



ST. ANTHONY
SCHOOL

**Parent and
Student
Handbook**

TABLE OF CONTENTS

<p><u>Letter from the Principal - 3</u> <u>School Contact Information - 3</u> <u>School Hours - 4</u> <u>Handbook Policy - 4</u> <u>Philosophy of Catholic Ed - 4</u></p> <ul style="list-style-type: none"> ● Catholic Schools Mission - 4 ● St. Anthony School Mission - 5 <p><u>Admissions - 5</u></p> <ul style="list-style-type: none"> ● Admission Status - 5 ● Covenant of Trust Between Families and St. Anthony School - 6 ● Support for Non-Catholic School Families- 7 ● “Good Standing” AND “Active Parishioner” - 8 ● School - Parent Partnership - 8 ● Educational Savings Account (ESA) - 9 <p><u>Academics - 9</u></p> <ul style="list-style-type: none"> ● Essential Learnings - 9 ● Core Curriculum - 10 ● Human Growth and Development - 10 ● Liturgies - 10 ● Enrichment - 10 ● Homework - 10 ● Section 504 - 11 ● Student with Disabilities - 10 ● Textbooks/Library Books - 11 ● Standardized Testing - 11 ● Progress Report/Grading - 11 ● Failing Grade - 12 ● Academic Integrity - 13 ● Middle School Academic Expectations - 13 <p><u>Attendance - 14</u></p> <ul style="list-style-type: none"> ● Compulsory Attendance - 14 ● Full Day/Half Day Attendance ● Reporting Attendance - 15 ● Valid Reasons for Missing School - 15 ● Procedures for Chronically Absent and Truancy- 15 ● Reporting Tardiness - 15 ● Student Attendance for Activities - 16 ● Leaving School Grounds - 16 ● Makeup Work - 16 ● Vacations - 16 	<p><u>Student Behavior Expectations and Discipline- 17</u></p> <ul style="list-style-type: none"> ● Discipline and Student Accountability - 17 ● St. Anthony School Student Responsibility and Discipline - 17 ● Student Expectations - 17 ● Inappropriate Behavior - 18 ● Acknowledgement 19 ● Consequences/Behavior Correction - 20 ● Definition of Consequences - 20 <p><u>Health Policies - 21</u></p> <ul style="list-style-type: none"> ● Student Medication - 21 ● Dental Screening - 22 ● Communicable Diseases - 22 ● Immunization - 23 ● Nicotine/Tobacco Free Campus -23 ● School Nurse - 24 ● Illness/Accident - 24 ● Keeping Home Versus Sending to School - 24 ● Guidelines - 24 ● Screenings - 25 ● Severe Food Allergies - 25 <p><u>Student Clothing - 25</u></p> <ul style="list-style-type: none"> ● Boy Clothing Expectations - 25 ● Girl Clothing Expectations - 26 ● Purchasing School Clothing - 26 ● Mission Awareness Dress - 26 ● School Spirit Days - 27 ● Physical Education Clothing - 27 ● Winter Wear - 27 <p><u>Food Service - 27</u></p> <ul style="list-style-type: none"> ● Meal Accounts - 27 ● Breakfast - 27 ● Lunch - 27 ● Outside Food and Lunch Vendors - 28 <p><u>Transportation - 28</u></p> <ul style="list-style-type: none"> ● Car Line - 28 ● Bicycles, Skateboards, Roller Blades, Mopeds - 28 <p><u>General Information - 29</u></p> <ul style="list-style-type: none"> ● Athletics - 29 ● Celebrations - 29 ● Snacks - 29 ● Updating Your Info - 30 ● Deliveries - 30 ● School Closings - 30 ● Field Trips - 30 ● Lockers - 31 ● Lost and Found - 31 ● School Property - 31 ● School Supplies - 31 ● Gum/Candy - 31 	<p><u>Family/School Relations - 31</u></p> <ul style="list-style-type: none"> ● Leadership Council - 31 ● Conferences - 32 ● Contacting Teachers - 32 ● What to Do If You Have a Serious Issue? - 32 ● Student Visitors - 32 ● Visiting During the School Day - 32 ● Custody Records - 33 <p><u>Safety/Abuse, Harassment, Bullying - 34</u></p> <ul style="list-style-type: none"> ● Emergency Procedures - 34 ● Searches - 34 ● Weapons/Dangerous Objects ● Violent/Destructive/Serious Disruption - 35 ● Threats of Violence Protocol - 35 ● Controlled Substances- 36 ● Grievance Procedure - 36 ● Non-Discrimination Policy - 36 ● Sexual Harassment and/or Abuse by Students - 37 ● Sexual Harassment and/or Abuse by Students Investigation - 38 ● Sexual Harassment and/or Abuse by a Student Level 2 Investigation Regulation - 39 ● Sexual Harassment and/or Abuse by Student Retention of Investigation - 40 ● Harassment, Hazing, and Bullying - 40 ● Bullying and Harassment Complaint Investigation Procedure - 42 <p><u>Technology Use - 43</u></p> <ul style="list-style-type: none"> ● Personal Communication Devices - 43 ● St. Anthony School Electronic Devices - 43 ● Acceptable Use Policy - 44
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LETTER FROM THE PRINCIPAL

Dear St. Anthony Catholic School Community,

Thank you for choosing St. Anthony Catholic School and investing in Catholic education for your child. This investment will pay dividends for years to come. At St. Anthony, our students learn to contribute to and be a positive part of their family, community, and the Church. We are proud to partner with parents to provide a wonderful education and environment where students can grow academically, socially, emotionally, and spiritually.

St. Anthony School educates three-year-olds through 8th grade students, and parents continue to have the school choice of Spanish Immersion or a traditional English track. In the dual language track, students learn in Spanish and English daily so they can achieve biliteracy and bilingualism by the end of 5th grade. It's exciting to have a growing enrollment from PreS through 8th grade.

At St. Anthony School, we are thrilled to work with our families and parish community to help our students grow in God's love and acceptance of all. We appreciate the Catholic traditions on our campus throughout the year that we can participate in. We love our diverse school and the welcoming spirit of our community. We are blessed with a caring, dedicated staff that is diligent in their effort to meet all learners' needs and help students find success. We are blessed with wonderful families who are involved and dedicated to Catholic education and their faith.

Welcome to St. Anthony School! We are glad you're here!

With much gratitude,
Ms. Jennifer Raes

CONTACT INFORMATION

- **School Address:** 16 Columbus Avenue, Des Moines, Iowa 50315
- **Phone:** 515-243-1874
- **Fax:** 515-243-4467
- **Website:** <https://school.stanthonydsm.org/>
- **Principal:** Jennifer Raes (jraes@stanthonydsm.org)
- **Assistant Principal:** Melissa Iloabachie (miloabachie@stanthonydsm.org)
- **Priest:** Father Michael Amadeo (famadeo@stanthonydsm.org)
- **School Secretary:** Darcy Swesey (dswesey@stanthonydsm.org)
- **Superintendent of Des Moines Diocese Schools:** Donna Bishop (dbishop@dmdiocese.org)
- **School Website:** <https://school.stanthonydsm.org/>
- **Social Media:** Find us on Facebook at : St. Anthony Catholic School

SCHOOL HOURS

Drop Off Begins	Students Enter Classrooms	School Begins/Tardy After	Student Dismissal	Carline Over
7:50 AM	8:00 AM	8:20 AM	3:20 PM	3:35PM If student remains after 3:35, they go to Junior & Plus and a fee is charged

HANDBOOK POLICY

Student Personnel (Diocese of Des Moines Catholic Schools Policy 549)

It shall be the policy of the Diocese of Des Moines Catholic Schools Board that each family with students enrolled in a Catholic school receives a copy of the Parent/Student Handbook for the school of enrollment. The Handbook must be updated at least annually. The Handbook must contain a signature page which stipulates that the student and parent/guardian have read the Handbook and will abide by the rules and regulations contained therein. Parents/guardians with students below Grade 4 may only need to discuss some parts of the Handbook with these students.

The policies, regulations, and procedures contained in this handbook are subject to review and revision during the school year with approval from the Bishop, Superintendent, and diocesan legal counsel.

PHILOSOPHY OF CATHOLIC EDUCATION

Catholic School Mission and Belief Statement (Diocese of Des Moines Catholic Schools Policy 104)

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, endorses the following vision statement for the diocesan Catholic Schools: Catholic Schools in the Diocese of Des Moines, based on the teaching of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom and emerge as responsible citizens dedicated to the practice of life-long discipleship.

Diocesan Schools' Mission and Belief Statement (Diocesan Schools' Mission and Belief Statement Catholic Schools Policy 107)

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, endorses the Mission and Belief statements and expects all schools to adhere to the following: The mission of the Catholic schools of the Diocese of Des Moines is to develop and inspire learning for life by providing a world-class education within a Catholic environment for our students. We believe...

- Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives.

- Each student in Catholic schools experiences the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society.
- Catholic schools and parishes are partners with parents in the education of their children.
- Catholic school educators apply research-based curriculum and instructional strategies that enhance the learning of all students.

Mission Statement of St. Anthony School

St. Anthony School fosters a Catholic identity rooted in Christ. We will cultivate and model a culture of academic excellence, faithful service, and an understanding of all our brothers and sisters.

ADMISSIONS

Admissions Status (Diocese of Des Moines Catholic Schools Policy 504)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop that students and families who are admitted to a Catholic school agree to abide by the philosophy and the educational policies and regulations of the school and the Diocese. This agreement (Covenant of Trust) shall be indicated through signature of parent and student on the Handbook Signature Page.

Each school will develop and include in the Parent/Student Handbook a written procedure for enrollment priority, a commitment of faith, and a school-family partnership statement. This handbook provides the school's framework for a trusting relationship setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

Before admitting a transfer student, the school shall contact (call) the administrator of the prior school. This call serves multiple purposes. First, this call allows the receiving school to ascertain why the family wishes to transfer and to become aware of any issues with the student or family that the receiving school will need to be aware of. The call allows the school to determine whether it can meet the student's needs. This call is also to determine if there is back tuition owed to the school. If there is outstanding tuition due, the student may not be enrolled in the new school until the past due amount is paid in full.

Students may not be enrolled in two schools as a way to "hold a place" while they make a decision. This takes a seat away from another child. Administration reserves the right to ask questions of inquiring parents to make certain this is not an issue.

In the event an application to a Diocesan school should be made by a student expelled from another school a careful investigation must be made by the school administrator. A team will review each enrollment request to determine if enrollment will be accepted if the student has been expelled. If a student who was expelled from another school is admitted, the enrollment may be probationary at the discretion of the administrator.

Schools will review academic, behavioral, and attendance records from the prior educational setting before acceptance. All families will be required to disclose if the student has an IEP or 504 plan. Local administration reserves the final authority on all admissions decisions to ensure the school can best serve the needs of the whole child, including spiritual, academic, social-emotional, physical, and behavioral needs.

The Catholic schools in the Diocese of Des Moines enter a relationship of trust with each family. Should, if at any time, the school be unable to meet the needs of a student, or if a family or student cannot abide by the

policies and regulations set forth in the handbook, local administration reserves the authority to change admission status. (See policy 505.)

Once the class maximum has been reached, enrollment in the class will be closed. The administration will place those children who are not admitted on a waitlist. If an opening becomes available, students on the waitlist will be given priority for those openings in the same order of preference as detailed below. The waitlist will exist from year to year only, and the waitlist for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when the next school year begins.

Covenant of Trust between Parents and St. Anthony School (located and signed in JMC)

At baptism, parents accept the responsibility of forming their child in the practice of the faith. "Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children." (CIC, 793.1)

Catholic school personnel partner with the family in proclaiming and witnessing as disciples to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. Formally, this is accomplished in the following covenant:

St. Anthony School enters a relationship of trust with each school family. The Parent/Student Handbook provides the school's framework for this trusting relationship by setting out policies and regulation for the orderly, safe, and effective spiritual and academic formation of children. **At the end of the original.**

Practically, this means the school/parish will:

- Provide regular opportunities for families to attend Mass both on Sundays and Holy Days of Obligation, as well as other important celebrations throughout the year;
- Clearly and accurately instruct both students and families on the teachings of the Church;
- Commit to frequently conversing with our students about God and the role of the Catholic Faith both in the home and at school, **and integrated th**roughout the whole curriculum and daily life;
- Focus the daily, weekly, and yearly schedules around periods of prayer;
- Provide programs which enable parents to actively take a role in the religious instruction and spiritual formation of their children;
- Clearly instruct both students and parents concerning the Church's moral and social teaching, and foster conversations which enable deeper understanding and practice;
- Provide opportunities to express compassion and concern for the needs of others, especially the most vulnerable;
- To steward our common resources well; to focus family's time, talent, and treasure **wisely for the bringing up of our children in the Faith;**

For their part, parents at St. Anthony School are aware of this vocational call from God, and in response, commit themselves by word and example to be the first and best teachers of their children in the faith.

Practically, this means parents will:

- Attend Mass on Sundays and Holy Days of Obligation and celebrate the Sacrament of Reconciliation/Confession at least once a year;

- To the best of their ability, respect the teachings of the Church and help their children respect the Church and its teachings; and in particular, to observe the Precepts of the Church, which are detailed below in the following Appendix.
- Commit to conversing frequently with their children about God and include prayer in their daily home life; observe the days of fasting and abstinence in the home;
- Participate in and cooperate with the Catholic school in programs that enable them, respectively, to take an active role in the religious education of their children, including sacramental preparation for Catholic children;
- Support the moral and social teaching of the Catholic Church to ensure consistency between home and school;
- Teach their children by word and example to express compassion and concern for the needs of others;
- Practice stewardship of time, talent, and **treasure**, and meet their financial responsibilities in support of the school and parish;

By completing my/our permissions in JMC, I/we hereby acknowledge that I/we have read this handbook and will abide by these regulations, that I/we have had an opportunity to ask questions and its contents, and that I/we will fulfill my responsibilities as the primary educator of my/our child as outlined in this covenant of trust.

Parent Sign. _____ Date _____

For our part, we, the representatives of St. Anthony School commit ourselves to maintaining our portion of the preceding covenant and ensuring that our school families have every opportunity to help their children grow in holiness and persevere in the Catholic Faith.

Priest Signature: _____ Date _____

APPENDIX I

Support for Non-Catholic School Families

Catholic schools exist primarily to bring students and their families into a close, loving, and intimate relationship with the Lord Jesus and to foster the Catholic Faith. For our Catholic families, this means supporting the Church and her teaching, practicing the Faith in the home, and participating regularly in the life of the parish. Obviously this looks different for our non-Catholic families, whether they are Orthodox Christians, Protestants, or non-Christian.

We value the presence of our non-Catholic students and their families in our schools. At the same time, it is especially important for the non-Catholic families among us to recognize that the Faith really is central for us. Our students are going to be taught the Catholic Faith in its fullness, and students will be required to attend Mass, other liturgies, and participate in activities which center around the Catholic Faith. While we would never want a child or a parent to feel as though they were being asked to act or pray in a way contrary to their own conscience, we need to have the freedom to pass on the fullness of the Faith in the best way we know how.

For our part, we the representatives of (SCHOOL'S NAME) commit ourselves to helping support our non-Catholic students and their families in the particular needs which they have while attending a Catholic

school. We pledge to foster the same environment which we believe will foster growth in holiness that we offer to all children.

Priest Sign. _____ Date _____

By completing my/our permissions in JMC, I/we hereby acknowledge that I/we have read this handbook and will abide by these regulations, that I/we have had an opportunity to ask questions and its contents, and that I/we will fulfill my responsibilities to support the staff at (SCHOOL NAME) in their mission as a Catholic school. We will foster an environment of trust and respect at home when it comes to the Catholic Church and receive it's teachings and practice with openness.

Parent Sign. _____ Date _____

APPENDIX II

“Good Standing” AND “Active Parishioner”

Parents, especially those who have not practiced the Faith regularly in a while often wonder what the “bare minimum” requirements are to be considered a Catholic “in good standing”. The Church make this clear in what are called The Precepts of the Church, as found in The Catechism of the Catholic Church (2041 -2043):

1. Attend Mass on all Sundays and Holy Days of Obligation (January 1st, August 15th, November 1st, December 8th, December 25th)
2. Receive the Sacrament of Reconciliation (Confession) at least once a year
3. Receive the Eucharist at least once a year during the Easter season
4. Observe the days of fasting (Ash Wednesday and Good Friday) and abstinence (all the Fridays of Lent) as prescribed by the Church
5. Contribute to the material needs of the Church

It is the expectation of St. Anthony School that parents will genuinely commit themselves to keeping these minimum requirements. If in the view of the pastor/his delegate these expectations are not being met then membership status can and will be revoked, thus jeopardizing a child's admission/retention in the school and/or their rate of tuition.

Further, given that the schools rely upon the parish communities attached to them for support, there is a serious moral obligation to participate actively in the life of the parish as well as the school. In addition to attending Mass regularly, this would also include things like attending parish events, serving on parish committees or joining parish organizations, volunteering at parish events, and financially supporting the parish itself. This is especially important in light of ESAs; most of our families are finding Catholic education significantly more affordable now than they have in the past, and so are in a position to be generous with the parish now in a way that they have not been in the past.

While not all of our children are able to attend the school which is partnered with their family's individual parish, each family with a child in the school should be making a good faith effort to support the local community which makes that school possible. Habitual failure to do so can and will jeopardize a student's status in the school.

School - Parent Partnership (Diocese of Des Moines Catholic Schools Policy 505)

It shall be the policy of the Diocese of Des Moines Catholic School Office, under the aegis of the Bishop, that the education of a student is a partnership between the parents and the school. As partners, the school and parents will work together to meet the needs of the student, utilizing the resources available at the school.

In the event the parent or guardian reduces the school's ability to continue the partnership, parents/guardians may be requested to remove their student(s) from the school. The school leadership reserves the right to require the withdrawal of the family if the administration determines the partnership has been irrevocably broken because of:

1. Refusal to cooperate with school personnel
2. Refusal to adhere to diocesan or local policies and regulations
3. Interference in matters of school administration or guidance
4. A tuition balance, or balance in another school program, exists and the family has not made arrangements for payment.

Iowa Student's First Act Education Savings Accounts (ESA)

The State of Iowa offers families educational savings accounts for students who do not attend a public school. When the ESA application opens, St. Anthony School will notify all families. The education savings account is dollars that can be used on your child's tuition and other approved vendors on the [Odyssey website](#). Odyssey is where you can find eligibility requirements and create a family/parent account to apply each year.

Your tuition account will show your tuition amount that St. Anthony School is billing you so that you are aware of your full amount. Odyssey will then pull your ESA dollars in August and January to pay towards your tuition balance.

ACADEMICS

Essential Learnings (Student Learning Goals) (Diocese of Des Moines Catholic Schools Policy 110)

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, expects all schools to strive to attain the following Essential Learnings: Students in the Catholic schools of the Diocese of Des Moines will be challenged as the result of their Catholic education to integrate Gospel values into their daily lives as they:

Academic Outcomes:

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

Spiritual/Social Outcomes:

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

- demonstrate personal wellness practices
- cultivate an understanding of and appreciation for the arts.

Core Curriculum

- All students receive learning in reading, writing, math, science, social studies, and religion. There are also 'specials' classes in art, music (k-5), school counseling, and physical education.

Human Growth and Development

- Human growth and development is integrated into our school counseling, religion, and science curriculum. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program.

Parents who choose not to have their children participate in Human Growth and Development, or in sections of the curriculum, must send written notification to the school.

Liturgies

- All students in grades K-8 attend weekly school liturgies on Wednesdays. When Holy Days fall during the week, school liturgies will be on those days. All students are expected to fully participate in weekly masses and other religious activities while in attendance at school.

Enrichment

- Band and choir are available for students in grades 6th-8th. At the end of the 5th grade year, students will have an opportunity to explore different instruments if they choose to join band.

Homework

- Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of a student and reinforce concepts learned during the school day. Quality work, the best of each student's ability, will be the priority. As a general rule, developmentally appropriate homework assignments will be given to students in all grades that are meaningful, purposeful, and aligned to specific benchmarks and grade-level expectations.
- At all times, assignments are to be neat and complete with the appropriate materials. Parents are encouraged to provide their children with a suitable atmosphere, specific time, and regular location in which to study.
- School work left at home **should not** be dropped off at school and/or delivered to the student during the school day. Students need to be responsible and packed for the day before they come to school.

Section 504 Accommodations

- St. Anthony School services children whose needs fall under Section 504 of the Civil Rights Law. These accommodations are put in place for students with a physical or mental impairment that substantially limits a major life activity.

Students with Disabilities

- The school will work to ensure that all students will be able to participate in and benefit from the programs and services of the school. St. Anthony School will make reasonable adjustments or

modifications within its means for students with temporary or permanent disabilities to enable the disabled student to participate in and benefit from the programs and services of the school. If a parent or teacher believes that a student has a disability and accommodations are necessary, the principal should be contacted and a committee established to determine the needs of the student

Textbooks/Library Books

- All textbooks and library books are the property of the school. Lost, soiled, or damaged books will result in paying fines. When textbooks are issued to students, each teacher will keep a record of the number and condition of each student's textbooks.

Standardized Testing

- Iowa Statewide Assessment of Student Progress (ISASP) is given to students in 3rd through 8th grades each year. The results of the ISASP are shared with parents and are best used for, and designed for, overall education planning and program evaluation.
- Formative Assessment Screening Tool (FAST) is given to student three times a year in K-8th grades. This assessment information is used for the school team to determine how we are progressing with teaching our core curriculum and also to assist us in identifying students who may need additional time and support to meet grade level benchmarks.
- The ACRE faith test is also given to students in 2nd, 5th, and 8th grades.

Progress Report/Grading

- A progress report, or report card, reflects the standards-driven education/Iowa Core Curriculum in our Diocese. This progress report format summarizes a child's educational success in the curriculum using proficiency levels. Progress reporting is based on the following beliefs:
 - Progress reporting should promote self-esteem and motivate continued growth toward specific goals for each child.
 - Progress reporting should provide parents and students with accurate information and encourage parental involvement.
 - Progress reporting will recognize that each child has unique needs and will show accomplishments based on consistent norms.
 - Progress reporting and conferences will provide an opportunity for interaction with the best interest of the child in mind.
- The official Diocesan Progress Report evaluates students purely on the basis of the **individual student's ability** rather than in relationship to the academic ability of other students in the same class or grade level.
 - It is important that parents encourage their children to do their very best while at the same time accepting the children as they are.
 - Progress reporting and student assessment are based on the overall philosophy and mission statement of the Catholic Schools of the Des Moines Diocese. Progress reporting is based on the following assessment principles and guidelines (K-8):
 - Differentiation of instruction is necessary in order for a student to grow and progress.
 - Behavior is not to be considered part of the proficiency level assessment. Behavior is reported in a separate area on the progress report.
 - Extra credit will not be given at any diocesan school.

- Teachers will use “0” on a progress report when in reference to the number of correct responses provided by the student. Incomplete work will result in the use of “ID”, indicating insufficient data.
 - Incomplete work/late work - students are expected to complete all required work on time. If the work is not completed on time, the student will receive mark
 - Formative work (process or practice - for example, assignments, practice work) is evaluated and guides instruction and learning. Formative work is typically not used towards the final proficiency grade or letter grade.
 - Summative work (results of what WAS learned - for example, projects, papers, test) is used to determine a student’s performance. There may be multiple summative assessments for each benchmark or grade level expectation.
- Progress reports are issued three times per year, at the end of each trimester, and may be accessed on the JMC parent portal.

Failing Grade

- Failing grades are only for a student who has the ability to do the work and receive a passing grade, but does not accomplish this.
- If the student does not improve after parental notification, a meeting will be held to gain further insight into the student’s situation. A plan of action will be developed and the student’s progress will be monitored and documented.
- The teacher will continue to inform administration about the student’s progress.

Communicating Progress

Communication on student progress will be shared with students and families with a proficiency rating of a 1, 2, 3, or 4. These marks are provided for students and families on the standards and benchmarks assessed during each trimester. This level is a snapshot of where a student is on each benchmark for meeting the standard. **A proficiency level of 3 means that the student is where he/she needs to be at that grade level for that benchmark.** The proficiency levels are as follows and DO NOT correlate to a grade of A, B, C, D, or F.

Proficiency Level	Definition
4 Excellence	The student has developed a solid understanding of the benchmark and can provide the teacher with in-depth knowledge and skills when given the opportunity. The student may be able to show skills above and beyond the grade level requirement.
3 Meets Expectations	The student has a solid understanding of the benchmark at grade level and can demonstrate the knowledge on multiple assessments. *This is where we want all students to be by the END of the year.
2 Progressing	The student has the beginning skills of understanding the benchmark; however, they need more practice to gain a solid understanding of the benchmark.
1 Not Yet There	The student is not able to demonstrate an understanding of the benchmark at grade level and their skills may be below those needed to begin learning the standard.

- In addition to a proficiency level, students in grades 6, 7, and 8 will also be graded on an A, B, C, D, or F system which is based on the student's overall performance in that subject area. The grading scale is:

A+ 97-100%	A 93-96.9%	A- 90-92.9%	B+ 87-89.9%	B 83-86.9%	B- 80-82.9%	
C+ 77-79.9%	C 73-76.9%	C- 70-72.9%	D+ 67-69.9%	D 63-66.9%	D- 60-62.9%	ID/F 59.9%

Academic Integrity

- Academic honesty is expected of all students. All students are expected to do their own work and should ask teachers and parents for help when they need assistance or assignment clarification. Students who copy school work, homework, give assignment or test answers to others, or students who take answers from others will meet with the teacher who will contact families of the student(s). Students will have to redo the assignment, or an alternate assignment and serve a detention.

The information outlined in the following is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor.

- **Directly Copying** the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the “works cited” page at the end of the assignment.
- **Paraphrasing** the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.
- **Using and failing to properly credit** any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
- **Recycling previous submitted work** is the resubmission of academic work that has been previously submitted by oneself or another student.
- **Using artwork or pictures without proper citation** includes clip art that was created by another person, without proper citation.

Middle School Academic Expectations

There are developmental changes for students in middle school in their social, emotional, and academic areas. Middle school students continue to develop their self-discipline and have more responsibility in their lives both in and out of school.

- **Assignment Completion**
 - This is a skill that students must learn and master for success later in life. For work that is not complete, directions haven’t been followed, or the work is done poorly, it will be documented as late. If too many assignments are documented as late, a student will be assigned a consequence. No excuses, outside of serious illness or family emergency, will be accepted for incomplete work. If a student is experiencing difficulty with an assignment, it is the student’s responsibility to talk with the teacher before or after school.

- **Preparation for Classes**

- Middle school students switch classrooms and teachers for different subjects. In the beginning, this may be difficult for students, so teachers will help remind students of needed materials for classes. However, it is the student's responsibility to come to class prepared. After a period of acclimation to the schedule and to classes, students not coming to class with the appropriate classroom materials may result in a consequence. Tardiness to class will result in a consequence.

- **Retakes**

- When students take a final unit test, they may have the opportunity to retake the test in order to improve proficiency. Students may be required to meet with a teacher to show practice of the skills missed on the test before retaking.

- **Service Hours**

- Middle school students complete service hours during their 6-8th grade years. This is an expectation for students of St. Anthony School. Teachers of their grade will inform them of the number of service hours they need to complete.

ATTENDANCE

Compulsory Attendance (Diocese of Des Moines Catholic School Policy 513)

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that students enrolled in the Catholic schools follow the compulsory school attendance laws of Iowa. A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age, unless the parent or guardian of the child notifies the school in writing of the parent's or guardian's intent to remove the child from enrollment in the school district. (IAC 299.1A(2))

Students who are enrolled in the 4 Year Old Universal Preschool program are also considered of compulsory school attendance age unless the parents, in consultation with the school, withdraw the child from the program. If withdrawal from the program is the option, parents will notify the school in writing. (IAC 299.1A(3))

Students should attend school the number of hours/hours school is in session in accordance with the school calendar. Schools may establish a local policy concerning the minimum number of days/hours a student must be in attendance in order to successfully complete the requirements for student's grade. Exceptions to this policy include children who have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma.

The principal must investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance the principal will refer the matter to the county attorney.

The school will participate in mediation if requested by the county attorney. The principal will represent the school in mediation. The school will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Developing an attendance habit early of going to school routinely everyday to complete learning or work is important as future employers consistently identify that the habit of showing up to work is an important virtue that is missing in high school graduates today.

Full Day/Half Day Attendance

- Students must be in attendance 5 ½ hours a day, excluding lunchtime, to receive credit for a full day of school attendance. Students who arrive after 10:00AM or leave before 2:00 PM are counted ½ day absent.

Reporting Absences

- Parents must notify the office **before 8:20 AM** if their child is to be absent for the day. Parents may leave a voice mail message or email to the front office if necessary. Medical and dental appointments are excused tardies when accompanied by a note from the doctor/dental office. If the school has not been notified, the office will contact the parents to ask about the whereabouts of the student. (IAC: 259A)
- If a student has been gone for **3 consecutive days** of absence for illness, a note from a doctor must be presented to the school.

Valid Reasons For Being Absent from School

- Personal illness
- Death or serious illness in the immediate family
- Other reasons that can be justified from an educational standpoint may be approved in advance by the administration.
- Students involved in a school-sponsored activity off-site will not be counted absent/tardy

Procedures for Chronically Absent and Truant Students

We always want to work with families to ensure they have the resources they need to make school attendance a priority. When students miss too many days of school, it becomes hard for them to catch up on the learning and has been shown to have adverse effects on students well-being. Below are definitions and procedures for supporting families and students with school attendance:

- **Chronically Absent** - Chronically absent means students have **missed 10% or more** of the days of the trimester (about 5-6 days a trimester). If a student has reached this threshold, the family will receive a letter from the school letting them know when 10% of days have been missed.
- **Chronically Absent** - If missed days reach **15% of the days** (about 8-9 days a trimester) the family will need to meet with the school to discuss hurdles and needed support for school attendance. An "Absenteeism Prevention Plan" will be co-created between the school and family to create a positive path forward.
- **Truant** - A student is truant when they miss **20% or more days** in a trimester (10-11 days a trimester). When this threshold is reached, the county attorney will be notified along with the family.

Reporting Tardiness

- It is important that students are on time for school. When a student is late, it interrupts the class already in session and results in a loss of learning time. If a student is going to be tardy, parents are asked to call St. Anthony School **before 8:20 AM** to alert of the tardiness and to order lunch, if needed. After 8:20 AM, the students must come to the office to sign in. Parents are to drop their

student off in the office and leave the building while the student walks to class. Families that are repeatedly tardy to school will be subject to possible administrative action.

Student Attendance for Activities

- It is recommended that a student be present for a minimum of a ½ day to attend a school related event or extracurricular activity.
- High School Tournaments: In the event a local high school is involved in state level tournaments, students may obtain an excused absence providing the following criteria are met:
 - If possible, school work for the day must be completed and turned in to the teacher prior to departure, otherwise it must be turned in the following day. Students will not receive make up work time for work assigned during their absence and it will need to be completed outside of the school day.
 - Students are responsible for obtaining the following day's assignments and handing these in on time.

Leaving School Grounds

- Students are not to leave the school building or playground during the school day without written permission from their parents/guardians. Students cannot text parents to leave campus. They must go through the office and the office will communicate with parents/guardians.
- If a student leaves the school without permission or is not in class, parents will be contacted and the student will be considered truant. If this happens, parents will be contacted by an administrator and a consequence will be issued to the student.

Makeup work

- It shall be the responsibility of the student on the day of his/her return to arrange with the teachers for make-up work. All schoolwork missed because of an absence due to illness or family emergency will be made up within the number of school days which are double those of the absence, up to a total of six (6) make-up days. Extended valid absence or individual needs will be taken under consideration for an extension of time.
 - **Requests for homework for absent students should be made to the school office before noon and may be picked up after 3:20 PM**, or it can be requested the work be sent home with another student (i.e. sibling, neighbor, carpool)

Vacations

- Under examination of our school calendar, please note our scheduled vacation days and teacher professional development days. Please try to arrange family vacations or activities around these days so students will not miss school. Vacations that result in absence from school are strongly discouraged. If a student is to be gone from school, the teacher(s) must be notified ahead of time to arrange for schoolwork and tests. **All makeup work from a vacation must be completed within two (2) days upon the student's return to school, otherwise the work will be considered late.** Teachers may assign additional work upon a student's return and it must be turned in upon a teacher assigned deadline. Any work not completed at this time will be considered a late assignment.

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE

Discipline and Student Accountability (Diocese of Des Moines Catholic Schools Policy 558)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school adopt student responsibility and discipline policies.

The policies shall relate to the mission and educational purposes of the school. The policies shall include, but not be limited to the following: attendance; use of tobacco, the use or possession of alcoholic beverages or any controlled substance, vaping or the use of e-cigarettes (see policy 570); harassment of or by students and staff; violent, destructive, and seriously disruptive behavior; suspension, expulsion and emergency removal; weapons and threats; physical restraint and abuse; out-of-school behavior; participation in extra curricular activities; academic progress; and citizenship. Discipline policies and student responsibilities should be communicated in a reasonable manner.

St. Anthony School Student Responsibility and Discipline

St. Anthony School uses Positive Behavior Interventions and Supports (PBIS) as the foundation of our school culture system along with our Catholic values. PBIS is a school-wide program with a consistent set of expectations, with positive reinforcement and consequences for all students in grades K-8. The objective for implementing PBIS is to create a learning environment that encourages positive social interactions, active engagement, and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning and conduct while in our learning community. At St. Anthony, our mission is to **create a community where we REACH to be Christ-like.**

Student Expectations

The REACH values and expectations for our schoolwide areas are respectful, empathetic, accountable, cooperative, and honest. Below, you will find the outline of what these expectations look like and sound like throughout St. Anthony School.

	RESPECTFUL	EMPATHETIC	ACCOUNTABLE	COOPERATIVE	HONEST
Hallways and Stairs	<ul style="list-style-type: none"> Level 0 - 1 voices Follow directions 	<ul style="list-style-type: none"> Be aware of others Let others go first Honor items on the wall 	<ul style="list-style-type: none"> Hands and feet to self Take care of yourself 	<ul style="list-style-type: none"> Help others Walk on the right side 	<ul style="list-style-type: none"> Clean up the area Move to your location
Lunchroom	<ul style="list-style-type: none"> Level 1 - 2 voices Follow directions 	<ul style="list-style-type: none"> Help others at your table Include everyone 	<ul style="list-style-type: none"> Hands and feet to self Stay in your spot Eat first Take care of yourself Ask for help 	<ul style="list-style-type: none"> Voices off when lights shut off Use manners Use kind language 	<ul style="list-style-type: none"> Keep food to yourself Clean up the area Keep food in lunch room
Restroom	<ul style="list-style-type: none"> Level 0 - 1 voice Follow directions 	<ul style="list-style-type: none"> Be aware of others space and privacy 	<ul style="list-style-type: none"> Take care of yourself Hands and feet to self Go - Flush - Wash - Leave 	<ul style="list-style-type: none"> Use kind language 	<ul style="list-style-type: none"> Report any concerns Clean up after yourself

	RESPECTFUL	EMPATHETIC	ACCOUNTABLE	COOPERATIVE	HONEST
Playground	<ul style="list-style-type: none"> Level 0 - 3 voices Return equipment appropriately Follow directions 	<ul style="list-style-type: none"> Be aware of others Help others be safe Include everyone 	<ul style="list-style-type: none"> Hands and feet to self Take care of yourself Ask for help Line up when whistle blows Make safe choices 	<ul style="list-style-type: none"> Use kind language 	<ul style="list-style-type: none"> Report any concerns Take ownership of your actions
Classroom	<ul style="list-style-type: none"> Level 0 - 2 voices Follow directions Listen to others 	<ul style="list-style-type: none"> Ask for help Give others space to learn 	<ul style="list-style-type: none"> Hands and feet to self Stay in your space Be prepared Do your best work 	<ul style="list-style-type: none"> Use kind language Learn from mistakes 	<ul style="list-style-type: none"> Take ownership of your actions Use technology appropriately Clean up the area Do your own work
Church	<ul style="list-style-type: none"> Level 0 voice when required Genuflect when entering and leaving the pews Make the sign of the cross after taking communion Say 'Amen' when given communion Follow directions 	<ul style="list-style-type: none"> Consider the needs of others Be welcoming of everyone Pray for others 	<ul style="list-style-type: none"> Participate in all parts of the mass Kneelers stay down the whole mass Hands and feet to self 	<ul style="list-style-type: none"> Use kind language Be a leader 	<ul style="list-style-type: none"> Eat communion immediately Clean up the area

Following rules and practicing social skills are important in the same way as developing academic and physical skills. We hold the beliefs that we are all disciples of Christ and will use discipline as a way to guide students toward living a life of Catholic faith.

- Discipline is fundamental in Catholic education and Christian life. Good discipline originates in the home because parents/guardians are the first teachers of the child. It is the parent/guardians obligation to teach by example in order to develop in the child good habits of behavior as well as proper attitudes toward school. **Cooperation between home and school is essential.** The school will expand, develop, and encourage the REACH habits and attitudes.
- Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a kind manner. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the misbehavior of one or several students.
- Administration and staff recognize there are distinct differences in acceptable behavior in different areas of the school which can be found in the REACH expectations. Absolute quiet is not expected in every area.
- The church is a sacred place and always entered reverently and respectfully, bowing to the altar upon entering a pew.

Inappropriate Behavior

At St. Anthony School, we believe children are learning and making mistakes, and that mistakes are an essential part of learning. When mistakes are made, due to the nature of children's brains not yet being fully developed, we will work with the student and family to learn, correct, and change the misbehavior so it does not become a habit.

Below are some of the behavior errors we might see that we will correct to ensure we are creating a safe and welcoming space for all children and adults at St. Anthony:

Staff Managed Behaviors	Admin Managed Behaviors
<p>Not Following Directions</p> <ul style="list-style-type: none"> ● Refusing staff direction ● Bothering peers from working ● Dress code violation <p>Impacts Relationships</p> <ul style="list-style-type: none"> ● Socially rude comments ● Blurting, talking over, excessive noise with materials ● Inappropriate affection such as holding hands, arms around each other <p>Language</p> <ul style="list-style-type: none"> ● Incidental Swearing ● Name calling ● Unkind words/actions ● Casually using words that are culturally inappropriate <p>Dangerous</p> <ul style="list-style-type: none"> ● Rough-housing, pushing, shoving, kicking, hitting without intent to harm others ● Leaving class without permission (ie. to use restroom) ● Throwing materials at others (pencils, etc.) <p>Property Damage</p> <ul style="list-style-type: none"> ● Drawing, writing on school property (desks, lockers, books, etc) ● Stealing someone's pencil, book, etc. in class <p>Technology</p> <ul style="list-style-type: none"> ● Playing games in class ● Deleting or editing another's work ● Cell phone or smartwatch texting ● Airbuds in <p>Honesty</p> <ul style="list-style-type: none"> ● Turning in someone else's work as your own ● Cheating ● Lying to get out of trouble 	<p>Not Following Directions</p> <ul style="list-style-type: none"> ● Repeated not following directions ● High intensity refusal ● Storming out of the room <p>Impact Relationships</p> <ul style="list-style-type: none"> ● Socially aggressive behavior (in someone else's face/space shouting or yelling) ● Communicating a threat ● High intensity disruption ● Harassment/bullying ● Inappropriate affections such as kissing or sexual nature <p>Language</p> <ul style="list-style-type: none"> ● Swearing at others ● Hateful/racist comments directed at another with intention to hurt others ● Sexually explicit <p>Dangerous</p> <ul style="list-style-type: none"> ● Physical aggression with intent to harm others ● Alcohol, tobacco, drugs ● Weapons ● Gang affiliation ● Elopement from school building or classroom (not coming back) <p>Property</p> <ul style="list-style-type: none"> ● Arson, combustibles ● Breaking school property ● Serious theft (phone, money) <p>Technology</p> <ul style="list-style-type: none"> ● Inappropriate images ● Cyberbullying ● Hacking <p>Honesty</p> <ul style="list-style-type: none"> ● Forging a signature ● Repeated cheating

Acknowledgement

We believe students bring qualities to our community that help it be positive, and they should be celebrated for those positive qualities that make the learning environment safe, welcoming, and collaborative. There are a variety of different ways students can be recognized at St. Anthony School. Some of these can be found below.

- **REACH Tickets** - these acknowledgements are given to students in the moment to recognize students for doing the correct behavior and contributing to a positive school environment. Students

can keep their tickets and turn them in for rewards such as spending time with a friend, eating lunch with the teacher, helping out in the classroom, going to lunch with the principal, etc.

- **REACH Champion** - students can be nominated by teachers to be the REACH Champion of the Week. These students will have their picture taken and posted to our school social media.
- **Individual Recognition** - staff will call or email parents highlighting the positive contributions their child brings to the school environment.
- **Whole School Celebrations** - there are multiple whole school celebrations throughout the year where we will come together and celebrate and enjoy fun activities together.

Consequences/Behavior Correction

Not every consequence works for every student, as behavior is often motivated by either attention or escaping something that is uncomfortable, so at St. Anthony School, we have a list of what will be tried for managing behavior with students and it is dependent on what motivates and changes the behavior for the student.

Possible Staff Managed Behaviors	Possible Admin Managed Behaviors
<ul style="list-style-type: none"> ● Proximity to student ● Non-verbal cue ● Verbal warning ● Redirection ● Taking a break ● Re-teaching of the expected behavior ● Quiet lunch ● Detention ● Student conference ● Change seat ● Loss of privilege ● Clean-up mess ● Restitution (making it right) ● Behavior reflection ● Parent/guardian communication ● Behavior Contract 	<ul style="list-style-type: none"> ● Parent/guardian communication ● Mandatory parent conference ● Relationship repair ● Behavior contract/plan ● Consecutive detentions ● Loss of privilege or extracurricular ● Detention ● Referral for additional support ● Behavior Contract ● Change of schedule ● Restitution (making it right) ● Safety Plan ● Suspension - ISS/OSS ● Law enforcement ● Community Service

Definitions of Consequences

- **Quiet Lunch** - students will eat in the office and could spend their recess in the office, although we prefer they have recess. The student has the opportunity to think about their actions and talk through what they were thinking and feeling at the time of the incident.
- **Conference** - May be a conversation with the student and/or parent/guardians
- **Behavior Contract** - The contract is designed to address the area of concern with a corrective action plan and a written commitment from the student to change with parent/guardian support.
- **Taking a break** - the student takes a break that could be in the classroom or out of the classroom.
- **Detention** - used for students in 3rd through 8th grade. It is an immediate consequence assigned to students who have received multiple warnings or infractions.
 - Parents/guardians will be notified by a teacher or administrator that detention is the consequence the student will serve, along with the time and date it will be served, including the incident(s) that led to the detention consequence.

- If the detention cannot be served on the provided date, parent/guardians must contact the teacher or administrator no later than the date the detention needs to be served. If this does not happen, an additional detention will be issued to the student for missing the detention.
- During detention, students will be asked to complete a reflection and write about their actions. They will write about what they will do next time a similar situation arises or what they can do to help themselves not be in the situation again.
- **Relationship Repair** - the student and those offended will meet to repair the relationship and talk about how each person experienced the incident. This brings about understanding of others perspectives and how their actions have impacted others, along with what will happen so that all parties can move forward in a positive direction.
- **Loss of Privilege** - This may include losing the privilege to participate in school-sponsored activities extracurriculars or performances. Parent/guardian and/or administration notification may be given regarding this loss of privilege. The teacher may take away classroom privileges only.
- **Suspension** - Depending on the severity of the incident, students may be required to serve an in-school or out-of school suspension which is only assigned by an administrator. Parents will be notified in a timely manner. The student will serve the in-school detention in the office and receive all assignments for that day to be completed and turned in by the end of the day. Out-of-school suspension will require parents/guardians to monitor the student outside of school during the suspension.
- **Expulsion** - Expulsion of a student shall be made upon the recommendation of the administration and priest. Expulsion may happen when there is a breach of discipline, violation of the policies and regulations that is detrimental to the health or morals of other students or to the welfare of the school. In regard to due process rights, parents of the student may request a hearing before and prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from St. Anthony School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for several months, and only with the explicit permission of an administrator or pastor.

HEALTH POLICIES AND PROCEDURES

Student Medication (Diocese of Des Moines Catholic Schools Policy 534)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools discourage the administration of medication during school hours or during school-related activities, unless it is administered by the parents or it is necessary for the health and well-being of the student.

Medications may be administered by the school nurse or other principal designated school personnel who have successfully completed a medication administration course conducted by the school nurse, a licensed pharmacist, or through the Area Education Agency (AEA). Record of course completion shall be kept in the employee's personnel file. Periodic updates are required. (281-IAC 41.12)

All prescriptions and over-the-counter medications must be turned in to the school office to be left with the person designated by the principal.

No school personnel shall administer to any student nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed [School Medication Authorization Form](#) (Regulation 534.1) is filed with the school office.

Prescription medications must be in the original container with date, student's name, name of licensed medical professional, medication, dosage and time. Over the counter medications must be in the original

container and must be labeled with the student's name and have signed parent permission form. A student may be considered for co-administration or self-administration of medication with demonstrated competency, written licensed medical professional instructions and written parental consent.

Medications for students on field trips less than 8 hours in duration are to be sent with the student in an envelope labeled with the student's name, medication name, dose and time to be given. The envelope is to be given to the person in charge of the field trip prior to leaving for the trip. For longer field trips, parents are to make arrangements with the school.

Parents may administer medication and/or over-the-counter medications at school to their own child without any authorization form. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. (Specific information about student health and medication can be found in the Health Practices and Procedures Manual for School Nurses in the Diocese of Des Moines Schools.)

Dental Screening (Diocese of Des Moines Catholic Schools Policy 713)

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that a student enrolled in kindergarten or ninth grade in a Catholic elementary or secondary school of the Diocese complete the dental screening requirements of the state of Iowa. IAC-641-51.1(135) It shall be the duty of the school officials to ensure that a valid certificate of dental screening or certificate of dental screening exemption is on file for each kindergarten and ninth grade student enrolled.

Dental screening is a visual assessment, is non-invasive and non-diagnostic. Dental screening for elementary school students (K-8) may be performed by a licensed dentist, licensed dental hygienist, licensed physician, licensed physician assistant, or a licensed nurse. Dental screening for high school students (9-12) shall be provided by a licensed dentist or a licensed dental hygienist.

[The student or student's parents shall submit a valid Iowa Department of Public Health Certificate of dental screening](#) (See Regulation 713.1) to school officials, which shall be kept on file during the student's enrollment. If the student has been enrolled or enrolls in another Iowa school, the dental screening record should be transferred to the new school. Written permission to transfer dental screening records to another school is not required.

An exemption from dental screening may be granted for financial hardship for anyone who is unduly burdened by the cost of a dental screening. The certificate of exemption for financial reasons (See Regulation 713.2) must attest that the screening would cause a genuine financial burden to the family and must be signed and dated by a dentist, dental hygienist, physician, physician assistant or nurse.

An exemption for religious reasons is allowed by law; however, since there is no legitimate religious exemption for Catholics, Catholic students may not claim such an exemption. Persons of other faiths who claim religious exemption must have the exemption form notarized.

Communicable Diseases (Diocese of Des Moines Catholic Schools Policy 537)

It shall be the policy of the Diocesan Catholic Schools Board that any case of a communicable disease in a Catholic school should be reported to the school nurse or the Iowa Department of Public Health. The school nurse or the principal upon the instructions of the Department of Public Health is responsible for exclusion and readmission of students based on Department guidelines. Parents of a child(ren) exposed to a communicable disease, e.g. chicken pox, head lice, pink eye, impetigo, ringworm, scabies, strep throat,

whooping cough must be notified. Likewise, parents are to notify the school of any child with a communicable disease.

Immunization (Diocese of Des Moines Catholic Schools Policy 528)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all students enrolled in a Catholic school be adequately immunized.

Iowa Code 139A.8 requires all students enrolling in an Iowa school to submit proof of immunizations to the admitting official using an Iowa Department of Public Health certificate of immunization or a provisional certificate, unless a valid certificate of religious or medical exemption has been submitted.

Iowa law requires parents and guardians to assure their children obtain legally required immunizations in accordance with the dose and age requirements and necessitates schools to exclude from enrollment children who are not adequately immunized. These vaccines include:

- Diphtheria/Tetanus/Pertussis (DTap)
- Polio
- Measles/Rubella (MMR)
- Hepatitis B (Elementary or Secondary School)
- Varicella Meningococcal (A,C,W,Y) - (prior to entering 7th and 12th Grades)
- Haemophilus influenzae type B - (24 months of age and older)
- Pneumococcal - (24 months of age and older)

Nicotine/Tobacco Free Campus (Diocese of Des Moines Policy 710)

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that diocesan schools adhere to the state of Iowa Smoke Free Air Act. (ICC 142D)

Smoking or use of smokeless tobacco or non-FDA approved nicotine products, for purposes of this policy, "smoking" includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution of substance, is not permitted in or on school buildings, school grounds, school property, school vehicles, or non-school owned property used for extracurricular activities. This includes enclosed places of work and study, all outdoor areas such as parking lots and sports areas/stadiums, and private vehicles on school parking lots.

This policy applies to employees, students & visitors at all times, including school-sponsored and nonschool sponsored events.

Diocesan schools shall display the appropriate non-smoking signs in and around their campuses, at the entrances to the school and on school owned vehicles. The signs must be clear and conspicuous from the exterior of school vehicles.

Failure to follow the law may result in a monetary fine to both the offender and the school.

The school administration is responsible for addressing violations of this policy when the use of the property involves school activities and/or events. In the event of violation during a non-school event, school administration will bring violation to the attention of parish administration.

School Nurse

- A school nurse is onsite one day a week from 8:00 AM - 3:20 PM. The nurse maintains individual pupil health records as required by the State of Iowa. The school nurse keeps track of certificates of immunization that are required for every new student before they enter school.

Illness/Accident

- If a child becomes ill or is hurt, he/she should report to his/her teacher or a St. Anthony School staff member. Students who are ill will come to the office to be seen by the nurse or designated appointee when the nurse is not on campus. The nurse or designee will assess the student to determine if they should go home. When a child is ill, or has an accident at school, the parent/guardian or emergency contact will be notified. No child is ever sent home until prior arrangements have been made. **If a parent receives a phone call, or text message from their child stating they are ill and need to be picked up, please call the school to speak to the nurse or designee to verify this information before coming to school.**

Keeping Home Versus Sending to School

- The following recommendations come from the Center of Disease Control and Prevention (CDC). ***Although sometimes inconvenient, for the health of all, parents are expected to adhere to the following recommendations:***
 - **KEEP HOME**
 - **Diarrhea/Vomiting** within the last 24 hours.
 - **Fever of 100 degrees or higher** - keep child home until fever-free at least 24 hours without fever reducing medicines.
 - **Strep Throat** - Diagnosed by a physician - child needs to be on an antibiotic for 24 hours before returning to school
 - **Pinkeye** - diagnosed by a physician - child needs to be on medication for 24 hours and symptoms subsiding before returning to school.
 - **Chicken Pox** - Children should be kept home until all blisters have scabs. This usually takes 7 days or more.
 - **Impetigo** - diagnosed by a physician and the child should be on medication for 24 hours before returning to school.
 - **Running nose** - if accompanied with headache and fever, the child should stay home.
 - **Rash** - depends on the rash, but a physician should be contacted for a diagnosis and permission for the child to return to school.
 - **SEND TO SCHOOL**
 - **Stomachache** - if no sickness has been in the household lately, send to school
 - **Rash** - if student has been seen by a doctor and given permission to return
 - **Runny nose** - due to allergies or a small cold
 - **Headache** - administer medication at home and send to school
 - **Female Menstruation** - if pain is not severe and student can be given medicine to subside symptoms, send to school

Guidelines

- If a child is home ill for more than **3 consecutive days**, the school will require a note from a physician regarding the child's extended absence for illness.

- If a child needs to stay in from recess for **more than 1 day after an illness**, a physician's note is required.
- If a child requires refraining from PE for **more than 1 day**, a physicians' note is required.
- Chapstick and cough drops will be allowed in class. Individual teachers may refuse if either are misused.

Screenings

- Vision screening is done for students in grades 1, 4, and 7 each year and for students where concern is identified.
- Hearing screening will occur annually for all elementary students (PK-5). Students who do not pass the initial screening will receive a second screening, and perhaps additional testing by an audiologist. Parents will receive a written report of test results only if abnormal, after the second stage of testing. This is a screening process only and does not identify all hearing or ear problems. If a child has had hearing or ear problems recently, this information can be sent to the school nurse to pass to the audiologist. Parents do have the opportunity to decline screening/testing, but they will need to contact the school nurse prior to testing dates. Any age student can receive a hearing screening at a parent/guardian request, or teacher request with parent consent. If there are any questions about hearing testing in our school, please contact the school nurse or administration.

Severe Food Allergies

- St. Anthony does have students with **severe, life threatening food allergies**. Due to the risk of hepatitis and individual food allergies, the Polk County Health Department has strongly suggested strict guidelines in the way treats, snacks, and holiday parties are handled at school. **Please send treats that contain NO peanuts, peanut oil, or products that may have been manufactured around nuts.** Please read all food preparation labels carefully. Thank you for helping keep ALL students safe at St. Anthony School.

STUDENT CLOTHING EXPECTATIONS

Student Expectations for Clothing at St. Anthony School

- Students are expected to come to school neatly dressed and well groomed.
- Shoes must be worn at all times.
- **Boy Clothing Expectations:**
 - **Pants:** navy blue, black, or khaki and worn at the waist. Hems should be clean and not dragging.
 - **Shorts:** navy blue, black, or khaki walking shorts worn at the waist
 - May be worn in March through October
 - **Shirts:** - any shade of blue, yellow, or white. Must include collar and sleeves. Must be tucked in at all times with the exception of Kindergarten and 1st graders.
 - **Sweaters/Vests/Pullovers:** any shade of blue, yellow, or white.
 - Approved styles include cardigan/button up, vest, v-neck, or crew neck. An approved uniform shirt should be worn underneath.
 - Students may wear approved SAS gear which can be purchased from <https://flashprintingdm.com/>
 - **Belt:** 2nd through 8th grade must be worn with clothing with belt loops

- **Girl Clothing Expectations:**

- **Pants:** navy blue, black, or khaki and worn at the waist.
 - The following are **not** permitted: tight fitting/skin tight pants, spandex fabric pants, printed leggings, pants with dragging hems, or low rise pants. (These expectations are the same on regular dress, dress down, and dress up days)
 - Capri pants may be worn from March through October.
- **Shorts/Skorts/Jumpers:** A skort is a skirt with shorts underneath (skirt in front, shorts in back). These must be navy blue, black, or khaki walking shorts worn at the waist. Must reach to where your fingers meet your side or longer.
 - May be worn in March through October.
 - The following are **not** permitted: trendy shorts worn at the hips, short shorts showing the buttocks when bending over, skin tight shorts/skorts.
- **Shirts:** - any shade of blue, yellow, or white. Must include collar and sleeves. Must be tucked in at all times with the exception of Kindergarten and 1st graders.
- **Sweaters/Vests/Pullovers:** any shade of blue, yellow, or white.
 - Approved styles include cardigan/button up, vest, v-neck, or crew neck. An approved uniform shirt should be worn underneath.
 - Students may wear approved SAS gear which can be purchased from <https://flashprintingdm.com/>
- **Belt:** 2nd through 8th grade must be worn with clothing with belt loops

Purchasing School Approved Clothing

- **Local Stores and On-Line** - You may purchase clothes to fit our dress code at any store you choose as long as the above guidelines are followed. You can buy approved St. Anthony School apparel at <https://flashprintingdm.com/>
- **Used Uniform Clothing** - We put used/donated clothing out in the hallways at Back-to-School time and conferences. Anyone is welcome to take what they may need. Anyone is also welcome to come to school at any time to look through what we have. Parents/guardians may also donate used uniform items at school anytime.

Mission Awareness Dress Down Day

The last school Friday of each month is designated as a mission day. On this day students are allowed to be out of uniform, provided that they participate in the mission. Missions could include donating money or goods that have been specifically requested). We ask that the following guidelines be followed on dress down days:

- Clothing sits at the waist and is not baggy, tight, or torn
- Shirts have sleeves
- Shorts are mid-length on the thigh or longer and are walking shorts
- Pants do not include jeggings, legging, or clothing with spandex
- Athletic wear such as yoga pants or basketball shorts are not worn, pants are free from writing
- Clothing should be free from any words, concepts, or ideas that are not school appropriate
- Pajamas and not acceptable clothing for dress down days unless otherwise indicated by the school
- Clothing must be appropriate for a Catholic School setting

All final school clothing decisions will be determined by the St. Anthony School administration.

Spirit Wear Days

Spirit wear occurs on Fridays all year. Spirit wear must be worn with uniform bottoms and can be from St. Anthony School or Dowling Catholic School.

Physical Education (PE) Expectations

- All students must have socks and tennis shoes/sneakers for PE for student safety and the protection of the gym floor.
- Middle school students, grades 6-8, must change into appropriate athletic wear for all PE classes. Students who have PE first thing in the morning may wear their PE clothes to school.

Winter Wear

All students are expected to dress appropriately for winter weather. Students will be outside unless the temperature is ten degrees or below, including wind chill. During the winter months, encourage students to wear mittens, hats, heavy coats, and boots. For the health of each student, boots/overshoes are expected in wet and snowy weather. Students should bring an extra pair of shoes to wear inside when they wear boots.

St. Anthony staff have the right to hold students from field trips who are not dressed appropriately for a field trip for the safety of the student. This could include keeping students from field trips who are not wearing a winter coat in extremely cold temperatures.

FOOD SERVICE

Meal Accounts

All families are assigned a school meal account. Students each type their personal identification number into the system before they receive their meal each day. Payment for meals are made through the financial management system, Blackbaud.

Breakfast

Breakfast is offered daily and is optional. Serving will begin at 7:50 a.m. and will conclude at 8:15AM. Breakfast is purchased using the child's meal account. Students wishing to eat breakfast should go directly to the cafeteria upon arriving at school but not before 7:50 a.m. Students will finish their breakfast and be in their classrooms by 8:20 a.m.

Free and reduced-price breakfasts are available to families that qualify within federal government income guidelines. Families are encouraged to complete an application for breakfast assistance. Applications can be completed at registration time or any other time during the school year. Applications can be obtained through the school office.

Lunch

All students in grades K-8 have the option to participate in the hot lunch program on a daily basis. The lunches provided meet the nutrition and health guidelines of the federal government.

We have both white and chocolate milk available every lunch along with water. If students bring a different beverage for lunch, it cannot be pop or energy drinks.

Free and reduced-price lunches are available to families that qualify within federal government income guidelines. All families are encouraged to complete an application for hot lunch assistance. The application can be completed at registration time or any other time during the school year. Applications can be obtained through the school office.

Outside Food And Lunch Visitors

Lunches purchased from outside food vendors are **not** to be brought into the school by visitors to St. Anthony students. Students can have what their parent/guardian packs in their lunch, like a sandwich, from an outside food establishment, but they need to have it in their lunch when they arrive at school in the morning. Cans/bottles of pop should not be sent in student cold lunches. Students are expected to remain on campus for lunch.

Guests are welcome to eat lunch with their children. Please contact the school office **no later than 9:00AM** to be included in the daily lunch count. Guests will be charged an adult lunch fee.

TRANSPORTATION

Car Line

- All cars must have a last name sign (or multiple last names if many families are in 1 car) displayed on the dash or visor. (Please use large font)
- You can use either line that loops through our large parking lot. There are two lines, one enter/exit point from the back fencing opening and one enter/exit point in the corner of the lot close to the Parish Hall. Stay with the same drop off and pick up location all year, even if one or your riders is not at school on any given day. The consistency helps the students and teachers make the car lines safe and efficient.
 - **Before School**
 - The main outside school door opens at 7:50 AM.
 - Students will proceed to the main foyer or cafeteria once they have exited the car.
 - Students are dismissed to their classrooms at 8:00 AM.
 - **After School**
 - Students are to go directly outside and wait in their designated area.
 - All students must walk outside to their car line areas unless we have announced we are holding indoor car line due to weather.
 - All students are to be off school grounds by 3:35 PM unless participating in a school sponsored activity. If students must be picked up after 3:35 PM, the school must be notified. Students on the school grounds after 3:35 will be sent to Junior Plus and charged a drop in fee.
 - If it is necessary for a student to remain after school for academic or disciplinary reasons, he/she will call parents/guardians before classes are dismissed.

Bicycles/Skateboards/Rollerblades/Mopeds

- Student riders must walk their bikes to the bike racks upon reaching school property. Bikes must be parked in the racks provided and should be locked. Helmets are kept in students' lockers. After school, riders must walk their bikes to the property line before riding.
- Mopeds, skateboards and roller blades are not allowed on parish premises.

GENERAL INFORMATION

Athletics (Middle School Only)

- See our website (school.stanthonydsm.org) to view information on Parish Athletics.
- Athletic Handbook URL: tinyurl.com/DMdioceseAthleticHandbook

Celebrations

- **Birthdays** - are special to every child and kids like to celebrate their special day with classmates. Students in **grade K-5 are allowed to bring birthday favors or treats** to celebrate with their classmates, but it is not required. Treats will be distributed as directed by the classroom teacher. Below are some ideas for celebrating birthdays with classmates if your child chooses:
 - Non-food items: pencils, bookmarks, stickers, erasers, etc.
 - Birthday Book Club - donate a book to the classroom library and place the name of the student inside the book.
 - Food items - must be store bought and should not contain any nuts. It is a good idea to check with the teacher to determine if there are any food allergies in the classroom to ensure the safety of all students.
 - The following items are not allowed:
 - Pop
 - Drinks
 - Treats needing storage in the refrigerator or freezer.
 - Treats needing utensils
- **Parties** - There are 3 all class parties throughout the year at Halloween, Christmas, and Easter. These are coordinated by homeroom parents. Homeroom parents and teachers need to talk and be aware of the food coming to the parties so all food is safe for any students with allergies in the class(es).
- **Reward Days** - Classrooms have reward days that often include food. Student food items need to adhere to the snack/treat guidelines

Snacks

Students in K-2 will take turns bringing snacks to share with classmates. Students in grades 3-8 will bring their own individual size snacks if they want a snack.

We base snacks choices on easy snacks that are also mostly healthy. We like to keep our supplies and areas clean, so cheesy and oily snacks are not permitted. Below you will find approved and non-approved snack choices.

Approved Snacks			
Fruit Snacks	Fresh Fruit	Fresh Vegetables	Protein packs
Granola/breakfast bars	Cereal in individual snack size bags	Pop tarts	Popcorn
Individual packaged snacks or fruit (apple slices)	Raisins/cranberries or dried fruits	100 calorie snack packs	Cheezits
Plain salted pretzels	Crackers	Clear water for drinking	Protein Bars

Non-approved Snacks		
Takis or any brand like it	Cheetos of any kind	Chips
Sunflower seeds	Cookies/Brownies	Donuts
Desserts	Pop, Gatorade, Powerade, flavored water	Gum/Candy

Updating Your Contact Information

Please notify the school office promptly concerning any changes to your address, email, phone number, emergency information, school districts, or mileage distance. This helps keep our records updated so we can keep you informed and a vital partner in your child(ren)s schooling.

Deliveries

- Floral, balloons, or other celebration deliveries are asked to be made elsewhere than to school. They are a distraction to learning and will not be delivered to students if they are sent to St. Anthony School.
- Other items that are not necessarily needed should not be dropped off to the school. However, if a child left an item that is absolutely needed for the day, it can be dropped off in the school office. Some examples and non-examples can be found below:
 - Needed items to drop off: medications, glasses, band instruments, or winter coat.
 - Non-examples of items to be dropped off: homework, backpack, lunches, book, phone, watch
- The natural consequences of going without an item for one day can reinforce the concept of responsibility for students.

School Closings

During times of severe weather, emergencies, or delays, providing that we have access to our computer system, we will notify families by email, a phone message, or text. Families are also encouraged to stay informed by our website and Facebook page for weather related information.

If there is severe weather during the school day and we need to dismiss students, communication will come from the school office via email and the phone messaging system. When the weather is threatening, please check the website, Facebook page, or wait until you receive a phone message to know if school will be dismissed at an alternate time. Your attention to using these means of communication for this purposes is greatly appreciated so we do not inundate the school office with phone calls.

When school or parish activities are cancelled due to inclement weather, all extra activities are also cancelled.

Field Trips

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

Signed parental permission slips for each student MUST be on file prior to the field trip. If a student has not been granted permission to attend field trips, he/she will remain on campus and be required to complete academic assignments for the day. In some situations, a fee will be requested to compensate for travel and admission costs and that will be billed to your FACTS account. Teacher and adult supervision are provided for all field trips. Students will have an option to have the school provide a sack lunch on field trips.

Buses will be utilized and proper conduct on the bus is required. For this reason, the following expectations will be enforced on the bus:

- Pupils must remain seated.
- Hands, arms, heads, and objects are kept inside the bus.
- Pupils may converse in conversational tone and use kind and school appropriate language
- Pupils keep food and drink in their lunch box or coat while on the bus.
- Seat belts are worn on buses with seatbelts.

Students must ride the bus back to school to meet their parent/guardian due to liability and responsibility reasons unless the request was made by the parent/guardian by the morning of the field trip.

Lockers

Lockers are to remain free and clear of outside locker decorations. If a student wants to display something inside of their locker, we ask that they use magnets to do so so that lockers are neat and orderly.

Lost and Found

All belongings should be marked with the child's name and grade. The school has a lost and found area outside of the school office regularly. Unclaimed items will be disposed of or donated a few times a year, after families have been given notification.

School Property

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

School Supplies

A list of needed school supplies is on the [website](#) and included in the annual August family packet. School supplies are available to preorder in the Spring.

Gum/Candy

Gum and candy should not be brought to school or had in class.

FAMILY/SCHOOL RELATIONS

Leadership Council

The role of the Leadership Council (and its subcommittees) is to give advice, provide consultation, make recommendations and suggestions, give support and encouragement to the priest and administrator. The subcommittees (Faith and Community Engagement, Home and School, Academics and School Improvement/SIAC, Marketing & Enrollment, Alumni) meet separately to work on their committee focus, then report to the Leadership Council. If you are interested in serving on one of these committees, please contact the administration.

Conferences

Parent-teacher conferences will be held in the fall and the spring. It is an expectation of parents to attend the scheduled conference. Additional conferences may be requested by either the parent or teacher. Conference sign-up will be online. Parents will receive an email when the site is open to schedule conferences for children in grades K-8. Students may be invited or required to attend conferences.

Middle school conferences will be held for five minutes per teacher due to middle school students having multiple teachers. If more time is needed, appointments can be made with the teacher.

Related arts and support staff (ESOL, interventionist, etc.) will be available during conferences. Part-time teachers attend some nights of conferences and will communicate with parents when they will be present.

Contacting Teachers

The school office is open from 7:45 AM - 3:45 PM during the school year. Teachers may be available on their own classroom phones before and after school hours (before 8:20 AM and after 3:20 PM). Voice mail messages may be left during regular school hours and teachers will return calls as time allows. Parents may also contact teachers via email. Please consult the [school website](#) for email information.

As needs arise, it is encouraged that parents/guardians contact the teacher first. Parents may request a conference with the teacher at any time by agreeing to a mutual time to meet. Often a telephone call or email can clarify points of concern about a child's progress as well as share positives that are happening.

In order to honor and respect everyone's time, school matters should be conducted when the employee is at school during school hours. To ensure the most professional and confidential of meetings, please refrain from initiating a conversation with school personnel outside of school hours/on their personal time. Teachers will respond to emails when they are able.

What To Do If You Have Serious Concerns With The Classroom or School?

The channel of communication that is expected for parents/guardians/guests to follow is:

1. Contact the teacher or administrator involved with the concern. The administration will generally refer parents to the individual directly involved if this step is not completed.
2. Contact a school administrator (jraes@stanthonydsm.org or miloabachie@stanthonydsm.org) if the concern is yet to be resolved.
3. If the parent/guardian/guest does not believe an agreement has been reached, the concern may then be taken to the Catholic Schools Regional Office or St. Anthony Priest.

Student Visitors

Student visitors outside of St. Anthony must be made through the administration.

Visiting the School During the Day

In order to keep the school environment secure, parents and visitors must check in at the office and wear a visitor badge before going into the school. Things that parents have to drop off should be left in the office to minimize distractions to the learning environment.

St. Anthony School offers performance/display opportunities for students throughout the year. Parents and other guests are invited to attend. However, siblings in other classrooms in the school are to remain in class during these times.

If a guest wishes to eat lunch with a student, they will also need to sign in and stick on a visitor badge before proceeding to the cafeteria.

Custody and Records Access to Custodial and Non-Custodial Parent (Diocese of Des Moines Catholic Schools Policy 522)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the schools provide the same common information to Custodial Parents and Non-Custodial Parents upon request that is provided to parents of intact families. Common information shall include but not be limited to report cards, notices of school functions and activities, appointments for parent-teacher conferences, notes home, etc. Situations may be dealt with on an individual basis in order to best meet the needs of the student. [Families must share appropriate contact information and any court order or other document that would support deviation from this policy.](#)

Custody and Records Access to Custodial and Non-Custodial Parent

The following norms should be followed in relation to which adults have access to the student and to the student's records. Situations may be dealt with on an individual basis in order to best meet the needs of the student. Regulation 522.2 is an authorization form if needed.

1. Custodial Parent (student lives with)
 - a. receives all records
 - b. has physical access within normal school rules
 - c. must obtain and share court order/decreed if there are limits placed on records and student access
2. Non-Custodial Parent (student does not live with)
 - a. without court order/decreed, receives all records upon request
 - b. without court order/decreed, has no right to physical access of student without written consent of Custodial parent
 - c. may attend parent-teacher conferences
3. Step-Parent (married to Custodial Parent)
 - a. access to records only through spouse · physical access with verbal consent of spouse
 - b. may attend parent-teacher conference with or without spouse
4. Step-Parent (married to Non-Custodial Parent)
 - a. access to records only through spouse
 - b. physical access only with the written consent of the Custodial Parent
 - c. without a court order, may attend parent-teacher conferences with or without spouse
5. Grandparents (either Custodial or Non-Custodial)
 - a. if guardian, has physical access, records access and parent-teacher conferences access
 - b. if not guardian, must get written consent from Custodial Parent or a court decree for physical and records access
6. Court Appointed Guardian
 - a. access to records
 - b. physical access
 - c. parent-teacher conferences
7. Foster Parent (may not mean parental rights have been terminated)
 - a. access to records only with written DHS consent or direction
 - b. full physical access

SAFETY / ABUSE, BULLYING, HARRASSMENT

Emergency Procedures

- In order to provide a safe exit from the building in the event of an emergency, regular drills are held throughout the school year in accordance with Iowa Code. Students practice fire, tornado, and intruder drills multiple times throughout the year. Students are expected to follow directions from staff in an orderly manner to ensure the safety of everyone.
 - Fire - State law requires that fire drills be held four times annually. Procedures to be followed in the event of fire are posted in our school spaces.
 - Tornado - Disaster drills are held at regular intervals. Procedures and instructions to be followed in the event of a tornado/severe weather are posted in each school space. If a tornado alarm is sounded all students, teachers, and others in the building will take cover immediately. If the tornado warning is near the end of the day, students will be held at the school at least until the all clear signal is sounded.
 - Intruder - drills are practiced that help the St. Anthony School prepare for threatening situations that may happen inside or outside of the building.
 - In the event of an extreme emergency/crisis, St. Anthony School has emergency procedures to activate.

Searches (Diocese of Des Moines School Catholic Schools Policy 561)

It shall be the policy of the Diocesan Catholic Schools Board that, in the enforcement of policies and regulations designed to protect individuals and to preserve the educational environment, searches of lockers, desks, personal property and effects and the students shall be permitted at the direction of the school administrator or the administrator's designee. Strip searches are not allowed. No student may be searched without the presence of two professionally licensed school personnel.

Weapons, Dangerous Object and Look-A-Likes (Diocese of Des Moines Catholic Schools Policy 564)

It shall be the policy of the Diocesan Catholic Schools Board that weapons, other dangerous objects and look-alikes be taken from students and others who bring them or possess them on school property and/or school related activities.

Parents/Guardians of students found to possess weapons, dangerous objects and/or look-a-likes on school property or school related activities shall be notified immediately. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. Students will be subject to disciplinary action which may include suspension or expulsion.

Students bringing firearms or possessing firearms in school or school related activities will be expelled for not less than one year. The superintendent and principal have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis.

For the purpose of this portion of the policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. The principal may allow authorized persons to display weapons, other dangerous objects and look-alikes for educational purposes. (281-IAC 12.3(6))

Violent/Destructive/Serious Disruptive Behavior (Diocese of Des Moines Catholic Schools Policy 567)

It shall be the policy of the Diocesan Catholic Schools Board that all school programs and activities must not only protect all participants but also allow them to benefit from the programs and activities free from behaviors that hinder or prohibit their learning/formation. All threats and violent, destructive and seriously disruptive behaviors must be taken seriously. The school must take appropriate action which may include a requirement for psychological assessment, counseling, suspension or expulsion.

Threats of Violence/Dangerous Weapons Protocol

St. Anthony School will respond to all threats of violence as serious in intent. All threats will be investigated by the program administrator, counselor, and/or designee. The threat will be reported and a meeting will be conducted with the student's parents. St. Anthony School will take disciplinary action, which may include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. Administration, Diocesan Superintendent, and Pastors will also be notified and consulted.

These steps will be followed in each case:

1. Teacher, parent/guardian(s), or student(s) report threat to the administration.
2. Administrator or designee interviews student(s).
3. Parents of the student(s) who made the threat will be called. No threat will be taken lightly.
4. If a student is threatened and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called.
5. Student(s), lockers, and personal items may be searched at any time without notice. (Diocesan Policy 561)
6. Upon investigation, if the administration determines that there is reason to believe that the investigation results support the threat of violence, the provisions in the disciplinary policy will be followed regarding suspension and/or expulsion.
7. Any valid threat may be reported to the police.

Parent/Guardian(s) of the student who made a valid threat will be required to come to school as soon as practical and remove the student from the school grounds. St. Anthony School may require professional counseling through Employee Family Resources or a counselor of the family's choosing approved by the school. The student will not be allowed back into school until a professional counselor has provided in writing a document saying that the student is not a threat to themselves or others. The student may be searched daily as a condition for a return to school. The school counselor or designee may meet regularly with the student making the threat. Teachers are also asked to be cognizant to curtail any teasing that might come out of this disciplinary action. Documentation by all involved regarding the situation and post-disciplinary activities will be kept on file.

Controlled Substances / Tobacco and “Smoking” (Diocese of Des Moines Catholic Schools Policy 570)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools prohibit the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco, other controlled substances or “look alike” substances by students while on school property or while attending or engaged in school activities.

In accordance with the Smokefree Air Act, (IAC 142D), smoking will not be permitted in the school buildings or on the grounds of the school. For purposes of this policy, “smoking” includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution of substance.

Students under the age of 18 are not permitted to use nicotine, alternative nicotine, or vaping products under the law. A student who is under the age of 18 in possession can face civil penalties. Students who violate this policy may be required to satisfactorily complete a substance abuse or rehabilitation program. Students who violate this policy may also be subject to suspension or expulsion. Violations may also be reported to the proper legal authorities.

Schools must offer programs which address the moral, legal, social and health consequences of tobacco, drug and alcohol use. In addition, the programs should include effective techniques for resisting use of tobacco, drugs and alcohol. (281-IAC 12.3(6))

Grievance Procedure (Diocese of Des Moines Catholic Schools Policy 550)

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that if a grievance is brought forth, the following procedures should normally be followed:

Grievances and requests for any meetings should be placed in written form stating the policy or procedure at issue. The person/persons who wish to file a grievance should:

- Request a conference with the teacher (if the issue is with a teacher). The teacher may request to have administration present for the conference.
- Failing resolution, a request for a meeting with the administrator should be requested.
- Failing resolution through the administrator, a meeting with the priest or canonical administrator should be requested.
- Failing resolution through the pastor/canonical administrator, a meeting may be requested with the Superintendent to seek resolution to the issue.

Non-Discrimination Policy (281-IAC 12.1(1) (Diocese of Des Moines Catholic Schools Policy 318)

It shall be the policy of the Diocese of Des Moines Catholic Schools Board that all schools consider individuals for a position for which they meet the requirements no matter their 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 be considered for a position for which they meet the requirements as such may apply to religious schools.

It is also the policy of this Board of Education and school that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of

careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society. Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to the Principal, 403 W. Clark Street, 782-7125; to the Director of the Civic Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. (St. Malachy School Board of Education Policy 201.5)

Sexual Harassment and/or Abuse by Students (Diocese of Des Moines Catholic Schools Policy 582 Regulation 582.1)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools maintain an environment free from sexual harassment and/or abuse. The schools must promote a sexual harassment and abuse free environment through information, supervision and investigation of allegations of such behavior.

Sexual harassment and/or abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Students who believe they have been sexually harassed and/or abused by students shall report such to the school's Level-One investigator. Persons who have been sexually harassed and/or abused always have the right to notify the civil authorities.

The Level-One investigator must respond promptly to complaints/allegations of sexual harassment and/or abuse. The processing of a complaint or allegation shall be handled confidentially to the extent possible. Program personnel (employees/volunteers and students) are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigating process.

No one shall retaliate against a student or employee/volunteer because they have filed a sexual harassment or abuse complaint or participated in an investigation of such a complaint.

The program administrator shall normally serve as the designated Level-One investigator. The name and telephone number of the Level-One investigator and an alternate shall be published annually in Student/Parent, Faculty/Staff and Catechist Handbooks.

If a student believes sexual harassment and abuse has occurred but does not wish, or believe it would be inappropriate, to file a complaint of harassment or abuse with a Level-One investigator, they may inform the Program Administrator about the incident(s) but are not seeking Level-One investigation. In such case the program administrator should handle the concern as a discipline matter.(IAC-281.102)

Sexual Harassment and/or Abuse by Students Investigation of Sexual Harassment and/or Abuse by Students Regulation (Diocese of Des Moines Catholic Schools Policy 582 Regulation 582.1)

The following procedures shall be implemented in the investigation of allegations of sexual harassment and/or abuse by students:

- Any person having knowledge of sexual harassment and/or abuse should file a report with the program's designated Level-One investigator by using the [Alleged Sexual Harassment and/or Abuse by Students Report form](#).
- Any program employee/volunteer receiving a verbal or written report of harassment or abuse must immediately pass on the information to the Level-One investigator.
- The Level-One investigator must secure a written report of the allegation and provide a copy to the person filing, and the parents (if complainant is below age 19). The person named as the accused in the report shall receive a copy of the report at the time the person is initially interviewed by the Level-One investigator.
- The Level-One investigator shall complete an informal investigation within five working days following receipt of a report. The investigator shall have access to any records of the alleged victim and the accused for the purpose of interviewing and investigating.
- If, in the opinion of the Level-One investigator, the alleged victim would be placed in eminent danger if continued contact between the alleged victim and alleged offender, provision shall be made to temporarily remove possible contact by or between the two.
- The Level-One investigation may be deferred, if the investigator believes the magnitude of the allegations suggest an immediate professional investigation. If such is the case, the Level-One investigator shall contact the appropriate law enforcement officials, the person filing the report and the parents of the same if the person is under 19 years of age. All steps involved in this process must be documented.
- The investigator's role is to determine whether it is likely an incident occurred. Therefore, the investigator shall interview the alleged victim, the accused, and any other person who may have knowledge of the circumstances contained in the report. The parents of any involved students should be notified of the day and time of the interview so they or a representative may attend. If an involved student is in a grade from pre-kindergarten through grade 6, the parents must be informed.
- If there was sexual abuse, the Level-One investigator must notify the law enforcement authorities. This places the case in their hands and brings closure unless the legal authorities decline to pursue an investigation. If this happens, the case must be referred to Level-Two.
- The Level-One Investigation of Sexual Harassment and/or Abuse by Students Report shall be completed within fifteen calendar days of receipt of the report unless the investigation was temporarily delayed by law officials. Copies of this report shall be given to the alleged victim and the accused and the parents of any involved person under age 19.

- At the conclusion of the Level-One investigation, the person filing the report shall be notified of the next step.

The investigation may be concluded at Level-One if:

1. the allegation is withdrawn
2. there is no preponderance of evidence to support the allegation
3. the accused withdraws from the program

All other cases shall be referred to the Level-Two investigator. (IAC-281.102)

The level one investigator at St. Anthony School is Jennifer Raes. (phone number: 515-243-2874)

Sexual Harassment and/or Abuse by a Student Level 2 Investigation Regulation (Diocese of Des Moines Catholic Schools Policy 582.2)

Upon determination that there is need for a Level-Two investigation of sexual harassment and/or abuse, the Level-One investigator shall contact the Diocesan Superintendent of Schools. The Superintendent, in consultation with the Diocesan Director of Catholic Charities, shall appoint a Level-Two investigator who shall not be a school or AEA employee.

The Level-Two investigation should ordinarily be completed within a period of three weeks from receipt of the Level-One reports and forms.

The Level-Two investigator shall:

- review the Alleged Sexual Harassment and/or Abuse by Students Report.
- review the Level-One Investigation of Sexual Harassment and/or Abuse by Students form.
- conduct further investigation if, and as much as, deemed necessary to determine whether their preponderance of evidence to support sexual harassment and/or abuse allegations. Any involved person, who is below seventh grade, must have their parents informed previous to the interview when the interview will be held. The parents of any involved students should be notified of the day and time of the interview so they or a representative may attend.
 - make a written narrative report which shall include:
 - whether any exceptions apply.
 - whether the allegation is founded or unfounded at Level-Two.
 - send a copy of the report to the Level-One investigator and Superintendent of Schools.

If the Level-Two investigation is founded, the Level-One investigator upon receipt of the narrative report must:

- forward copies of the report to the student victim or parents (if the student is younger than 19), the alleged abuser, and the person filing the Alleged Sexual Harassment and/or Abuse by Students Report.
- arrange for counseling services for the student upon the request of the student and/or parents. (IAC-281.102)

Sexual Harassment and/or Abuse by Student Retention of Investigation Records of Sexual Harassment and/or Abuse by Students Regulation (Diocese of Des Moines Catholic Schools Policy 582.3)

All notes, tapes, memoranda, alleged victim reports, investigator reports, and other related materials compiled during an investigation shall be retained by the school/parish program for a minimum of three years.

Records of reports found to be substantiated shall be placed in the accused's permanent record. The accused shall be permitted to attach a personal statement to such a record.

Records of reports found to be unsubstantiated shall not be placed in the alleged accused's permanent record.

Harassment, Hazing, and Bullying (Diocese of Des Moines Catholic Schools Policy 579)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. Schools must develop and incorporate programs to eliminate harassment, bullying and hazing. (IAC 280.28)

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

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

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

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

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

Harassment, bullying and hazing may include, but are not limited to, the following behaviors and circumstances: • Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other 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 or school personnel, coaches, sponsors and volunteers that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's or school personnel, coaches, sponsors and volunteers' performance or creation of an intimidating, offensive, or hostile learning or working environment.

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

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

The investigator must consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment, bullying or hazing. (IAC 280.28)

Any individual who believes a person has been bullied, harassed or hazed may report the matter to legal authorities.

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

The Diocesan Catholic Schools Policy on harassment, bullying and hazing can be found at www.dmdiocese.org Catholic Schools, About Catholic Schools, School Policies and Regulations.

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

Bullying and Harassment Complaint Investigation Procedure (Diocese of Des Moines Catholic Schools Policy 579.1)

The principal or the principal's designee is responsible for

- Collecting data relating to incidents of harassment, bullying and hazing.
- Reporting data to the Iowa Department of Education upon completion of the investigation.
- Communicating founded harassment, bullying, and hazing incidents to the Superintendent's office.

COMPLAINT PROCEDURE: Any individual who believes that the individual or any other school related individual has been harassed, bullied or hazed should notify the principal or the principal's designee. Each school shall have a designated investigator. The alternate investigator is the diocesan superintendent of schools or her/his designee. If the principal or the principal's designee is a witness or the alleged instigator of the bullying, harassment or hazing, the diocesan superintendent of schools or her/his designee must be the investigator. The complainant or the investigator should complete the Diocese of Des Moines Anti-Bullying Incident Report Form (Regulation 579.2) 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. The investigator has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE: The investigator will reasonably and promptly commence the investigation upon receipt of a complaint. The investigator will interview the complainant and the alleged harasser/hazer. The alleged harasser/hazer may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator should include the totality of circumstances during the investigation. (Regulation 579.3) Upon completion of the investigation, the investigator will make written findings and conclusions to each allegation and report the findings and conclusions to the principal and pastor/canonical administrator. If the principal or the principal's designee is the alleged instigator the report shall be given to the pastor/canonical administrator and superintendent. (Regulation 579.4) Information received during the investigation is kept confidential to the extent possible.

RESOLUTION OF THE COMPLAINT: If the principal is not the investigator the principal may, if deemed necessary investigate further after the principal receives the investigator's report. In such a case, the principal may make a determination of any appropriate additional steps which could include an interview with the complainant and alleged abuser. Additional steps may include suspension or expulsion. The principal must file a written report closing the case and documenting any disciplinary action taken in response to the complaint. The complainant, the alleged abuser and the investigator must receive notice as to the conclusion of the investigation. Disciplinary action information can only be shared with the alleged abuser and his/her parents. Care must be taken to protect the privacy of all individuals involved. The principal must maintain a log of information necessary to comply with the Iowa Department of Education reporting requirements. The principal is responsible for communicating founded harassment, bullying, and hazing incidents to the Superintendent's office.

The Diocesan Catholic School Policy on harassment, bullying, and hazing can be found at www.dmdiocese.org under Catholic Schools > School Policies and Regulations)

TECHNOLOGY USE

Personal Communication Devices (Diocese of Des Moines Catholic Schools Policy 584)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all Catholic schools will adhere to the policy regarding personal communication devices.

Cell phones, smart watches, and other communication devices may not be used between the start of the school day and the end of the school day. Hours of school day operation are listed in each school's parent/student handbook.

For all diocesan schools, the use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas. Families and students may use the main office when communicating messages from home or school.

Should a student not comply with the policy and the conditions listed in the parent/student handbook, consequences will be enforced. These consequences shall be listed in the parent/student handbook.

St. Anthony School Electronic Devices

St. Anthony School students will have access to technology to enhance learning. Middle school students have Chromebooks available for use during the day and can check them out from their homeroom teachers. Elementary students have access to Chromebooks and tablets when the teacher uses them for instruction. Parents and students must have signed and returned all school documentation including the Technology Acceptable Use Agreement to use school devices.

No personal markings may be placed on the school-issued device or its case. The device and charging unit are property of St. Anthony School and should be treated as such. However, the school reserves the right to inspect the device at any time for damages and/or violations of school policies.

Students are responsible for the general care of the device and must return the device and charging unit in good condition. Devices that are broken or fail to work properly must be taken to the homeroom teacher for an evaluation of the equipment. In the case of intentional damage and/or neglect, the student will pay for repairs not to exceed the full replacement value. Lost items will be charged the current replacement cost.

Students who withdraw, are suspended, expelled or terminate enrollment at St. Anthony for any reason must return the device on the date of termination. If a student fails to return the device the student will be billed for replacement cost of the item(s) missing.

Acceptable Use Policy (AUP) for School Technology

The purpose of this policy is to ensure that students use school technology in a safe, responsible, and respectful way. Technology includes school computers, tablets, internet access, email accounts, learning platforms, and any school-owned digital tool.

General Expectations

All technology use must:

- Support learning and instruction.
- Respect the rights and privacy of others.
- Follow school rules, classroom expectations, and the values of our school community.

Students Must:

- Use devices and the internet to complete schoolwork and research.
- Access school-approved websites and apps for learning.
- Use school email (if applicable) for school-related communication.
- Create and share work with teachers and classmates as directed.

Students Must Not:

- Access or try to access inappropriate websites or content.
- Use technology to cheat, plagiarize, or copy someone else's work.
- Use someone else's username or password.
- Share their own passwords with others (except parents/guardians).
- Use devices to send mean, hurtful, or threatening messages.
- Record or take pictures/videos of others without permission.
- Change settings, install software, or damage equipment.

Privacy and Safety

- Students should never share personal information (full name, address, phone number, etc.) online without teacher permission.
- Students must report anything inappropriate or uncomfortable to a teacher or adult immediately

Consequences

Violating this policy may result in consequences outlined in the Student Behavior Expectations and Discipline sections.

By using school technology, students agree to follow this policy. When parents/guardians sign this Acceptable Use Policy, they acknowledge they have gone over this policy with their student(s).

Parent/Guardian Signature: _____ Date: _____