

**AMENDED AND RESTATED**  
**BY-LAWS**  
**OF**  
**ASSUMPTION HIGH SCHOOL**

**ARTICLE I**

Offices

The principal office of the corporation in the State of Iowa shall be located in the City of Davenport, County of Scott. The corporation may have such other offices as the Board of Directors may designate or as the affairs of the corporation may require from time to time.

The registered office of the corporation may be, but need not be, identical to the principal office in the State of Iowa, and the address of the registered office may be changed from time to time by the Board of Directors.

**ARTICLE II**

Purposes

The purposes and objects for which the Corporation is organized and the powers of the Corporation shall be:

1. To operate exclusively for religious, charitable, and educational purposes, as a nonprofit Corporation within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax law, with all of its activities so conducted. The operation of the Corporation shall be conducted in compliance with the objectives and philosophy of the Diocese of Davenport of the Roman Catholic Church;
2. To conduct and operate an educational organization that maintains a regular faculty and curriculum, and has a regularly enrolled body of students in attendance at the place where its educational activities are regularly carried on; and
3. Within the limitations of paragraphs 1 and 2 of this Article II, to possess and exercise all of the rights, powers and privileges now or hereafter conferred upon non-profit corporations by Section 504 of the Code of Iowa (2005), as amended from time to time.

## ARTICLE III

### Limitations

The Corporation shall be subject to the following limitations and conditions:

1. The Corporation shall be operated exclusively for those purposes allowed an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986 and its regulations as they now exist or the corresponding provisions of any future United States Internal Revenue Tax Law.

2. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its directors, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

3. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publishing or distribution of statement) any political campaign on behalf of any candidate for public office.

4. The educational organization shall be operated by the Corporation as an independent private institution, open to students of all races, national origin, color, religion, sex, age or handicap.

5. Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue law).

## ARTICLE IV

### Board of Directors

Section 1. General Powers. The business and affairs of the corporation shall be managed by its Board of Directors.

Section 2. Number, Tenure and Qualifications. The Board of Directors shall be no more than fourteen voting members. Directors must be residents within the territory of the Diocese of Davenport. Lay Directors must be individual parishioners of the church corporations affiliated with and directly supporting the Corporation.

The administrators of Assumption High School (the Assumption President and Principal) shall be ex-officio, non-voting members of the Board.

Section 3. Method of Appointment, Term, Classification.

The Board of Directors shall be made up of the following members:

- Three Pastors (or Parish Life Administrator, if applicable) from parishes supporting Assumption High School - selected on a rotating basis
- One lay representative from each parish included in the Parish Assessment Subsidy Formula, as selected by the individual parish; and
- Two additional members selected by the Dean of the Davenport Deanery.

The potential 14 Board positions shall be filled by the following representatives:

- 1) Parish Pastor
- 2) Parish Pastor
- 3) Parish Pastor
- 4) Holy Family representative
- 5) Our Lady of Lourdes representative
- 6) Our Lady of Victory representative
- 7) Sacred Heart representative
- 8) St. Alphonsus representative
- 9) St. Anthony's representative
- 10) St. John Vianney representative
- 11) St. Mary's representative
- 12) St. Paul the Apostle representative
- 13) at large position chosen by the Dean
- 14) at large position chosen by the Dean

The Board of Directors shall be divided into three (3) classes in respect to the term of office, each class to contain as close to one third of the total members of the Board of Directors as is practical. Each class of directors shall serve until their successors are elected. Thereafter, all directors shall be elected at the annual meeting to serve one (1) three (3) year term. Provided; however, no director can be elected to succeed himself or herself for more than two (2) consecutive terms absent at least one (1) year intervening before eligibility for reelection after serving the maximum number of consecutive terms.

Any vacancies of individual parishioners occurring in the Board of Directors shall be promptly filled pursuant to the above procedure. A director thus appointed shall hold office for the duration of her or his predecessor's unexpired term and may be reappointed subject to this Section 3 hereof.

Section 4. Regular Meetings. The annual meeting of the Board of Directors shall be held on the third Monday of June at 4:00 p.m. without other notice than this By-

law. The Board of Directors may change the times of this meeting upon majority consent of its members. The Board of Directors may provide, by resolution, the time and place, either within or without the State of Iowa, for the holding of additional regular meetings without other notice than such resolution.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chair of the Board or any two directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place, either within or without the State of Iowa, as the place for holding any special meeting of the Board of Directors called by them.

Section 6. Notice. Notice of any special meeting shall be given at least 72 hours previous thereto by written or oral notice delivered or telephoned to each director at his or her business address. A record of the delivery of notice shall be made at the meeting for which the notice was given. Alternatively, notice may be given by mail, posted at least five days previous to the meeting, addressed to each director's business address and with postage prepaid. Any director may waive notice of any meeting and the attendance of a director at a meeting shall constitute his waiver of notice thereof. Neither the business to be transacted at any meeting, nor the purpose thereof, need be specified in the notice or waiver of notice of such meeting.

Section 7. Presumption of Assent. A director of the Corporation who is present at a meeting of the Board of Directors at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 8. Informal Action by Directors. Any action required to be taken at a meeting of the directors, or any other action which may be taken at a meeting of the directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors entitled to vote with respect to the subject matter thereof.

Section 9. Powers. Except as provided herein, the Board of Directors shall exercise all powers of the corporation.

Section 10. Compensation. Directors shall not receive any stated compensation for their services as Director.

## **ARTICLE V**

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## **ARTICLE VI**

### **Officers**

Section 1. Number. The officers of the corporation shall be a President, a Vice President, a Secretary, a Treasurer, and assistant officers if deemed necessary by the Bishop. All officers may be elected by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary.

Section 2. President. The President shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors shall, in general, supervise and control all of the affairs of the corporation. He or she shall, when present, preside at all meetings of the members and of the Board of Directors. He or she may sign, with the Secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and, in general, shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors from time to time.

Section 3. The Vice President. In the absence of the president, the Vice President shall perform such duties of the President and, in addition, such duties as from time to time may be assigned to him or her by the President.

Section 4. The Secretary. The Secretary shall: (a) keep the minutes of the Board of Directors' meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; (c) be custodian of all corporation records; (d) keep a register of the post office address of each member which shall be furnished to the secretary by such member; and (e) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 5. The Treasurer. The Treasurer shall, in general, perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned or requested of him by the President or by the Board of Directors.

Section 6. Recording Secretary. One of the administrators of Assumption High School (the Assumption President or Principal or designee) will be the recording secretary for the Corporation and will be delegated responsibilities to the Board by the Secretary in Section 4 above.

## **ARTICLE VII**

### **Contracts, Loans, Checks and Deposits**

Section 1. Contracts. Other than provided herein or as set forth in a budget approved by the Board of Directors and subject to the Articles of Incorporation and Canon Law, the President shall enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation; provided, however, that such contracts and instruments with obligations in excess of \$10,000.00 must be approved by the Bishop of the Roman Catholic Diocese of Davenport.

Section 2. Loans. Subject to the Articles of Incorporation and Canon Law, the President and the Secretary shall enter into any loan agreement or execute and deliver any loan documents in the name of and on behalf of the Corporation.

Section 3. Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 4. Deposits. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 5. Fiscal Year. The fiscal year of the Corporation shall end on June 30.

## **ARTICLE VIII**

### **Corporate Seal**

The Corporation shall not have a corporate seal.

## **ARTICLE IX**

### **Indemnification**

This Corporation shall indemnify any present or former director, officer, employee, or volunteer of this Corporation, and each such person who is serving or who has served, at the request of this Corporation, as a director, officer, partner, trustee, employee or agent of another corporation, partnership, joint venture, trust or other enterprise or employee benefit plan to the fullest extent possible against expenses, including attorneys' fees, judgments, fines, settlements and reasonable expenses, actually incurred by such person relating to his conduct as a director, officer, employee, member or volunteer of this Corporation or as a director, officer, partner, trustee, employee or agent of another corporation, partnership, joint venture, trust, other enterprise or employee benefit plan, except that the mandatory indemnification required by this sentence shall not apply: (i) to a breach of the duty of loyalty to the corporation; (ii) for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law; or (iii) for a transaction from which such person derived an improper personal benefit.

## **ARTICLE X**

### **Committees**

The Board of Directors may appoint such committees as it deems desirable to assist it in its duties, which committees may, in the discretion of the Board, contain members who are not members of the Board of Directors.

## **ARTICLE XI**

The Corporation shall have no members.

## **ARTICLE XII**

### **Amendments**

These By-Laws may be altered, amended, or repealed, and new By-Laws adopted by majority vote at any regular or special meeting of the Board of Directors after consent of the Bishop.

HANDBOOK OF POLICIES FOR ASSUMPTION HIGH SCHOOL  
TABLE OF CONTENTS  
as of July 2011

Policy #	AHS (A)	Title	Adopted/ Approved	Latest Revision
<b>Series 100</b>		<b>Education Philosophy</b>		
101.1	A	Non-Discrimination Statement	7/17/2000	
102.0	A	Mission Statement and Education Goals	7/17/2000	10/18/2010
102.1	A	Statement of Guiding Principles	7/17/2000	10/18/2010
102.2	A	Philosophy of Catholic Education	7/17/2000	
<b>Series 200</b>		<b>Board of Education</b>		
200.0	A	Statement of Guiding Principles	7/17/2000	11/15/2010
201.0	A	General Organization	10/17/2000	11/15/2010
201.1	A	Name and Legal Status	3/18/2002	11/15/2010
201.2	A	Powers and Duties	7/16/2001	11/15/2010
202.0	A	Code of Ethics		11/15/2010
202.1	A	Board Member Duties and Responsibilities	10/17/2000	11/15/2010
202.2	A	Secretary to the Board	10/17/2000	11/15/2010
203.0	A	Approval of Administrative Regulations	10/17/2000	11/15/2010
203.1	A	Administrative Leeway in Absence of Board Policy	10/17/2000	11/15/2010
203.2	A	Review of Administrative Decisions	10/17/2000	11/15/2010
204.0	A	Committees of the Board	10/17/2000	11/15/2010
205.0	A	Legal Counsel	10/17/2000	11/15/2010
207.0	A	Board Meetings	10/17/2000	11/15/2010
207.1	A	Open Meetings	10/17/2000	11/15/2010
207.2	A	Regular Meetings	10/17/2000	11/15/2010
207.3	A	Special Meetings	10/17/2000	11/15/2010
207.4	A	Executive Session	10/17/2000	11/15/2010
208.0	A	Parliamentary Procedure	10/17/2000	11/15/2010
209.0	A	Compensation	10/17/2000	11/15/2010
210.0	A	Equal Opportunity Employment	10/17/2000	3/22/2011
210.1a	A	Selection of Board Members	10/17/2000	11/15/2010
211.0	A	Harassment Policy	10/17/2000	11/15/2010
212.1a	A	Formulation of Policy	10/17/2000	11/15/2010
212.2a	A	Revision of Policy	10/17/2000	11/15/2010
<b>Series 300</b>		<b>Administration</b>		
301.1	A	Evaluation of the Principal	NOT APPROVED	12/20/2010
350.1	A	Responsibilities of the President and Principal	7/17/2000	12/20/2010
<b>Series 400</b>		<b>Staff Personnel</b>		
400.0	A	Statement of Guiding Principles	7/17/2000	2/22/2011
401.0	A	Education Equity	7/17/2000	2/22/2011
402.0	A	Certification/Non-Certification	7/17/2000	2/22/2011
403.0	A	Child Abuse by District Employees	7/19/2004	2/22/2011
404.1	A	Safety and Security Policy	10/17/2000	2/22/2011
405.0	A	Faculty Development	7/17/2000	2/22/2011
410.1	A	Resignations and Discharge	8/19/2002	2/22/2011
410.2	A	Suspension and Termination of Contracted Employees/Contract Year	7/17/2000	2/22/2011
410.3	A	Contract Year for Contracted Employees	2/19/2002	2/22/2011
410.4	A	Salary Credit for Experience for Contracted Employees	6/18/2002	2/22/2011
410.5	A	Salary Advancement for Contracted Employees	8/19/2002	2/22/2011
410.7	A	Leave for Contracted Employees	8/19/2002	2/22/2011
410.8	A	Professional Leave for Contracted Employees	3/18/2002	2/22/2011
410.9	A	Long Term Disability for Contracted Employees	10/21/2002	2/22/2011
410.10	A	Non-Medical Leave for Contracted Employees	10/21/2002	
410.11	A	Faculty Tuition Assistance for Advanced Degrees and Endorsements	8/19/2002	2/22/2011
411.0	A	Supplemental Contracts	3/18/2002	2/22/2011

HANDBOOK OF POLICIES FOR ASSUMPTION HIGH SCHOOL  
TABLE OF CONTENTS  
as of July 2011

434.2	A	Termination of Non-contracted Employees	6/18/2002	2/22/2011
465.1	A	Health and Safety Communicable Diseases	7/17/2000	2/22/2011
<b>Series 500</b>		<b>Student Personnel</b>		
500.0	A	Statement of Guiding Principles	7/17/2000	3/21/2011
501.1	A	Admissions/Transfer Policy	1/20/2009	3/21/2011
503.0	A	Academic Requirements for Athletic Participation	7/16/2001	3/21/2011
503.0A	A	Academic Requirements for Music Participation	12/18/2006	3/21/2011
503.1	A	Physical Exams for Athletes	7/17/2000	3/21/2011
503.2	A	Athletic Eligibility of Transfer Students	7/16/2001	3/21/2011
504.0	A	Dress Code	7/17/2000	3/21/2011
504.1	A	Cellular Phone/Electronic Equipment	5/19/2008	6/18/2012
505.1	A	Pregnant Students	7/17/2000	3/21/2011
506.0	A	Use of Motor Vehicles	7/17/2000	3/21/2011
509.0	A	Graduation Rehearsal	7/17/2000	3/21/2011
509.1	A	Early Graduation	7/17/2000	3/21/2011
509.2	A	Waiver of Graduation Requirements	7/16/2001	3/21/2011
509.3	A	Academic Recognition at Graduation	10/17/2000	3/21/2011
509.4A	A	Graduation Requirements (Class of 2008 and after)	12/16/2002	3/21/2011
509.5	A	Recognition of Foreign Exchange Students at Graduation	12/16/2002	3/21/2011
509.6	A	End of Year Dismissal of Graduating Seniors	10/15/2007	3/21/2011
510.1a	A	Married Students	7/17/2000	3/21/2011
540.1	A	Student Rights and Responsibilities	10/17/2000	3/21/2011
540.2	A	Board of Discipline	7/17/2000	3/21/2011
540.3	A	Suspension and Expulsion	7/17/2000	3/21/2011
540.4	A	Code of Conduct	6/19/2000	6/20/2011
540.5	A	Harassment/Abuse	7/17/2000	
545.6	A	School Attendance	7/17/2000	3/21/2011
545.7	A	Class Attendance	5/15/2000	6/20/2011
551.2	A	Injury or Illness at School	7/17/2000	3/21/2011
560.1	A	Student Records	7/17/2000	3/21/2011
565.46	A	Health and Safety/Communicable Disease	7/17/2000	3/21/2011
565.66	A	Communicable Diseases- HIV/AIDS	7/17/2000	3/21/2011
570.1	A	Weapons Policy	6/19/2000	3/21/2011
<b>Series 600</b>		<b>Educational Programs</b>		
600.0	A	Statement of Guiding Principles	7/17/2000	5/23/2011
601.0	A	Homework	7/17/2000	5/23/2011
602.0	A	Grading Procedures	7/17/2000	5/23/2011
602.1	A	Weighted Grade Plan	6/19/2000	5/23/2011
603.0	A	Drop/Add Policies - Student Schedules	7/17/2000	5/23/2011
603.1	A	Coursework Completed Elsewhere and Independent Study	6/19/2000	5/23/2011
603.2	A	High School Credit for Middle/Junior High School Students	5/21/2001	5/23/2011
605.0	A	Acceptable Use Policy	10/17/2000	4/15/2002
605.1	A	Web Site Policies	10/17/2000	5/23/2011
611.2	A	Curriculum Guidelines	10/17/2000	5/23/2011
611.3	A	Religious Curriculum	6/19/2000	5/23/2011
611.4	A	Selection of Instructional Materials	10/17/2000	5/23/2011
611.5	A	Challenge of Instructional Materials	10/17/2000	5/23/2011
680.2	A	Cafeteria Wellness Guidelines	10/20/200	

HANDBOOK OF POLICIES FOR ASSUMPTION HIGH SCHOOL  
TABLE OF CONTENTS  
as of July 2011

**Series 700**

**Auxiliary Services**

708.0	A	Use of School Facilities	7/17/2000	6/20/2011
709.0	A	Use of School Equipment	3/18/2002	6/20/2011
711.0	A	Smoking on School Premises	10/16/2006	

**Series 800**

**Business Procedures**

801.0	A	Tuition Benefit	11/19/2001	
801.2	A	Reciprocal Tuition	11/19/2001	
802.0	A	Monetary Accounts	3/19/2001	6/20/2011
803.0	A	Borrowing Authority	5/22/2001	6/20/2005
810.0	A	Whistleblower Policy	10/15/2007	
812.0	A	Conflict of Interest Policy	2/17/2009	6/20/2011
820.0	A	Naming Opportunities & Gift Recognition	10/15/2007	

**Series 900**

**Building Site**

Series 100

**Educational Philosophy**

Policy Title: Non-Discrimination Statement

Policy No.: 101.1

Assumption High School will not discriminate against any employee or applicant on the basis of age, sex, race, or national origin. In addition, Assumption high school complies with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act as such may apply.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date Policy revised:

Series 100

## **Educational Philosophy**

Policy Title: Mission Statement and Education Goals

Policy No.: 102.0

### **Mission Statement**

Our mission, as a Catholic educational community, is to prepare students academically, spiritually, and morally for the opportunities and responsibilities of the future.

### **Assumption Goals**

**Academic:** To challenge students to reach their academic potential.

**Spiritual:** To assist students in demonstrating Gospel values in their daily lives.

**Moral:** To encourage students to accept church, civic, and personal responsibility.

### **Academic**

Students will:

Develop critical thinking skills necessary to make good decisions.

Solve problems independently and cooperatively.

Become self-directed, life-long learners.

Be effective communicators.

Reason scientifically, mathematically, and historically.

Access and apply technology competently.

### **Spiritual**

Students will:

Be active in faith, life, and expression.

Seek personal, spiritual understanding.

Develop personal wellness practices.

Be willing to learn, understand, and live the teachings of Christ and the Church.

Be accepting of self and others.

### **Moral**

Students will:

Develop self-confidence and self-discipline.

Take responsibility for their actions.

Display global and cross-cultural understanding.

Demonstrate moral and social justice principles daily.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date revised: 10/18/10, 12/19/11

Series 100

**Educational Philosophy**

Policy Title: Statement of Guiding Principles

Policy No.: 102.1

It is the belief of the Board of Directors that every Catholic youth in our diocese who desires a Catholic education should have the opportunity to attend Assumption High School. In cases of need, efforts will be made by the administration, Controller, parish priest(s) and the President of Assumption High School to provide financial assistance.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date Policy revised: 10/20/03, 10/18/10, 12/19/11

Series 100

**Educational Philosophy**

Policy Title: Philosophy of Catholic Education

Policy No.: 102.2

Assumption High School committed to belief that the Catholic education of our youth is the combined responsibility of the family, the school and the Parish community. Our philosophy of education includes imparting to our students the Christian message of the Gospel learned and lived in a faithful and Christ-like environment and placing primary emphasis on the teaching of reading, writing, speaking, and listening. We will strive to provide a safe, secure and orderly environment for learning emphasizing control, discipline and respect. Finally, we will build within each student a sense of responsibility, confidence and pride that they will use with their God-given talents to be productive members of school, home. Parish and community

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date policy revised:

Series 200

**Board of Directors**

Policy Title: Statement of Guiding Principles

Policy No.: 200.0

It is the policy of the Board of Directors of Assumption High School to maintain a distinction between those activities that are appropriate to the Board of Directors as the legislative governing body of the School and those administrative activities that are to be performed by the President, Principal and staff in the exercising of delegated administrative authority.

The Board will act only as a whole and never as an individual member in matters of policy.

Date policy approved: 7/17/2000

| Date policy reviewed: 4/19/10, 12/19/11

Date policy revised: 11/15/10

Series 200

**Board of Directors**

Policy Title: General Organization

Policy No.: 201.0

The purpose of the Board is to promote an effective program of religious, intellectual, social and physical education for the students of Assumption High School. The Board enables priests and lay representatives of the parishes to work cooperatively with school administrators in the affairs of Catholic education as advocated in the Decrees of Vatican II.

The function of the Board is threefold:

1. To develop and define school policy for administrative implementation.
2. To assist school administration in the execution of the policy.
3. To approve means of financial support for the school.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Name and Legal Status

Policy No.: 201.1

The Board of Directors of Assumption High School derives its legal status from the Diocese of Davenport. The Board of Directors acts as an agent for the school by completing the following three functions:

1. Developing and defining school policy for administrative implementation.
2. Assisting school administration in the execution of the policy.
3. Approving means of financial support for the school.

Date policy approved: 3/18/2002

Date policy reviewed: 4/19/10

| Date policy revised: 11/15/10, ~~12~~/19/11

Series 200

**Board of Directors**

Policy Title: Powers and Duties

Policy No.: 201.2

DUTIES: The Board shall have the following duties, but shall not be restricted to these items:

1. Study the philosophy of current trends in education -and Diocesan policies -in order to gain vision for understanding local needs and formulating educational policies.
2. Develop broad educational policies, consistent with those of the Diocese
3. Assist the administration of Assumption High School by developing and defining policies on matters including, but not limited to, the following:
  - a. Operational costs and their efficient management
  - b. Physical plant and its maintenance
  - c. Matters of finance including the budget, cost of education, loans, insurance, investments, etc.
  - d. Qualifications of teachers and salary scale
  - e. Employment of staff
  - f. Parental representation
  - g. Current school problems and policies
  - h. Necessary school construction
4. Act as a liaison body with local school officials, in order to represent parental and educational opinion and to assure continued cooperation of all schools on local, state and federal programs.
5. Promote good public relations between Assumption High School and the community in general.
6. Establish committees according to need. Non-Board members are encouraged to serve on committees where there is a need for their special competencies.

Date policy approved: 7/16/2001

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Code Ethics

Policy No.: 202.0

Members of the Board of Directors of Assumption High School affirm and will solemnly observe the following Code of Ethics:

1. To observe and enforce laws and regulations pertaining to the school's educational mission.
2. To accept office as a Board member as a means of unselfish service to the students and school personnel.
3. To transact Board business only in regular Board meetings or as may be otherwise provided for in Board policy.
4. To participate in Board duties as a team member, recognizing the integrity of other members, past and present, and the merits of their contributions.
5. To accept all Board decisions once they are made and to assist in carrying them out effectively.
6. To delegate action to the President and/or Principal as the Board executive and to confine Board action to policy making, planning and, appraisal, unless otherwise qualified by statute or Board action.
7. To employ competent, trained personnel on the recommendation of the President and/or Principal.
8. To inform the community that Assumption serves the aims and methods of the programs and duties of the Board.
9. To establish a cooperative relationship with Board members of local schools and parishes.

Date policy approved:

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Board Member Duties and Responsibilities

Policy: 202.1

The President of the Board of Directors will preside at all meetings, sign all contracts made by the Board, and appear on behalf of the Board in all actions brought by or against it, unless the President is one of the parties in such actions, in which case the Vice-President of the Board will perform this duty. The President is entitled to discuss all matters before the Board and may cast a vote only in case of a tie. Prior to making a motion or seconding a motion, the President will pass the gavel to the Vice President or another Board member.

The Vice-President of the Board will serve in the absence of the President and will perform such duties as may be assigned by the President of the Board of Directors.

Authority rests with the Board in legal session and not with individual members of the Board, except as authorized by specific Board action or by statute. Each Board member will function at all times as part of a legislative body and will meet his/her legal responsibilities as a trustee of Catholic education.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Secretary to the Board

Policy No.: 202.2

The Board President or Board President's designee will appoint a secretary to the Board.

The secretary to the Board will perform the following responsibilities:

1. Attend all Board meetings
2. Type and distribute the agenda prior to meetings
3. Record, type and distribute minutes of the Board meeting
4. Maintain a file of minutes from executive sessions
5. File and distribute policies to Board members
6. Type and duplicate materials presented by members and/or committees of the Board

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Approval of Administrative Procedures

Policy No.: 203.0

Administrative procedures will be developed by the President of Assumption High School or by an administrative designee.

Although the Board wishes to be kept informed of regulations that are written to implement its policies, it will not formally review, change or veto administrative regulations unless they are, in the Board's judgment, contrary to the intent of established Board policy.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Administrative Leeway in Absence of Board Policy

Policy No.: 203.1

Administration will have leeway to make policy decisions in day-to-day matters when there is no Board policy to cover the question. Administration is expected to make the decision in the best interest of Assumption High School, its students and in line with the philosophy of Assumption High School.

Administration will notify the Board at the next regular meeting of all occurrences where a Board policy is needed for the future.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Review of Administrative Decisions

Policy No.: 203.2

It is the policy of the Assumption High School Board of Directors to allow for review of administrative decisions. Administrators may be asked to explain to the Board the rationale for decisions and to inform the Board of all conditions surrounding any particular case.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Committees of the Board

Policy No.: 204.0

There are seven standing committees:

- Buildings and Grounds
- Finance
- Human Resources
- Marketing/PR
- Policy
- School Improvement Advisory Committee
- Technology

Members shall be appointed by the President of the Board not after the second regularly scheduled meeting of the year.

Ad hoc committees may be appointed by the President of the Board of Directors with the duties to be outlined at the time of appointment. An ad hoc committee will be considered dissolved when its final report is made and accepted by the Board.

Except when the Board meets as a committee of the whole, the standing and ad hoc committees will not include a majority of the Board.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Counsel

Policy No.: 205.0

The Assumption High School Board will determine legal counsel to represent the Board as needed in legal matters.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Board Meetings

Policy: 207.0

Meetings of the Board are conducted for the purpose of carrying on the business of the Board of Directors.

Only Board members have the authority to make and second motions and vote on issues before the Board.

Constituents of Assumption High School may address the board at any meeting. The Board President may establish a time limit for each constituent to speak. Constituents will notify the President of Assumption or Board President, of their intention to address the Board no later than the Friday prior to the Board meeting.

The Board may request clarification from individuals addressing the Board, but refrain from open discussion with those speaking.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Open Meetings

Policy No.: 207.1

Any gathering of a majority of Board members, either formal or informal, in which deliberation of a policy matter takes place, is defined as a meeting. All such meetings are held in public, are open to the public and are required to have open Board discussions.

The secretary to the Board will be responsible for taking minutes of all meetings and retaining appropriate minutes and records.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Regular Meetings

Policy No.: 207.2

Regular meetings of the Board will be held on the third Monday of each month except for July. During the academic year, when school is not in session on the third Monday, the meeting will be held the following Tuesday. Meetings will begin at 4:00 p.m.

No voting will be held unless a quorum is present to begin the meeting. A majority of the voting members of the Board of Directors of Assumption High School constitute a quorum. A simple majority of those present and voting will carry a motion. Any regular meeting date may be changed with the approval of a majority of the Board.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Special Meetings

Policy: 207.3

The Board may provide, by vote or circumstance, for the holding of additional meetings.

Special meetings may be called by the President -of the Board or by three Board members.

New business may be taken up at a special meeting if all Board members have been notified of new business and if a quorum of the Board is present.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Executive Session

Policy No.: 207.4

All meetings are open except when the Board meets in executive session. A specific motion stating the reason for the executive session will be made and seconded, followed by a majority vote of the membership of the Board present. The most commonly used reasons by which a board may enter into executive session are:

1. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be to the disadvantage of the Board.
2. To evaluate the professional competence of an individual whose appointment, hiring, performance or discharge is being considered, when an executive session is necessary to prevent needless and irreparable injury to that individual's reputation and when the individual requests executive session.

An executive session may be attended by voting Board members and others as determined by the Board President.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Parliamentary Procedure

Policy No.: 208.0

Parliamentary procedures not provided for in the Board policies will be determined by Roberts Rules of Order, Revised.

Date policy approved: 10/17/2000

| Date policy reviewed: 4/19/10, 12/19/11

| Date policy revised: 11/15/10

Series 200

**Board of Directors**

Policy Title: Compensation

Policy No.: 209.0

Members of the Board of Directors will serve without compensation but will be paid their actual and necessary expenses including travel in performing their duties. The Board will approve all such claims.

Date policy approved: 10/17/2000

| Date policy reviewed: 4/19/10, 12/19/11

| Date policy revised: 11/15/10

Series 200

**Board of Directors**

Policy Title: Equal Opportunity Employment

Policy No.: 210.0

Assumption High School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, national and/or ethnic origin, or any other characteristic prohibited by law and applicable to a Catholic religious institution.

Assumption High School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

Date policy approved: 10/17/2000, 3/22/11

Date policy reviewed: 4/19/10

Date policy revised: 3/22/11, 12/19/11

Series 200

## **Board of Directors**

Policy Title: Selection of Board Members

Policy: 210.1a

The Board of Directors shall be made up of the following members:

- Three Pastors (-or Parish Life Administrator, if applicable) from parishes supporting Assumption High School-selected on a rotating basis
- One lay representative from each parish included in the Parish Assessment Subsidy Formula, as selected by the individual parish; and
- Two additional members selected by the Dean of the Davenport Deanery

The potential 14 Board positions shall be filled by the following representatives:

- 1) -Parish Pastor
- 2) Parish Pastor
- 3) Parish Pastor
- 4) Holy Family representative
- 5) Our Lady of Lourdes -representative
- 6) Our Lady of Victory representative
- 7) Sacred heart representative
- 8) St. Alphonsus representative
- 9) St. Anthony's representative
- 10) St. John Vianney representative
- 11) St. Mary's representative
- 12) St. Paul the Apostle representative
- 13) At large position chosen by the Dean
- 14) At large position chosen by the Dean

The Board of Directors shall be divided into three (3) classes in respect to the term of office, each class to contain as close to one third of the total members of the Board of Directors as is practical. Each class of directors shall serve until their successors are selected. Thereafter, all directors shall be selected at the annual meeting to serve one (1) three (3) year term. Provided; however, no director can be selected to succeed himself or herself for more than two (2) consecutive terms absent at least one (1) year intervening before eligibility for reselection after serving the maximum number of consecutive terms.

Any vacancies of individual parishioners occurring in the Board of Directors shall be promptly filled pursuant to the above procedure. A director thus appointed shall hold office for the duration of her or his predecessor's unexpired term.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

## **Board of Directors**

Policy Title: Harassment Policy

Policy No.: 211.0

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

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

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, gender, sexual orientation, national origin, religion, age or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school/parish employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school/parish volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school/parish grounds.

“Volunteer” means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile

school/faith formation/youth ministry environment that meets one or more of the following conditions:

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

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

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

Repeated remarks of a demeaning nature;  
Implied or explicit threats concerning one's grades, achievements, property, etc.;  
Demeaning jokes, stories, or activities directed at the student; and/or  
Unreasonable interference with a student's performance.  
Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:  
Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education/faith formation or benefits;  
Submission to or rejection of the conduct is used as the basis for academic/faith formation decisions affecting that student; or  
The conduct has the purpose or effect of substantially interfering with the student's academic/faith formation performance by creating an intimidating, hostile, or offensive education or faith formation environment.

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

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

If, after an investigation, a student is found to have threatened physical harm against another student, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school/parish employee is found to have threatened physical harm, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school/parish volunteer is found to have threatened physical harm, the volunteer shall be subject to appropriate measure which may include

exclusion from school/parish grounds. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

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

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school/parish officials, faculty, staff, and volunteers who have direct contact with students.

The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent or designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the Diocesan Board of Education and each school/parish board of education/faith formation committee.

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

Inclusion in the student handbook,

Inclusion in the employee handbook and volunteer handbook

Inclusion in the registration materials

Inclusion on the school/parish or school web site, and the Diocesan website and a copy shall be made available to any person at the administrative office of each school/parish/Diocese.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Formulation of Policy

Policy No.: 212.1a

The primary responsibility for proposing Board policies rests with the Administration of Assumption High School. However, any Board appointed committee, through its agent, or any member of the Board, or any staff member with the Board President's knowledge, may propose policies.

Formulation of a policy is as follows:

1. Preparation of the policy.
2. Attorneys approval, if applicable.
3. Submission to the Assumption Board of Directors for first reading.
4. Majority vote of the Board at subsequent meeting.
5. Policy proposal/revision incorporated into Assumption's Board of Directors Policy manual.

It will be the responsibility of the Board to add, delete, or amend all policies acted upon by the Board and to make such changes in references to other policies, law and regulations as will be necessary and to keep all Board policies up to date and on file.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 200

**Board of Directors**

Policy Title: Revision of Policy

Policy No.: 212.2a

The policies of the Board of Directors may be rescinded, changed or amended by majority vote at any regular or special meeting of the Board, provided notice of such proposed alteration of policy has been read at a previous meeting.

The Board of Directors will review and reaffirm all Board policies at least every three years.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 11/15/10, 12/19/11

Series 300

**Administration**

Policy Title: Evaluation of the President and Principal

Policy No.: 301.1

**President Evaluation**

The president shall be formally evaluated jointly by the Board of Directors at least once by May1 of each school year. The evaluation will be based on the standards as listed in the job description for the President. Resignation, non-renewal, termination and due process procedures will be followed according to the appropriate Board Policy or Diocesan policy on certified employees.

**Principal Evaluation**

The principal shall be formally evaluated jointly by the President of Assumption and the Board of Directors at least once by May1 of each school year. The evaluation will be based on the standards as listed in the job description for the Principal. Resignation, non-renewal, termination and due process procedures will be followed according to the appropriate Board Policy or Diocesan policy on certified employees.

Date policy approved:

Date policy reviewed: 4/19/10

Date policy revised: 12/20/10

Series 300

**Administration**

Policy Title: Responsibilities of the President and Principal

Policy No.: 350.1

**President**

The President of Assumption high school shall:

- Support the Mission (religious academic components) of AHS
- Promote the Catholic identity of the organization to the internal and external community.
- Provide leadership for the areas of marketing, development, strategic planning, and finance.
- Provide for the financial security of AHS.
- Recruit, select, supervise, and evaluate the following personnel:

- The Controller
- Development office Personnel

In cooperation with the AHS Board of Directors, recruits, selects, supervises, and evaluates the principal following Diocesan policy and procedure.

**Principal**

The Principal of Assumption high school shall:

- Help create a faith community.
- Develop the total Catholic dimension of the school
- Foster interpersonal relationships based on Gospel values.
- Foster a call to service among staff and students.
- Foster awareness of multicultural nonsexist issues.
- Provide leadership for curriculum planning based on sound educational practice.
- Direct the selection and evaluation of personnel.
- Provide opportunities for teachers' professional growth.
- Direct a process of systematic procedures for monitoring student progress toward goals.
- Establish a climate which fosters learning.
- Demonstrate competency in general administration.
- Manage budget lines that pertain to the Principal's Office.
- Provide leadership for local Board of Directors.
- Maintain open communication with staff, students, parish/pastoral staff and Board of Directors.
- Communicate with parents and provides for parent, teacher, and student interaction.
- Collaborate with local groups in school-related programs.
- Create an open and honest climate conducive to personal and social growth of staff and students.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 12/20/10

Series 400

**Personnel**

Policy Title: Statement of Guiding Principles

Policy No: 400.0

It shall be the policy of the Board of Directors to recruit and retain quality personnel. The Board of Directors will hire personnel upon the recommendation of the President or Principal of Assumption High School.

Recruitment of the personnel for the school will be the responsibility of the President and the Principal. Selection will be based on the merits of the candidate, without regard to sex, race, national origin, creed, age, marital status or disability.

Selection of personnel will be based on the following criteria: Education, training, experience, and certification, demonstrated competencies and suitability for the position.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Education Equity

Policy No.: 401.0

Assumption High School will not discriminate on the basis of sex, race, national origin, creed, marital status or disability in its employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

The curriculum content and instructional materials utilized by Assumption High School shall reflect the cultural and racial diversity present in the United States. One of the objectives of the total curriculum and teaching strategies shall be to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural duties and responsibilities of each individual as a member of a pluralistic society.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Certification/Non-Certification

Policy No.: 402.0

Certified employees are employees who are required to hold certification and endorsements as required by Iowa law and the Iowa Department of Education. It will be the responsibility of each certificated employee to maintain in force a current certificate in his/her specialty. A copy of the certificate will be presented to the President or Principal prior to the employee working with the students.

Non-certified employees are employees who are not required to hold certification or endorsements by the Iowa Department of Education for their current positions.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Child Abuse by Employees

Policy No: 403.0

School employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge as well as legal charges.

Assumption High School requires all employees to report to a designated investigator of the school district when they reasonably suspect an incident of physical or sexual abuse committed by a school employee against a student.

Administration will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegations to be performed in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

As required by Iowa law, Assumption High School has appointed a Level One investigator (Principal) and alternates (President and/or Dean of Students) and will provide training in proper procedures for conducting an investigation of an abuse allegation. Assumption High School will also designate an outside agency to serve as the Level Two investigator.

Date policy approved: 9/2004, 9/2005, 10/16/2006

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Safety and Security Policy

Policy No.: 404.1

Administration will conduct an ongoing review of safety and security practices. Practices reviewed will include:

- Employee safety awareness
- Safe building areas
- Proper storage and handling of chemicals and flammable materials
- Emergency response plans
- Tornado and fire procedures
- Blood borne pathogens procedures
- Secure storage of movable equipment
- Design and maintenance of security equipment
- Physical and emotional safety of employees
- Prevention and control of violence, theft and vandalism
- Security audits

In addition, Assumption High School will comply with the following:

1. Exterior doors will be locked during school hours. Certain doors will be designated as main entry doors. Visitors will be notified to check in at the office.
2. Students and employees will be annually instructed on harassment.
3. Certified employees will be trained in mandatory child abuse reporting every 5 years.
4. Two fire drills and two emergency drills will be conducted each semester.
5. Discipline will be reviewed with students annually.
6. An incident report and tracking procedure for injuries will be implemented.
7. An emergency response plan will be in place.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Faculty Development

Policy No.: 405.0

Assumption High School Board of Directors believes that the area of faculty development is considered to be a local school decision. A plan for staff development will be continually maintained for the school. The Principal will design and implement a continual plan for staff development that includes faculty activities (in-service days, workshops, seminars, professional growth programs) and objectives.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Resignations and Discharge

Policy No.: 410.1

Resignations will be in writing, signed by the resigning party, directed to the Principal or President as appropriate. The Principal/President will inform the Board at the next regularly scheduled Board meeting and make a recommendation regarding acceptance.

The Board will accept all resignations for the following school year submitted prior to signing of next year's contract. The Board may use its discretion when accepting any other resignations.

In the event an employee requests termination after signing a contract, but prior to start of school, the employee may be assessed a penalty not to exceed \$1000. The employee recognizes the disruptive effect a breach of this agreement has upon the administration, the Board and the students of the school. This penalty is intended to fairly compensate the school and Board for termination of the contract prior to the end of the contract period. The employee and Board agree that damage, as specified above, may be withheld from wages owed to the employee by the school. The Board may choose not to exercise its right to collect damages.

Date policy approved: 8/19/2002

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Non-Medical Leave for Contracted Employees

Policy No.: 410.10

In the event that an employee requests a period of non-medical leave in excess of 10 days, the approval for such a request shall lie with the Board of Directors. The request shall be from the employee in writing, detailing the purpose of the requested leave, and the expected duration of the leave. The Board of Directors may deny such a request, or grant the request with continuation of full, partial, or no benefits.

The decision of the Board shall be communicated to the employee in writing, detailing the terms of the leave, as well as the expected dates of the leave.

Leave granted with continuation of full benefits. Employee continues to qualify for employer match in 401K plan (provided plan requirements are met), and retains employer match on group health/dental/vision insurance plans. Employee retains length of service and accumulated sick and personal leave but does not accumulate any additional leave time during the period of absence.

Leave granted with partial continuation of benefits. Employee continues to qualify for employer match in the 401K plan (provided plan requirements are met), but must assume full responsibility for group health/dental/vision insurance premium expenses during the period of absence from work. Employee retains length of service and accumulated sick and personal leave but does not accumulate any additional leave time during the period of absence.

Leave granted with no continuation of benefits. Employee forfeits participation in all employee benefits during the period of leave. Employee retains accumulated sick leave and years of experience on the salary schedule upon returning to work

Date policy approved: 10/21/02

Date policy reviewed: 4/19/10

Date policy revised:

Series 400

**Personnel**

Policy Faculty Tuition for Advanced Degrees and Endorsements

Policy No.: 410.11

The administration desires to assist certified faculty pursuing a Masters degree or additional endorsement, thereby improving the quality of education for Assumption students and assisting faculty in rising on the salary scale

A written application for faculty tuition assistance shall be given to the Principal by April 1 of each school year. Administration will make the selections and notify all applicants by April 15 of each year of the awards.

Only courses qualifying for salary advancement in Policy 410.5 will be considered for this benefit. Priority will be given to programs that are the most closely related to the candidate's teaching or assigned area and/or to those programs of which there is the greatest need in the school.

A maximum of \$500 will be awarded to each chosen faculty member each year. The number of awards is limited and may vary from year to year. Payment will be made upon receipt of official transcripts or other official notification from the educational institution reflecting a letter grade of A or B.

Date policy approved: 8/19/2002

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Suspension and Termination of Contracted Employees during the Contract Year

Policy No.: 410.2

The Principal, with the approval of the Board of Director's President, may suspend an employee, with or without pay for good and sufficient cause. If the suspension is rendered pending an investigation, the suspension will continue until a decision is made by the entire Board of Directors, according to Diocesan policy.

The Board of Directors may, by majority vote, discharge any certified employee for good and sufficient cause as provided in the contract of employment or Board or Diocesan policy. The employee will not be entitled to receive further compensation other than amounts earned as of the date of termination.

Date policy approved: 7/17/2000

Date policy reviewed: 8/19/2002, 4/19/10

| Date policy revised: 8/19/2002, 2/22/11

Series 400

**Personnel**

Policy Title: Contract Year for Certified Employees

Policy No.: 410.3

The regular in-school schedule for contracted employees will include days when students are in attendance, in-service days and teacher workdays.

Employees may leave the building during non-instructional duty time with prior notice to the principal's office.

Employee attendance will not be required when student attendance is not required due to inclement weather or emergency closing.

In the event that school is closed for inclement weather, make-up days equal to the number of days missed will be scheduled.

Date policy approved: 2/19/02

Date policy reviewed: 2/19/02, 4/19/10

Date policy revised: 2/19/02, 2/22/11

Series 400

**Personnel**

Policy Title: Salary Credit for Experience for Certified Employees

Policy No.: 410.4

Upon employment and submission of satisfactory evidence, the Principal, at his or her discretion, may award years of credit for previous contract teaching experience in an accredited private or public school, college, or university. This may include up to two (2) years of any combination of civilian service, appropriate business or industrial training, or experience related to an instructional discipline.

An employee who is released due to a reduction in staff, and is rehired for the contract year immediately following the reduction, may return under the same contract as he or she worked under when released.

Date policy approved: 06/18/02

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Salary Advancement for Certified Employees

Policy No.: 410.5

All certified employees need to notify the Principal of possible horizontal salary advancement before March 1. To qualify for advancement from one horizontal salary classification to another, a certified transcript of credits, grade card, or letter from the college or university registrar stating the name of the course and semester hours earned, will be presented to the Principal for approval by October 1 of the school contract year. The salary advancement will be included in the October paycheck will be retroactive to the beginning of the contract year if the notification was made to the Principal as described above.

Administrative approval is required before beginning a course of study when a lane change resulting in salary advancement is expected. The administrator shall approve only programs in education, the teaching content area, programs that are closely related to the candidate's teaching or assigned area, or for programs of which there is the greatest need in the school.

Employees on the salary schedule will be granted a maximum of one vertical step for each year of service.

Date policy approved: 8/19/2002

Date policy reviewed: 8/18/2003, 4/19/10

Date policy revised: 8/18/2003, 2/22/11

Series 400

**Personnel**

Policy Title: Leave for Certified Employees

Policy No.: 410.7

**SICK LEAVE:** The primary purpose sick leave is to insure salary continuation in the event of employee illness. Returning employees will receive an accounting of their accumulated sick leave during June of each year. Sick leave for following contract year is recorded and becomes available on July 1st of each year. Sick leave does not cover incremental contracts.

Sick leave may be used in cases of family emergency (including the illness of an immediate family member.) Such leaves will be within reason and dependent upon the nature of the illness or emergency.

Sick leave may also be used for the death or funeral of a member of the immediate family including spouse, child, parent, grandparent, sibling, or any relative living in the same house.

A doctor's certificate may be required for absence due to illness or accident of three or more days.

Employees hired on or before July 1 2000 will accumulate sick leave at the rate 10 days per year for each the first two years and 15 a year after that. This may accumulate to a maximum of 180 days.

Employees hired after July 1, 2000 will accumulate sick leave at the rate of 10 days per year. This may accumulate to a maximum of 90 days.

Employees that work less than fulltime will accumulate days of sick leave on a pro-rated basis.

**PERSONAL LEAVE:** A maximum of two days (non-cumulative) per year may be granted to fulltime employees for personal or legal business that cannot be handled on a non-school day. Personal leave must be approved by the Principal.

Date policy approved: 8/19/2002

Date policy reviewed: 4/19/10

| Date policy revised: [2/22/11](#)

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Series 400

**Personnel**

Policy Title: Professional Leave for Contracted Employees

Policy No.: 410.8

Attendance at professional opportunities, visiting other schools to observe specific programs, or performing non-teaching functions on behalf of the school may be permitted without loss of pay if approved by the Principal.

Date policy approved: 3/18/02

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

## **Personnel**

Policy Title: Long Term Disability for Contracted Employees

Policy No.: 410.9

Assumption High School provides sick leave to contracted employees on an annual basis. Along with salary protection during occasional periods of short-term illness, sick leave is intended to provide salary continuation during periods of long-term disability. Generally, a long-term disability is declared when an employee illness/injury exceeds 15 work days.

Salary continuation that exceeds the contract year. When an employee's disability extends beyond the contract year, the disabled employee will not be required to renew her/his contract in order to continue to draw from her/his accumulated sick leave. Salary continuation will remain in place for as long as the employee's disability continues **and** the employee has accumulated sick leave available.

Employer match of group health and/or dental insurance premiums. Disabled employees participating in the group health/dental/vision insurance plans will continue to receive monthly employer insurance premium match for as long as the employee has accumulated sick leave to draw against. In cases where the disabled employee has less than three months of accumulated sick leave, Assumption will provide the group insurance match for periods of disability up to 3 months.

Family Medical Leave. Assumption High School will comply with the requirements of the Family Medical Leave Act.

Certification of disability. Long-term disabilities require certification from a licensed physician. Disabilities that exceed 60 days in length require re-certification by a licensed physician at each 60 day interval.

Transfer of accumulated sick leave. The salary continuation plan is self-funded by Assumption in lieu of long-term disability insurance. In the same way that insurance coverage is not able to be transferred between employees, accumulated sick leave is also not able to be transferred between employees.

Date policy approved: 10/21/02

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Supplemental Contracts

Policy No.: 411.0

All coaching and extracurricular positions will be covered by a separate supplemental contract. Employee participation in supplemental contracts will not be tied to teaching contracts. Faculty who participate in supplemental contract assignments should notify the Principal before March 1st of the current contract year if they do not intend to continue their existing supplemental contract responsibilities into the next contract year. An employee may be required to remain in the supplemental contract for a maximum of 1 year if a suitable replacement cannot be found.

Date policy approved: 3/18/02

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Termination of Non-Contracted Employees

Policy No.: 434.2

The President or Principal may discharge any non-contracted employee under his/her supervision for good and sufficient cause. The Employee will not be entitled to receive further compensation other than amounts earned or accrued as of the date of termination. The employee will be entitled to due process according to Diocesan policy.

Date policy approved: 06/18/02

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 400

**Personnel**

Policy Title: Health and Safety/Communicable Disease

Policy No.: 465.1

Each employee must be physically and mentally able to perform duties and responsibilities of his/her position and must be free of any disease or condition which may be detrimental to the health and/or safety of students or fellow employees as determined by a licensed physician.

The Board of Directors recognizes that some employees with a communicable disease, as defined by the Department of Health, may be able to perform their duties without creating a risk of transmission of illness or other harm to students or employees and this will be considered in assessing the individual's continued employment and/or placement. Each instance will be considered on a case-by-case basis. The school reserves the right to require a physician's statement prior to a decision regarding continued employment and/or placement following a contagious illness.

Information about an employee who has, or is rumored to have, a communicable disease will not be disseminated without strict observance of the employee's right to privacy.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11

Series 500

**Student Personnel**

Policy Title: Statement of Guiding Principles

Policy No.: 500.0

The Board of Directors intends to protect the rights of each student and promote the welfare of all students.

Policies in this series are enacted to aid in providing quality experiences for students in all activities related to religious and educational programs. It is the purpose of the Board to provide opportunities for all students to become productive Catholic citizens.

Date policy approved: 7/17/2000, 3/21/11

Date policy reviewed: 04/19/10

Date policy revised: 3/21/11

Series 500

**Student Personnel**

Policy Title: Admissions/Transfer Policy

Policy No. 501.1

Assumption High School admits students regardless of race, creed, color, and national origin. Assumption reserves the right to accept or reject any candidate for admission based on the student's academic/behavior record as reported by the school of transfer. Students with academic/behavioral problems at another school may be accepted on a probationary basis.

Assumption High School does not discriminate against students with disabilities, if with reasonable accommodations; it is believed the individual can be successful at Assumption.

Prior to admitting any transfer student, the Assumption admission's office shall contact the school from which the student is requesting transfer. Assumption will require a complete academic/behavior record as part of the consideration for admission. Parents/Guardians shall take all necessary steps to facilitate receipt of these records by Assumption.

Since there are academic, social and cultural differences between all schools, students that transfer high schools at the beginning of or during their senior year frequently do not assimilate well. For this reason, the principal of Assumption High School will scrutinize all requests for senior transfer. It will be the principal's responsibility to determine that the reasons for transfer is in the best interest of the student and Assumption High School.

When an application for admission is denied, an appeal may be made to the board of Directors.

Date policy approved: 01/20/2009, 3/21/11

Date policy reviewed: 04/10/10

Date policy revised: 3/21/11



Series 500

**Student Personnel**

Policy Title: Academic Requirements for Athletic Participation

Policy No.: 503.0

Assumption High School follows Iowa Administrative Code §281-36.1(2). This legislation affects all students participating in athletic activities and will apply to all athletic activities at Assumption High School.

Students participating in athletic activities will be enrolled students of Assumption High School in good standing. (They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times). Students must be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period (period of time a student in grades 9 – 12 receives a final grade and course credit is awarded by semester).

If a student should fail any class at the end of a semester, that student is ineligible for the first thirty consecutive calendar days in an athletic event in which the student participates. There is no requirement that the student competed in the sport previously.

A student is academically eligible upon entering ninth grade.

Any withdrawal, incomplete, or change of level after the first midquarter of each semester will be considered a failure unless there is unforeseen extenuating circumstances(i.e. death in the family, extended illness). Administrative approval is required.

For students experiencing difficulty, academic support is available through the Learning Resource Center or by making an appointment with the classroom teacher.

Students may not repeal any of the thirty day ineligibility by attending summer school.

Date policy approved: 7/16/2001, 3/21/11

Date policy reviewed: 8/21/2006, 4/19/2010

Date policy revised: 9/18/2006, 3/21/11

Series 500

**Student Personnel**

Policy Title: Academic Requirements for Music Participation

Policy No.: 503.0A

Assumption High School, as a participating member of Iowa High School Music Association (IHSMA), will follow the IHSMA amendment that governs academic eligibility for all IHSMA sponsored and sanctioned events.

Students participating in IHSMA activities will be enrolled students of Assumption High School in good standing and participants must be under 20 years of age. (They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school grants academic credit toward high school graduation shall be used in determining eligibility). Students must be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period (period of time a student in grades 9 – 12 receives a final grade and course credit is awarded by semester).

If a student should fail at the end of a semester, that student is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school.

The maximum period of eligibility while in grades 9 through 12 is 8 semesters.

Any withdrawal, incomplete, or change of level after the first midquarter of each semester will be considered a failure unless there is unforeseen extenuating circumstances(i.e. death in the family, extended illness). Administrative approval is required.

For students experiencing difficulty, academic support is available through the Learning Resource Center or by making an appointment with the classroom teacher.

Date policy approved: 12/18/2006, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11

Series 500

Student Personnel

Policy Title: Physical Exams for Athletes

Policy No.: 503.1

Students participating in interscholastic athletics must submit proof of an annual physical examination. The parent or guardian of the athlete will pay the cost of this physical. Only one examination card for all sports with a physician's signature will be maintained on file with the school.

This program will be conducted in accordance with the rules of the Iowa Boys High School Athletic Association and the Iowa Girls Athletic Association and the Iowa Department of Education.

Date policy approved: 7/17/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11

Series 500

Student Personnel

Policy Title: Athletic Eligibility of Transfer Students

Policy No.: 503.2

Any student declared ineligible under the prior school district's Good Conduct Rule, and transfers to Assumption without having completed the full period of ineligibility at that school transfers to Assumption High School, will not be eligible for interscholastic competition at Assumption until the full period of ineligibility has been completed. Once that period of Good Conduct ineligibility has been completed, the student is then eligible for interscholastic competition at Assumption as long as all other requirements have been fulfilled.

Date policy approved: 7/16/2001, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11

Series 500

Student Personnel

Policy Title: Dress Code

Policy No.: 504.0

The Assumption High School dress code reinforces the teaching that “all are equal in the eyes of God.” Assumption furthers this teaching by curtailing the use of dress as a means of identifying social cliques and socioeconomic strata.

Assumption’s dress code reduces the potential for distractions associated with unusual dress and appearance, and supports the mission of the school to provide “an accepting, safe, secure and intellectually stimulating learning environment.”

Parents are responsible for seeing that students have the appropriate clothes, students are responsible for wearing them, and administrators and faculty are responsible for enforcing the dress code.

**SHIRTS:** Red, black, or white solid-colored, polo or oxford shirts, short or long sleeved with or without Assumption flying A. All shirts must be tucked in. Undershirts must be solid white. Layering of shorter sleeves over longer sleeves is not permitted.

**PANTS:** Khaki or black colored moderate fit dress slacks. Dockers’ style - no cargo pants, hip huggers, leggings or stretch pants. Pants must be worn at the waist, must have belt loops and modest belt must be worn. Girls may also wear appropriate Capri pants.

**SHORTS:** Khaki or black colored dress shorts, with the same requirements as pants may be worn. Short length must be no shorter than four inches above the crease in back of the knee.

**SKIRTS:** All uniform skirts must be purchased from Religious Supply. Navy plaid or green plaid skirts may be worn regardless of grade level. No shorter than top of the knee.

**FLEECE:** Fleece with Assumption logo purchased through an AHS approved vendor are permitted. Uniform top must be worn under fleece.

**SWEATERS/SWEATSHIRTS:** Assumption sweaters/sweatshirts purchased from an AHS approved vendor with Assumption logo may be worn.

**FOOTWEAR:** Shoes are to be clean, neat and well kept. Students may wear either dress shoes or tennis shoes. No other footwear is acceptable. Dress shoes, no open toe, and have back or strap at the back. No Crocs, flip-flops, sandals or boots. No heels may be worn over 2 inches.

**DRESS AT EXTRACURRICULAR EVENTS:** All dress must be modest, appropriate, and respectful. Administration or designee has the final decision and has the right to instruct a student to leave an event for improper dress.

**DRESS IN ATHLETIC AREAS OR DURING ACTIVITY PRACTICES:** All dress must meet the minimum standards of dress for Physical Education classes (including wearing a shirt at all times), which includes appropriateness and modesty.

**TEAM JERSEYS/SHIRTS:** Members of athletic teams/activities may wear team or activity jerseys/shirts on performance days. Coaches must pre-approve performance day dress with the Athletic Director and Principal.

**CASUAL DRESS DAYS:** Administration occasionally approves casual dress days, whereby students are given an opportunity for choice of clothing. Clothing must still be appropriate and modest.

**MISCELLANEOUS:**

- Tattoos must be covered and undetectable.
- Unusual hair styles/colors, make-up, jewelry are prohibited.
- No visible piercing other than ears.
- Coats, jackets, sweatshirts, boots or other apparel designed for outdoor wear may not be worn during the school day.
- Clothing should not be torn or disfigured in any manner.
- Undergarments should never be visible.

**VIOLATIONS**

**1<sup>st</sup> Dress Code Violation – Detention**

**2<sup>nd</sup> Dress Code Violation - Detention**

**Subsequent Dress Code Violations – May include Parent-Student Conference/Saturday School\***

**\*Saturday School Students will be charged a \$15 fine.**

Date Policy Approved: 7/1/00, 3/21/11

Date Policy Reviewed: 5/20/02, 5/19/03, 4/21/08, 06/21/10

Date Policy Revised: 5/20/02, 5/19/03, 5/15/06, 5/21/07, 5/19/08, 06/21/10

Series 500

Student Personnel

Policy Title: Cellular Telephones/Electronic equipment

Policy No.: 504.1

The use of cellular telephones is prohibited during class time unless approved by the teacher for educational use. Cell phones may not be used during masses or assemblies. Students may use electronic devices in the hallways during their designated passing times and in the lunchroom during their assigned lunch. Electronic devices must be set to silent. Noises of any kind (including vibrations) are not allowed at any time. Under no circumstances are electronic devices capable of taking photographs or videos to be used in locker rooms, restrooms or other areas where privacy is an expectation. Students using cell phones during the school day must follow the procedures outlined in Assumption's Acceptable Use Policy.

Violation of this policy may result in the following:

- 1st violation - the cell phone/electronic equipment will be confiscated and returned to a parent/guardian after 2:40 pm or the following day. Student will also receive a detention.
- Any additional violation(s) will result in the phone/electronic equipment being confiscated and returned to a parent/guardian during a parent conference with administration. The student will also be issued a Saturday School.
- A \$10 fine will be applied to all violations and must be paid prior to returning confiscated items.

Assumption High School is not responsible for lost or stolen cell phones.

Date Policy Approved: 5/19/2008, 3/21/11

Date Policy Reviewed: 5/21/12

Date Policy Revised: 6/18/12

Series 500

Student Personnel

Policy Title: Pregnant Students

Policy No.: 505.1

In the event of pregnancy, the Assumption Board of Directors and administration will support student attendance at school.

The student is encouraged to notify the Principal, Dean, or Counselor as soon as she is aware of the pregnancy. The school, student and health care provider will work together relative to special conditions that might exist and specific instructions as to how long the student may continue to attend classes. If the student is unable to attend school because of her physical condition, she may be excused and arrangements made to continue her studies during her absence. The student may resume classes upon the recommendation of her physician.

Date Policy Approved: 7/17/2000, 3/21/11

Date Policy Reviewed: 4/19/10

Date Policy Revised: 3/21/11

Series 500

Student Personnel

Policy Title: Use of Motor Vehicles

Policy No.: 506.0

Student owned vehicles being driven to school will be regulated by state motor vehicle laws in addition to rules established by the Administration.

Date Policy Approved: 7/17/2000, 3/21/11

Date Policy Reviewed: 4/19/10

Date Policy Revised:

Series 500

Student Personnel

Policy Title: Graduation Requirements

Policy No.: 509.4A

All students must earn the credits below and have successfully completed service hours coordinated through their religion classes to meet graduation requirements.

The basic requirements are:

Religion – One religion course (.5 credit per semester) for each semester a student attends Assumption.

English – 4 credits/4 years

Social Studies – 3 credits/3 years

Mathematics – 3 credits/3 years

Science – 3 credits/3 years

Fine Arts – 1 credit/1 year

Physical Education – 2 credit/4 years

Health - .5 credit/1 semester

**Total Requirements for students attending Assumption grades 9-12 is 24.0 Credits**

All students must take at least 6.0 credits each year unless approved by administration.

Date Policy Approved: 12/16/02

Date Policy Reviewed: 12/20/04; 12/18/06, 4/19/10

Date Policy Revised: 12/20/04; 12/18/06, 3/21/11, 1/17/12

Series 500

Student Personnel

Policy Title: Graduation Rehearsal

Policy No.: 509.0

Each year, the graduating class of Assumption High School is required to take part in a graduation practice prior to graduation ceremonies.

Students not participating in the graduation practice will not participate in the graduation ceremony. If there are reasons that require exception to this policy, they must be made in written form to the administration and the excused party must receive the approval prior to graduation practice. If the exception is due to participation in a school-sponsored event (state competitions), written approval is not necessary.

Date approved: 7/17/2000, 3/21/11

Date reviewed: 4/19/10

Date revised: 3/21/11

Series 500

Student Personnel

Policy Title: Early Graduation

Policy No.: 509.1

Should a student and his/her parents wish to investigate early graduation possibilities, they would follow the procedure outlined below:

- A conference is held with Principal, parent, student and Counselor to discuss rationale and academic potential for selecting an alternate course for graduation. (This is done in first semester of junior year)
- Credit requirements must be met in a satisfactory manner.
- A conference with parents, principal and student will be arranged for final discussion and approval.

It is the policy of the AHS Board of Directors that tuition for graduates will be charged on the basis of four years of studies. Therefore, if a student elects to graduate in fewer than four years, he/she is still responsible for the full fourth year tuition at the prevailing rate.

Date approved: 7/17/2000, 3/21/11

Date reviewed: 5/18/09, 4/19/10

Date revised: 5/18/09, 3/21/11

Series 500

Student Personnel

Policy Title: Waiver of Graduation Requirements

Policy No.: 509.2

If conditions require, the Board of Directors has the ability to waive a specific graduation requirement. This will occur under rare and extreme conditions. The following procedures will be used.

1. The student contacts his/her counselor in the Student Services office. The counselor and student will work together to see if there is some way to meet the graduation requirement. These requirements were not arbitrarily established and the student has the obligation to have planned ahead from ninth grade through senior year.
2. If the situation requires it, the counselor will give the student the application form to complete. This form will require the following information:
  - a. The course requirement needing to be waived.
  - b. The reason this course needs to be waived.
  - c. A discussion of how the material gained in this course has been (or will be) met. This can include other courses at Assumption, extra-curricular activities or community activities.
  - d. Obtain signatures from the student, his/her counselor, parents, and the principal.
3. The student will write a letter to the School Board President and include it with the above request form, no later than March of the year prior to the year a student is registering for.
4. The Board will respond by approving/disapproving the graduation requirement in a timely manner.

With written permission of the principal, a student may be excused from the physical education requirement his/her senior year in order to enroll in academic courses that would not otherwise fit in his/her schedule.

Date policy approved: 7/16/2001, 3/21/11

Date policy reviewed: 10/21/02, 4/19/10

Date policy revised: 10/21/02, 3/21/11

Series 500

Student Personnel

Policy Title: Academic Recognition at Graduation

Policy No.: 509.3

Our system of weighted grades has the potential to disadvantage a limited number of high achieving students who have followed a rigorous course of study. In order to eliminate this risk, it is the responsibility of the Student Services Department to ensure that no student's GPA is adversely affected by attempting more total courses rather than less.

Students being evaluated for Valedictorian shall have their grade point evaluated as though they completed **only** 24 credits during high school. The 24 credits used in determining an individual student's GPA shall be obtained in the following order:

1. Up to eight (8) weighted grades including any of the following courses: Junior Honors English, Honors Pre-Calculus, AP United States History, AP Calculus, AP English, AP Government, AP Biology, 4<sup>th</sup> year Honors Foreign Language (Honors Spanish IV or Honors French IV) and/or a maximum of one credit of online coursework (AP Chemistry or AP Physics).
2. Grades in unweighted coursework in which less than an "A" was earned.
3. Grades in unweighted courses sufficient to complete the balance of 24 credits.

When more than one Valedictorian is selected, there will be no Salutatorian. When only one Valedictorian is selected, the student with the second highest GPA will be selected as Salutatorian. Rules defined for the Valedictorian selection will be applied to the Salutatorian selection in the same manner.

All seniors who achieve a cumulative GPA of 4.0 or greater will be recognized at graduation.

Date policy approved: 10/17/2000, 3/21/11

Date policy reviewed: 5/21/01, 10/21/02, 2/21/06, 3/17/08, 4/19/10

Date policy revised: 5/21/01, 10/21/02, 2/21/06, 3/17/08

Series 500

Student Personnel

Policy Title: Recognition of Foreign Exchange Students at Graduation

Policy No.: 509.5

Foreign exchange students who have met all the graduation requirements and have attended Assumption High School for a minimum of two years shall receive an official diploma.

Foreign exchange students who have not met the requirements or have not attended Assumption High School for a minimum of two years shall receive a certificate of attendance.

Date Policy Approved: 12/16/02, 3/21/11

Date Policy Reviewed: 4/19/10

Date Policy Revised:

Series 500

Student Personnel

Policy Title: End of Year Dismissal of Graduating Seniors

Policy No.: 509.6

The Board of Director may excuse graduating seniors from attending zero to five days of instruction at the end of the school year providing the requirements for graduation have been met.

The Board may also excuse graduating seniors from attending make up days (rescheduled due to inclement weather) if graduation requirements have been met.

Date policy approved: October 15, 2007, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised:

Series 500

Student Personnel

Policy Title: Married Students

Policy No.: 510.1a

The Board of Directors and administration will not object to the presence of married students.

This policy will be enforced with equity between genders.

Date Policy Approved: 7/17/2000, 3/21/11

Date Policy Reviewed: 4/19/10

Date Policy Revised:

Series 500

Student Personnel

Policy Title: Student Rights and Responsibilities

Policy No.: 540.1

When disagreements at school occur, there must be someone who has the responsibility for settling the disagreements to avoid disorder in the school. Such a structure is necessary to facilitate the teaching-learning process. The power and responsibility for settlement of disagreements has been given to the Board of Directors, and through them, to the Administration, teachers and Board of Discipline. In order for this power to be exercised fairly, and so that students know their responsibilities, it is necessary that students' rights be stated.

1. All students have the right to be free from harassment and physical torment while in class.
2. All students and staff have the right to be treated with respect, and in turn, have the obligation to treat others respectfully. .
3. All students have the right to pursue participation in curricular and co-curricular activities so long as they meet the requirements of the Iowa Department of Education and Assumption High School.
4. All students have the right to a fair hearing on disciplinary matters with the understanding that the final decisions are made by the school.
5. All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.

Along with these rights go the obligation and responsibility to respect these as the rights of all students. Any student violating the rights of others will be held responsible and appropriately disciplined (including forfeiture of their attendance rights), in accordance with the Assumption High School Board of Directors.

Date policy approved: 10/17/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11

Series 500

Student Personnel

Policy Title: Board of Discipline

Policy No.: 540.2

The Board of Discipline is comprised of four (4) faculty members and an alternate member appointed by the Administration. One of the faculty members will be appointed to serve as the Chair of the Board of Discipline. Members will be required to sign confidentiality statements. The Board of Discipline will meet as cases require.

The individual teacher will handle normal disciplinary matters. Crisis situations, which need immediate attention not able to be accommodated by the teacher, are to be referred to the Dean of Discipline or the Principal.

Disciplinary cases, which do not reach a satisfactory conclusion through one of the above means, will be referred to the Board of Discipline.

1. The cases must be documented by the referring teacher or administrator.
2. The teacher and the student will present their cases to the Board of Discipline. The Board of Discipline will review the testimony and supporting documentation provided by the teacher(s) and the student(s) involved. Although students may request the presence of witnesses to speak on their behalf, the Board may approve or deny such a request. The Board may also request the presence of a student, faculty member, or administrator to respond to specific questions or to provide specific information. The goal of the Board is to render a recommendation to the administration. The administration is not bound by the recommendation of the Board of Discipline. Within 24 hours of the conclusion of the Board's deliberation, the Chair will submit a written report to the Principal and the Dean of Students.
3. Some discipline consequences may be enforced while the student appeals.
4. Appeals to decisions of the Board of Discipline and/or the Administration will be made to the Board of Directors.

Date policy approved: 7/17/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11

Series 500

Student Personnel

Policy Title: Suspension and Expulsion

Policy No.: 540.3

The Board of Directors may, by a majority vote, suspend or expel any student from school for immorality or repeated violations of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interests of the school.

The principal may suspend a student for a period of time not to exceed five (5) days. Notice of suspension will be issued immediately by the administrator, and communicated to the President of the Board of Directors. The student will have the right to an appeal suspensions and expulsions pursuant to policy 540.2.

Date policy approved: 7/17/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11

Series 500

## **Student Personnel**

Policy Title: Code of Conduct

Policy No.: 540.4

### **SECTION I**

#### **PHILOSOPHY**

As a Catholic educational institution, Assumption High School's mission is to prepare students academically, spiritually, and morally for the opportunities and responsibilities of the future. Students are expected to abide by all laws and to exhibit Christian behavior. Therefore, a Code of Conduct is established to set forth behavioral expectations of those students attending Assumption High School. Those expectations shall be applicable year-round, both on and off campus. All disciplinary action taken is for the purpose of educating and guiding our students to make appropriate choices as they develop.

#### **RATIONALE FOR CODE OF CONDUCT**

Creating standards of good citizenship is an important aspect of Assumption High School's philosophy of education. Respect and character are two essential components of creating citizenship and are the qualities that are expected from the students who attend our school. Our students are held to a high standard and are expected to reflect the ideals of Assumption High School.

#### **DUE PROCESS**

Due process is designed to protect both parties who are involved in an adversarial relationship. Due process is meant to insure that investigations are thorough and judgments are rendered fairly. Whether exercised by the classroom teacher, the guidance counselor, or by the school administration, due process should result in the following steps.

1. Conference with student.
2. Concern(s) are expressed to the student.
3. The student is given an opportunity to explain his/her circumstances.
4. Necessary remediation is explained to the student.
5. Parents are contacted (depending on the seriousness of the situation).

Disciplinary cases, which do not reach satisfactory conclusion, will be referred to the Board of Discipline. Appeals of a decision of the Board of Discipline and/or administration will be made to the Board of Education.

### **SECTION II - DEFINITIONS**

**ACTIVITY SUSPENSION:** An activity suspension is a period of time the student is excluded from participating in or attending all extra-curricular activities. This includes, but is not limited to, athletics, speech, drama, club activities, field trips (an academic alternative will be provided), dances, etc. Students will be allowed to attend and participate in practices. Activity suspensions will begin following

an administrative conference.

**ADMINISTRATIVE CONFERENCE:** An administrative conference is a conference between the student, parent/guardian, and administration regarding a discipline issue.

**BOARD OF DISCIPLINE:** The Board of Discipline is comprised of four (4) faculty members and an alternate member appointed by administration. One of the faculty members will be appointed to serve as the Chair of the Board of Discipline. Members will be required to sign confidentiality statements, and the Board of Discipline will meet as cases require.

**COMMUNITY SERVICE:** Community service is service provided to Assumption High School or approved by administration. Community service completed to fulfill a disciplinary requirement cannot be used to fulfill other Assumption High School service requirements.

**DETENTION:** Detentions issued by a classroom teacher will be served with issuing teacher in teacher's classroom, date and time to be established by teacher. Detentions issued by administration will be served as assigned by the administration. All detentions must be served within 24 hours of issuance; otherwise, additional consequences will be issued.

**DISCIPLINE/BEHAVIOR CONTRACT:** A discipline/behavior contract is an agreement signed by the parent, student, and Assumption administration. This contract outlines specific requirements that must be met for the student to remain enrolled at Assumption High School.

**EXPULSION:** Expulsion of a student is solely the responsibility of the Assumption High School Board of Education. The decision to expel or not is reached only after a recommendation by the principal has been heard and the student and/or parent have had the opportunity for a hearing with the Board in Executive session.

**SATURDAY SCHOOL:** Administration may assign Saturday school for infractions of school rules or policies. These are served on Saturdays from 8:00 – 12:00 on the school campus. **If a student fails to serve his/her Saturday school on the date scheduled, he/she will have an out-of-school suspension on the next scheduled school day.**

**NATIONAL HONOR SOCIETY:** National Honor Society is a national organization. Members are expected to adhere to the criteria of membership in the areas of scholarship, service, leadership, and character. Violations of the code of conduct may result in a student losing membership privileges as outlined in the National Honor Society bylaws.

**OFFICE REFERRAL:** An office referral results in a student being sent to the office to be seen by an administrator in relation to a disciplinary matter. Consequences will follow and may include such things as detention, Saturday school, etc. A copy of the office referral is mailed home to the student's parent(s)/guardian.

**OUT-OF-SCHOOL SUSPENSION:** Out-of-school suspension is used when other disciplinary methods have failed or when the student's presence is a threat to other students or detrimental to the best interests of the school. Parents will be notified promptly of the suspension and of the facts leading to the decision to suspend. A student or parent may appeal a suspension as per school board policy. A parent/student conference must be held prior to the student being admitted back into school.

**POSSESSION:** Possession is defined as owning, having, or being in control of material either physically

(on one's person) or in lockers, vehicles, bags, etc.

**RESTITUTION:** Restitution is defined as the replacement cost involved in replacing or repairing a victim's incurred loss or damage. Arrangements for the determination and payment of restitution must be made between the student's family and the injured/damaged party.

**SEARCH AND SEIZURE:** It is the philosophy of the Diocese of Davenport to operate its educational institutions in a Catholic, orderly manner. The presence of contraband on school/faith formation program property or on the person of a student attending school/faith formation program is not consistent with this philosophy; therefore, the Diocese of Davenport has a policy related to periodic inspection, to the search of students, and/or protected areas. See Diocesan Board Policy 542.0

**SPORTSMANSHIP:** It is a priority of the Iowa High School Athletic Association that all participants and spectators exhibit good sportsmanship. The following are guidelines to promote good sportsmanship:

- Stand quietly, remove hat, and face the flag for the National Anthem. Wait until it is over to cheer.
- Be respectful and courteous of our teams, our opponents, and the officials.
- Treat all visiting teams and officials as guests in our school.
- The pep band will not play when visiting cheerleaders are performing on the floor.
- Cheer for the good play of all participants.

### **SECTION III – RESPECT AND RESPONSIBILITY**

Our greatest hope at Assumption High School is to afford students an environment allowing for their spiritual, physical, intellectual, and social growth. The expectation for all students in the Assumption community is that they will show respect for others at all times regardless of differences.

Because Assumption High School is a faith community built on the sacrifices of others who share a common belief, each of us is called upon to model and bear witness to the Gospel teachings. Once a student enters Assumption High School, that student is responsible for his/her actions both in and out of school. Any serious violation of school policy and/or legal or moral laws could result in serious disciplinary action.

In extenuating circumstances, administration may use discretion when implementing discipline. In most cases, the following consequences are intended to be implemented chronologically.

**CHEATING/PLAGIARISM** – The teacher will complete a referral form on each incident and send it to the Dean of Discipline. These are cumulative throughout one calendar school year and will not carry forward to the next school year.

<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
2 detentions Parental notification Parent/student/teacher conference with Dean of Discipline Letter of apology written to the teacher	Saturday School Parental notification Education on integrity with Student Services – AEA professional Student must complete a written form on integrity	Parental notification Student is required to explain actions to the Faculty Discipline Committee 2 Saturday schools 10 hours of community service to AHS	Parental notification 3 Saturday schools 20 day activity suspension

**AHS NETWORK RESPONSIBILITIES** - Assumption High School recognizes and promotes the availability of networked services and Internet access as a valuable educational tool in all classrooms and across all curriculum areas. All users shall conduct their on-line activities in an ethical and legal fashion consistent with educational objectives, our Catholic faith, and appropriate State/Federal laws. The use of these resources is a privilege, not a right. Because some students make inappropriate choices **that do not meet our guidelines for appropriate use, as noted in the Assumption High School Acceptable Use Policy for the Use of Computers and Telecommunications (AUP), they put themselves, others, and the computer systems at risk.**

<b>Modification of desktop, Participation in chat rooms, Internet instant messengers, online games, fantasy sports, etc.</b>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Office referral Detention Parental notification	Office referral Parental notification Revocation for two weeks	Office referral Parental notification 2 Saturday Schools Revocation for equivalent of 1 semester

<b>Use of another's password (person who gave it out and person who used it).</b>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Office referral Detention Parental notification	Office referral Parental notification 1 Saturday school Revocation for two weeks	Office referral Parental notification and Parent/student conference with Administration 2 Saturday schools Revocation for the equivalent of 1 semester

<b>Visiting, viewing, downloading, or storing of pornography or hate literature or other inappropriate sites</b>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Office referral Detention Parental notification Saturday school Revocation for the equivalent of a quarter	Office referral Parental notification and Parent/student conference with Administration 2 Saturday schools Revocation for the equivalent of a semester Student is evaluated by an outside agency and follows the recommendation of the agency Discipline/behavior contract	Office referral Parental notification and Parent/student conference with Administration Requested to withdraw or recommendation for expulsion

<b>Erasure, modification, intrusion (including installation of unauthorized software), or any damage to software, desktop, or computer systems.</b>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Office referral Parental notification Saturday school Revocation for the equivalent of a quarter Restitution for technician time	Office referral Parental notification and Parent/student conference with Administration 2 Saturday schools Revocation for the equivalent of a semester Restitution for technician time	Office referral Parental notification and Parent/student conference with Administration 3 Saturday schools Revocation for up to 1 school year Discipline/behavior contract Restitution for technician time

<b>Intrusion, modification, or deletion of another's files</b>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Office referral Parental notification Saturday school Revocation for equivalent of a quarter	Office referral Parental notification and Parent/student conference with Administration 2 Saturday schools Revocation for the equivalent of a semester Discipline/behavior contract	Office referral Parental notification and Parent/student conference with Administration 3 Saturday schools Revocation for the equivalent of 1 year

**STUDENT MISBEHAVIOR** – This may include, but is not limited to classroom misbehavior, defiance of authority, obscenity, vulgarity, and profanity.

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Office referral Detention Parental notification	Office referral Parental notification In-school suspension	Office Referral Parental notification In-school suspension or Out-of-school suspension Administrative conference Discipline/behavior contract

Repeated infractions will result in recommendation for the student to be evaluated by an outside agency and follow the recommendation of the agency. The discipline/behavior contract will have an educational and remediation component.

**IMPROPER BEHAVIOR ON THE BUS**

First Offense	Second Offense	Third Offense
Written warning Parental notification	Parental notification Loss of bus privileges for one week	Parental notification Loss of bus privileges for the remainder of the semester

**POSSESSION OR USE OF TOBACCO IN ANY FORM ON SCHOOL GROUNDS OR AT A SCHOOL-SPONSORED ACTIVITY BY STUDENTS 18 OR OLDER. See illegal use under CRIMINAL ACTIVITIES for students under 18.**

First Offense	Second offense & repeated offenses
Parental notification 1 In-school suspension \$50 fine	A second dismissal for inappropriate or unsportsmanlike conduct will result in the student being prohibited from attending events in that sports/activity for the remainder of the season. Parental notification

**SPECTATOR AND/OR UNSPORTSMANLIKE CONDUCT**

First Offense	Second Offense
A student dismissed from a school event due to inappropriate or unsportsmanlike conduct will be prohibited from attending the next event in that activity. Parental notification	A second dismissal for inappropriate or unsportsmanlike conduct will result in the student being prohibited from attending events in that sport/activity for the remainder of the season. Parental notification

**SECTION IV – SAFE SCHOOL ENVIRONMENT**

Our goal to maintain a safe school environment is a priority because it is essential in a school that promotes a quality education. **Offenses in this category are cumulative throughout a student’s career at Assumption High School.**

**Initiations, Hazing, Bullying or Harassment**

Initiations, hazing, bullying and harassment are violations of Assumption policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. Assumption has the authority to report students violating this policy to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop. If the student needs assistance communicating with the harasser or bully, the student should ask a counselor, dean or principal to help.
- If the harassment or bullying continues, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - tell a counselor, dean or principal; and

- write down exactly what happened, keep a copy and give another copy to the counselor, dean or principal including;
  - what, when and where it happened;
  - who was involved;
  - exactly what was said or what the harasser or bully did;
  - witnesses to the harassment or bullying;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon conduct other than sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

**Refer to Diocese of Davenport Policy 430**

**PHYSICAL ALTERCATION**

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Parental notification Immediately sent home Parent/Student conference with administration 20 days activity suspension	Parental notification Immediately sent home Parent/Student conference with administration 3 day In-school suspension 30 days activity suspension Behavior contract	Parental notification Immediately sent home Parent/Student conference with administration Recommendation for withdrawal or expulsion

## **WEAPONS**

### **AHS Board Policy 570.1**

To help assure the safety of our students while on the property of Assumption High School, the following guideline has been adopted: Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, or displays any object in a manner as to place another person in fear for his or her safety, will be subjected to discipline, including suspension or expulsion for up to a year. Confiscation of weapons or dangerous objects will be reported to law enforcement officials. (*See Handbook of Policies for Diocesan Catholic schools, Weapons Policy 570.0*).

## **SECTION V – CRIMINAL ACTIVITIES**

Serious misconduct or criminal activity will not be tolerated. At any time, if the student's presence causes a continuing danger to the physical safety of other students, the student may be suspended, voluntarily withdraw, or recommended for expulsion.

Consequences for criminal activity will go into effect immediately upon a student's legal citation or admission of guilt. Anonymous allegations about student misbehavior will not be investigated.

## **CONSUMPTION, USE, POSSESSION, OR TRANSMISSION OF ILLEGAL DRUGS OR ALCOHOL OR MISUSE OF PRESCRIPTION DRUGS OR INHALANTS.**

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
Parental notification 1 Saturday school (5 Saturday Schools if violation occurs at school or at a school function) Parent/student conference with Administration Discipline/behavior contract ** +20 days activity suspension (90 days if violation occurs at school or at a school function) Student is evaluated by an outside agency and follows the recommendation of the agency	Parental notification 2 Saturday schools (5 Saturday Schools if violation occurs at school or at a school function) Parent/student conference with Administration Discipline/behavior contract 30 days activity suspension (180 days if violation occurs at school or at a school function) Student is evaluated by an outside agency and follows the recommendation of the agency	Parental notification 3 Saturday schools Parent/student conference with Administration Discipline/behavior contract 60 days activity suspension Discipline contract Student is evaluated by an outside agency and follows the recommendation of the agency If the violation occurs at school or at a school function, the student may be recommended for withdrawal or expulsion.	Parental notification 3 Saturday schools Parent/student conference with Administration Discipline/behavior contract 1 calendar year activity suspension Discipline contract Student is evaluated by an outside agency and follows the recommendation of the agency

\*\* On a first time offense, the student will be allowed to reduce the activity suspension by five days by contributing 10 hours of community service to Assumption High School.

**CRIMINAL ACTIVITY** - An Assumption High School student involved in any criminal activity may be subject to activity suspension, Saturday school, out-of-school suspension, or recommendation for withdrawal or expulsion depending upon the results of an administrative investigation or legal citations. There will be parental notification. **DISCIPLINE CONSEQUENCES WILL BE DETERMINED BY ADMINISTRATION FOR ANY ACTIVITY THAT CONSTITUTES A FELONY.**

**POSSESSION OR USE OF TOBACCO IN ANY FORM**

First Offense	Second Offense
Parental notification 1 Saturday school \$50 fine	Parental notification 2 Saturday schools \$100 fine

**THEFT OR CONSPIRING TO STEAL**

First Offense	Second Offense
Parental notification Parent/student conference with Administration Discipline/behavior contract Financial restitution 20 Days activity suspension	Parental notification Financial restitution Recommendation for withdrawal or expulsion

**VANDALISM, DESTRUCTION OF PROPERTY**

First Offense	Second Offense	Third Offense
Parental notification Parent/student conference with Administration Discipline/behavior contract Financial restitution 1 Saturday school 20 days activity suspension	Parental notification Parent/student conference with Administration Discipline/behavior contract Financial restitution 2 Saturday schools 30 days activity suspension	Parental notification Financial restitution Recommendation for withdrawal or expulsion

Date Policy Approved: 6/19/00, 6/20/11

Date Policy Reviewed: 5/20/02, 5/19/03, 4/18/05, 8/8/07, 04/21/08, 4/19/10

Date Policy Revised: 5/20/02, 5/19/03, 4/18/05, 8/10/07, 5/19/08, 6/20/11

Series 500

Student Personnel

Policy Title: Harassment/Abuse

Policy No.: 540.5

Harassment is an abuse of power, forcing attention upon someone who does not want it. Harassment is one-sided, and the recipient does not invite or enjoy the attention.

The U.S. Supreme Court has ruled that schools may be held financially liable if sexual harassment is allowed to persist. More important, we in the Assumption family have a moral obligation to treat each other with dignity and respect as children of God. Therefore, any student who feels that he or she has been harassed should report that harassment immediately to any member of the faculty or administration. Members of the faculty are required to report these instances immediately to the Dean of Students or the Principal.

The first step will be to interview the victim to ascertain the circumstances and persons involved. Next, the parents of the victim and alleged perpetrators will be contacted and a conference scheduled. Finally, depending on the circumstances of the case, follow-up action will be pursued. All steps will be taken to ensure that the victim's concerns are addressed.

Any person who wishes to report an incident of student abuse by a school employee should contact the Assumption High School investigative authority. The reporting person must receive and complete a report form and submit the form to the investigative officer who will, in turn, recommend the next procedural level of investigation.

Retaliation against anyone who has filed a harassment complaint or participated in such an investigation is strictly forbidden. Offending students may be suspended or expelled.

Date Policy Approved: 7/17/2000, 3/21/11

Date Policy Reviewed: 4/19/10

Date Policy Revised:

Series 500

Student Personnel

Policy Title: School Attendance

Policy No.: 545.6

The Assumption High School Board of Directors supports the school in its commitment to the philosophy that every student should attend every class every day.

The policy for excused absences always requires a telephone contact and/or a written excuse from the parent or legal guardian stipulating the cause of the absence. The purpose of the contact is not only to explain the reason for the absence, but to indicate that the parents or legal guardian are aware of the absence.

All absences will be recorded and a record kept.

Any high school student who is under sixteen (16) years old by September 15 is of compulsory attendance age. These students failing to attend school regularly without a reasonable excuse for an absence, as provided by the State Code of Iowa, will be deemed to be a truant and the appropriate authorities will be notified.

Date policy approved: 7/17/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11

Series 500

Student Personnel

Policy Title: Injury or Illness at School

Policy No.: 551.2

Qualified school personnel may render first aid. Follow up care will be left entirely to the parent or guardian.

In cases of emergency every effort will be made to contact the parents or guardian for instructions. If after a reasonable time the parent or guardian cannot be contacted, the pupil may be transported to the hospital. If an ambulance is needed it will be summoned by dialing 911.

The Board assumes no responsibility for medical treatment of students. If a student must take prescribed medication during school hours, written authorization and instructions must be provided by a certified doctor through the parents or guardian of the student to the administrative staff.

Date policy approved: 7/17/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11

Series 500

Student Personnel

Policy Title: Student Records

Policy No.: 560.1

It will be the policy of Assumption High School that parents or legal guardians of students or any student eighteen (18) years of age or older have the right to inspect and review all material which is incorporated into the student's cumulative record folder and intended for school use or to be available to parties outside the school system.

Upon request of parents, legal guardian, the student, eighteen (18) years of age or older and educational institutions authorized to receive records; school officials will forward transcripts from the cumulative record. Other disclosures of student records will not be made except in compliance with judicial order or unless written consent is given by the parent, legal guardian or the student eighteen (18) years of age or older, specifying the records to be released and the reasons for the release.

It is the responsibility of the parent, guardian or student eighteen (18) years of age to file a disclaimer with the Administration if it is desired to not publish identifying information regarding a student attending Assumption High School.

Date policy approved: 7/17/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised:

Series 500

Student Personnel

Policy Title: Health and Safety/Communicable Disease

Policy No.: 565.46

Every student attending Assumption High School must be free of any disease or condition which may be detrimental to the health and/or safety of students or staff as determined by a licensed physician.

The Board of Directors recognizes that some students with a communicable disease, as defined by the Department of Health, may be able to attend classes without creating a risk of transmission of illness or other harm to students or employees.

It will be the policy that under these special conditions, the risk of transmission of the disease, and the effect upon students and staff will be considered in assessing the individual's continued attendance. Each instance will be considered on a case-by-case basis.

Health data of a student who has or is rumored to have a communicable disease will not be disseminated without strict observance of the student's right to privacy.

Date policy approved: 7/17/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11

Series 500

## **Student Personnel**

Policy Title: Communicable Diseases-HIV/AIDS

Policy No.: 565.66

The Assumption Board, with the Diocesan Board, has as its policy:

1. No prescreening or testing for the purpose of detecting HIV infection will be utilized, or will admission, enrollment or continued attendance of any student be conditioned on providing proof that the student is free from HIV infection.
2. Students who are identified as being infected with the HIV virus will be allowed to attend school in an unrestricted setting unless conditions arise in the school that place an infected student at risk of special health hazards or the student is too ill to attend.
3. Decisions regarding the educational management will be shared utilizing expertise of the student's physician, parent or guardian, school nurse, public health personnel and the principal.
  - a. The principal will be responsible to notify, with parental consent, only those members of the staff, who, in the principal's discretion have substantial contact with the student.
  - b. Confidentiality must be maintained at all times.
    - i. Notes regarding student's physical condition will be maintained separate from cumulative record.
    - ii. Notification of student identified in 3a. will be through direct person-to-person conversation and never in writing.
    - iii. Staff will be informed of its obligation to maintain confidentiality.
4. If conflict regarding educational arrangements for the student arises, the case will be referred to the Health Department for review and consultation prior to the final decision being made by school authorities.
5. HIV/AIDS in-service will be provided to school personnel.
6. Education regarding AIDS will be provided with existing curriculum/guidance areas as directed by the Diocesan School Office.

7. All school personnel will receive instruction in the proper handling, treatment and disposal of bodily fluids or wastes based on Universal Precaution training as recognized by medical professionals. These procedures will be followed for all students, regardless of HIV status.

Date policy approved: 7/17/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised:

Series 500

Student Personnel

Policy Title: Weapons Policy

Policy No.: 570.1

To help assure the safety of our students while on the property of Assumption High School, the following guideline has been adopted:

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapons, or displays any object in a manner as to place another person in fear for his or her safety, will be subjected to discipline, including possible suspension or expulsion for up to a year. Confiscation of weapons or dangerous objects will be reported to law enforcement officials. *(See Handbook of Policies for Diocesan Catholic schools, Weapons Policy 570.0).*

Date policy approved: 6/19/2000, 3/21/11

Date policy reviewed: 4/19/10

Date policy revised:

Series 500

## **Student Personnel**

Policy Title: Class Attendance

Policy No.: 545.7

### **ABSENCES**

Regular attendance is essential for success in school. Students will find that missed class work due to an absence can never be fully made up. It is therefore advisable that students avoid being absent whenever possible.

Assumption High School is a closed campus. All students are to be in class or an assigned study hall by ***the start of their first scheduled period***. Students are not excused until the end of their last class or study hall. Students are not allowed to leave school for lunch or during their study halls. ***STUDENTS MUST CHECK OUT AND CHECK IN THROUGH THE ATTENDANCE OFFICE IF ARRIVING OR LEAVING DURING THE SCHOOL DAY.***

***Seniors may leave after their last scheduled academic course. If a senior chooses to leave after their last academic course, that student must leave the school grounds or be directly supervised by an adult.***

Each student will be allowed to be absent from school up to ***ten times for each class*** period per semester. ***(Fives times per semester for Religion and PE)***

### **EXCUSED ABSENCES** (not counted towards 10-day absences)

These include absences due to school-sponsored activities, an extended illness at the request of a physician or hospitalization, a doctor/dentist appointment with an authorized signature from the doctor/dentist, court appearance with an authorized signature from court personnel, or a death in the family. ***Seniors will be allowed two days for college visits and juniors will be allowed one day for a college visit which will be considered excused. The attendance office has guidelines for approval of these visits.*** These absences will be recorded as *excused absences*.

### **VERIFIED ABSENCES** (counted towards 10-day absences)

Any reason for a student being absent from school that can be verified by a parent/legal guardian, other than the absences listed above, will count toward the ten absences and will be recorded as a *verified absence*.

### **UNVERIFIED ABSENCES** (counted towards 10-day absences)

Any absence that cannot be verified by a parent/legal guardian will count toward the ten absences and will be recorded as an *unverified absence*. This includes any cut or truancy.

### **CUT** (counted towards 10-day absences)

An *unverified absence* from class will be considered a cut. If the student's whereabouts can be accounted for within the building, two detentions will be assigned for each class cut. If the student's whereabouts cannot be accounted for within the building, these class cuts will be considered truancy.

### **TRUANCY** (counted towards 10-day absences)

An *unverified absence* from class will be considered a truancy when the student is not present within the

building; this includes being in the school parking lot without permission (we are a closed campus). Once a student arrives at school, he/she may not leave campus without proper authorization until the end of the school day. In-school suspension will be assigned for any truancy.

Three class cuts or truanies in any class (two class cuts in Religion or P.E.) per semester is the maximum number allowed.

A fourth class cut or truancy (third in Religion or P.E.) will result in the following options:

- A student will be dropped from the class and assigned to a permanent study hall. ***The student shall be placed in an incomplete status for that class.***
- A student may submit a written appeal for the dropped class within five school days to the Principal. If the student is admitted back into class after the appeal, he/she will be required to sign a contract with no more verified or unverified absences possible. ***Any violation of the contract will result in the student being dropped from the class and placed in an incomplete status for that class with no further appeal possible.***

An absence, verified or unverified, beyond the tenth day will result in the following options:

- A student will be dropped from the class and assigned to a permanent study hall. ***The student shall be placed in an incomplete status for that class.***
- A student may submit a written appeal for the dropped class within five school days to the Principal. If the student is admitted back into class after the appeal, he/she will be required to sign a contract with no more verified or unverified absences possible. ***Any violation of the contract will result in the student being dropped from the class and placed in an incomplete status for that class with no further appeal possible.***

Students participating in activities, performances, events, etc. must be in attendance at least four class periods on the day of the event.

Assumption High School will follow the Davenport Community School's schedule for late starts or early releases (inclement weather, etc.)

## **TARDIES**

A student who is not present in each class after the starting bell will be marked tardy. The fourth tardy in each class will result in a detention. Any further tardy may result in Saturday School.

If a student arrives after 8:00 a.m., the student will be counted absent.

If a student is tardy due to a Doctor's appointment, funeral, court date, or school-sponsored activity, he/she will need to check in to the attendance office where he/she will be admitted to class with no penalty.

A student's absence/tardy total reverts to zero at the beginning of each semester.

Date policy approved: 5/15/00

Date policy reviewed: 05/19/03, 06/18/02, 09/16/02, 11/18/02, 4/19/10

Date policy revised: 05/19/03, 06/18/02, 09/16/02, 11/18/02, 6/21/10

Series 600

Educational Programs

Policy Title: Statement of Guiding Principles

Policy No.: 600.0

The Board of Directors recognizes its obligation and duty to provide religious and educational programs equally available to all students of the school. The Board believes that all students should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities and interests through a curriculum that recognizes and provides for the individual differences of all students of the school. Innovation and change, based upon thorough research, study, deliberation and evaluation is encouraged.

Curriculum is defined as including all pupil experiences that take place under the guidance of the school.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 5/23/2011

Series 600

Educational Programs

Policy Title: Homework

Policy No.: 601.0

It is the policy of the Board of Directors to encourage the assignment of meaningful homework. Homework means assignments that may properly be considered as extensions, reinforcement and enrichment of the regular classroom instructional program. Homework may also be work not completed in class or study hall.

As the word implies, homework is to be completed outside the classroom and subject period in which it is assigned.

The amount, length, and type of homework will vary according to the student's grade level, abilities and needs and the classes and courses. Homework will not necessarily be assigned every day.

All homework will be corrected and returned to students in a reasonable time period.

Date policy approved: 7/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 5/23/2011

Series 600

Educational Programs

Policy Title: Grading Procedures

Policy No.: 602.0

The profession of teaching requires conscientiousness and accuracy in the reporting of student grades. Computation of grades is left to the judgment of the instructor with the following restrictions:

- a. Student homework assignments will be consistent with lesson plans, daily and weekly, so that students are continually working.
- b. Grades will not be used by the teacher to discipline a student
- c. Grade policies will be distributed to the students the first day of the school term.

Throughout the year, teachers will notify the parents of students who are doing unsatisfactory academic work. If it seems likely that a student will receive a letter grade of D or F for the grading period (*first quarter, second quarter, third quarter, fourth quarter*), it is the policy of Assumption High School for teachers to communicate to parent(s)/guardian, submitting the written form to the office that such notification has been given.

Communication of the potential for a D or F grade is an important priority for Assumption High School. Teachers are strongly urged to notify parent(s)/guardian on or about the mid-term of a grading period and maintain open communication throughout the semester. If reasonable attempts to communicate with the parent(s)/guardian are unsuccessful, the teacher must notify the Principal immediately for assistance. Likewise, teachers are encouraged to communicate to parent(s)/guardian instances of a declining grade, even if the grade is above the D level.

Once notification has been given, documentation must be turned into Student Services. If appropriate, arrangements for tutorial assistance, after-school study time, or assignment to the LRC may occur.

Pass-Fail may be initiated at the discretion of administration. This must be done no later than the first mid-quarter of each semester.

Date policy approved: 7/17/2000  
Date policy reviewed: 5/19/03, 4/19/10  
Date policy revised: 5/19/03, 5/23/11

Series 600

Educational Programs

Policy Title: Weighted Grade Plan

Policy No.: 602.1

Assumption High School maintains a weighted grade plan to challenge and stimulate students who are capable of performing at an advanced level in one or more subject areas. Weighted courses will primarily serve junior and senior students, but occasionally other students will qualify through advanced fulfillment of course prerequisites.

Assumption uses a two tier weighted grade system; an A is equal to 5 points, a B is equal to 4 points, a C is equal to 3 points, a D is equal to 1 point, and an F has no point value.

Weighted classes must be sufficiently rigorous to retain weighted status. Weighted courses will meet all 6 days of the cycle. There will be no department day.

Students may not receive weighted credit for more than one AP online course or a total of eight weighted courses.

Currently, the following classes are approved for weighted grades:

<b>Math</b>	<b>English</b>	<b>Social Studies</b>	<b>Science</b>	<b>Foreign Lang.</b>
Honors Pre-Calc (1 credit)	Jr. Honors English (1 credit)	AP U.S. History (1 credit)	AP Biology (1 credit)	Honors Spanish IV (1 credit)
AP Calculus (1 credit)	AP English Lit & Comp. (1 credit)	AP Govt. & Politics (1 credit)	<b>Online:</b> AP Chem (1 credit) AP Physics (1credit)	Honrs French IV (1 credit)

Date policy approved: 6/19/2000

Date policy reviewed: 2/21/2006; 12/18/2006; 3/17/2008, 4/19/10

Date policy revised: 2/21/06; 12/18/06; 3/17/2008, 5/23/11

Series 600

Student Personnel

Policy Title: Drop/Add Policies – Student Schedules

Policy No.: 603.0

Any student schedule changes that are allowed must adhere to the following

drop/add policy:

1. Students have an opportunity to make schedule adjustments prior to the start of each semester.
2. Once the semester begins, Administration and parental approval is necessary to drop or add a course.
3. Under most circumstances, students may not add a course after the first week of the semester.
4. Under most circumstances, student may not drop a class after the first mid-quarter of each semester.
5. Teachers may request a drop or change in level for a student who is experiencing difficulty. Administrative and parental approval is necessary.

Date policy approved: 7/17/2000

Date policy reviewed: 5/19/03; 2/21/06, 4/19/10

Date policy revised: 5/19/03; 3/20/06, 5/23/11

Series 600

Education Programs

Policy Title: Course work completed elsewhere and Independent Study

Policy No.: 603.1

Any course work that is required for graduation from Assumption High School but is taken through another secondary educational institution, either before or after school, or during summer school will require the prior approval of Assumption Administration. When it deems appropriate, administration may defer to the Board of Directors.

Letter grades from this course must be properly submitted to the Assumption High School Student Services Office and the earned letter grade will become a part of the official transcript.

Only transfer students may “transfer in” those weighted grades that correspond to weighted course offerings at Assumption High School.

When a required course is taken elsewhere, it cannot be done in order to afford the student an opportunity for an additional weighted class. When this situation exists, the additional class will not be weighted.

Course work which is not required for graduation from Assumption High School but is taken through another educational institution may become, at the student’s choice, part of the student’s Assumption High School transcript.

The Board of Education believes that it puts an undue burden on the faculty to teach an “independent study” course. Not only does it decrease prep time, but the involved student does not benefit from the classroom interaction that is afforded in regular classes. Therefore, “independent study” course work may only be approved by Assumption High School Administration with the following guidelines:

## Guidelines for Independent Study

1. The course cannot be reasonably taken within the remainder of the student's time at Assumption High School.
2. The course must be necessary to the success of the student's future or planned future.
3. The course has to be a course that has been offered previously at Assumption High School.
4. The instructor and the student must put together a curriculum scope and sequence and a schedule of meeting times prior to the class starting.
5. The student must keep a log of meeting times and activities which shall be handed in to administration upon completion of the course. A grade will not be placed on the student's transcript until this has been completed.
6. The course should not create a need for additional staffing.
7. The course must not be also currently offered as a regularly scheduled course.

Date policy approved: 6/19/2000

Date policy reviewed: 8/19/2002, 4/19/10

Dated policy revised: 8/19/2002, 5/23/11

Series 600

Educational Programs

Policy Title: High School Credit for Middle/Junior High School Students

Policy No.: 603.2

Assumption High School grants full credit for subjects completed at the high school, prior to high school enrollment.

High school credit will be granted to middle/junior high school students who take high school courses or test out of classes at Assumption High School. These students will receive letter grades based upon the same grading scale and criteria as used for high school students. These high school credits are entered on the student's transcript and are figured into the cumulative grade point average.

Date policy approved: 5/21/2001

Date policy reviewed: 4/19/10

Date policy revised: 5/23/11

Series 600  
Educational Programs  
Policy Title: Acceptable Use/Internet Safety Policy  
Policy No.: 605.0

### **General Requirements**

Assumption technological resources are designed to serve the students, faculty, staff, and volunteers of the Assumption High School community. Network and Internet access are provided to further the educational goals of this institution, and is to be used for that purpose alone.

Members of the Assumption High School community are encouraged to use technological resources to facilitate the efficient exchange of educationally useful information. Technological resources include school owned hardware, servers and all resources used in the infrastructure (includes personal devices).

All technological resources provided through Assumption High School remain the property of Assumption High School.

All use of Assumption's technological resources must be consistent with its educational mission, our Catholic faith, and appropriate State/Federal laws. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

### **Privileges and Responsibilities**

Access to Assumption's technological resources imposes certain responsibilities and obligations. Users are expected to abide by the rules of network etiquette and school policy. Users would report and malfunction, inappropriate material or improper usage to faculty immediately. Users should not attempt to disrupt or hamper the integrity or security of any technological resource. Examples of prohibitive conduct include, but are not limited to the following

Transmission of any material in violation of any state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through Assumption High School E-mail or other network resources in violation of US. Copyright law is prohibited. All forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are explicit constitute harassment which is prohibited by Assumption High School.

The use of AHS technological resources for personal financial or commercial gain, product advertisement or political lobbying is prohibited. The sending of unsolicited junk mail or chain letters is prohibited.

Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user or any technological resources provided or supported by AHS. Attempts to breach security codes and/or passwords by any method will also be considered a form of vandalism and dealt with severely. The creation, propagation, and/or use of computer viruses are prohibited.

The forgery, reading, deleting, copying, or modifying of electronic messages belonging to other users is prohibited. "Spamming" is strictly prohibited by AHS policy, and state and federal law.

Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.

The use, downloading or playing of Internet radio, streaming video, streaming audio or MP3s is prohibited without the explicit permission of a teacher or the Network Administrator. On-line gaming simulations may be used only if they are directly related to class assignments and may be used only with the explicit permission of a classroom teacher.

Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Assumption High School network administrator from intercepting and stopping E-mail messages or other transmissions which have the capacity to overload the computer resources. Disciplinary actions shall be imposed for intentional overloading of Assumption High School computer resources. Installation of unauthorized hardware or software is prohibited.

Unauthorized attempts to access another person's network account, files, E-mail or similar electronic communications, or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and shall subject the individual to disciplinary action. Passwords must not be shared. Shared passwords will result in network access rights being removed from all parties involved.

### **Privacy**

Assumption High School reserves the right to monitor all activity of the network at any and all times to ensure the proper, effective and efficient operation of all systems. This monitoring may take the form of audit or log files of network activity, direct observation or electronic observation, and the access and examination of any and all records or files. We reserve the right to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement or school authorities.

All users must understand that Assumption High School cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the AHS network or any e-mail system unless a waiver is signed by the affected parties.

Any information contained on an Assumption High School computer system is considered the property of Assumption High School.

### **Violations**

This agreement applies to all Assumption technological resources. Any attempt to violate the provisions of this agreement may result in revocation of the user's privileges, detention, suspension, expulsion or other appropriate disciplinary action, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken under provisions of the Iowa and Federal Criminal Codes. The decision of Assumption High School regarding inappropriate use of the technology or telecommunication resources is final. Monetary charges may be sought for damage necessitating repair or replacement of equipment or software, or the time required to make systems operational.

### **CIPA Requirements**

To comply with the Children's Internet Protection Act Assumption will:

Provide filtering for all Internet-enabled computers used by students, patrons, and staff.

Assure that filtering is disabled only for bona fide research or other lawful purposes, that minors will be educated, supervised, and monitored with regard to safe and appropriate online activities.

Maintain the safe and secure use by minors of direct electronic communications (including e-mail, chat rooms, and instant messaging).

*Assumption High School reserves the right to modify the terms of this AUP at any time. Any changes to this document will be communicated as quickly as possible to the AHS community through Board minutes, the parent newsletter, or other communication services. Changes will become effective immediately upon approval by the Board of Directors.*

Date policy approved: 10/17/2000, 5/21/12

Date policy reviewed: 10/17/2000, 4/19/10, 5/23/11

Date policy revised: 04/15/02

Series 600

Educational Programs

Policy Title: Web Site Policies

Policy No.: 605.1

**Purpose**

The purpose of the Assumption High School web site is to serve as a reference, public relations, and communication tool about the school and its program to the general public via Internet access. These pages will support the mission statement of Assumption High School.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 5/23/2011

Series 600

Educational Programs

Policy Title: Curriculum Guidelines

Policy No.: 611.2

The Board of Directors approves all basic instructional materials used for each area in the total instruction program. Based on these programs, the administration is to identify goals, objectives and procedures in each instructional area and to develop a 3-5 year School Improvement Plan for curriculum revision and updating of instructional materials. The activities by which each goal and objective is to be accomplished and evaluated will be clearly defined, including standards and benchmarks.

In all instances, Assumption High School's curriculum will meet the educational requirement established by the Code of Iowa and the State Department of Education.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 5/23/2011

Series 600

Educational Programs

Policy Title: Religious Curriculum

Policy No.: 611.3

Assumption High School serves as a diocesan Catholic high school. As stated in our Mission Statement, we wish for our students to be prepared spiritually and morally for the responsibilities of the future. One of our mission goals is 'To foster a love for and an understanding of the teachings of Christ and the Church.'

We welcome non-Catholic students and it is a requirement of all students to complete a religion component during each semester of study at Assumption.

Date policy approved: 6/19/2000

Date policy reviewed: 4/19/10

Date policy revised: 5/23/2011

Series 600

Educational Programs

Policy Title: Selection of Instructional Materials

Policy No.: 611.4

The policy of the Board of Directors and Assumption High School is to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

Instructional materials are defined as all materials used within the classroom, both basic texts and supplemental materials and all materials circulated from the Media Center for student and/or teaching use including: books, pamphlets, magazines, films, audio tapes, video tapes, computer programs and other such items.

The Board of Directors delegates the responsibility of the selection of instructional materials to the professionally trained staff employed by the school, subject to procedures for receiving challenged materials in policy 611.5.

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 5/23/2011

Series 600

## **Educational Programs**

Policy Title: Challenge of Instructional Materials

Policy No.: 611.5

Any person associated with Assumption High School may raise an objection to instructional materials used in the educational program despite the fact that qualified personnel following a prescribed procedure selected the materials.

The person may register criticism of material with the principal or teacher. At the time, the principal or teacher will try to resolve the issue informally. The principal or teacher will explain the selection procedure, criteria and qualifications of the persons selecting the material. The principal or teacher will explain to the complainant the particular places the objected material has in the educational program, its intended educational usefulness and additional information regarding its use or refer the complaining person to someone who can identify and explain the use of the material.

If the person filing the complaint is not satisfied with the initial explanation, s/he may file a written complaint to the Reconsideration Committee. The Reconsideration Committee will consist of the principal, a teacher, the Media Specialist, a member of the Curriculum Committee, a Board member, a parent and a student. This will be an adhoc committee, meeting only to consider requests for reconsideration.

The material will remain in use until the process is resolved.

The Reconsideration Committee Chairperson will distribute copies of the written request for reconsideration and copies of the challenged material. The complainant will have an opportunity to talk about and expand on the request. Other interested parties will have an opportunity to share their views. The committee may request individuals with special knowledge be present to give information.

The Reconsideration Committee will decide on one of the following:

1. Remove the material from the total school environment
2. Limit the educational use of the material to specific classroom use
3. Retain the material for general use

A written decision and its justification will be shared with the Board of Directors and held on file.

If the complainant is not satisfied with the decision of the Reconsideration Committee, s/he may appeal to the Board of Directors under the following conditions:

1. The individual attended the Reconsideration Committee meeting(s) and listened to and participated in the discussions surrounding the work
2. The appeal must be received by the Board of Directors Chairperson within 30 days of the Reconsideration Committee's decision

When the complainant meets the conditions required for the appeal, the Board will conduct a hearing. Notice of the time and place of the hearing will be provided in writing to the complainant and the Reconsideration Committee. After the hearing, the Board will communicate its decision to the complainant and the Reconsideration Committee. Requests to reconsider materials that have been previously reviewed must receive approval of a majority of the committee before the material will again be reviewed.

Legal Reference: Iowa Code 279.8

Date policy approved: 10/17/2000

Date policy reviewed: 4/19/10

Date policy revised: 5/23/2011

Series 600

Educational Programs

Policy Title: Cafeteria Wellness Guidelines

Policy No.: 680.2

## **Assumption Cafeteria Wellness Guidelines**

1. Ala carte beverages will be available in no more than ½ liter (16.9 oz) bottles, if water based and calorie free. All other ala carte beverages will be available in no more than 12 oz. containers. All outside beverage machines adjacent to the cafeteria will follow the Alliance for Healthier Generations or will be turned off during meal times.
2. Ala carte and vending snack items will contain no more than 35% of their total calorie count derived from fat, unless they contain other nutritionally redeeming qualities such as whole grains or protein-rich fats such as peanut butter or cheese, in which case fat content will be no more than 40%. All chips will be either grain based or baked items.
3. Fried vegetables including French fries will not be on the menu more than two times weekly for the reimburse-able school lunch. A lunch will include no more than one serving of fried vegetable per lunch.
4. Fat free milk in white and chocolate as well as 1% strawberry will be offered as the beverage for the reimburse-able school lunch.
5. All entrée items will be prepared without added fats, no deep frying.
6. A salad bar will be made available each day containing the following items: at least one variety canned fruit in light syrup or juice; at least one form of fresh fruit, at least one fresh vegetable; and a tossed salad. Students will serve themselves from the bar.

Date policy approved: October 20, 2008

Date policy reviewed: 4/19/10, 5/23/11

Date policy revised:

Series 700

Auxiliary Services

Policy Title: Appropriate Behavior by Attendees at Athletic Activities

Policy No.: 705.0

Assumption High School attendees at activities will abide by all rules set forth by the Iowa Girls Athletic union and the Iowa Boys Athletic Association.

Date Policy Approved: 8/18/03, 6/20/11

Date Policy Reviewed: 4/19/10

Date Policy Revised: 6/20/11

Series 700

**Auxiliary Services**

Policy Title: Use of School Facilities

Policy No.: 708.0

Assumption High School permits the use of the school for non-school activities. During the day up to 5:00 p.m. the principal or designee has complete jurisdiction over the building and may permit the use of the building for any activity that is considered a school or school-related event. If an outside organization desires the school facilities during school hours, the request must be made in writing and have the consent of the principal.

On non-school days and after 5:00 p.m. the principal or designee has the discretion of all groups using the school building. All applications should be made in writing through the principal for approval or disapproval.

The school president or designee has the rights to the use of the building at all times. It is necessary that all requests for the use of school facilities be submitted three days in advance of the requested date.

When requests of non-school groups have been approved and scheduled, such approval will not be withdrawn in order to allow use by school groups except by mutual agreement of the groups involved.

Rental fees will be determined by the Administration.

Date policy approved: *7/17/2000, 6/20/11*

Date policy reviewed: 4/19/10

Date policy revised: 6/20/11

Series 700

Auxiliary Services

Policy Title: Use of School Equipment

Policy No.: 709.0

The president or designee may permit school equipment to be loaned to staff members when such use is directly beneficial to the employer and to students when the equipment is to be used in connection with their studies or extra-curricular activities. Proper controls will be established by the President to ensure the borrower's responsibility for, and return of, all such equipment.

School equipment is not to be used for personal use at any time.

Date policy approved: *3/18/02, 6/20/11*

Date policy reviewed: 4/19/10

Date policy revised: 6/20/11

Series 700

Auxiliary Services

Policy Title: Smoking on School Premises

Policy No: 711.0

Assumption High School buildings, grounds, and vehicles shall be off limits for smoking and use of other tobacco products.

Policy Adopted: October 16, 2006

Date policy approved:

Date policy reviewed: 4/10/10, 6/20/11

Date policy revised:

Series 800

Business Procedures

Policy Title: Tuition Benefit

Policy No.: 801.0

Free tuition to Assumption High School will be offered to biological, adopted or stepchildren of any full time Assumption employee hired before July 1, 2000. Half tuition will be offered to biological, adopted or stepchildren of any full time employee beginning employment on or after July 1, 2000. (This will be made available as long as the Assumption student's primary residence is with the Assumption employee).

Full time employees must work at least 30 hours per week.

Date policy approved: *11/19/01*

Date policy reviewed: 4/19/10, 6/20/11

Date policy revised:

Series 800

Business Procedures

Policy Title: Reciprocal Tuition

Policy No.: 801.2

It will be the policy of Assumption High School to pay tuition, up to a maximum of \$800 per child, for all children of full time, certified staff to any Catholic school in the Davenport diocese.

This excludes preschool tuition. Certified staff includes teachers and administrators. Any amount over the \$800 dollars will be paid by the employee. For example:

Tuition for 1st child: \$1000

AHS pays: \$800

Employee pays: \$200

Tuition for 2nd child: \$800

AHS pays: \$800

Employee pays: \$0

Tuition for 3rd: \$600

AHS pays: \$600

Employee pays: \$0

This benefit will not be paid for children of employees who attend a non-Catholic school or who attend a Catholic school outside of the Davenport diocese.

Date policy approved: *11/19/01*

Date policy reviewed: 4/19/10, 6/20/11

Date policy revised:

Series 800

Business Procedures

Policy Title: Monetary Accounts

Policy No.: 802.0

In order to fulfill tax laws, financial reporting and fiduciary responsibilities, Assumption High School must be knowledgeable about monetary accounts used to support any aspect of the school. All such accounts must be registered under the Assumption Federal Employer Identification Number (FEIN).

It is not the intent of the Assumption Board of Directors or Administration to hamper anyone's ability to perform his/her job or curtail any activities promoting Assumption; however to efficiently process financial transactions, the majority of accounts will be handled through the "Activities Accounts" of the General Fund.

A limited number of accounts may be approved by the Assumption Board of Directors and/or the Administration to maintain their own monetary balances. These accounts must follow the requirements listed below.

1. The account may only be opened at the financial institution designated by the Assumption Board of Directors and/or administration.
2. In addition to the Organization's designated signers, the President Principal and Controller must be approved signers on the account.
3. The account must be opened under the Assumption FEIN.
4. The account title must start with Assumption or AHS.
5. Activities on the account must be reported to Assumption following a format provided by the Business Office and at least annually as of June 30 consistent with the Assumption fiscal year. The records of the account must be open to an internal audit upon requests by the Finance Committee.
6. Copies of all correspondence with Federal or State agencies must be submitted to the Controller.

Date policy approved: *3/19/01, 6/20/11*

Date policy reviewed: *6/20105, 4/19/10*

Date policy revised: *6/20105, 6/20/11*

Series 800

Business Procedures

Policy Title: Borrowing Authority

Policy No: 803.0

Any loans requested from a financial institution by Assumption High School or affiliated groups, which are requested under the Federal Employer Identification Number (FEIN) for AHS must be approved by the Assumption High School Board of Directors.

Date policy approved: *5/22/01*

Date policy reviewed: *6/20/05, 4/19/10, 6/20/11*

Date policy revised: *11/16/09*

Series 800

Business Procedures

Policy Title: Whistleblower Policy

Policy No.: 810.0

Assumption High School's policy is to adhere to all laws and regulations that apply to the organization. The purpose of this policy is to support the organization's goal of legal compliance. Support by all employees is necessary to achieve compliance with various laws and regulations. To that end, if any employee reasonably believes that a policy, practice, or activity of Assumption High School is in violation of law, that employee shall file a written complaint with the Principal, President, or Board President.

A "Reporter" as defined by this policy is all employee of Assumption High School that reports information when he/she has reasonable cause to believe that the information she/he is reporting discloses a violation of state or federal law, rule, or regulation. Allegations should be factually specific and contain objective information.

The Reporter is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with investigating and correcting any unlawful activity in a reasonably expedient manner.

Insofar as possible, the confidentiality of the Reporter will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the laws and to provide accused individuals their legal rights of defense. Written complaints may be submitted anonymously, but the anonymous Reporter needs to realize that anonymous complaints may lack enough detail to be investigated properly.

Assumption High School will not retaliate against a Reporter who, in good faith, has made a protest on the basis of a reasonable belief that the situation in question is a violation of the law or clear mandate of public policy. This protection includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. In addition, Assumption will not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal law, rule, or regulation.

An employee who believes he or she has been subjected to retaliation should report such conduct to Administration, or if she or he believes Administration is involved in such allegation, they should report conduct to the Board.

Date policy approved: October 15, 2007

Date policy reviewed: 4/19/10,6/20/11

Date policy revised:

Series 800

Business Procedures

Policy Title: Conflict of Interest Policy

Policy No.: 812.0

The purpose of this policy is to protect Assumption High School's interests when it is contemplating entering into a transaction or arrangement that might benefit the private financial or other interest of a director, committee member or school employee with board designated powers (interested persons).

All interests do not necessarily constitute a conflict of interest. A person who has an interest has a conflict of interest only if the Assumption Board of Directors, after considering all circumstances, decides that a conflict of interest exists.

#### Financial Interest

A person has a financial interest if that person has, directly or indirectly, through business, investment or family:

- a) An investment interest with any entity or individual with which Assumption has, or is negotiating, a transaction or arrangement or
- b) A compensation arrangement with Assumption or with any entity or individual with which Assumption has or is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration as well as gifts and favors that are not immaterial.

#### Other Interest

Other interest may include, but is not limited to, an arrangement where an administrator or Board or committee member is making a decision involving a family member regarding hiring, discipline, grades or other official school records.

#### Duty to disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of an actual or possible conflict and be given an opportunity to disclose all material facts in connection with the proposed transaction or arrangement.

#### Determining Whether a Conflict of Interest Exists

After disclosure of the possible conflict and all material facts, and after discussion with the interested person, that person shall leave the meeting while the Board determines by majority vote of the disinterested members whether a conflict of interest exists.

### Procedures to Address a Conflict of Interest

If appropriate, the Chair at the Board meeting shall appoint a disinterested person or committee to investigate, with reasonable efforts, whether a more advantageous transaction or arrangement is reasonably possible under the circumstances not producing a conflict of interest.

After exercising due diligence and reviewing all options, the Board shall determine by majority vote of the disinterested members whether the transaction or arrangement producing the conflict of interest should be entered into based upon Assumption's best interest and the transaction or arrangement's fairness and reasonableness.

### Violations of Conflict of Interest Policy

a) If the Board has reasonable cause to believe that an interested person has failed to disclose actual or possible conflicts of interest, it shall inform that interested person of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose.

b) If, after hearing the person's response, or after making further investigation as warranted by the circumstances, the Board determines that the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### Records of Proceedings

Minutes of Board meetings and all committees shall contain:

a) The names of the persons who disclosed or otherwise were found to have an interest that could constitute an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.

b) The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### Annual Statements

Each director, committee member or school employee with governing board delegated powers shall annually sign a statement which affirms said person has received a copy of this Conflict of Interest Policy, has read and understands the policy, has agreed to comply with the policy and understands that the organization is charitable and in order to maintain its federal tax exemption must engage primarily in activities which accomplish one or more of its exempt purposes.

### Loans

No loan shall be made by Assumption High School to any of its directors, committee members or school employees. Any interested person who assents to or participates in the making of such loan will be liable to Assumption for the amount of such loan plus interest until it is repaid.

Date policy approved: 02/17/2009

Date policy reviewed: 4/19/10, 6/20/11

Date policy revised:

Series 800

**Business & Advancement**

Policy Title: Naming Opportunities & Gift Recognition

Policy No.: 820

Assumption High School establishes this policy to provide guidance when consideration is given to the naming of facilities, programs, and/or events that relate to Assumption High School. Naming opportunities will recognize extraordinary and enduring financial and/or service contributions to Assumption.

The Board of Education shall retain sole discretion regarding the naming and renaming of campus facilities (including but not limited to buildings, grounds, stadiums, athletic fields, annexes, media centers, auditoriums, performing arts centers, classrooms, etc.), programs, and/or events.

Unless specifically stated as otherwise, naming opportunities are understood to be permanent and therefore should not be taken lightly since the visibility and historical nature of the naming will continue to impact Assumption High School long into the future.

In the event that a building or other facility is extensively expanded, renovated, or replaced, a new naming opportunity will be made available to the original donor(s) first.

Should the building be renamed to honor a subsequent donor, or should the building be demolished, Assumption High School will make provisions to maintain recognition of a previously named building or other facility through other means, either within the replacement facility or in some other prominent location at Assumption High School.

Best practice suggests that when a facility becomes named, it would, from that time forward, be referred to as "the (NAMED) facility," i.e. "The Carroll Media Lab." This practice should prevail on campus, as well as in publications, communications, and signage references to the facility.

Date policy approved: October 15, 2007

Date policy reviewed: 4/19/10, 6/20/11

Date policy revised: