical report may be required for verification in order for the absences to be

considered excused. Teachers may approach the Administrator when a student appears to need a formal health assessment. The Administrator will then bring this to the attention of the parents/guardians of the student.

Students in kindergarten, first, second and fifth grades and new students are eligible for a hearing screening provided by the Area Education Agency. Results of this screening will be provided to the student's parents/guardians if a problem is found. Students who may be experiencing a hearing problem will be screened by an AEA audiologist if a referral of need is made by the Administrator or parent/guardian. Other Area Education Agency services will be provided when necessary and appropriate.

### **Health Insurance**

Families of students are responsible for providing health care. Any student participating in athletics should be adequately insured. Hawk-I, a state sponsored program, provides low cost health insurance for income eligible families. Applications are available in the school office. Income eligible families are encouraged to apply.

### **Health Records**

Each student's immunization record must be completed and filed in the school office. Students may be excluded from the total school program if not in compliance according to Iowa Code 641-7.6.

All persons enrolled or attempting to enroll in a licensed childcare center or a public or nonpublic elementary or secondary school shall submit a valid Iowa department of public health certificate of immunization to the admitting official [IAC 614-87.5 (1)]. Exemptions will be granted according to IA code 614.7.3.

An emergency form is kept on file for each student and needs to be kept current. Parents/guardians are asked to list names of at least two people who will care for the child in an emergency if parents/guardians can't be contacted. Please promptly communicate with the school office if any emergency contact information changes throughout the school year.

### **Illness or Injury at School**

If a child becomes ill or seriously injured at school, the parents/guardians or an emergency contact will be notified as soon as possible. In an extreme emergency an ambulance may be called.

The school assumes no responsibility for medical treatment of students.

A child is to be free of fever, vomiting or diarrhea for 24 hours prior to returning to school or participating/ attending school related events/activities.

Students will be expected to go out for recess unless a written communication by a medical professional indicates otherwise.

If a student is injured during the school day or during the after school program, an accident report may be filed at the discretion of the supervising adult. If an accident report is filed, a copy will be provided to the parent or guardian.

### **Student Medications**

If medicine is to be dispensed by school personnel, it must be under the following conditions:

1. All medication (both prescription and over-the-counter medicine) will be kept in the office and administered by authorized school personnel.
2. The medicine is to be brought to school in the original prescription container. (If a prescription container is unavailable, directions written by a doctor will be accepted.)
3. The container and doctor's directions must include the student's name, doctor's name, dosage, and date.
4. A parent/guardian authorization slip for dispensing medication during school hours must accompany the medication. This form may be obtained from the school secretary.
5. Elementary students will be reminded when it is time to take their medication. Middle and High School students must assume the responsibility for notifying the teacher that it is time to take the medication.
6. Under no circumstances will the school furnish any medication.
7. The school assumes no responsibility for medical treatment of students.
8. The school secretary will keep a record of all students receiving medication.
9. Notation regarding long-term medication will be part of the student's file.

### **Emergency Information**

Emergency forms must be submitted to the office. Parents/guardians must inform the school immediately of any changes to this form. Parents and guardians are able to update emergency information through the JMC parent portal.

### **Disclosure of Personal Information**

The following information about each student may be released to the public upon request: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, awards received, school or institution most recently attended prior to enrollment at Prince of Peace Catholic School, participation in officially recognized activities and height of members of athletic teams. At the beginning of each school year a form is to be completed by the parent or guardian regarding release of information

## **Code of Conduct and Discipline**

### **Code of Conduct**

All students of Prince of Peace Catholic Education System are responsible for their actions. Teachers and Administrators have a legal and moral mandate to insure student respect for persons and property, and to insure an orderly educational climate in the school. The student body and this community take this mandate seriously and deserve to have a school experience uninterrupted by disorder and disrespect.

Prince of Peace Catholic Education System sponsors a multi-dimensional discipline program that covers a wide variety of cases involving discipline. We do not attempt to define all examples of

misconduct, violent, destructive, seriously disruptive behavior, or inappropriate behavior. Instead, the Prince of Peace Catholic School Administrator reserves the discretionary privilege of interpreting matters of discipline on an individual basis. This Code of Conduct applies to incidents occurring during either school related functions or non-school related functions. Law enforcement authorities may be involved. Included in this section are policies addressing specific behavior violations. Due process will be followed.

Definition and explanation of terms:

- Detentions: Detentions may be assigned for infractions of attendance or discipline policies.
- Expulsion: Any behavior by a student that is deemed threatening to the welfare and safety of our school community may result in the expulsion of that student.
- Fines: Fines may be imposed as restitution.
- In-School Suspensions: This suspension is reserved for serious violations of the attendance, safety and discipline policies. Students serve this suspension on school grounds.
- Out-of-School Suspension: During the period of out-of-school suspensions, students are prohibited from attending school and any school-related activities. This suspension is reserved for the most serious violations of the attendance, safety and discipline policies.
- Period of Probation: A period of suspension required when a student is found to be in violation of Prince of Peace Catholic Education System's alcohol and drug policies.
- Student Pranks/Vandalism: A mischievous act, which, in the opinion of the administration, disrupts the educational process of the school.
- Work Details: Work details may be assigned for infractions.

The following is a listing of some areas of conduct that will lead to immediate disciplinary action:

1. Stealing, causing damage to, or destroying school property or the property of others.
2. Threatening, intimidating, hate speech and/or causing or attempting to cause physical injury to anyone.
3. Bullying, taunting and intimidating language or behavior.
4. Possessing or using anything that might be considered a weapon.
5. Using profane, indecent, or obscene language or actions toward anyone including racist or sexist language.
6. Gambling or any gaming activity.
7. Failing to comply with the directions of teachers and other staff members.
8. Failing to comply with attendance regulations and procedures.
9. Pranking as defined in the Prince of Peace Catholic Education System Parent/Student Handbook.
10. Displaying inappropriate affection.
11. Promoting initiations, hazing, sexual or other forms of harassment.
12. Cheating, plagiarizing, false reporting or other academic dishonesty.
13. Pulling a fire alarm or calling in false alarms.
14. Possessing or using tobacco, alcohol or illegal drugs.
15. Violating technology policies and procedures.

Violations of the Code of Conduct will result in consequences at the discretion of the Administrator, which may include the following:

1. Detentions
2. Work details
3. Fines and/or financial reimbursements
4. Suspension from extra-curricular activities
5. In-School Suspension
6. Out-of-School Suspension
7. Expulsion

Persistent violations of minor infractions such as dress code or tardiness to classes will result in an increase of detention time.

It is important for students to understand that participation in pranks near the end of the year could jeopardize their participation in year-end activities and ceremonies, including graduation.

### **STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES**

The Prince of Peace Catholic School information technology resources, including servers, network services, computers, printers, Internet access, telephones, video, peripherals, applications, library catalog, online resources, and multimedia, are provided for educational purposes. Staff and students may bring their own devices and connect to the school's network. Adherence to the following policy is necessary for continued access to the school's technological resources:

**Students are held accountable for following these rules:**

- Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Do not view, use, or copy passwords, data, or networks to which you are not authorized.
  - Do not distribute private information about others or yourselves as stated in the school's anti-bullying policy. ( Diocesan Policy 430: Anti-Bullying/Harassment)
- Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher, administrator, or the technology coordinator.
  - Do not destroy or damage data, networks, or other resources that do not belong to you. This includes all computers and technology related hardware. ( Policy 512: Code of Conduct)
  - Conserve, protect, and share these resources with other students and Internet users.
- Respect and protect the intellectual property of others.
  - Do not violate copyright laws (illegal copies of music, games, or movies).
  - Do not plagiarize.
- Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.



- Report threatening or inappropriate activities or materials to a teacher, the administrator or the technology coordinator.
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or harassing). (Policy 512)
- Do not access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business using any school technology resources, unless approved as a school project. Any financial obligation resulting from network use, such as the purchase of goods and services through the Internet or phone services, are the user's responsibility and not the responsibility of Prince of Peace Catholic School.
- Do not attempt to harm, alter, disable, or destroy any system, or data belonging to anyone, either directly or indirectly, such as uploading or creating computer virus, or directly by impeding other users or systems by mass consumption of resources. (Downloading or streaming un-authorized video or music)
- Do not download any programs.
- Do not change the settings on school devices. This includes changing the background on the desktop, rearranging the icons on the desktop, moving the task bar, or changing the homepage on Google Chrome.
- Do not attempt to use anonymous proxy servers in an attempt to bypass the school's Internet content filtering software. Newest policy needs to be added and amended.

### **Supervision and Monitoring**

The network administrator and authorized employees monitor all use of information technology resources to help ensure that users are secure and in conformity with this policy. The administrator reserves the right to examine use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student, other person, or to protect property. The administrator may also use this information in determining disciplinary actions, and will furnish evidence of crimes to law enforcement. Prince of Peace Catholic School will cooperate fully with local, state, and/or federal officials in any investigation of any illegal activities conducted through the service.

### **Consequences for Violation**

The use of technology resources is a privilege. The administrator of Prince of Peace Catholic School at any time or for any reason may discontinue a user's general access to the network or rescind the user's privilege of using technology resources. Violations of any part of this policy may result in disciplinary action, including and not limited to, the loss of a student's privileges to use the school's information technology resources. (Policy 512: Code of Conduct)

### **First Infraction:**

The student will lose Internet access and or computer access for one week. A copy of the notice will be mailed to the student's parent/guardian and a copy will be retained by the administrator.

**Second Infraction:**

The student shall forfeit all Internet access and computer privileges for a period of three weeks. The student and parent/guardian will be required to meet with the administrator during the forfeiture period of access to the Internet and/or computers or the access will not be reinstated. A copy of this notice will be mailed to the student's parent/guardian and a copy will be retained by the administrator.

**Third Infraction:**

The student shall forfeit all Internet and/or computer privileges for the remainder of the school year. The student and parent/guardian will be required to meet with the administrator during the forfeiture period of access to the Internet and/or computers or the access will not be reinstated the following school year. A copy of this notice will be mailed to the student's parent/guardian and a copy will be retained by the administrator.

If the consequences for violation impacts a computer based course, the consequence will be evaluated by school administration to allow for course completion. **Parents/Guardians must complete the signed agreement prior to student's use of technology resource.**

**Use or Possession of Alcohol/Drugs/Tobacco**

The use of alcohol, drugs or tobacco is hazardous to health, leads to dependency disorders and may cause many other negative impacts on health and is detrimental to academic and athletic performance. Prince of Peace Schools is committed to working with families, law enforcement officials and health organizations in the community to assist the students in prevention of substance abuse.

Prohibited substances are tobacco products or illegal drugs, including steroids, marijuana, drug look-alikes, drug paraphernalia, prescription drugs without a prescription, or any other controlled substance.

The use or possession of tobacco products and illegal drugs, including steroids, marijuana, drug look-alikes, drug paraphernalia, prescription drugs without a prescription, or any other controlled substance is prohibited. If the Administrator determines a circumstance to endanger the students of Prince of Peace Schools, mandatory drug testing, extended suspensions or expulsion may result and these options may supersede any other related policies.

If a student knowingly hosts a gathering during which prohibited substances are present, the penalty for violation for non-school related offense will apply and be considered the progressive discipline as indicated in this policy.

Students are in violation of this policy under the following circumstances:

**Possession or Use of Prohibited Substances  
On School Grounds or at School Functions**

Any student who attends school or school functions in possession of, or under the influence of alcohol or illegal drugs as determined by and/or witnessed by administration or designated school officials or representatives will automatically serve an in-school or out of school suspension in addition to the penalties outlined in this policy.

## **Furnishing or Selling Alcohol or Prohibited Substances On School Grounds or at School Functions**

Any student who furnishes or sells prohibited substances as previously identified, on school grounds or at a school function as determined by and /or witnessed by administration or a designated school officials or representatives will automatically serve an out of school suspension, must meet with the Administrator along with a parent or guardian and serve the penalties outlined in this policy.

## **Use of Prohibited Substance**

### **Generally Not on School Grounds or at School Functions**

Any student who is found to be using or in possession of prohibited substances as previously identified and as determined and reported to the school by law enforcement personnel, parent/guardian reporting his/her son or daughter, a foreign exchange program representative or as witnessed by an Administrator or designated school officials or representatives will serve the penalties outlined in this policy.

## **Student Self-Reporting**

The student who self-reports personal violation of the Code of Conduct to the Administrator before the Administrator learns of the incident through other formal reporting sources, the student will receive a 50% reduction in the length of required work detail.

## **Student Who is Knowingly in the Presence of Underage and/or Illegal Consumption of Prohibited Substances**

If a student is determined to have not personally consumed or otherwise engaged in the use of Prohibited Substances as judged by law enforcement personnel or the administration the following will apply:

**1<sup>st</sup> Offense:** The Administrator will meet with the student and the parent/guardian to discuss the incident and ways to avoid similar circumstances in the future. A formal warning will be placed in the student's discipline file.

**2<sup>nd</sup> Offense:** The Administrator will meet with the student; notify the parent/guardian that the student will receive an immediate three-day in-school suspension from all school activities.

**3<sup>rd</sup> Offense:** The penalty will include a three-day in-school suspension 30 hours of work detail and a 30 calendar day suspension from participating in or attending any school related activities.

## **Penalty for Violation on School Grounds or at School Functions**

### **First Violation**

1. Student will serve a one-day in-school suspension.
2. A 1,000-word essay will be assigned by the Administrator indicating a due date. The Administrator will provide the sources for this paper.
3. Complete 15 hours of work detail as arranged by the Administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for 15 calendar days of extracurricular or school related activities or attending school related activities such as games and dances. (Suspension from activities that receive academic credit will not affect a student's grade.)

## **Penalty for Violation on School Grounds or at School Functions**

### **Second Violation**

1. Student will serve a two-day in-school suspension.
2. The parent/guardian will schedule an alcohol use assessment for their child or dependent with a recognized alcohol/substance abuse organization and will incur any cost associated with this assessment. A summary report will be provided to the Administrator. This report will be placed in the student's discipline file.
3. Complete 30 hours of work detail as arranged by the Administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for 30 calendar days of extracurricular or school related activities or attending school related activities such as games and dances. (Suspension from activities that receive academic credit will not affect a student's grade.)

## **Penalty for Violation on School Grounds or at School Functions**

### **Third Violation**

1. Student will serve a three-day in-school suspension.
2. The parent/guardian will schedule an alcohol use assessment for their child or dependent with a recognized alcohol/substance abuse organization and will incur any cost associated with this assessment. A summary report will be provided to the Administrator. This report will be placed in the student's discipline file. The student will complete a recognized alcohol/substance abuse education program. Verification of attendance and completion of the program will be provided to the Administrator.
3. Complete 60 hours of work detail as arranged by the Administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for sixty calendar days of extracurricular or school related activities or attending school related activities such as games and dances. (Suspension from activities that receive academic credit will not affect a student's grade.)

## **Penalty for Violation for Non-School Related Offense**

### **First Violation**

1. Student will serve a one-day in-school suspension.
2. A 1,000-word essay will be assigned by the Administrator indicating a due date. The Administrator will provide the sources for this paper.
3. Complete 15 hours of work detail as arranged by the Administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for four dates of extracurricular activities or school related activities or attending school related activities such as games or dances. If the student self-reports, the student will be prohibited in participating for three dates of extracurricular activities or school related activities or attending school related activities such as games and dance. (Suspension from activities that receive academic credit will not affect a student's grade.)

## **Penalty for Violation for Non-School Related Offense**

### **Second Violation**

1. Student will serve a one-day in-school suspension.
2. The parent/guardian will schedule an alcohol use assessment for their child or dependent with a recognized alcohol/substance abuse organization and will incur any cost associated

with this assessment. A summary report will be provided to the Administrator. This report will be placed in the student's discipline file.

3. Complete 30 hours of work detail as arranged by the Administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for seven dates of extracurricular activities or school related activities or attending school related activities such as games or dances. If the student self-reports, the student will be prohibited in participating for six dates of extracurricular activities or school related activities or attending school related activities such as games and dance. (Suspension from activities that receive academic credit will not affect a student's grade.)

### **Penalty for Violation for Non-School Related Offense**

#### **Third Violation**

1. Student will serve a one-day in-school suspension.
2. The parent/guardian will schedule an alcohol use assessment for their child or dependent with a recognized alcohol/substance abuse organization and will incur any cost associated with this assessment. A summary report will be provided to the Administrator. This report will be placed in the student's discipline file. The student will complete an alcohol/substance abuse education program. Verification of attendance and completion of the program will be provided to the Administrator.
3. Complete 60 hours of work detail as arranged by the Administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for twelve dates of extracurricular activities or school related activities or attending school related activities such as games or dances. If the student self reports, the student will be prohibited in participating for eleven dates of extracurricular activities or school related activities or attending school related activities such as games and dance. (Suspension from activities that receive academic credit will not affect a student's grade.)

#### **Violation of Suspension**

Should a student attend an event before his/her suspension is complete, the entire penalty will be repeated beginning when the violation is discovered.

#### **Subsequent Violation**

Subsequent violation in addition to those outlined in this policy will be handled at the Administrator's discretion, which may include expulsion.

#### **Minimum Penalty**

These consequences are the minimum penalty. Coaches and club advisors may also have rules for their particular organization that involves a code of conduct. Violations of these types of rules will be addressed with the students by those supervisors and will be kept on file in the Administrator's and Athletic Director's office.

### **School Activities**

School activities may include graduation and baccalaureate exercises, intra-mural activities, open gyms, summer competitions, prom, post-prom, athletic contests, dances, performances, club events or other social activities.

### **Effective Policy Dates**

This policy is in effect throughout the student's enrollment or re-enrollment at Prince of Peace Catholic School including the summer months. This policy does not apply when a student is in the presence of his/her parents/guardians at non-school related functions, unless the parents/guardians request the policy be enforced.

### **Anti-Bullying/Harassment Policy**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The board is committed to providing all students with a safe and civil school/faith formation environment in which all members of the school/parish community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school/parish.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of each local boards of education/faith formation committee; while on school/parish-owned or school/parish-operated vehicles; while attending or engaged in school/parish-sponsored activities; and while away from school/parish grounds if the misconduct directly affects the good order, efficient management and welfare of the school/parish.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school/parish employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school/parish volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school/parish grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying 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/faith formation/youth ministry environment that meets one or 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 a school/parish.

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

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

- Verbal, nonverbal, 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.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education/faith formation or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic/faith formation decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student’s academic/faith formation performance by creating an intimidating, hostile, or offensive education or faith formation environment.

In situations between students and school/parish officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education/faith formation or participation in school/faith formation programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, a “no tolerance” stance will be taken. The perpetrator will be suspended from the educational program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school/parish official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school/parish employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school/parish volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school/parish grounds.

The school/parish will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school/parish officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent or designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the Diocesan Board of Education and each school/parish board of education/faith formation committee. The superintendent or designee shall report to each board/faith formation committee on the progress of reducing bullying and harassment.

Each local board/faith formation committee will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook and volunteer handbook
- Inclusion in the registration materials
- Inclusion on the school/parish or school web site, and the Diocesan website

and a copy shall be made available to any person at the administrative office of each school/parish/Diocese.

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

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating



with the harasser, the individual should ask a teacher, counselor or Administrator to help.

- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or Administrator; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or Administrator including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

### **Complaint Procedure**

An individual who believes that the individual has been harassed or bullied will notify the school Administrator, the designated investigator. The alternate investigator is the school counselor. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept **confidential** to the extent possible.

The investigator, with the approval of the Director of Faith Formation, or the Administrator has the authority to initiate an investigation in the absence of a written complaint.

### **Investigation Procedure**

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

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal. Designated investigators for Prince of Peace School are the Principal, Assistant Principal and Sharon Roling, Administrator of St. Joseph's Catholic School, DeWitt, Iowa.

### **Resolution of the Complaint**

Following receipt of the investigator's report, the Administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the Administrator may, at the Administrator's discretion, interview the complainant and the alleged harasser. The Administrator will file a written report closing the case and documenting any disciplinary action taken or any

other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The Administrator will maintain a log of information necessary to comply with Iowa Department of Education and Diocesan reporting procedures.

Points to remember in the investigation:

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

### **Conflicts**

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

### **Due Process**

#### **Process for Appealing Electronic Resource Penalties, Detentions, Work Details, Fines and/or Financial Reimbursement**

The appeal must be written by the student and follow the format listed below:

1. A written appeal must be submitted to the Assistant Principal/Dean of Students no later than two school days after the discipline has been assigned. This appeal must be typed on an 8 ½" x 11" sheet of paper. It must include the following:
  - a. the date the appeal is being filed;
  - b. the signature of the student appealing;
  - c. the signature of at least one parent/guardian;
  - d. a brief explanation of the reason(s) for the appeal.
2. The appeal will be reviewed by the Administrator and a decision on the discipline situation made. The decision of the Administrator is final.
3. Detention, work details, electronic penalties, financial reimbursement and fines will be postponed pending an appeal.

#### **Process for Appealing Suspensions or Expulsions**

The appeal must be written by the student and follow the format listed below:

1. A written appeal must be submitted to the Assistant Principal/Dean of Students no later than two school days after the discipline has been assigned. This appeal must be typed on an 8 ½" x 11" sheet of paper. It must include the following:
  - a. the date the appeal is being filed;
  - b. the signature of the student appealing;
  - c. the signature of at least one parent/guardian;
  - d. a brief explanation of the reason(s) for the appeal.
2. The appeal will be reviewed by the Administrator and a decision on the discipline situation made.
3. If the student wishes to appeal the Administrator's decision, an Appeal Council will meet. The student must give a written request to the Administrator for a meeting of the Appeal Council within two school days of receiving the Administrator's decision. The appeal must be typed on an 8 ½" x 11" sheet of paper. It must include the following:
  - a. the date the appeal is being filed;

- b. the signature of the student appealing;
  - c. the signature of at least one parent/guardian;
  - d. a brief explanation of the reason(s) for the appeal.
4. The Council will meet no later than one week after the written request has been received by the Administrator.
  5. The Appeal Council will be composed of two faculty members and one school board member. The school board member shall be the chairperson of the board's policy committee or the president of the board. An alternate Appeal Council member may be requested by the board president. The school board member serves as chair for the Council. The Appeal Council determines the participants and procedure of the meeting. The student and his/her parents/guardians will be able to attend the Appeal Council meeting. The Appeal Council may request administration, faculty, and other students to be present for all or part of the meeting. The Appeal Council decides whether to uphold or modify the Administrator's decision, and notifies the student, his/her parents/guardians, and the Administrator in writing within two school days of the Council's meeting.
  6. No outside legal counsel will be able to attend the meeting of the Appeal Council, as this is not a court of law.
  7. If the student wishes to appeal the Appeal Council's decision, the student may appeal the decision to the School Board. This appeal must be in writing and made no later than two school days after the Appeal Council's decision. The appeal must be typed on an 8 ½" x 11" sheet of paper. It must include the following:
    - a. the date the appeal is being filed;
    - b. the signature of the student appealing;
    - c. the signature of at least one parent/guardian;
    - d. a brief explanation of the reason(s) for the appeal.
 The appeal is addressed and mailed to the president of the board and the Administrator.
  8. The School Board will act on the appeal not later than ten school days after the appeal has been received. The school board president will determine the participants and procedure for the meeting. The decision of the School Board is final.

### **Detentions**

A 24-hour notice will be given to students when school detentions are assigned. Detentions will vary in length depending upon the reason for the detention. Some violations of the Code of Conduct will result in lengthier detentions

Students who exhibit a persistent pattern of receiving detentions and/or a pattern of skipping school detentions may be given significant consequences that may include suspension from participation in school activities.

When students receive a school detention they must be in attendance for the detention on the day assigned. School detentions are normally served on Tuesdays and Thursdays for the assigned time. In special circumstances, alternative times may be arranged through the office of student services. These arrangements must be made **prior** to the normally scheduled time. Athletic games, practices, other extra-curricular activities, or out of school appointments are not excusable reasons for failing to serve an assigned detention. A student who does not report for a school detention will be assigned an additional detention time or an in-school suspension.

Detentions may also be served under a teacher's direction.

### **Hall Conduct**

Littering, running, pushing and loud noises in the halls are considered poor behavior and may result in a detention or other disciplinary action.

### **Search and Seizure**

Individuals entering the school, whether students, employees, or guests, are expected to conduct themselves appropriately. To provide students and employees with a safe and healthy environment, the school reserves the right to conduct inspections of school property and the property of students and visitors on school premises. Included within this policy is the right to inspect the following:

1. Lockers
2. Knapsacks, briefcases, bags, gym bags or similar articles brought onto or existing on school premises.
3. Vehicles on school premises.
4. Clothing.
5. Desks.
6. Other student or visitor property on school premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action including suspension or expulsion.

### **Citizenship**

Being a citizen of the United States, of Iowa and of Prince of Peace Catholic School entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state, school and faith communities in a manner that entitles them to keep these rights and privileges.

As part of the education program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens. As part of this learning opportunity, students shall be instructed in the elements of good citizenship, the role quality citizens play and their obligation to service as Christians.

## **Student Conduct**

### **Good Conduct Policy**

Any student declared ineligible under the prior school district's Good Conduct Rule and then, without having completed the full period of ineligibility at the school, transfers to Prince of Peace Catholic School, will not be eligible for interscholastic competition at Prince of Peace Catholic High School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition.

### **Distributing Written Material or Other Items**

Students may not distribute letters, other written information or other items to students or staff without permission from the administration. Violation of this rule may result in disciplinary action.

## **Electronic Devices**

### **Telephone/Cell Phones**

Teachers or students will not be called to the telephone during school hours except in cases of extreme necessity or emergency. Messages may be left with the office staff. If a student needs to use the telephone during the school day, the student is to request permission from the office staff to use the office telephone or their personal cell phone. If the student uses his or her cell phone without permission from office personnel, it is a violation of the cell phone policy. The consequences of the cell phone policy will be implemented.

Students' in grades 6-12 may use cell phones under the direction of the classroom teacher for educational purposes and during the lunch period. If a student is found using a cell phone or if a cell phone sound is heard, the supervising adult will report this to administration.

The first violation will result in a one-day confiscation. The second offense will result in a two-day confiscation. The days of confiscation will be consecutive school days. The third offense will require a meeting between the administrator and the parents or guardians and disciplinary action will result. The student is to turn in his or her cell phone at the beginning of the school day and pick it up at the end of the school day. Communication devices or other electronic devices are subject to the same rules. Inappropriate use of personal devices to access or record restricted information related to exams or school assignments will be subject to disciplinary actions including a search of the device's content. Local law enforcement officials may be requested to assist in investigation.

Inappropriate use of cell phones or electronic devices include but limited to the following: use during the school day without permission for any reason, taking pictures in the locker room or restroom, taking pictures for the purpose of ridiculing another person, bullying or harassment, sending or receiving pornography, cheating on homework or exams.

### **Technology Devices**

Students may bring technology devices to school. Students' listening choices and use of devices should be in accordance with the Code of Conduct and the school's technology use policy. The school is not responsible for any damage or loss of personal devices. The Technology Coordinator is not responsible for assisting the student if the personal device stops working or if the student is having trouble making the device work correctly.

Students must ask permission of the classroom teacher or supervisor for use at times including activity period, study hall, lunchtime or recess. Inappropriate behavior will result in the revocation of the privilege of using these devices in the school.

## **Lockers**

Each student in grades 6-12 is assigned a locker. Students must use only the assigned locker. Students are responsible for the care of the locker issued to them and are expected to keep their lockers neat and closed at all times. If a locker is found to be in great disarray, a supervised cleaning may take place. Old food items and open containers of beverages are unacceptable. Disciplinary action may result. No items other than musical instruments and sports bags may be kept on top of the lockers at the end of the school day. Any books, notebooks, or other items found on lockers at the end of the school day will be turned into the office and a detention will be assigned. Hallways are to be kept clear and free of litter, books, and personal items. Students leaving books or any personal items on the hallway floor during the school day will be assigned a detention for this safety violation.

Only school issued locks may be used. Students may request the use of a school lock. Students who lose the lock must pay the ~~\$5.00~~ replacement cost.

The locker remains the property of Prince of Peace Catholic School and may be inspected from time to time, for any reason. The school will not be responsible for lost, damaged or stolen property.

Only appropriate pictures or personal items may be displayed on the inside of lockers. Displayed items on the outside of lockers must be appropriate and neatly displayed or they may be removed. Tattered and torn items are to be removed.

## **Yearbook**

Yearbooks will only be sold to students, parents and grandparents.

## **Athletics**

### **Cooperative Sports**

Students may participate in cooperative sports with area public schools. If a student wishes to participate in a cooperative sport, he/she must inform the Athletic Director prior to the beginning of the sport's season. The eligibility policy of our school will be used in determining a student's academic eligibility.

### **Practice Attire**

Practice attire is to be modest and reflect the values of our Catholic school. Exposed underwear and clothing that is too short, too tight or too clinging is never appropriate. Practice shorts must follow the school policy and be 3" longer than fingertips. However, a coach may designate a "practice" uniform dress code for specific shorts that does not meet the length requirement. If this is the case, practice uniform shorts should be worn only during practice times, not at other school or community events. Shorts worn as team uniforms are not required to follow the 3" rule. Sleeveless shirts will be allowed, but may not have large sleeve openings. At no time should sports bras or underwear show. Shirts must be worn at all times.

### **School Apparel/Student or Team Images/Items**

Logos, slogans or designs on any school apparel/student or team images and items are to reflect the values of Prince of Peace Catholic School. Slogans or designs are to be free of sexual innuendo, suggestions of gross behaviors, violence or other inappropriate language or graphics.

Any clothing, images or items sold to or worn as a team is considered team apparel. Any clothing, images or items worn by Irish teams or fans and sold to or given to support any school team, club or organization must be approved by the Administrator prior to its creation and purchase.

Any clothing, images or items worn by, sold to or given to school teams, which carries the word “Irish” or “Prince of Peace” or the Prince of Peace logo must be approved by the Administrator prior to its creation.

No individual, group or business shall create or sell clothing, images or items suggesting school affiliation to Prince of Peace teams or fans without written permission. Students are not allowed to sell apparel, images or items to other students during the school day or on school property.

Any team apparel purchased by the school for any sport will be the official school colors.

### **Sports Physicals**

A current sports physical is required before any student may practice or participate in any interscholastic sport. This information is kept by the Athletic Director.

### **Sportsmanship**

All students, participants, and fans should set an example of good sportsmanship at all times. The highest respect must be extended to game officials, visiting players and fans. Remember that our visiting teams and spectators have been invited as our guests. When visiting other schools, students and fans should act, as they would expect guests to act. Booing, name-calling, inappropriate words or actions are always out of place and will be dealt with appropriately. The Iowa High School Athletic Association (IHSAA) has also set forth a code of conduct for fans and players during specific events.

### **Uniforms**

The school will purchase team uniforms on a rotation basis. No team shoes will be required. Students or parents may not purchase team attire. Uniforms are to be turned in at the end of the sports season in good repair and clean. Any team apparel purchased by the school for any sport will be the official school colors.

Students who do not turn in their athletic uniform as requested may be assigned detentions.

## Dress Code

### Student Appearance

The importance of proper dress for Prince of Peace Catholic School students cannot be overstressed. The dress code and the traditions it conveys demonstrate our commitment to quality Catholic education. It is an expression of unity that eliminates materialistic competition and creates a sense of belonging that strengthens our academic focus and discipline.

The primary responsibility for complying with the dress code lies with the parents/guardians. Parental/guardian support and cooperation are needed.

The administration reserves the right to determine appropriateness of attire in relation to the dress code in particular instances.

Please read carefully and adhere to the following regulations:

1. Clothing must always be clean and in good repair.
2. See-through clothing is prohibited as well as clothing that is too tight, too baggy, clinging or too short.
3. Jackets and sweatshirts without hoods (right side out) may be worn. Jackets or sweatshirts must be dress-code colors or Booster Club designs without hoods. Tops must be worn over a dress code shirt that is tucked in and has its collar showing.
4. Hairstyles, tattoos, body piercing, jewelry and make up should be appropriate for a Catholic school and may be prohibited. Students in grades K-5 are not allowed to wear makeup.
5. Slacks, shorts, or skirts with belt loops require a belt. K-2<sup>nd</sup> grade students are not required to have belts.
6. Grades 6-12 Physical Education dress code: Plain white t-shirt or Booster t-shirts; plain black, navy or royal blue shorts (no stripes). The length of shorts must meet dress code guidelines as found in the handbook.
7. School Dress Code enforcement begins when the first bell rings and ends when school is dismissed.

### Kindergarten – 12<sup>th</sup> Grade Dress Code

1. Slacks: Students may wear only black, navy blue, tan, or khaki dress or corduroy slacks. Students may wear modest Capri length pants. No athletic style pants, cut offs, pajamas, bibs, leggings, jeggings stretch pants, or yoga pants are allowed.
2. Shorts, skorts, and skirts: Students may wear only black, navy blue, tan, or khaki shorts, skorts or skirts. The bottom hem should be no more than two inches above the top of the knee. If there is a slit in the (garment), the top of the slit will be considered the height of the bottom hem. Leggings may be worn under skirts, skorts, shorts or jumpers. Khaki, black, navy, white or dark green tights may be worn. Shorts and skorts may only be worn during August, September, October, April, May and June. Cut-offs are not allowed.
3. Jumpers: Students may wear only black, navy blue, tan, khaki or school plaid jumpers. Jumper hems must follow skirt guidelines.
4. Shirts and Tops: Students may wear only solid color white, yellow, blue, gray or green short or long sleeved polos, oxford or turtleneck shirts. Small manufactured symbols or insignias are allowed. All shirts must be tucked into the waistband and collars must be



visible. No sleeveless tops are allowed. Revealing necklines that expose cleavage are never appropriate.

5. Fleece Tops, Sweaters and Sweatshirts: Students may wear fleece tops, sweaters, sweater vests or non-hooded sweatshirts (right side out) of any solid dress code color (white, yellow, blue, gray or green). The collar of an approved shirt must show. Shirts under fleece tops, sweaters and sweatshirts must be tucked in.
6. Shoes:
  - Grades K-5:** Students must wear tennis shoes or street shoes (closed heel and toe shoes) for safety on the playground.
  - Grades 6-12:** Students must wear tennis shoes, street shoes, or sandals with a closed heel or heel strap. All students will be required to wear tennis shoes for gym class. No wheeled shoes or flip-flops are permitted.
7. Socks: Socks must be a solid dress code color, khaki, black, navy, white or dark green. Striped or patterned socks are not allowed.
8. Tights or Leggings: Students in grades K-5 may wear solid colored tights or leggings under skirts, jumpers or skorts of dress code colors, khaki, black, navy, white or dark green. Patterned tights or leggings are not allowed.
9. Students may wear neck ties or bow ties with an appropriate dress shirt.
10. Headwear: Scarves, hats or sweatbands are not appropriate dress code items.
11. Booster Club items that meet dress code specifications (colors and no hoods) will be allowed.
12. Game Day Attire: Teams must adhere to dress code on game days. A school jersey may be worn over an approved dress code shirt. In addition, the Girl Scouts may wear their sashes/vests with dress code shirts and the Boy Scouts may wear their uniform shirts on scout days.
13. Special Days/Spirit Days: Periodically throughout the school year, and during finals, attire other than dress code will be allowed such as a jeans day. Jeans and T-shirts when allowed must be clean, in good repair, and avoid unacceptable brand names, images and words.  
Spirit Days; Irish clothing sold by the Booster Club may be worn on Spirit Days. Other sports wear is not allowed. Irish shirts may be worn with dress code pants/slacks.
14. Only approved footwear is allowed.
15. Tank tops, running tops, spaghetti straps, bare midriffs, tube tops, sleeveless undershirts, revealing necklines, exposed underwear or short shorts or pajamas are never appropriate.