

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Catholic Schools Policies/Regulations

INDEX

100 EDUCATIONAL PHILOSOPHY

101	Schools Board Mission Statement	Adopted	5-19-08
		Revised	5-21-12
104	Catholic Schools Vision Statement.....	Adopted	5-19-08
		Reviewed	5-21-12
107	Diocesan Schools' Mission and Belief Statement.....	Adopted	4-25-00
		Reviewed	5-21-12
110	Essential Learning (Student Learning Goals)	Adopted	4-25-00
		Reviewed	5-21-12

200 BOARD OF EDUCATION

201	Board Requirement	Adopted	1-20-00
		Revised	1-16-12
204	Board of Education/School Board Constitution and By-Laws	Adopted	5-17-76
		Reviewed	1-16-12
207	Board Records.....	Adopted	3-17-69
		Revised	5-21-12
	207.1 Board Records.....	Adopted	5-16-05
		Reviewed	5-21-12
210	Board Membership	Adopted	4-21-86
		Revised	5-21-12
211	Removal of a Board Member	Adopted	3-25-14
212	Membership Roster.....	Adopted	1-30-69
		Revised	5-21-12
215	Policy	Adopted	4-25-00
	Manual	Revised	5-21-12

300	ADMINISTRATION
------------	-----------------------

301	School President	Adopted	5-19-08
		Reviewed	3-24-13
303	Principal.....	Adopted	4-20-76
		Revised	3-24-13
	303.1 Principal – Recruitment, Interview and Selection.....	Adopted	4-12-76
		Revised	3-25-13
309	School Administrator Job Description.....	Adopted	10-27-69
		Revised	5-19-08
		Reviewed	3-25-13
312	Assistant Principal or Lead Teacher	Adopted	10-27-69
		Revised	5-19-08
		Reviewed	3-25-13
315	Employment of Former Priests/Religious.....	Adopted	3-27-00
		Revised	5-19-08
		Reviewed	3-25-13
318	Nondiscriminatory Practices.....	Adopted	4-12-76
		Revised	1-20-12
		Reviewed	3-25-13
321	Contract Renewal/Non-Renewal	Adopted	3-15-71
		Revised	3-25-13
324	Administrator Contract Termination-Temporary Suspension	Adopted	5-16-05
		Revised	3-25-13
326	Steps Involved for a Possible Major Change in a School Operation or Academic Programs	Adopted	5-17-75
		Revised	5-21-12
	326.1 Steps involved for a Possible Major Change in a School Operation or Academic Program	Adopted	4-01-10
		Reviewed	1-21-13
327	Closing of a School and/or the Discontinuation of a Grade or Grades	Adopted	3-25-13
	327.1 Steps Involved in Closing a School and/or Discontinuing a Grade or Grades.....	Adopted	3-25-13
330	Religious Formation	Adopted	5-15-78
		Revised	5-19-08
		Reviewed	3-25-13
336	Written Reports.....	Adopted	8-20-73
		Revised	3-25-13
339	School Statistics.....	Adopted	4-20-70
		Revised	3-25-13
342	School Surveys/Questionnaires	Adopted	5-15-78
		Revised	5-19-08
		Reviewed	3-25-13
345	Crisis Management Plan	Adopted	5-17-99
		Revised	5-19-08
		Reviewed	3-25-13
	345.1 Crisis Management Plan	Adopted	5-17-99
		Revised	3-25-13
348	Federal and State Labor-Safety Laws.....	Adopted	1-19-00
		Revised	5-19-08
		Reviewed	3-25-13

400	STAFF PERSONNEL
------------	------------------------

401	Employee and Volunteer Screening	Adopted	5-17-99
	Revised	3-25-13
402	Staff Employment.....	Adopted	3-23-09
		Revised	3-25-13
404	Contract and Licensure.....	Adopted	3-17-69
		Revised	3-25-13
407	Support for Church Teachings	Adopted	1-15-01
		Revised	5-19-08
		Reviewed	3-25-13
410	Medical Examination.....	Adopted	5-28-70
		Revised	3-25-13
412	Bus Drivers - Drug and Alcohol Testing.....	Adopted	11-20-95
		Revised	3-25-13
415	Communicable Diseases.....	Adopted	3-21-88
		Revised	3-25-13
421	Salary and Benefits.....	Adopted	3-17-72
		Revised	3-25-13
424	Teacher Salary Scale.....	Adopted	3-19-79
		Revised	3-25-13
427	Leaves.....	Adopted	3-19-79
		Revised	3-25-13
428	Time Off Benefits.....	Adopted	5-15-17
430	Family Medical Leaves of Absence.....	Adopted	3-19-79
		Revised	9-20-10
		Reviewed	3-25-13
430.1	Family Medical Leaves of Absence.....	Adopted	5-17-04
		Revised	9-20-10
		Reviewed	3-25-13
430.2	Fact Sheet #28: The Family and Medical Leave Act of 1993.....	Adopted	9-20-10
		Reviewed	3-25-13
430.3	Fact Sheet #28A: The Family and Medical Leave Act Military ...	Adopted	9-20-10
		Reviewed	3-25-13
430.4	FMLA Request Sheet	Adopted	9-20-10
		Reviewed	3-25-13
430.5	Fact Sheet #28G: Certification of Health Condition under the Family and Medical Leave Act.....	Adopted	9-20-10
		Reviewed	3-25-13
430.6	Certification for Serious Injury or Illness of a Current Servicemember – for Military Family Leave	Adopted	9-20-10
		Reviewed	3-25-13
430.7	Certification of Qualifying Exigency for Military Family Leave ..	Adopted	9-20-10
		Reviewed	3-25-13
430.8	Designation Notice.....	Adopted	9-20-10
		Reviewed	3-25-13
430.9	Notice of Eligibility and Rights & Responsibilities	Adopted	9-20-10
		Reviewed	3-25-13
430.10	Certification of Health Care Provider for Employee’s Serious Health Condition	Adopted	9-20-10
		Reviewed	3-25-13
433	Professional Development.....	Adopted	5-19-08
		Revised	3-25-13
436	Faith Formation	Adopted	5-19-08
		Revised	3-25-13
442	Handbook.....	Adopted	3-12-07
		Revised	3-25-13
442.1	Faculty Staff Handbook Signature Page	Adopted	3-12-07
		Revised	3-25-13
445	Appraisal/Evaluation	Adopted	3-19-79
		Revised	3-25-13

448	Evaluation – Diocesan Schools Office Staff.....	Adopted	2-18-80
		Revised	5-19-08
		Reviewed	3-25-13
451	Teacher Contract Renewal and Non-Renewal	Adopted	5-21-84
		Revised	3-25-13
454	Teacher Contract Termination – Temporary Suspension	Adopted	3-18-85
		Revised	3-25-13
457	Reduction in Staff.....	Adopted	3-19-79
		Revised	3-25-13
	457.1 Reduction in Staff	Adopted	2-18-80
		Revised	5-19-08
		Reviewed	3-25-13
458	Grievance Policy.....	Adopted	4-12-76
		Revised	5-19-08
		Reviewed	3-25-13
	458.1 Grievance Procedure	Adopted	5-17-76
		Revised	5-19-08
		Reviewed	3-25-13
460	Technology Use.....	Adopted	6-21-05
		Revised	1-20-12
		Reviewed	3-25-13
	460.1 Technology Use	Adopted	6-21-05
		Revised	5-19-08
		Reviewed	3-25-13
	460.2 Technology Use	Adopted	6-21-05
		Revised	1-20-12
		Reviewed	3-25-13
463	Adult Supervision with School Activities/Programs	Adopted	5-17-99
		Revised	1-19-15
	463.1 Adult Supervision with School Activities/Programs	Adopted	5-17-99
		Revised	1-19-15
464	Adult Contact with Students Outside of Regular School Hours	Adopted	5-18-09
		Revised	12-08-11
		Reviewed	3-25-13
466	Corporal Punishment	Adopted	4-25-00
		Revised	3-25-13
472	Incident Involving Health and Safety	Adopted	5-17-99
		Revised	5-19-08
		Reviewed	3-25-13
	472.1 Incident Report Form.....	Adopted	5-17-99
		Revised	5-19-08
		Reviewed	3-25-13
475	Mandatory Reports of Child Abuse by a Care Giver.....	Adopted	5-19-86
		Revised	5-19-08
		Reviewed	3-25-13
	475.1 Child Abuse Categories	Adopted	5-19-86
		Revised	5-19-08
		Reviewed	3-25-13
	475.2 Suspected Child Abuse by a Care Giver Reporting Form.....	Adopted	5-19-86
		Revised	5-19-08
		Reviewed	3-25-13

478	Sexual Harassment and/or Abuse by Staff Personnel	Adopted	1-31-94
		Revised	3-25-13
478.1	Investigation of Sexual Harassment and/or Abuse by Staff Personnel	Adopted	5-21-90
		Revised	3-25-13
478.2	Investigation of Sexual Harassment and/or Abuse by Staff Personnel Report	Adopted	5-21-90
		Revised	3-25-13
478.3	Investigation of Sexual Harassment and/or Abuse by Staff Personnel Form	Adopted	5-21-90
		Revised	3-25-13
478.4	Level-Two Investigation of Sexual Harassment and/or Abuse by Staff Personnel	Adopted	5-21-90
		Revised	3-25-13
478.5	Retention of Investigation Records of Sexual Harassment and/or Abuse by Staff Personnel.....	Adopted	5-21-90
		Revised	3-25-13
481	Harassment, Bullying and Hazing	Adopted	1-31-94
		Revised	3-25-13
481.1	Harassment, Bullying and Hazing Complaint and Investigation Procedure	Adopted	1-21-08
		Revised	3-25-13
481.2	Harassment, Bullying/Hazing Complaint Form.....	Adopted	1-21-08
		Revised	5-21-12
		Reviewed	3-25-13
481.3	Harassment/ Bullying/Hazing Witness Disclosure Form.....	Adopted	1-21-08
		Revised	5-21-12
		Reviewed	3-25-13

500	STUDENT PERSONNEL
------------	--------------------------

501	Kindergarten Entrance Age	Adopted	3-18-02
		Revised	5-19-08
		Reviewed	3-25-13
504	Admissions	Adopted	2-17-75
		Revised	3-25-13
507	Home Schooling	Adopted	11-23-92
		Revised	5-19-08
		Reviewed	3-25-13
510	Student Participation in School Program.....	Adopted	3-27-95
		Revised	5-15-17
513	Compulsory Attendance	Adopted	1-20-92
		Revised	3-23-15
516	Absences.....	Adopted	1-20-92
		Revised	3-25-13
519	Student Records, Accessibility and Confidentiality	Adopted	3-21-88
		Revised	3-25-13
521	Juvenile Justice Information Sharing.....	Adopted	12-08-11
		Revised	3-25-13
522	Custody and Records Access to Custodial and Non-Custodial Parent	Adopted	4-25-00
		Revised	5-19-08
		Reviewed	3-25-13
522.1	Custody and Records Access to Custodial and Non-Custodial Parent	Adopted	4-25-00
		Revised	5-19-08
		Reviewed	3-25-13
522.2	Custodial and Non-Custodial Information Form.....	Adopted	6-21-05
		Revised	3-25-13
525	Student Directory.....	Adopted	5-20-02

		Revised	5-19-08
		Reviewed	3-25-13
	525.1 Student Directory	Adopted	5-20-02
		Revised	5-19-08
528	Immunizations	Adopted	6-21-05
		Revised	5-19-08
		Reviewed	3-25-13
531	Emergency Medical Authorization	Adopted	3-12-07
		Revised	5-19-08
		Reviewed	3-25-13
	531.1 Emergency Medical Treatment Authorization Form	Adopted	3-12-07
		Revised	5-19-08
		Reviewed	3-25-13
534	Student Medication	Adopted	4-25-00
		Revised	3-25-13
	534.1 Authorization and Permission for Administration of Medication..	Adopted	6-21-05
		Revised	3-25-13
537	Communicable Diseases	Adopted	3-21-88
		Revised	5-19-08
		Reviewed	3-25-13
540	Acquired Immune Deficiency Syndrome	Adopted	3-21-88
		Revised	3-25-13
543	Severe Student Allergies.....	Adopted	4-07-04
		Revised	5-19-08
		Reviewed	3-25-13
	543.1 Release and Indemnification Agreement	Adopted	5-19-08
	(Self-Administration of Prescription Asthma or Anaphylaxis Medication)	Revised	3-25-13
546	Asthma Medication Possession and Use.....	Adopted	5-17-04
		Revised	3-25-13
	546.1 Release and Indemnification Agreement	Adopted	5-19-08
	(Self-Administration of Prescription Asthma or Anaphylaxis Medication)	Revised	3-25-13
549	Handbook	Adopted	3-12-07
		Revised	3-25-13
	549.1 Student/Parent Handbook Signature Page.....	Adopted	3-12-07
		Revised	5-19-08
		Reviewed	3-25-13
552	Citizenship	Adopted	3-17-03
		Revised	5-19-08
		Reviewed	3-25-13
555	Student Rights and Responsibilities.....	Adopted	3-17-03
		Revised	5-19-08
		Reviewed	3-25-13
558	Discipline and Student Accountability	Adopted	3-21-88
		Revised	3-25-13
561	Search	Adopted	1-16-95
		Revised	3-25-13
564	Weapons, Dangerous Objects and Look-a-Likes.....	Adopted	11-21-94
		Revised	3-25-13
567	Violent/Destructive/Seriously Disruptive Behavior	Adopted	3-17-03
		Revised	5-19-08
		Reviewed	3-25-13
570	Controlled Substances	Adopted	5-19-03
		Revised	5-19-08
		Reviewed	3-25-13
573	Out of School Behavior	Adopted	5-19-03
		Revised	3-25-13
576	Incident Involving Health and Safety	Adopted	5-17-99

		Revised	5-19-08
		Reviewed	3-25-13
576.1	Incident Report Form	Adopted	5-17-99
		Revised	5-19-08
		Reviewed	3-25-13
577	Brain Injuries	Adopted	5-16-11
		Reviewed	3-25-13
578	Trampoline Use	Adopted	5-20-13
579	Harassment, Bullying and Hazing	Adopted	1-31-94
		Revised	5-21-12
		Reviewed	3-25-13
579.1	Harassment, Bullying and Hazing Complaint and Investigation Procedure	Adopted	1-21-08
		Revised	5-21-12
		Reviewed	3-25-13
579.2	Anti-Bullying Incident Report	Adopted	1-21-08
		Revised	5-21-12
		Reviewed	3-25-13
579.3	Anti-Bullying Investigator Interview Notes.....	Adopted	1-21-08
		Revised	5-21-12
		Reviewed	3-25-13
579.4	Anti-Bullying Investigator Follow-up	Adopted	5-21-12
		Reviewed	3-25-13
582	Sexual Harassment and/or Abuse by Students.....	Adopted	1-31-94
		Revised	5-19-08
		Reviewed	3-25-13
582.1	Investigation of Sexual Harassment and/or Abuse by Students.....	Adopted	1-31-94
		Revised	5-19-08
		Reviewed	3-25-13
582.2	Level-Two Investigation of Sexual Harassment and/or Abuse by Students.....	Adopted	5-21-90
		Revised	5-19-08
		Reviewed	3-25-13
582.3	Retention of Investigation Records of Sexual Harassment and/or Abuse by Students	Adopted	1-31-94
		Revised	5-19-08
		Reviewed	3-25-13
585	Acceptable Technology Use	Adopted	6-21-05
		Revised	3-25-13
585.1	Technology Use	Adopted	6-21-05
		Revised	5-19-08
		Reviewed	3-25-13
585.2	Student Technology Acceptable Use Statement	Adopted	6-21-05
		Revised	3-25-13
588	Graduation Requirements and Ceremonies	Adopted	11-17-03
		Revised	3-25-13

600	EDUCATIONAL PROGRAMS
------------	-----------------------------

601	School Day	Adopted	4-20-70
		Revised	3-23-15
604	School Calendar.....	Adopted	1-16-89
		Revised	3-25-13
605	School Scheduling – Wednesday Evening and Sunday Morning Activities.....	Adopted	5-01-12
607	School Accreditation	Adopted	4-25-00

		Revised	5-19-08
		Reviewed	3-25-13
610	Curriculum.....	Adopted	3-21-88
		Revised	3-25-13
	610.1 Curriculum Development.....	Adopted	3-21-88
		Revised	5-19-08
		Reviewed	3-25-13
	610.2 Curriculum Implementation.....	Adopted	3-21-88
		Revised	5-19-08
		Reviewed	3-25-13
	610.3 Curriculum Evaluation.....	Adopted	3-21-88
		Revised	5-19-08
		Reviewed	3-25-13
613	School Improvement.....	Adopted	4-25-00
		Revised	5-19-08
		Reviewed	3-25-13
	613.1 Curriculum Standards, Benchmarks and Grade Level Expectations.....	Adopted	4-25-00
		Revised	3-25-13
616	Accountability for Student Achievement.....	Adopted	4-25-00
		Revised	5-19-08
		Reviewed	3-25-13
	616.1 Comprehensive School Improvement Plan.....	Adopted	4-25-00
		Revised	3-25-13
	616.2 Annual Progress Report.....	Adopted	3-17-03
		Revised	3-25-13
	616.3 School Improvement Advisory Committee.....	Adopted	4-25-00
		Revised	3-25-13
	616.4 Data Collection and Analysis.....	Adopted	4-25-00
		Revised	3-25-13
	616.5 School and Diocesan-Wide Assessments.....	Adopted	10-27-69
		Revised	3-25-13
619	Multicultural/Gender Fair Education.....	Adopted	11-16-81
		Revised	3-25-13
622	Religion Curriculum Guides and Educational Materials List.....	Adopted	5-19-80
		Revised	5-19-08
		Reviewed	3-25-13
625	Standardized Test & Assessment Accountability.....	Adopted	3-27-06
		Reviewed	3-25-13
	625.1 Standardized Test & Assessment Integrity.....	Adopted	3-27-06
		Reviewed	3-25-13
628	Extended Learning.....	Adopted	5-15-06
		Reviewed	3-25-13
	628.1 Eligibility Requirements for Participation in Outside Extended Learning Programs.....	Adopted	5-15-06
		Revised	3-25-13
631	Human Growth and Development.....	Adopted	12-19-88
		Revised	5-19-08
		Reviewed	3-25-13
637	Guidance.....	Adopted	4-01-98
		Revised	3-25-13
640	Library Media Center.....	Adopted	3-26-90
		Revised	3-25-13
	640.1 Library Media Center.....	Adopted	3-26-90
		Revised	5-19-08
		Reviewed	3-25-13
643	Reconsideration of Instructional Materials.....	Adopted	3-26-90

		Revised	5-19-08
		Reviewed	3-25-13
	643.1 Instructional Materials Reconsideration Request.....	Adopted	3-26-90
		Revised	3-25-13
646	Guest Speakers	Adopted	3-17-69
		Revised	5-19-08
		Reviewed	3-25-13
649	Field Trips.....	Adopted	6-21-05
		Revised	5-18-09
		Reviewed	3-25-13
	649.1 Parent/Guardian Consent & Liability Waiver Field Trip Form	Adopted	6-21-05
		Reviewed	3-25-13
652	Transportation.....	Adopted	5-19-03
		Revised	5-20-13
	652.1 Transportation	Adopted	5-19-03
		Revised	5-20-13
	652.2 Private Vehicle Use Application.....	Adopted	5-20-13
	652.3 Volunteer Driver Application	Adopted	5-20-13
	652.4 Vehicle Accident Report.....	Adopted	5-20-13
655	Lodging.....	Adopted	5-17-99
		Revised	5-19-08
		Reviewed	3-25-13
658	Participation in Extracurricular Activities	Adopted	5-19-03
		Revised	3-25-13

700 AUXILIARY SERVICES

701	Health Services Program	Adopted	3-21-88
		Revised	3-25-13
704	Health Services	Adopted	1-19-04
		Revised	5-19-08
		Reviewed	3-25-13
707	Health Practices and Procedures Manual.....	Adopted	1-19-04
		Revised	5-19-08
		Reviewed	3-25-13
710	Nicotine/Tobacco Free Campus.....	Adopted	11-17-08
		Reviewed	3-23-15
713	Dental Screening.....	Adopted	11-17-08
		Revised	3-25-13
	713.1 Certificate of Dental Screening.....	Adopted	11-17-08
		Revised	5-08-13
	713.2 Certificate of Dental Screening Exemption.....	Adopted	11-17-08
		Revised	5-08-13
716	Nutrition and Physical Activity Wellness.....	Adopted	5-15-06
		Revised	5-15-17
719	Lead Testing	Adopted	3-23-09
		Reviewed	3-25-13
722	Right-To-Know	Adopted	6-21-05
		Revised	3-25-13
725	Common Agreements	Adopted	3-27-06
		Revised	5-19-08
		Reviewed	3-25-13

728	School Bus Driver and Vehicle Requirements	Adopted	11-16-09
		Reviewed	3-25-13
728.1	Requirements for Bus Drivers, Transported Students and Buses ..	Adopted	11-16-09
		Revised	3-25-13
738.2	Bus Driver Drug and Alcohol Testing	Adopted	11-16-09
		Revised	3-25-13

800 BUSINESS PROCEDURES

801	Exempt and Non-Exempt Employees.....	Adopted	6-21-05
		Revised	3-25-13
804	Procurement Code of Conduct.....	Adopted	5-16-11
		Reviewed	3-25-13
807	Use of Tuition and Fee Statement.....	Adopted	3-12-07
		Revised	5-16-16
807.1	Use of Tuition Management Company	Adopted	5-16-16
810	Identity Protection	Adopted	5-16-11
		Reviewed	3-25-13
810.1	Identity Protection.....	Adopted	5-16-11
		Reviewed	3-25-13
813	Copyright Laws	Adopted	3-26-90
		Revised	3-25-13

900 BUILDINGS AND SITES

901	Asbestos.....	Adopted	6-21-05
		Revised	5-19-08
		Reviewed	3-25-13

1000 PUBLIC RELATIONS

07/17