DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Kindergarten Entrance Age

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that "no child shall be admitted to school work for the year immediately preceding the first grade unless the child is five years of age on or before the fifteenth (15th) of September of the current school year." (IAC-282.3)

Policy Adopted:	March 18, 2002
Policy Revised:	May 19, 2008
Policy Reviewed:	January 30, 2020
	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Admissions Status

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.)

Policy Adopted: February 17, 1975

Policy Revised: January 30, 2020
July 30, 2021
July 5, 2023
July 12, 2024

Regulation 504. 2
Covenant of Trust
Approved 7-12-2024

Covenant of Trust between Parents and (SCHOOL NAME)

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***:

(SCHOOL'S NAME) 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 throughout 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 (SCHOOL NAME) 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 convent of trust.
Parent Sign. _____ Date_____

For our part, we, the representatives of (SCHOOL'S NAME) 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 (SCHOOL NAME) 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.

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

School-Parent Partnership

It shall be the policy of the Diocese of Des Moines Catholic Schools 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. The details of this partnership are found in the Convenant of Trust, regulation 504.1.

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.

Policy Adopted: July 15, 2022
Policy Revised: May 20, 2025
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Home Schooling

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that parents/guardians choosing the Competent Private Instruction (CPI) or Private Instruction option, (commonly referred to as home schooling) afforded them by the Iowa Code should contact the local public school district to begin the process of homeschooling their children. Catholic schools of the Diocese of Des Moines do not provide this option nor may they enter into any dual enrollment arrangement for any portion of the day with schools not accredited by the state of Iowa or homeschooling parents.

Policy Adopted: November 23, 1992
Policy Revised: May 19, 2008
Policy Revised: January 30, 2020
July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Participation in School Program

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that all students enrolled in the Catholic schools participate in the entire educational program. However, nothing in this policy shall be construed as prohibiting instruction consistent with the doctrines of the Catholic faith or the imposition of qualifications and requirements based on religion. This includes, but is not limited to, qualifications, instruction and requirements relating to marriage, childbirth, sexual orientation and gender identity.

Policy Adopted:	March 27, 1995
Policy Revised:	May 15, 2017
	July 6, 2017
Policy Reviewed:	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Compulsory Attendance

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))*

Policy Adopted:	January 20, 1992
Policy Approved:	March 28, 2015
Policy Revised:	January 30, 2020
	July 30, 2021
Policy Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Absences

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that absences from school be considered either excused or unexcused.

Excused absences are those that are approved by the school administration. These may include, but are not limited to: illness, family emergencies, diocesan, parish and school-sponsored or approved activities. Work missed during an excused absence may be completed for full credit. It is the student's responsibility to initiate contact with the teacher concerning missed work.

Unexcused absences are those not approved by the school administration. Because learning is important, work missed during unexcused absences should be completed. Disciplinary action for unexcused absences is at the discretion of the school administration.

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 State of Iowa defines truancy as, "being absent from school without an excuse for more than 8 days in a 45-day period." Notices will be sent to parents when a child has missed 5 day within a 45-day period alerting them to the attendance issue. 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.

It shall be the responsibility of the parent or guardian to notify the student's school as soon as the parent or guardian knows the student will not be in attendance on a particular day or days. (IAC: 259A)

Policy Adopted: January 20, 1992
Policy Revised: January 30, 2020
July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Records, Accessibility and Confidentiality

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school establish and maintain a system of pupil records which includes:

a. A permanent record, the students' official transcript, should contain various demographic information for the student and all of the data to plan for the student's educational needs. It includes annual attendance and educational progress records, standardized test scores, dates of attendance, graduation or transfer, where student transferred, the date and reason if a student is out of school suspended or expelled. This file is to be permanently maintained and stored in a fire-resistant, locked file or safe.

b. A cumulative record, the student's current and continuous record of progress and growth, should contain courses taken, academic progress, attendance, physical and health records. The file may also contain interests, attitudes, abilities, honors, or extracurricular activities. At the signed request of the parent, a student who has reached the age of 18, or a school to which a student transferred, the cumulative record must be sent.

Disclosure of student records may not be done without parental/guardian or eligible student permission. Because all schools in the Diocese of Des Moines Regional Schools operate as a unified educational system, student records – including academic, behavioral, attendance, and health – may be shared freely between diocesan regional schools.

Policy Adopted: March 21, 1988

Policy Revised: January 30, 2020
July 30, 2021
February 13, 2026
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Juvenile Justice Information Sharing

It shall be the policy of the Diocesan Catholic School Office, under the aegis of the Bishop, that the schools may share information contained in a student's permanent record with state and local juvenile justice agencies prior to a student's adjudication. These agencies include, but are not limited to, juvenile court services, the Department of Health and Human Services (Iowa HHS), and local law enforcement authorities. This will promote cooperation and sharing of appropriate information among parties to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions and expulsions. (IA Code 280.25)

This information sharing is conducted pursuant to the juvenile justice exception to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations, 34 C.F.R. § 99.31(a)(5), which permit disclosure of personally identifiable information from a student's education records, without parental consent, to state and local juvenile justice officials to the extent the disclosure is specifically allowed under Iowa Code § 280.25. Prior to disclosing any information under this policy, the school shall obtain written certification from the receiving agency or official that the information will not be disclosed to any other party without prior written consent of the student's parent or guardian, except as otherwise permitted by law.

a. The school may share any information with the agencies contained in a student's permanent record which is directly related to the juvenile system's ability to effectively serve the student
b. After adjudication, the school may only disclose students' permanent record information with parental consent or court order

Information shared is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, or legal or actual custodian.

This policy only governs a school's ability to share information and the purposes for which that information is shared.

Confidential information shared with the state and local agencies must remain confidential and cannot be shared with any other person, unless otherwise provided by law.

Nothing in this policy may be construed to be in opposition to the Iowa Code.

This policy is to be published in the student handbook.

Policy Adopted: December 8, 2011
Policy Revised: January 30, 2020
July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Custody and Records Access to Custodial and Non-Custodial Parent

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.

Policy Adopted: April 25, 2000

Policy Revised: January 30, 2020
July 30, 2021

Regulation 522.1 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)
    - receives all records
    - has physical access within normal school rules
    - must obtain and share court order/decree if there are limits placed on records and student access

An award of legal custody of a minor child to both parents jointly under which both parents have legal custodial rights and responsibilities toward the child and under which neither parent has legal custodial rights superior to those of the other parent. Rights and responsibilities of joint legal custody include but are not limited to equal participation in decisions affecting the child's legal status, medical care, education, extracurricular activities, and religious instruction. (Iowa Code 598.1(3))

2. Non-Custodial Parent (student does not live with) *See above statement if legal joint custody*
    - without court order/decree, receives all records upon request
    - without court order/decree, has no right to physical access of student without written consent of Custodial parent
    - may attend parent-teacher conferences
3. Step-Parent (married to Custodial Parent)

- no access to records without a waiver
- physical access with verbal consent of spouse
- may attend parent-teacher conference with or without spouse

4. Step-Parent (married to Non-Custodial Parent)
    - access to records only through spouse
    - physical access only with the written consent of the Custodial Parent
    - without a court order, may attend parent-teacher conferences with or without spouse
5. Grandparents (either Custodial or Non-Custodial)
    - if guardian, has physical access, records access and parent-teacher conferences access
    - if not guardian, must get written consent from Custodial Parent or a court decree for physical and records access
6. Court Appointed Guardian
    - access to records
    - physical access
    - parent-teacher conferences
7. Foster Parent (may not mean parental rights have been terminated)
    - access to records only with written HHS consent or direction
    - full physical access

Regulation Adopted: April 25, 2000
Regulation Revised: January 30, 2020
Regulation Reviewed: July 30, 2021
Regulation Revised: September 2026

DIOCESE OF DES MOINES

Custodial and Non-Custodial Information Form

In order to be in compliance with State and Diocesan Procedures, your child's school needs the following information: **Please complete this form and return it to the school office**.

AUTHORIZATION

Name(s) of Child(ren) attending _____ School

_____

_____

_____

_____

Home Address of Child(ren)

_____ Phone _____

Parent Addresses

The school, unless decreed otherwise by a court order, will make available to the Custodial Parent, and upon request, to the Non-Custodial Parent notices of school programs and activities, report cards, parent-teacher conferences, etc.

Please provide the addresses of both parents. List the name of the Custodial Parent first.

Name	Address	Phone	E-mail

Please enclose the certified Order of Dissolution and any subsequent modifications.

Authorization of Step-Parent or Other Adult

Give name and address of other adult, and name of natural parent for whom step-parent or other adult is acting.

Step-Parent_____ **Address** _____

Natural Parent _____ **Phone**_____

Signature of Natural Parent _____

Date _____

Regulation Adopted: June 21, 2005
Regulation Revised: March 25, 2013
Regulation Reviewed: January 30, 2020
July 30, 2021, September 2026

Policy 525
Regulation 525.1

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Directory

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that prior to developing a student directory or to giving general information to the public, annual notice will be given to parents/guardians or students over the age of 18. This annual notice shall give the parents/guardians and eligible students the opportunity to deny the inclusion of some or all of their child's information in the directory or in general information about students.

The following are the only items that may be included in a student directory: student's name; parents' name; address, phone number; date and place of birth; e-mail address; grade; participation in officially recognized activities and sports; weight and height of members of athletic teams, dates of attendance, diplomas and awards received; the most recent previous educational institution attended by the student; a photograph and other likeness. The school should make prudent decisions about the information necessary to be added to the directory.

Since parents/guardians and eligible students must be given annual notice, it is recommended that the school give such notice in two ways:

- in its Student/Parent Handbook and include a form by which they may deny inclusion of some or all directory information for their child.

- the registration process include both the official notice and an option to deny inclusion of some or all of the information. This may be included in an e-registration format.

Policy Adopted: May 20, 2002
Policy Revised: May 19, 2008
Policy Reviewed: January 30, 2020
Policy Revised: July 30, 2021
Policy Reviewed: September 2026

Student Directory
Directory Permission
Regulation 525.1

If a school uses an electronic registration program, it many include a statement like the following to alert parents/guardians of the option of denying inclusion in the directory.

I hereby give consent for my student's information to be listed in the school directory. This information will include name, grade, address, phone number, family email. (Diocesan policy 525.1)

If a school is using a paper form as the option for denial of inclusion, the following format is to be used:

_____ School annually publishes a student directory for use within the school community. The following items are included in the directory information (school should list only those items it intends to include): student's name; parents' name; address, phone number; date and place of birth; e-mail address; grade; participation in officially recognized activities and sports; weight and height of members of athletic teams, dates of attendance, diplomas and awards received; the most recent previous educational institution attended by the student; a photograph and other likeness.

As a parent/guardian or a student who is at least 18 years of age you have the right to deny inclusion of all or some of the above listed information in the directory. To do so, please fill out this notice and return it to the school office. The school will assume the above mentioned information may be included if the school has not been informed otherwise by (place date and year here).

As the parent/guardian or eligible student at _____ School, I hereby notify the school that I deny permission to include the information listed below in the directory.

_____ _____ _____

_____ _____ _____

_____ _____

Parent/Guardian/Eligible Student Signature Date of Signature

Regulation Adopted: May 20, 2002
Regulation Revised: March 25, 2013
July 30, 2021
Regulation Reviewed: September 2026

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Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Immunizations

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)

Policy Adopted: June 21, 2005
Policy Revised: January 30, 2020
July 30, 2021
September 2026

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STUDENT PERSONNEL

Emergency Medical Authorization

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that each school obtain parent/guardian permission to seek medical treatment for the affected student(s) in the event of a medical emergency and if the parents/guardians are not immediately available.

This permission must be obtained annually.

Policy Adopted:	March 12, 2007
Policy Revised:	May 19, 2008
Policy Reviewed:	January 30, 2020
Policy Revised:	July 30, 2021
Policy Reviewed:	September 2026

Regulation 531.1
Accompanies Policy 531

DIOCESE OF DES MOINES

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This form appears in the Parent Permissions in the Student Information System.

Diocese of Des Moines

Emergency Medical Treatment Authorization

In the event of an emergency, I hereby give permission for the school to seek and to transport or have transported my child, _____, to a hospital for emergency medical treatment.

I wish to be advised prior to any further treatment by the hospital, surgical center or doctor. Please try to reach me at one of the following telephone numbers:

Business: _____

Cell: _____

In the event you are unable to reach me, please contact:

_____
Name and Relationship

_____ _____ _____
Phone/Cell Number Family Doctor Doctor's Phone

_____ _____
Parent/Guardian Signature Date

Regulation Adopted: March 12, 2007
Regulation Revised: January 30, 2020
Regulation Reviewed: July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Medication

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 an 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.)

Policy Adopted:	April 25, 2000
Policy Revised:	March 25, 2013
Policy Reviewed:	January 30, 2020
Policy Revised:	July 30, 2021
Policy Reviewed:	September 2026

Regulation 534.1
Accompanies Policy 534

DIOCESE OF DES MOINES

Authorization and Permission for Administration of Medication

Student's Name (Last) (First) (Middle) _____ Birthday _____ School _____ Date _____

School medications and health care services are administered following these guidelines:

- Parent signed and dated authorization to administer the medication.
- The medication is in the original labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the student name, name of the medication, directions for use and date.
- Annual renewal of authorization and immediate notification, in writing, of changes.

Medication/Health Care _____ Dosage _____ Route _____ Time at School _____

Administration Instructions _____

_____ Discontinue/Re-Evaluate/Follow-up Date _____

Prescriber _____ Date _____

Prescriber's Address _____ Emergency Phone _____

I request the above student be given the medication at school and school activities by qualified staff, according to the prescription or nonprescription instructions and a record maintained. The student has experienced no previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know.

I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication where the person administering the medication acts as an ordinarily reasonably prudent person would under the same or similar circumstances. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.

Parent's Signature _____ Date _____

Parent's Address _____ Home Phone _____

Additional Information _____ Business Phone _____

Regulation Adopted: June 21, 2005
Regulation Revised: March 25, 2013
Regulation Reviewed: January 30, 2020. July 30, 2021, September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Communicable Diseases

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, 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.

Each school will develop a procedure for notifying parents of an exposure to a highly contagious or vaccine preventable illness such as pertussis, chicken pox, measles, mumps, meningococcal meningitis.

School nurses or the principal are responsible for reporting immediately any suspected cases of measles, mumps, meningococcal meningitis, botulism, cholera, diphtheria, plague, polio, rabies, rubella, rubeola, yellow fever and other disease outbreaks of any public concern to the Iowa Department of Health and Human Services.

See the Health Practices and Procedures Manual regarding reporting information for communicable diseases.

Policy Adopted:	March 21, 1988
Policy Revised:	January 30, 2020
	July 30, 2021
Policy Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Severe Student Allergies

It is recommended that, due to severe student food allergies and in keeping with the schools' wellness policies, schools consider eliminating food treats during the school day.

If schools continue to allow food treats, it shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the following practices and procedures be followed where a student is enrolled who is allergic to food ingredients which has been diagnosed by an allergist and declared severe enough to cause possible anaphylactic shock.

1. Parents whose child possesses a severe food allergy that could cause anaphylactic shock, must notify the administration and the teacher as soon as possible and provide the school with a copy of the allergist's signed notification. The Release and Indemnification Agreement (Regulation 543.1) must be completed and returned to school.

2. The teachers in classrooms containing students with a diagnosed severe food allergy, that could cause anaphylactic shock, should educate the students and their parents about the allergy and must require all classroom treats be free of the allergy producing ingredients.

3. If food treats are allowed in a classroom where a student has a severe diagnosed food allergy, which could cause anaphylactic shock, all food treats must be pre-packaged with the ingredients clearly listed on the package. It would be appropriate to provide parents with a list of acceptable, pre-packaged snacks. When pre-packaged treats are brought into the classroom, the following procedures are to be followed:

    a. The parents and teacher should discuss how they will proceed. Included in the discussion should be the provision of alternate treats that are to be provided by the affected student's parents, the use of an Epinephrin delivery system (auto-injector, nasal spray), the procedures involved in case of anaphylactic shock, and how best to contact the parents in case of an emergency.

    b. The classroom parents are to be notified that any treats sent to school must be pre-packaged and must not contain the specific allergen in the ingredients.

    c. When a pre-packaged food treat is brought to the classroom, the teacher or associate must contact the parents of the affected student and read them the ingredients and any special notations written on the package. The parents are to make the decision as to whether the student should partake of the specific treat or be given a treat from the alternate treats supplied by parents of the student with the allergy.

4. There must be an allergy free table in the cafeteria for use by students with severe food allergies if parents request such. No student needing an allergy free table shall be made to eat alone unless requested by the parents.

5. School personnel, including bus drivers employed by the schools, should be trained on proper an Epinephrin delivery system (auto-injector, nasal spray) techniques by the school nurse.

6. Parents/Students must provide a minimum of one an Epinephrin delivery system (auto-injector, nasal spray) for school and one-for student use if the student is 7 years or older.

7. An Epinephrin delivery system (auto-injector, nasal spray) must be stored properly.

8. If a student is younger than 7 years old, the an Epinephrin delivery system (auto-injector, nasal spray) must be kept in the school office or nurse's office. All staff must know where the an Epinephrin delivery system (auto-injector, nasal spray) is located and be able to obtain it immediately in case of need.

9. If student is seven years old, or older, the student may carry an Epinephrin delivery system (auto-injector, nasal spray) on their person if properly trained by their doctor and requested to do so by the parents. If a student carries their own an Epinephrin delivery system (auto-injector, nasal spray), another injector or nasal spray should be stored in the nurse's/school office.

10. If a student has been administered an Epinephrin delivery system (auto-injector, nasal spray) or has injected self with an injector or spray, the school must call 911, and contact the parents and the student's doctor in that order.

Policy Adopted:	April 7, 2004
Policy Revised:	January 30, 2020
	July 30, 2021
Policy Reviewed:	September 2026

Regulation 543.1
Stock Epinephrine Auto-Injector Supply
In accordance with 281-14.3(256), to protect students and individuals who may experience an unexpected, life-threatening anaphylactic reaction while o school property, school administration may annually obtain a standing generic prescription from a licensed healthcare professional in the name of the school to stock a voluntary supply of emergency epinephrine auto-injectors. Each school building may maintain a generic prescription must stock a minimum of one adult dose and one pediatric dose of epinephrine auto-injectors. The school administration and school health-care personnel shall strictly adhere to all statutory requirements of Iowa Code 135, 185 and Iowa Code 281 IAC 14.3 regarding the annual procurement of a generic prescription, monthly long documentation, temperature-controlled secure storage, and mandatory post-incident state reporting.

If a student or staff member with no known history of severe allergies exhibits sudden signs of anaphylaxis (such as several welling of the lips/tongue, sudden extreme difficulty breathing, a widespread rash with a weak pulse, or collapsing after eating) a trained staff member may utilize the epinephrine delivery system. Immediate contact to 911 must be made, and parents must be notified immediately.

In accordance with Iowa Code 280.23 the school, prescribing healthcare professional, the school nurse, and any trained authorized personnel who administer a stock epinephrine auto-injector shall not be held liable for any injury or complications arising from the administration or failure to administer the medication, provided they acted reasonably and in good faith. A school that obtains a prescription for stock epinephrine, medication error with the administration of stock epinephrine, or the administration of stock auto-injector to the Iowa Department of Education within 48 hours, using the reporting format approved by the Department of Education.

Regulation Adopted: September 2026

Diocese of Des Moines

RELEASE AND INDEMNIFICATION AGREEMENT
(Self-Administration of Prescription Asthma or Anaphylaxis Medication)

_____hereby acknowledge that _____(including
(Name of Parent or Guardian) (Name of School)

School's employees and agents) is not liable for any injury or death arising out of the

self-management by _____of his/her asthma or anaphylaxis condition
(Name of Student)

and I hereby indemnify and hold _____(including its employees and
(Name of School)

agents) from any claim arising from the student's self-management. In the event that

_____injures school personnel or another student as a result of
(Name of Student)

misuse of the prescription asthma or anaphylaxis medication or related medical

supplies, the undersigned shall be responsible for any and all costs associate with the

injury.

_____ _____
Date Parent or Guardian

Regulation Adopted: May 19, 2008
Regulation Revised: March 25, 2013
Regulation Reviewed: January 30, 2020
July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Asthma Medication Possession and Use

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools allow students who have need to possess and self-administer asthma and other air constricting disease medication to do so. The following conditions must be met:

1. The student's parent/guardian must provide the school written authorization for the self-administration of medication.

2. The parent/guardian must provide a written statement from the student's physician containing the following information:
    a. name and purpose of medication
    b. prescribed dosage
    c. times at which or special circumstances under which medication is to be administered

    This information is to be kept on file.

3. The school and its employees are to incur no liability, except for gross negligence, arising from self-administration of medication by the student. The parent/guardian is to sign a statement to this fact. (Regulation 546.1 – Release and Indemnification Agreement)

4. Permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year. (IAC-280.16)

Policy Adopted: May 17, 2004
Policy Revised: March 25, 2013
Policy Reviewed: January 30, 2020
Policy Revised: July 30, 2021
Policy Reviewed: September 2026

Regulation 546.1
Accompanies Policy 546

Diocese of Des Moines

RELEASE AND INDEMNIFICATION AGREEMENT
(Self-Administration of Prescription Asthma or Anaphylaxis Medication)

_____hereby acknowledge that _____(including
(Name of Parent or Guardian) (Name of School)

School's employees and agents) is not liable for any injury or death arising out of the

self-management by _____of his/her asthma or anaphylaxis condition
(Name of Student)

and I hereby indemnify and hold _____(including its employees and
(Name of School)

agents) from any claim arising from the student's self-management. In the event that

_____injures school personnel or another student as a result of
(Name of Student)

misuse of the prescription asthma or anaphylaxis medication or related medical

supplies, the undersigned shall be responsible for any and all costs associate with the

injury.

_____ _____
Date Parent or Guardian

Regulation Adopted: May 19, 2008
Regulation Revised: March 25, 2013
Regulation Reviewed: January 30, 2020
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONEL

Handbook

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that each family with students enrolled in a Catholic school has access to 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. This signature page may be signed electronically if the school uses an electronic registration process. The signature indicates the parent(s) has read and understands the Covenant of Trust and what it entails in their partnership with the school.

If the school does not use an electronic registration system, parents/guardians must sign and date the signature page (Regulation 549.1) and return it to the school administration as soon as possible at the beginning of the school year or, if the student enrolls after the school year has begun, as soon as possible upon enrollment.

Policy Adopted:	March 12, 2007
Policy Revised:	March 25, 2013
Policy Reviewed:	January 30, 2020
Policy Revised:	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

This is to be included in the School Information System (SIS) Parent Permissions that are to be completed at the start of the school year.

STUDENT PERSONNEL

Student/Parent Handbook Signature Page

Diocese of Des Moines

I have read the _____ School Student/Parent Handbook for the school year _____. I agree to abide by and follow the policies and procedures contained therein.

(Student signatures are required for all students in Grade 4 through Grade 12.)

_____ _____
Student Signature Date

_____ _____
Student Signature Date

_____ _____
Student Signature Date

(Parent/Guardian signatures are required of all parents/guardians.)

_____ _____
Parent/Guardian Signature Date

_____ _____
Parent/Guardian Signature Date

Signed form is due in the Administration Office by _____.

Regulation Adopted: March 12, 2007
Regulation Revised: January 30, 2020
July 31, 2023, September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Grievance Procedure

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:

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

Policy Adopted: January 30, 2020
Policy Revised: July 30, 2021
Policy Reviewed: September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Citizenship Instruction

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that students have an opportunity to learn about their rights, privileges, protections and responsibilities as citizens and members of the Church. As part of this opportunity, students are to be instructed in the elements of good citizenship, Church membership and the role quality citizens and members play in their civic and church communities.

Policy Adopted:	March 17, 2003
Policy Revised:	January 30, 2020
	July 30, 2021
Policy Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Rights and Responsibilities

It should be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school should outline reasonable expectations rising from the student - school relationship. The relationship between Catholic schools and students is not primarily dictated by current institutional or state or federal statutes but rather by reasonable expectations and Catholic doctrine.

These policies and/or procedures are to contain the process whereby students and parents may appeal administrative decisions (Grievance policy #550) in addition to the responsibilities the students and parents must accept for participation and/or enrollment in the school. (281-IAC 12.3(6)) See also the Covenant of Trust, Regulation 504.1.

Policy Adopted:	March 17, 2003
Policy Revised:	May 19, 2008
Policy Reviewed:	January 30, 2020
Policy Revised:	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Discipline and Student Accountability

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.

Policy Adopted:	March 21, 1988
Policy Revised:	January 30, 2020
	July 30, 2021
Policy Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Search

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, 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 to the broadest extent allowable by law providing the administrator or administrator's designee has a reasonable suspicion of concern. At least two adults, who are current in VIRTUS training, must be engaged in any search that is done.

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

In the event of a specific search of a locker, desk, or personal property the school will make prompt notification of parents/guardians.

Should cause lead to a search of the student's cell phone or other electronic communication device, the search will be conducted by two adults who are current in their VIRTUS training. The adults must be the same sex as the student.

If a search is conducted and uncovers a suspicion that the student has been a victim of abuse, neglect, or exploitation, immediate report will be made to the administrator, Diocesan Victim Assistance Coordinator, and the appropriate civil authorities, consistent with Iowa's mandatory reporting law and our obligations under the Charter. The school may also reach out to the diocesan Safe Environment coordinator should the content suggest grooming or exploitation.

Any search that is done must be logged by the adults conducting the search. This written log will contain the date, participants, justification for the search, and outcome of any personal search.

A school official shall not conduct a search which involves: a strip search; a body cavity search; the use of a drug sniffing animal to search a student's body; the search of a student by a school official not of the same sex as the student.

Policy Adopted: January 16, 1995
Policy Revised: January 30, 2020
July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Weapons, Dangerous Objects and Look-A-Likes

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that weapons, other dangerous objects and look-a-likes 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. Working collaboratively the Superintendent, Administrator, and Pastor will 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-a-likes for educational purposes. (281-IAC 12.3(6))

Policy Adopted: November 21, 1994
Policy Revised: March 25, 2013
Policy Reviewed: January 30, 2020
Policy Revised: July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Violent/Destructive/Seriously Disruptive Behavior

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, 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.

Policy Adopted:	March 17, 2003
Policy Revised:	May 19, 2008
Policy Reviewed:	January 30, 2020
Policy Revised:	July 30, 2021
Policy Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Controlled Substances / Tobacco and "Smoking"

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))

Policy Adopted:	May 19, 2003
Policy Revised:	January 30, 2020
	July 30, 2021
Policy Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Out of School Behavior

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school hold students accountable for behaviors outside of school time and/or during activities and events, that seriously reflect negatively on the student, the student body, or the school itself. This accountability may include suspension and/or expulsion. If suspension and/or expulsion result from such behavior, the students may appeal to the Superintendent. (281-IAC 12.3(6))

All schools shall have policies included in their Student/Parent handbooks detailing behavior and conduct expectations for students.

Policy Adopted: May 19, 2003
Policy Revised: January 30, 2020
July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Incident Involving Health and Safety

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools make and permanently retain adequate documentation of all incidents involving health and safety of students for the protection of all. Incident and Accident Form (found in the Administrator Handbook and on the Administrator Hub) must be completed immediately following an incident or accident.

These records must be available to school administrators and stored in the administrative offices of the school.

An incident is defined as: An action or episode involving persons that may have serious results. They may involve but are not limited to: a) an action which creates an unsafe, unhealthy or uncomfortable situation; b) an action which violates the rules, policies or regulations of the school, parish or diocese.

Policy Adopted: May 17, 1999
Policy Revised: May 19, 2008
Policy Reviewed: January 30, 2020
Policy Revised: September 2026

Policy 577
Regulation 577.1

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Brain Injuries

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that all schools which enroll students in grades 7 through 12 or fraction thereof shall annually provide to the parent or guardian of each student that participates in an interscholastic activity in which a concussion or brain injury could occur a Concussion and Brian Injury Information sheet, as provided by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. The student and the student's parent or guardian shall sign and return the Concussion and Brain Injury Information Sheet to the student's school prior to the student's participation in an interscholastic activity for grades seven through twelve.

If a student's coach or contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed from participation.

A student who has been removed for participation shall not recommence such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to participation from the health care provider.

If a student that has been removed from a contest has been checked by a licensed health care provider and received written clearance from the licensed health care provider during the same contest, the student may return to participate in the activity.

A "licensed health care provider" means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board designated under section 147.13.

"Interscholastic activity" means any extracurricular interscholastic activity, contest or practice, including sports, dance or cheerleading.

Policy Adopted: May 16, 2011
Policy Reviewed: January 30, 2020
Policy Revised: July 30, 2021
Policy Reviewed: September 2026

Brain Injuries – Concussion Management
Regulation 577.1

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

Schools within the Diocese of Des Moines will follow the following protocols:

1. "Return-to-Play": The Iowa Department of Public Health has created return-to-play protocol based upon peer-reviewed scientific evidence consistent with the guidelines of the Centers for Disease Control and Prevention of the United States Department of Health and Human Services, for a student's return to participation in any extracurricular interscholastic activity after showing signs, symptoms, or behaviors consistent with a concussion or brain injury.

2. "Return-to-Learn":

    A. Personnel at schools with enrolled students, in grades seven through twelve who participate in an extracurricular interscholastic activity which is a contest, shall develop a return-to-learn plan based on guidance developed by the Brain Injury Association of America. The school will work in cooperation with a student removed from participation in an extracurricular interscholastic activity and diagnosed with a concussion or brain injury, the student's parent or guardian, and the student's licensed health care provider to create the plan to accommodate the student as the student returns to the classroom.
    B. Personnel shall develop a return-to-learn plan for any PK-12 student who has been diagnosed with a concussion by a medical professional, and requires accommodations for a safe return to learning. Parent(s) or guardian(s) shall provide documentation of diagnosis upon request of a return-to-learn plan.

Regulation required in policy by Iowa Code 280.13C, 1a,b,c,d

Regulation Adopted: June 5, 2019
Regulation Reviewed: January 30, 2020
Regulation Revised: July 30, 2021
Regulation Reviewed: September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Trampoline Use

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, not to allow trampoline-like contraptions on Diocesan, parish, or school property. This policy also expressly forbids any adult, minor, employee, volunteer, or parent or guardian of any minor enrolled or involved in any Diocesan, parish, or school related ministry, field trip, or activity, from using trampolines or trampoline-like contraptions, including indoor trampoline facilities.

This policy applies on school and church property and at any other location, business, or property that utilizes trampolines, trampoline-like contraptions, or that offers trampoline-like experiences, including indoor trampoline facilities.

Policy Adopted:	May 20, 2013
Policy Reviewed:	January 30, 2020
Policy Revised:	July 30, 2021
Policy Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Harassment, Bullying and Hazing

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that school employees, volunteers, and students in school, on school property, or at any school function or school sponsored activity shall not engage in harassing or bullying behavior. All schools shall 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. This policy is to be applied and interpreted in a manner consistent with the Gender Identity Guide and Policies of the Diocese of Des Moines. School employees, volunteers, and student should be welcoming and accompany individuals experiencing gender dysphoria with compassion. But the following

shall not constitute bullying and harassing for the purposes of this policy: (1) refusing to use a "preferred pronoun"; (2) requiring an individual to use the bathroom or locker room that matches their biological sex; (3) requiring an individual to present themselves in attire consistent with their God-given dignity; (4) requiring an individual to participate in co-curricular activities consistent with the biological sex of the participant; (5) restricting access to single-sex programs; or (6) restricting or prohibiting any medication such as "puberty blockers."

The term "volunteer" means an individual who has regular, significant contact with students.

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, regardless of location; 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, including school employees, volunteers, parents, or guardians who believes a person has been bullied, harassed or hazed may also 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 principal shall ensure that the anti-harassment, anti-bullying and anti-hazing policy and procedures are printed in the Handbooks and shall contain the following statement: 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.

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.

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.

All complaints/investigations notes and/or reports are to be kept for ten years.

Policy Adopted: January 31, 1994
Policy Revised: January 30, 2020
July 30, 2021
October 1, 2024
September 2026

Bullying and Harassment – Complaint and Investigation Procedure
Regulation 579.1

COMPLAINT PROCEDURE:
Any individual, including but not limited to school employees, volunteers, parents or guardians 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 his/her 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 his/her 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 contact the Superintendent if they feel further investigation is necessary.

The principal must file a written report closing the case and documenting any disciplinary or other remedial 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.

Regulation Approved: January 21, 2008
Regulation Revised: January 30, 2020
July 30, 2021
October 1, 2024
Regulation Reviewed: September 2026

DIOCESE OF DES MOINES ANTI-BULLYING INCIDENT REPORT

The top portion of this form is to be completed by anyone (teacher, parent, guardian, student) observing an incident of concern. The entire form should then be sent to the principal of the building who will establish investigation procedures. Note that in addition to filling out this incident report, the reporting party may also contact law enforcement, private counsel, or the Board of Educational Examiners.

Name of person completing the report

Incident Date Report Date

Student Bullied State ID Building Grade

Identify each of the following 18 categories (real or perceived) for which the students is report to have been bullied/harassed. Check all that apply.

___Age ___Color ___Race ___Creed
___National Origin ___Ancestry ___Marital Status ___Sex
___Religion ___Gender Identity ___Physical Attributes ___Physical/Mental Abilities
___Political Belief ___Political Party Preference ___Socioeconomic Status ___Sexual Orientation
___Familial Status ___Other (Please specify) _____

Method of bullying/harassment. (Check all that apply)

___Electronic communication ___Written communication ___Verbal ___Physical
___Social/Relational (exclusion, ostracizing) ___Other (Please specify)
_____

Location of incident (Check all that apply)

___Bus ___Hallway ___Classroom ___Locker Room
___Gym ___Cafeteria ___Extracurricular activity (on or off campus)
___Bathroom ___At lockers ___Other (Please specify) _____

Person(s) reported to have bullied _____
If known, enter student's state ID _____ **Building** _____ **Grade** _____

*If the person is a school staff member or volunteer, the ADMINISTRATOR investigating must enter data into the Iowa Department of Education Ed Info site. Entry **MAY NOT** be completed by an administrative assistant.*

To be completed by the school counselors, investigators, or administrators only.

If the Iowa Anti-Bullying/Harassment law was violated, check all of the reasons that apply.

___Was violated because conduct places the students in reasonable fear of harm to the student's person or property.
___Was violated because conduct has substantially detrimental effect on the student's physical or mental health.
___Was violated because conduct has the effect of substantially interfering with the student's academic performance.
___Was violated because the conduct has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

If the Iowa Anti-Bullying/Harassment law was not violated, check the box indicated that another law, school policy, or rule was violated OR check the box indicating no law school policy, or rule was violated.

___Was NOT violated nor was any other law/school policy/rule violated.
___Was NOT violated but another law/school policy/rule was violated. (such as school Code of Conduct)

Check all of the following consequences/remedial actions that apply.

___Verbal warning ___Written warning ___Parent/guardian notified
___Parent/guardian conference ___Signed agreement ___Counselor follow-up
___Restricted privileges ___Specialized seating assignment ___Individual behavior plan
___Detention/Saturday School ___In-school suspension (___ days) ___SRO Referral
___Suspension/Expulsion (___days) ___Law enforcement ___Community service
___Bus suspension (___days) ___Student conference with administrator ___Referral to Internal Team
___No consequences warranted ___Other (Please specify) _____

Investigation completed by _____ **Title** _____ **Date**_____
Data entered into the Iowa Department of Education Ed Info site by _____ **Date** _____

Regulation 579.3

DIOCESE of DES MOINES ANTI-BULLYING INVESTIGATOR INTERVIEW NOTES

Name of person investigating _____

Name of person being interviewed _____

Role of person being interviewed:

☐ Student allegedly bullied ☐ Student who allegedly bullied ☐ Witness/bystander

Parent notified ☐ Yes Date _____ Time _____ Person making contact _____
☐ No

The following items were addressed:

☐ Confidentiality ☐ Review of school policy ☐ Review of non-retaliation
☐ Consequences for false information ☐ Investigation procedures ☐ Safety plan

Specifics – What exactly happened, when, to whom, how?

History of relationship

Impact of incident

Safety plan if appropriate

Additional comments

Incident date: _____ Reported date _____

Names of additional witnesses/bystanders _____

_____ _____
Investigator's Signature Date Interviewee's Signature Date

DIOCESE OF DES MOINES
ANTI-BULLYING INVESTIGATION FOLLOW-UP FORM – DISPOSITION OF COMPLAINT

This form could be used as documentation of the situation from the perspective of the target or any other students related to or involved in the incident.

Name of person conducting follow-up _____

People present at follow-up _____

Date of follow-up meeting _____ **Time of meeting** _____

According to the student, the situation is:

____Better ___Worse ___No different

Comments: _____

_____

Parent Contacted: Date _____ **Time** _____

Person making call _____ **Conversation or Message Left**
Circle one

Summary of Follow-up: _____

_____

_____

Additional Action Needed:

___ Yes, additional action is needed

Explanation of what will be done _____

_____

___ No, addition action is not needed

DIOCESE OF DES MOINES
ANTI-BULLYING WITNESS DISCLOSURE FORM

Name(s) and Position(s) of Witness(es)

Name	Position (student, parent, employee, volunteer, other – please specify)

Description of incident witnessed:

_____

_____

_____

_____

_____

Other relevant information:

_____

_____

_____

_____

I agree that all of the information in this form is accurate and true to the best of my knowledge.
Signature _____ Date_____

Regulation Approved: January 21, 2008
Regulation Revised: May 21, 2012
Regulation Reviewed: June 5, 2019
September 2026

Policy 582
Regulation 582.1, 582.2, 582.3

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Sexual Harassment and/or Abuse by Students

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.

DEFINITIONS:
Sexual harassment means any electronic, written, verbal, or physical act or conduct towards a student which is based on that student's sex and which creates an objectively hostile school environment that places the student in reasonable fear of harm, has a substantially detrimental effect on the student's physical or mental health, has the effect of substantially interfering with the student's academic performance, or has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

In Iowa, sexual abuse is defined as a sex act committed by one person by force on another person, or against that person's will, or if the consent or acquiescence of the other person is procured by threats of violence, if the act is committed with the other person is unable to give consent, or if the other person is a minor. Sexual abuse may include any form of sexual intercourse, touching or fondling of inner thighs, groin, genitals, anus, or breast, or indecent exposure, or invasion of privacy. It is also unlawful for any adult to have such contact with a minor, whether the minor consents to such contact.

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.

This policy is to be applied and interpreted in a manner consistent with the Gender Identity Guide and Policies of the Diocese of Des Moines. School employees, volunteers, and student should be welcoming and accompany individuals experiencing gender dysphoria with compassion. But the following shall not constitute bullying and harassing for the purposes of this policy: (1) refusing to use a "preferred pronoun"; (2) requiring an individual to use the bathroom or locker room that matches their biological sex; (3) requiring an individual to present themselves in attire consistent with their God-given dignity; (4) requiring an individual to participate in co-curricular activities consistent with the biological sex of the participant; (5) restricting access to single-sex programs; or (6) restricting or prohibiting any medication such as "puberty blockers."

Students who believe they have been sexually harassed and/or abused by students shall report such to the school's Level-One investigator, who will communicate with the Superintendent of Schools.

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 cooperate 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 school/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) The administrator will notify the Superintendent.

All complaints/investigation notes and/or reports are to be kept for ten years.

Policy Adopted:	January 31, 1994
Policy Revised:	May 19, 2008
Policy Reviewed:	January 30, 2020
Policy Revised:	July 30, 2021
	October 1, 2024
	September 2026

Sexual Harassment and/or Abuse by Students
Investigation of Sexual Harassment and/or Abuse by Students
Regulation 582.1

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

1) Any person having knowledge of sexual harassment and/or abuse should file a report with the program's designated Level-I Investigator by using the Alleged Sexual Harassment and/or Abuse by Students Report form. (Regulation 582.4)

   Any program employee/volunteer receiving a verbal or written report of harassment or abuse must immediately pass on the information to the Level I Investigator.

2) The Level I 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 18). When a written report is received, the Level I Investigator will contact the Superintendent of Schools. 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 I Investigator.

3) The Level I 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.

4) 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 same if the person is under 18 years of age. All steps involved in this process must be documented. In the case of a deferred investigation, the Level I Investigator will contact the Superintendent of Schools.

5) 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.

6) If there was sexual abuse, the Level I 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 II Investigation.

7) The Level I Investigation of Sexual Harassment and/or Abuse by Students Report (Regulation 582.5) 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 18.

8) At the conclusion of the Level I Investigation, the person filing the report shall be notified of the next step.

   The investigation may be concluded at Level I if:

   a) the allegation is withdrawn
   b) there is no preponderance of evidence to support the allegation
   c) the accused withdraws from the program

All other cases shall be referred to the Level II Investigator. (IAC-281.l02) If a Level II Investigation is warranted, the Superintendent will consult with diocesan legal counsel to obtain the investigator.

Regulation Adopted: January 31, 1994
Regulation Revised: May 19, 2008
Regulation Reviewed: January 30, 2020
July 30, 2021
Regulation Revised: October 1, 2024

September 2026

Sexual Harassment and/or Abuse by a Student
Level 2 Investigation
Regulation 582.2

Upon determination that there is need for a Level II Investigation of sexual harassment and/or abuse, the Level I Investigator shall contact the Diocesan Superintendent of Schools. The Superintendent, in consultation with the diocesan legal counsel, shall appoint a Level II Investigator who shall not be a school, diocesan, or AEA employee.

The Level II Investigation should ordinarily be completed within a period of three weeks from receipt of the Level I reports and forms.

The Level II Investigator shall:

1) review the Alleged Sexual Harassment and/or Abuse by Students Report.
2) review the Level I Investigation of Sexual Harassment and/or Abuse by Students form.
3) conduct further investigation if, and as much as, deemed necessary to determine whether there is a preponderance of evidence to support sexual harassment and/or abuse allegations. Any involved person, who is below seventh grade, must have their parents informed prior to the day 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.
4) make a written narrative report which shall include:
   a) whether any exceptions apply.
   b) whether the allegation is founded or unfounded at Level-Two.
5) send a copy of the report to the Level I Investigator and Superintendent of Schools.

If the Level II investigation is founded, the Level II Investigator upon receipt of the narrative report must:

1) forward copies of the report to the student victim or parents (if the student is younger than 18), the alleged abuser, and the person filing the Alleged Sexual Harassment and/or Abuse by Students Report.
2) arrange for counseling services for the student upon the request of the student and/or parents. (IAC-281.102)

Regulation Adopted: May 21, 1990
Regulation Revised: May 19, 2008
Regulation Reviewed: January 30, 2020
July 30, 2021
Regulation Revised: October 1, 2024
September 2026

Sexual Harassment and/or Abuse by Student
Retention of Investigation Records of Sexual Harassment and/or Abuse by Students
Regulation 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 ten 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.

Regulation Adopted: January 31, 1994
Regulation Revised: January 30, 2020
Regulation Reviewed: July 30, 2021
October 1, 2024
Regulation Revised: September 2026

Regulation 582.4

Diocese of Des Moines

Alleged Sexual Harassment and/or Abuse by Students Report

(To Be Completed By the Alleged Victim. If Assistance is Needed
Contact the Level I Investigator for Your School/Program)

Victim's name and address: _____

_____

Victim's telephone #: _____ Victim's School/Program: _____ Victim's Age ___

Name of accused: _____ Telephone #: _____

Allegation is of: _____ Sexual Harassment _____ Sexual Abuse

Please describe what was said and/or happened. Include the date, time and place where incident took place and what was said/done. Also state the nature of any injury, if such occurred.

_____

_____

_____

_____

Was there any witnesses to the incident or are there any persons who may have information about this incident? _____ yes _____ no

If yes, please list by name, if known or classification (for example "fifth period gym class".)

_____

_____

Has any professional person examined or treated the victim as the result of this incident?
_____ yes _____ no _____ unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known.

_____

_____

Over

Has anyone contacted law enforcement about this incident? _____ yes _____ no

Please provide any additional information you have which may be helpful to the investigator. Attach additional pages if needed. Also, attach any evidence, i.e. letters, photos, drawings, etc.

_____

_____

_____

_____

_____

Reporter's name, address and phone number (if different than alleged victim):

_____

_____

Relationship to victim: _____

_____ _____

Complainant Signature Witness Signature, if complainant is a minor

_____ _____

Date Witness Name (please print)

_____

Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or State Board of Educational Examiners (if the accused is a licensed employee) for investigation of this incident. The filing of this report does not deny you that opportunity.

You, the victim or victim's parent/guardian if victim is under age 18 will receive a copy of this report and a copy of the Investigator's Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement.

Incomplete or anonymous reports will not be rejected unless the investigator believes that the missing information would render an investigation futile or impossible. An anonymous report may be investigated, but the investigator shall have no duty to report findings and conclusions to the reporting party.

Accompanies Regulation 582.5

Diocese of Des Moines

Level-One Investigation of Sexual Harassment and/or Abuse By Students Form

Victim's name and address: _____

_____

Victim's telephone #: _____ Victim's School/Program: _____

Name of accused: _____ Telephone #: _____

Name and address of person filing report if different than victim: _____

_____

Name and address of parent or guardian if victim is below age 18: _____

_____

Date report of harassment/abuse was filed: _____

Allegation is of: _____ Sexual Harassment _____ Sexual Abuse

Describe the nature, extent and cause of the sexual harassment/abuse and injury, if any and if known: (attach additional pages if needed.)

_____

_____

_____

_____

_____

_____

_____

_____

Describe the investigation: Attach additional pages if needed. (Please do not use witnesses' full names.)

_____

_____

_____

_____

_____

Over

Were audio tapes made of any interviews? _____ yes _____ no

Were video tapes made of interviews? _____ yes _____ no

Was any action taken to protect the victim during or as a result of the investigation? ____ yes ___ no

If yes, describe:

_____ victim excused from school/program/work assignment

_____ victim assigned to different class/program/work assignment

_____ accused placed on suspension/leave

_____ other (please specify) _____

Level-One investigator's conclusions:

_____ Sexual abuse was alleged; but the alleged actions of the accused, even if true, would not meet the minimum definition of sexual abuse in the rules.

_____ Alleged victim has no connection with the school/parish program.

_____ Alleged accused is not connected to or with the school/parish program.

_____ Alleged incident did not occur on school/parish program grounds, on school/parish program time, at a school/parish program sponsored activity, nor in a school/parish program related context.

_____ The complaint has been investigated and conducted at Level-One as unfounded.

_____ Complaint was withdrawn.

_____ Insufficient evidence exists that an incident of sexual harassment/abuse took place.

_____ The complaint has been investigated at Level-One and is founded.

_____ The investigation is founded at Level-One and has been turned over to Level-Two for further investigation.

_____ Investigation of the complaint was deferred at Level-One and referred to law enforcement at this time.

_____ The investigation is concluded at Level-One because the accused resigned/withdrew from school/parish program or has agreed to relinquish any educational license held.

Current status of investigation:

_____ Closed. No further investigation is warranted.

_____ Closed and referred to school/parish program officials for further investigation as a personnel matter.

_____ Deferred to law enforcement officials.

_____ Turned over to a Level II Investigator.

A parent or guardian may also contact law enforcement, private counsel, or the Board of Educational Examiners.

Other comments: _____

_____

I have given a copy of the report of sexual harassment and/or abuse and of this investigative report to the accused named in the report, the accused's supervisor, and the victim (parent/guardian if victim is under 18 years of age) and informed person filing the report of the options of contacting law enforcement, private counsel, or the State Board of Educational Examiners, if the accused holds an Iowa educator's certificate or license.

_____ _____

Name of investigator (please print) Investigator's place of employment

_____ _____

Signature of Investigator Date

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Personal Communication Devices

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.

At Dowling Catholic High School, administrators retain the discretion to allow phones at specific times of the day. These times will be listed in the 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.

Policy Adopted: July 16, 2025
Policy Reviewed: September 2026

Policy 585
Regulation 585.1

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Technology – Acceptable Use Guidelines

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that, because the use of technology is central to the teaching and learning process, each school adopt the following Acceptable Use Guidelines (AUG) for student use/access to electronic/digital technology. The AUG must be published in the Student-Parent Handbook and followed by all users. Thus, since the parents and student must sign the Parent-Student handbook, there is no need to have a separate acceptable use form signed by the students unless the school wishes to utilize such a form.

Teachers must provide proper guidance and instruction to students in the appropriate use of electronic/digital resources. The AUG may include the following sections: definitions, rights and responsibilities, acceptable uses, unacceptable uses, violation/sanctions, etc.

Electronic/digital information research skills are fundamental to preparation of educated citizens and future employees. The AUG should make it possible for students to conduct research and obtain information that will assist them as they strive to achieve the standards, benchmarks, and grade level/course level expectations of the Diocese of Des Moines Catholic schools.

Independent student use of electronic/digital information resources will be permitted unless a written request by parents/guardians of minor students (under age 18) is made denying access. Parents should be encouraged to be aware of the uses of the electronic/digital resources their children are making.

Policy Adopted:	June 21, 2005
Policy Revised:	March 25, 2013
Policy Reviewed:	January 30, 2020
Policy Revised:	July 30, 2021
	September 2026

Technology – Acceptable Use Guidelines
Student Technology Acceptable Use Statement
Regulation 582.1

Student Acceptable Use Policy (AUP) for Digital Technology & Resources

1. Purpose and Christian Digital Citizenship

The Des Moines Region Catholic School Corporation provides technology resources to enhance student learning, foster creativity, and prepare students to thrive in a modern world. In alignment with our Catholic faith, students are expected to use all technology resources—whether at school or home—in a manner that reflects Gospel values, respects others, and demonstrates responsible Christian digital citizenship.

This policy applies to all technology resources, school user accounts, personal devices connected to school networks, and digital learning platforms used across all regional schools, regardless of the specific device or operating system used.

2. General Principles (The "3 Rs" of Technology Use)

1. **Respect Yourself and Others**
   - Use kind, polite, and Christ-like language in all communications (emails, chats, shared documents).
   - Cyberbullying, harassment, name-calling, or spreading rumors using school or personal technology will not be tolerated.
   - Respect others' privacy: Never share or post personal information, photos, or videos of classmates, teachers, or staff without permission.
2. **Respect School Property & Resources**
   - Handle all hardware, screens, cables, and accessories with care and responsibility.
   - Do not change device configurations, attempt to bypass network filters, or access unauthorized accounts or files.
   - Use technology resources primarily for educational activities assigned by teachers.
   - Do not personalize the device. Devices must remain free from any drawing, writing, stickers, tape, or labels that are not officially applied by the school.
3. **Respect Intellectual Property & Academic Honesty**
   - Do not copy someone else's work, text, images, or ideas and present them as your own (plagiarism).
   - Follow copyright rules and cite sources properly when completing school assignments.

3. Federal Compliance & Online Safety (CIPA, FERPA & Privacy)

- **Internet Filtering & Monitoring:** As required by the Children's Internet Protection Act (CIPA), the school uses filtering software to block inappropriate content and monitors student online activity while using school networks and user accounts.
- **Student Safety:** Students must never share personal identifying information online (such as full names, home addresses, phone numbers, or passwords) with unknown individuals or unapproved websites.
- **Account Security:** Password protection is crucial. Students must keep their login credentials private and never log into an account belonging to another student.

4. Guidelines on Artificial Intelligence (A.I.)

- Artificial Intelligence (A.I.) tools may only be used when explicitly instructed and permitted by a classroom teacher for specific learning activities.
- Using A.I. to generate answers, essays, or coursework and turning it in as original student work without teacher approval is considered academic dishonesty and a violation of school integrity policies.
- Diocesan AI Guidebook is to be shared and discussed with students as a part of technology training.

5. Student Expectations

- I will only use technology tools when my teacher gives me permission.
- I will treat my device with care, keeping food and drinks away.
- I will tell a teacher immediately if I see something on my screen that makes me feel uncomfortable or confused.
- I will use kind words when speaking or typing.
- I will keep my passwords secret and never share them with classmates.
- I will use my assigned user account only for schoolwork.
- I will get permission before printing, downloading, or taking photos/videos.
- I will report any bullying, unkind messages, or safety concerns to my teacher or principal right away.
- I am responsible for managing and caring for my assigned device and account responsibly.
- I understand that my school email, cloud storage, and internet activity are monitored and are not private.
- I will refrain from using social media, messaging apps, or gaming platforms during instructional time unless explicitly authorized by my teacher.
- I will utilize A.I. tools ethically and only when directed by my teacher.

6. Consequences for Misuse

Access to technology in the Des Moines Region Catholic School Corporation is a privilege, not a right. Failure to abide by this policy may result in one or more of the following actions, determined by local school administration:

1. Loss or restriction of technology privileges / user accounts.
2. Parent notification and conference.
3. Disciplinary action according to the school's student handbook/behavior policy.
4. Financial responsibility for intentional physical damage to, or loss of, devices or equipment.
5. Referral to law enforcement if legal violations occur.

Regulation Adopted: June 21, 2005
Regulation Revised: March 25, 2013
Regulation Reviewed: January 30, 2020
Regulation Revised: July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Graduation Requirements and Ceremonies

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the high schools of the Diocese establish and publish their graduation requirements. In addition to the courses mandated by the Iowa Department of Education, the schools shall require a minimum of one religion course for each semester a student attends school.

School administration may determine whether students, who have fulfilled the requirements, may graduate prior to the spring of their senior year.

Graduating seniors may be dismissed up to five instructional days prior to the end of the regular school calendar if the seniors have met the graduation requirements. (281-IAC 12.1(7))

If the school calendar must be extended to makeup "snow days" the seniors who have met the graduation requirements may be excused from the extended calendar (281-IAC 279.10)

Graduation ceremonies for all Catholic schools should reflect the Catholic mission and identity of the schools.

Graduation ceremonies from elementary/middle school should be dignified and simple.

High school graduation ceremonies may be more elaborate than elementary/middle school graduation. The date of graduation should be set after consultation with both the Bishop and Superintendent of Schools as they are to be involved in the ceremonies.

Policy Adopted: November 17, 2003
Policy Revised: March 25, 2013
Policy Reviewed: January 30, 2020
Policy Revised: July 30, 2021
September 2026