

ASSUMPTION HIGH SCHOOL
BOARD OF DIRECTORS'
HANDBOOK OF POLICIES

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Series 100 Educational Philosophy

101.1: Non-Discrimination Statement

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: 7/17/00

Date policy reviewed: 4/19/10, 11/16/15

Date Policy revised:

102.0: Mission Statement and Education Goals

Mission Statement

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

Assumption Goals

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

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

Academic: To challenge students to reach their academic potential.

Spiritual

Students will have opportunities to:

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 have opportunities to:

Develop self-confidence and self-discipline.

Take responsibility for their actions.

Display global and cross-cultural understanding.

Demonstrate moral and social justice principles daily.

Academic

Students will have opportunities to:

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.

Date policy approved: 7/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

102.1: Statement of Guiding Principles

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: 7/17/00

Date policy reviewed: 4/19/10, 11/15/15

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

102.2: Philosophy of Catholic Education

Assumption High School believes 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 while 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: 7/17/00

Date policy reviewed: 4/19/10, 11/16/15

Date policy revised:

Series 200 Board of Directors

200.0: Statement of Guiding Principles

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: 7/17/00

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

Date policy revised: 11/15/10

201.1: Name and Legal Status

Assumption High School derives its name from its by-laws and derives its legal status from the Diocese of Davenport.

Date policy approved: 3/18/02

Date policy reviewed: 4/19/10, 11/16/15

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

201.2: Powers and Duties

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: 7/16/01

Date policy reviewed: 4/19/10, 11/16/15

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

202.0: Code of Ethics

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: 10/17/00

Date policy reviewed: 4/19/10, 11/15/15

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

202.1: Board Member Duties and Responsibilities

The President of the Board of Directors will preside at all meetings, sign all contracts made by the Board, and designate representation in all actions brought by or against it. The Board 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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

202.2: Secretary to the Board

The Board President, or designee, will appoint a secretary to the Board. The secretary to the Board will perform the following responsibilities:

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

Date policy approved: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

203.0: Approval of Administrative Procedures

Administrative procedures will be developed by the President and Principal 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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

203.1: Administrative Decision in Absence of Board Policy

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: 10/17/00

Date policy reviewed: 4/19/10

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

203.2: Review of Administrative Decisions

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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

204.0: Committees of the Board

There are seven standing committees:

1. Buildings and Grounds
2. Finance
3. Human Resources
4. Marketing/PR
5. Policy
6. School Improvement Advisory Committee
7. Technology

Members shall be appointed by the President of the Board.

Ad hoc committees may be appointed by the President of the Board 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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

205.0: Legal Counsel

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

Date policy approved: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

207.0: Board Meetings

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 noon on 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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

207.1: Open Meetings

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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

207.2: Regular Meetings

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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

207.3: Special Meetings

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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

207.4: Executive Session

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:

- 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.
- 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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

208.0: Parliamentary Procedure

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

Date policy approved: 10/17/00

Date policy reviewed: 4/19/10, 12/19/11, 11/16/15

Date policy revised: 11/15/10

209.0: Compensation

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: 10/17/00

Date policy reviewed: 4/19/10, 12/19/11, 11/16/15

Date policy revised: 11/15/10

210.1a: Selection of Board Members

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

- Three Pastors 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 priest; 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 representative
10. St. John Vianney representative
11. St. Mary 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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

211.0: Anti-Bullying/Harassment Policy

Harassment and bullying/harassment is against federal, state and local policy, and are not tolerated by the Assumption Board of Directors. The Board is committed to providing individuals with a safe and civil school environment in which all members of the school 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/harassment, as well as processes and procedures to deal with incidents of bullying/harassment. Bullying/harassment of individuals by other individuals will not be tolerated in the school.

This policy is in effect while individuals are on property within the jurisdiction of each local Board of Directors; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds, if the misconduct directly affects the good order, efficient management and welfare of the school.

The Board prohibits harassment, bullying/harassment, hazing, or any other victimization, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation attraction, 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, sex, sexual attraction, national origin, religion, age or disability is also prohibited.

When looking at the totality of the circumstances, bullying/harassment means any electronic, written, verbal, or physical act or conduct toward an individual which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"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.

Bullying/harassment 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, ability etc.;
- Demeaning jokes, stories, or activities directed at the individual; and/or
- Unreasonable interference with an individual's performance.
- Requiring that an individual to submit to bullying/harassment/harassment by another individual, either explicitly or implicitly, as a term or condition of the targeted individual's education or participation in school programs or activities; and/or
- Requiring submission to, or rejection of, such conduct as a basis for decisions affecting the individual.

Sexual harassment of an individual 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 individual's education, employment, job or benefits;
- Submission to, or rejection of, the conduct is used as the basis for academic decisions, participation in school program, employment or school-related activity affecting that individual; or
- The conduct has the purpose or effect of substantially interfering with the individual's academic performance by creating an intimidating, hostile, or offensive educational or employment environment.

In the case of an individual who threatens physical harm to self or another individual for any reason, the perpetrator will be removed from the situation immediately. Reentry may be contingent upon a report from a licensed/trained mental health professional (school employee or off-site) that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Bullying/harassment is not an "unkind act or conflict."

Unkind acts or conflict may be:

- Remarks or actions that are insensitive, unfriendly, thoughtless, inconsiderate, unsympathetic or lacking pity or compassion.
- A single incident or ongoing.
- A result of poor decision making, lack of consideration of outcomes, self-centered behaviors that are part of an individual's normal growth and development as a social being.
- Conflict is generally a difference between peers who typically have equal power in the relationship. It is usually an inevitable part of a group dynamic. Both parties have power to influence the situation.

Bullying/harassment behavior, unkind acts and conflict can all include:

- Physical (assault, hitting, kicking, punching, other acts that physically hurt another person).
- Verbal (threatening statements, teasing, name calling, or put downs).

- Indirect (spreading rumors, falsely accusing another person, intimidation through gestures, social exclusion, cyber-bullying/harassment).

UNKIND ACTS, GENERAL CONFLICT AND BULLYING/HARASSMENT CAN APPEAR TO BE SIMILAR BEHAVIORS, BUT THE MOTIVATION AND INTENT BEHIND THE ACTS ARE DIFFERENT.

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

Retaliation against any person because the person has filed a bullying/harassment 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 individual found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

If, after an investigation, a student is found to be in violation of this policy, the individual shall be disciplined by appropriate measures which may include suspension or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. The policies of the Iowa Board of Educational Examiners will be followed in all instances involving teachers and administrators. If, after an investigation, a non-school employed individual is found to be in violation of this policy, the individual shall be subjected to appropriate measures, which may include exclusion from school grounds.

It is the responsibility of all adults who supervise individuals directly (teachers, supervisors, teacher assistants, coaching staff, counselors, paraprofessionals, bus drivers, etc.) to protect individuals and their well-being. They must demonstrate that it is safe and worthwhile to report bullying/harassment behaviors by responding effectively when individuals report bullying/harassment, report what they hear and see to the principal, and follow-up to see if the situation has been addressed.

These staff members are empowered to intervene, take measures to ensure the individual's safety temporarily, and record incidents.

All references to "individuals" include students, employees, teachers, coaches, volunteers, parents and any person who are on property within the jurisdiction the Assumption Board of Directors; while in school -owned or school -operated vehicles; while attending or engaged in school -sponsored activities; and while away from school grounds, if the misconduct directly affects the good order, efficient management and welfare of the school.

All references to "investigator" includes a team of professionals with a minimum of one licensed administrator and two additional school leaders.

Date policy approved: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

Date policy revised: 11/15/10, 12/19/11, 10/9/19

212.1a: Formulation of Policy

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:

- Preparation of the policy.
- Attorney's approval, if applicable.
- Submission to the Assumption Board of Directors for first reading.
- Majority vote of the Board at subsequent meeting.
- 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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

212.2a: Revision of Policy

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: 10/17/00

Date policy reviewed: 4/19/10, 11/16/15

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

Series 300 Administration

301.1: Evaluation of the President and Principal

President Evaluation

The president shall be formally evaluated jointly by the Board of Directors at least once by May 1 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 May 1 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: 7/17/00

Date policy reviewed: 4/19/10, 11/16/15

Date policy revised: 12/20/10

350.1: Responsibilities of the President and Principal

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: 7/17/00

Date policy reviewed: 4/19/10, 11/16/15

Date policy revised: 12/20/10

Series 400 Personnel

400.0: Statement of Guiding Principles

It shall be the philosophy of the Board of Directors to recruit and retain quality personnel. The Board of Directors will hire personnel upon the recommendation of the President and/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, certification, demonstrated competencies and suitability for the position.

Date policy approved: 7/17/00

Date policy reviewed: 4/19/10, 1/2/17

Date policy revised: 2/22/11

401.0: Education Equity

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: 7/17/00

Date policy reviewed: 4/19/10, 1/2/17

Date policy revised: 2/22/11

402.0: Certification/Non-Certification

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 required endorsement areas. A copy of the certificate will be presented to the President or Principal or verified in process with the Iowa Department of Education 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 and/ or Iowa law for their current positions.

Date policy approved: 7/17/00

Date policy reviewed: 4/19/10, 1/2/17

Date policy revised: 2/22/11

403.0: Child Abuse by Employees

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 Director of Student Success) 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: 7/19/04

Date policy reviewed: 4/19/10

Date policy revised: 10/16/06, 2/22/11, 1/2/17

404.1: Safety and Security

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 except for when students are arriving and/or exiting the building. Certain doors will be designated as main entry doors. Visitors will be notified to check in at the office.
2. Students and employees will receive documentation annually on bullying/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: 10/17/00

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11, 1/2/17

405.0: Faculty Development

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: 7/17/00

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11, 1/2/17

410.1: Resignations and Discharge

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 of the resignation at the next regularly scheduled Board meeting and make a recommendation regarding assessment of penalty for release from the contract.

In the event of a resignation during the school year, the Principal or President will make a recommendation to the Board regarding acceptance. The Board will evaluate all resignations which occur during the school year and vote on whether to accept or reject the resignation.

In the event an employee requests termination after signing a contract 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: 8/19/02

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11, 1/2/17

410.2: Suspension and Termination of Contracted Employees During the Contract Year

Suspension: The President or Principal, with notification to 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 to terminate or retain, according to Board and/or Diocesan policy.

Termination: The President or Principal meets with and notifies the teacher that a recommendation for termination of contract will be made in writing to the board specifying the date of that board meeting. At this meeting, the administrator will provide the teacher with written notification of his/her right to a hearing, the requirement to request such a hearing, the procedural safeguards to be afforded the teacher and the rationale or reason constituting "just cause". A copy of this written notification must be furnished to the board at least twenty (20) calendar days prior to the regular or special board meeting at which the hearing will be held. The recommendation for termination will set forth the specific grounds for recommending termination. If the teacher desires a hearing before the board, the teacher must so advise the administrator in writing within ten (10) calendar days of receipt of the notice and provide a copy to the board president or designee.

Date policy approved: 7/17/00

Date policy reviewed: 8/19/02, 4/19/10, 1/2/17

Date policy revised: 8/19/02, 2/22/11, 4/20/20

410.3: Contract Year for Certified Employees

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 may be scheduled.

Date policy approved: 2/19/02

Date policy reviewed: 2/19/02, 4/19/10, 1/2/2017

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

410.4: Salary Credit for Experience for Certified Employees

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 a 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.

Date policy approved: 06/18/02

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11, 1/2/17

410.5: Salary Advancement for Certified Employees

All certified employees need to notify the Principal of possible horizontal salary advancement prior to 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 and 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 resulting in salary advancement. The administrator may 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, 1/2/17

410.7: Leave for Certified Employees

SICK LEAVE: The primary purpose of sick leave is to ensure salary continuation in the event of employee illness. Employees will receive an accounting of their accumulated sick leave annually. Sick leave 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, relative living in the same house or family member approved by administration.

A doctor's release 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 of the first two years and 15 days 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 or President.

Date policy approved: 8/19/2002

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11, 1/2/17

410.8: Professional Leave for Employees

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 President or Principal.

Date policy approved: 3/18/02

Date policy reviewed: 4/19/10

Date policy revised: 2/22/11, 1/2/17

410.9: Long Term Disability for Contracted Employees

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, 1/2/17

Date policy revised: 2/22/11

410.10: Non-Medical Leave for Contracted Employees

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 grant or deny 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, 1/2/2017, 4/20/20

Date policy revised:

410.11: Faculty Tuition for Advanced Degrees and Endorsements

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: 8/19/02

Date policy reviewed: 4/19/10, 1/2/17

Date policy revised: 2/22/11

411.0: Supplemental Contracts

All coaching and extracurricular positions will be covered by a separate supplemental contract. Faculty who participate in supplemental contract assignments should notify their direct supervisor 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, 1/2/17

434.2: Termination of Non-Contracted Employees

The President, Principal or direct supervisor 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, 1/2/17

465.1: Health and Safety/Communicable Disease

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: 7/17/00

Date policy reviewed: 4/19/10, 1/2/17

Date policy revised: 2/22/11

Series 500 Student Personnel

500.0: Statement of Guiding Principles

The Board of Directors attempts 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: 7/17/00

Date policy reviewed: 04/19/10, 10/21/13, 1/2/17

Date policy revised: 3/21/11, 10/21/13

501.1: Admissions/Transfer

Assumption High School admits students regardless of gender, race, creed, color, or 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 or required to complete a semester without an academic/behavioral at the school of transfer.

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, Assumption 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 are 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: 01/20/09

Date policy reviewed: 04/10/10, 10/21/13, 1/2/17

Date policy revised: 3/21/11, 10/21/13

503.0: Academic Requirements for Athletic Participation

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. 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 are 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

Date policy reviewed: 8/21/2006, 4/19/2010, 10/21/13

Date policy revised: 9/18/2006, 3/21/11, 10/21/13, 1/2/17

503.0a: Academic Requirements for Music Participation

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.

Any withdrawal, incomplete, or change of level after the first midquarter of each semester will be considered a failure unless there are 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: 12/18/06

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11, 10/21/13, 1/2/17

503.1: Physical Exams for Athletes

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.

Date policy approved: 7/17/00

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11, 10/21/13, 1/2/17

503.2: Athletic Eligibility of Transfer Students

Any student declared ineligible under their prior school district's Good Conduct Rule, who has not completed the full period of ineligibility at the former 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 and all requirements have been fulfilled, the student is then eligible for interscholastic competition at Assumption.

Date policy approved: 7/16/01

Date policy reviewed: 4/19/10

Date policy revised: 3/21/11, 1/2/17

504.0: Dress Code

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, jogger-style, 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: Navy plaid or green plaid uniform 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.

Date Policy Approved: 7/1/00

Date Policy Reviewed: 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, 3/21/11, 10/21/13
1/2/2017, 4/20/20*

504.1: Cellular Telephones

The use of cellular telephones is prohibited during classtime unless approved by the teacher for educational use. Cell phones may not be used during masses or assemblies. Students may use cellular phones in the hallways during their designated passing times and in the lunchroom during their assigned lunch. Cellular phones must be set to silent. Noises of any kind (including vibrations) are not allowed. Under no circumstances are 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.

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

Date Policy Approved: 5/19/08

Date Policy Reviewed: 5/21/12

Date Policy Revised: 3/21/11, 6/18/12, 10/21/13, 1/2/2017, 4/20/20

505.1: Pregnant Students

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 or Director of Student Wellness 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) to determine 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: 7/17/00,

Date Policy Reviewed: 4/19/10, 10/21/13

Date Policy Revised: 3/21/11, 1/2/2017

506.0: Use of Motor Vehicles

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

Date Policy Approved: 7/17/00

Date Policy Reviewed: 4/19/10, 3/21/11, 10/21/13

Date Policy Revised: 1/2/17

509.1: Early Graduation

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

- A conference is held with Principal, parent, student and Advisor 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, the family is still responsible for the full fourth year tuition at the prevailing rate.

Date approved: 7/17/00

Date reviewed: 5/18/09, 4/19/10, 10/21/13, 1/2/17

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

509.2: Waiver of Graduation Requirements

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 advisor in the Student Services office. The advisor 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 advisor 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 advisor, parents, and the principal.
3. The student will write a letter to the Board of Directors President and include it with the above request form, no later than March of the year prior to the year for which 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: 7/16/01

Date policy reviewed: 10/21/02, 4/19/10, 10/21/13

Date policy revised: 10/21/02, 3/21/11, 1/2/17

509.3: Academic Recognition at Graduation

All seniors who achieve a cumulative GPA of 3.9 and above will be recognized as Summa Cum Laude at graduation.

All seniors who achieve a cumulative GPA of 3.75-3.89 will be recognized as Magna Cum Laude at graduation.

All seniors who achieve a cumulative GPA of 3.5-3.74 will be recognized as Cum Laude at graduation.

Due to the high academic rigor present at Assumption High School, class rank information will not be available or reported unless requested in writing by a student. In such circumstances, class rank status will be sent directly to the academic institution or scholarship representative designated by the student request. Class rank information will not be provided to students and/or families.

Date policy approved: 10/17/00

Date policy reviewed: 5/21/01, 10/21/02, 2/21/06, 3/17/08, 4/19/10, 1/2/17

Date policy revised: 5/21/01, 10/21/02, 2/21/06, 3/17/08, 11/24/14

509.4a: Graduation Requirements

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

The basic requirements are:

Religion – One Theology course (.25 credit per semester) and one Faith Seminar course (.25 credit per semester) for each semester a student attends Assumption. 4 credits/4 years

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 credits/4 years

Health - .5 credit/1 semester

Electives – minimum of 5.5 credits/4 years

Total Requirements for students attending Assumption grades 9-12 is 26.0 Credits

All students must take at least 6.5 credits each year unless approved by administration.

Date Policy Approved: 12/16/02

Date Policy Reviewed: 4/19/10, 1/2/17

Date Policy Revised: 12/20/04, 12/18/06, 3/21/11, 1/17/12, 11/24/14

510.1a: Married Students

Married students may be permitted to attend Assumption High School.

Date Policy Approved: 7/17/00

Date Policy Reviewed: 4/19/10, 10/21/13

Date Policy Revised: 3/21/11, 1/2/17

540.1: Student Rights and Responsibilities

When disagreements 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, Board of Discipline and teachers. 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 policies.

Date policy approved: 10/17/00

Date policy reviewed: 4/19/10, 10/21/13, 1/2/17

Date policy revised: 3/21/11

540.2: Board of Discipline

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 classroom teacher will handle normal classroom disciplinary matters. Crisis situations, which need immediate attention not able to be accommodated by the teacher, are to be referred to the Director of Student Success 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 Director of Student Success.
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: 7/17/00

Date policy reviewed: 4/19/10, 10/21/13, 1/2/17

Date policy revised: 3/21/11

540.3: Suspension and Expulsion

The Board of Directors may, by a majority vote, 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. The student will have the right to an appeal of suspensions pursuant to policy 540.2.

Date policy approved: 7/17/00

Date policy reviewed: 4/19/10, 10/21/13

Date policy revised: 3/21/11, 1/2/17

540.4: Code of Conduct

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 students to make appropriate choices as they develop.

Assumption High School students are representatives at all times, whether on or off the Assumption campus. Accordingly, students are expected to model good and respectful conduct in all situations. Assumption students, whether in or out of uniform, carry with them not only personal reputations, but those of their families, the activities and teams they represent, and Assumption High School. In holding students to the highest standards of personal conduct, Assumption High School extends the educational opportunity beyond the academic realm. Assumption is committed to educating the total person.

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 Assumption. Students are held to a high standard and are expected to reflect Christian ideals.

DUE PROCESS

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

1. Conference with student in which concerns are expressed to the student and the student is given the opportunity to explain his/her circumstances.
2. Necessary remediation is explained to the student.
3. Parent/Guardian is contacted (depending on the seriousness of the situation).

Disciplinary cases in which the involved parties do not believe a satisfactory conclusion is reached will be referred to the Board of Discipline. Appeals of an administrative decision following appeal to the Board of Discipline will be made to the Board of Directors. In addition to assigned school consequences, members of National Honor Society may face additional

consequences in relation to NHS membership status as outlined in the NHS chapter by-laws.

SECTION II - DEFINITIONS

ACTIVITY SUSPENSION: An activity suspension is a period of time in which a student is not allowed to attend any school extracurricular activities, competitions, or performances. This includes, but is not limited to, athletics, speech, drama, club activities, field trips (an academic alternative will be provided), and school dances. 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 faculty members plus one alternate member, all of which are appointed annually 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 either Assumption High School or outside entities and approved in advance by administration. Community service completed to fulfill a disciplinary requirement cannot be used to fulfill other Assumption High School service requirements.

DETENTION: Administration may assign detentions for infractions of school rules or policies. Detentions may be served as communicated by administration. Students will have the option to serve a detention on the day of issuance or on the following school day. If a student fails to serve a detention as assigned, additional consequences will be issued.

DISCIPLINE/BEHAVIOR CONTRACT: A discipline/behavior contract is between a student, their parent/guardian, 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 Directors. The decision of whether or not to expel a student 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 of Directors in Executive session.

REFERRAL: Faculty and staff members may document student behavior that merits administrative attention through a written referral. Written referrals may lead to a student meeting with administration. Depending upon the severity of the behavior in question, consequences may follow in the form of written warning, detention, Saturday School, etc. A copy of the referral will be emailed to the student and his/her parent/guardian. If no parent/guardian email address is on file, the form will be mailed to the student's home.

OUT-OF-SCHOOL SUSPENSION: Out-of-school suspension is used only when the student's presence is a threat to other students or detrimental to the best interests of the school. The student's parent/guardian will be notified promptly of the suspension and of the facts leading to the decision to suspend. A student or parent/guardian may appeal a suspension as per school board policy. An administrative 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 cost involved in replacing or repairing loss or damage. Determination of restitution costs and arrangement for payment will be determined by administration.

SATURDAY SCHOOL: Administration may assign full or partial Saturday School for severe or repeated infractions of school rules or policies. These may be assigned in full or in part per the discretion of the supervisor. Saturday School meets from 8:00–noon on the Assumption campus. Expectations at Saturday School may include working in a service capacity in the school building or on school grounds. When no school service projects are available, students may be asked to complete academic work during Saturday School. If a student fails to serve his/her Saturday school on the date scheduled, an administrative conference will be required. Additional student consequences will be determined at the time of the administrative conference.

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. Assumption also reserves the right to test any substance obtained during a search and seizure.

SECTION III – RESPECT AND RESPONSIBILITY

Assumption High School educates students with major focus placed on spiritual, physical, intellectual, and social growth. The expectation for all Assumption students is to show respect for others at all times.

Rooted in Christian faith, Assumption High School teaches that each person is called upon to model and bear witness to 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 may result in serious disciplinary action.

It is the responsibility of Assumption administration to assess individual student circumstances and assign appropriate consequences for behaviors as outlined in the remainder of this policy.

ACADEMIC INTEGRITY – Assumption High School is committed to teaching intellectual integrity and the highest standards of academic conduct. Maintaining ethics in learning and promoting honor in scholastic work is a priority in a Christian environment. Academic dishonesty undermines both personal and institutional integrity. A student is expected to produce his/her best work. Creating any dishonest advantage in the completion of individual assignments or exams is not an acceptable avenue to success. Promoting and maintaining a culture of academic honesty is a shared responsibility among students, faculty, staff, and families.

Students are expected to uphold standards of academic integrity not only for themselves but also for their peers. Students who cheat, plagiarize, or knowingly falsify information to complete expected work in a course are committing dishonest acts. To aid another student in the dishonest completion of academic work, directly or indirectly, is an act of academic dishonesty. Some examples of academic dishonesty include:

- Obtaining or providing answers through any form of communication (including but not limited to cell phones) during an exam
- Copying the work of another with or without their permission
- Submitting work that is copied (in full or in part) from the internet without properly citing sources
- Turning in work that has (in full or in part) been purchased
- Obtaining or providing information (written or oral) about a test in advance of a student taking it
- Using notes during an exam without instructor permission
- Submitting or copying (in full or in part) a class assignment obtained from a current or former student
- Collaborating with other students on assignments without instructor permission
- Altering answers on a scored test and claiming a grading error
- Accessing and altering an instructor gradebook or student transcript

Plagiarism is a form of cheating that involves presenting the ideas or work of another as one's own. Students are taught that when using another person's words or ideas, they must acknowledge the original source. The use of quotation marks for quoted references, as well as proper citation (within the document and through works cited), is necessary to avoid plagiarism. When a student rearranges or paraphrases the ideas of another, even when direct quotations are not used, citing is still required. A student should consult with his/her instructor with questions regarding proper citation of language or ideas.

The following process will be followed in typical cases of suspected academic dishonesty:

- The teacher will meet with the student to discuss the situation.
- If dishonest actions are confirmed, the teacher will determine the grade consequence for the exam/assignment in question and communicate this consequence to the student. Grading consequences may include a lessened (or zero) grade on the

exam/assignment, repeating the assignment, giving an alternative assignment, or some combination of these things. The teacher will complete a referral documenting the incident and any grading consequence associated with it for submission to the Administration.

- The Administration will meet with the student, complete any necessary continued investigation into the incident, and assign appropriate school consequences as outlined below.

ACADEMIC DISHONESTY			
FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<ul style="list-style-type: none"> ·2 detentions ·Parent/Guardian notification ·Educational conversation on integrity with the Administration ·Letter of apology written to the teacher 	<ul style="list-style-type: none"> ·2 Saturday Schools ·Parent/Guardian notification ·Letter of apology written to the teacher ·Student is required to explain actions to the Board of Discipline 	<ul style="list-style-type: none"> ·3 Saturday Schools ·Letter of apology written to the teacher ·Administrative Conference with student, parent/guardian, and administration. ·30-day Activity Suspension 	<ul style="list-style-type: none"> ·Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.

****Incidents of Academic Dishonesty will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office.**

ATTENDANCE – Expectations for student attendance at Assumption High School are clearly stated in AHS Board Policy 545.7, Class Attendance. Students are responsible for completing academic work during all school days, even if they are not in attendance. A major factor in student academic success is being present and on time for class. Practicing regular and timely attendance is a life skill that Assumption High School is committed to teaching students. Students must check in and out through the attendance office if arriving late or leaving early during the school day. Assumption High School is a closed campus.

Communication of consequences regarding infractions of the Assumption attendance policy will be sent via student email accounts. Students are responsible for checking these accounts on a daily basis. The serving of detention or Saturday School is time-sensitive, and available options will be clearly stated on the electronic referral that is sent. Failure to serve assigned consequences within the allowable timeframe may result in further consequences.

Teachers will record student class tardies and absences. The overall attendance record will be kept in the office of the Administration. Cumulative totals for per-class tardies and unexcused absences will be kept for each semester of attendance at Assumption High School.

TARDIES:

- If a class tardy total exceeds three in a semester, a student may be assigned a

detention for each subsequent tardy.

- If a class tardy total exceeds six in a semester, a student may be assigned a Saturday School for each subsequent tardy.
- Excessive issues with tardies (10 or more in a class) may result in an administrative conference (between student, parent/guardian, and administration), and a student behavior contract may be instituted.
- 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, and he/she will be admitted to class. No tardy penalty will be assessed if the student submits a written excuse from the proper authority.
- If a student arrives late for first period, but prior to 8 a.m. and without an official written excuse, he/she should report to class and will be counted tardy. If it is after 8 a.m., the student will be counted absent for first period, and should report to the attendance office for a pass to class.

ABSENCES:

- A parent/guardian must call the attendance office to verify when a student will not be in class. If a student has an unverified absence from class, but the student can be accounted for within the school building, the absence is considered a **class cut**. Two detentions will be assigned for each class cut.
- An unverified absence in which the student leaves the school building is considered a **truancy**. Saturday School will be assigned for any truancy.
- All unexcused absences, including those verified by a parent/guardian, are counted toward a student's per-class cumulative total for the semester. **A student may not exceed a cumulative total of 10 unexcused absences in any class in a semester.**
- The only way for a student to remove an absence from his/her cumulative total is to have the absence excused. Excused absences include absences due to school-sponsored activities, an extended illness or hospitalization confirmed in writing by a physician, a doctor/dentist appointment with an authorized signature from the doc/dentist, a court appearance with an authorized signature from court personnel, or a death in the family. (Each semester, 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.) Absences will be recorded as excused only if supporting documentation is submitted to the attendance office.

EXCESSIVE ABSENCES - For each semester course, any class cut or truancy in excess of three (two in Religion or P.E.) or unexcused absence in excess of 10 (5 in Religion or P.E.) will result in an administrative conference (between the student, parent/guardian, and administration) to discuss the following options:

- If the student is enrolled in seven classes, the student may withdraw from the class and be placed in a permanent study hall.
- If the student is enrolled in six classes, the student may be assigned a failing grade for

the course and be placed in a permanent study hall.

- A student may submit a written appeal to remain in the course under the agreement that no further absences of any kind will occur for the remainder of the semester. Any violation of this agreement may result in the student being assigned a failing grade for the course and being placed in a permanent study hall.

DRESS CODE – Assumption High School students are accountable for a school-appropriate standard of dress as described in AHS Board Policy 504.0, Dress Code. Communication of consequences regarding infractions of the Assumption dress code policy will be sent via student email accounts. Students are responsible for checking these accounts on a daily basis. The serving of detention or Saturday School is time-sensitive, and available options will be clearly stated on the electronic referral that is sent. Failure to serve assigned consequences within the allowable timeframe may result in further consequences.

Some violations of the dress code will result in a student being sent home to change into proper attire. Dress code infractions will typically result in an assigned detention. Repeated infractions of the dress code policy may result in Saturday School, an administrative conference (between student, parent(s)/guardian, and administration), and/or a student behavior contract.

RESPONSIBLE USE OF TECHNOLOGY - Assumption High School promotes the availability of technology as a valuable educational tool. All users shall conduct their online activities in an ethical and legal fashion consistent with educational objectives, Christian principles, and appropriate State/Federal laws. The use of technological resources at school is a privilege, not a right. School guidelines for appropriate use are noted in AHS Board Policy 605.0, Acceptable Use/Internet Safety Policy (AUP). When students make inappropriate choices that conflict with the AUP, they put themselves, others, and the computer systems at risk.

Faculty and staff will address issues of the misuse of technology immediately with the student. They will then document the incident on a referral to be sent to the office. (In a case of unauthorized cell phone use, the teacher/staff member will immediately confiscate the device and turn it in to the office.) The Administration will meet with the student, complete any necessary continued investigation into the incident, and assign appropriate school consequences as outlined below.

UNAUTHORIZED CELL PHONE USE		
AHS Board Policy 504.1 prohibits use of cellular telephones during class time unless approved by the teacher for educational use. Cell phones may not be used during Masses or assemblies. Cell phones may be used in the hallways during passing time and in the cafeteria during a student's assigned lunch. Students are expected to mute devices during the school day.		
FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<ul style="list-style-type: none"> ·1 Detention ·Parent/Guardian may pick up the cell phone any day during school hours. 	<ul style="list-style-type: none"> ·2 Detentions ·Parent/Guardian may pick up the cell phone any day during school hours. 	<ul style="list-style-type: none"> ·1 Saturday School ·Administrative Conference with student, parent/guardian, and administration before phone is returned to parent/guardian.

**Incidents of Unauthorized Cell Phone Use will accumulate throughout each school year at Assumption High School and will be kept on file in the office. Individual student totals for such infractions will reset at the beginning of each school year.

UNATTENDED LAPTOP, FAILURE TO BRING A CHARGED COMPUTER TO CLASS, CHARGING AT SCHOOL		
In accordance with the Assumption High School 1:1 Technology Initiative, students agree to bring a fully charged computer to school each day. Charging computers at school is not allowed. Students are also responsible for attending to their laptops at all times. Computers are never to be left unattended in an unlocked location.		
FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<ul style="list-style-type: none"> • 1 Detention • Conversation regarding responsibility with the Administration (laptop may be returned to student) 	<ul style="list-style-type: none"> • 2 Detentions • Parent/Guardian Notification • Conversation regarding responsibility with the Administration (laptop may be returned to student) 	<ul style="list-style-type: none"> • 1 Saturday School • Administrative Conference with student, parent/guardian, and administration

**Incidents of Unattended Laptop or Failure to Bring a Charged Computer to School will accumulate throughout each school year at Assumption High School and will be kept on file in the office. Individual student totals for each type of infraction will reset at the beginning of every school year and will accumulate separately.

INAPPROPRIATE USE OF TECHNOLOGY			
Offenses in this category include but are not limited to the following: attempting to access, distribute, or record materials that are in conflict with the Christian mission of Assumption High School (i.e. pornography, hate, etc.); hacking; and intentional damage to school equipment.			
FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<ul style="list-style-type: none"> • 2 detentions • Parent/Guardian notification • Educational conversation on integrity with the Administration • Written apology letter to affected parties (if applicable) 	<ul style="list-style-type: none"> • 2 Saturday Schools • Parent/Guardian notification • Written apology letter to affected parties (if applicable) • Student is required to explain actions to the Board of Discipline 	<ul style="list-style-type: none"> • 3 Saturday schools • Written apology letter to affected parties (if applicable) • Administrative Conference with student, parent/guardian, and administration. • 30-day Activity Suspension 	<ul style="list-style-type: none"> • Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.

**Incidents of Inappropriate Use of Technology will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office.

STUDENT MISBEHAVIOR – Assumption High School students are expected to carry themselves in a respectful manner at all times. In an effort to maintain a Christian environment that aligns with the mission of Assumption, teachers and administrators will hold students accountable for good behavior. Student misbehavior includes but is not limited to disregard for classroom rules, defiance of authority, obscenity, vulgarity, profanity, disrespect for peers, and insubordination.

Consequences for student misbehavior will be dependent upon the severity of the behavior as assessed by administration. Student misbehavior and the consequences of such will be communicated to students and their parent/guardian. Consequences may include any of the following: detention, letter of apology to affected parties, Saturday School, restitution, evaluation by outside agency, in-school suspension, administrative conference, behavior contract, or any combination of such.

Records of student misbehavior will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office. Repeated instances of student misbehavior may result in administrative recommendation to the Board of Directors that the student be expelled from Assumption High School.

UNSPORTSMANLIKE CONDUCT – Assumption High School teaches the principles of good sportsmanship. In all activities, both inside and outside school, students are representing Assumption High School by their actions, words, and deeds. If a student spectator is behaving in an unsportsmanlike manner at a school event, consequences will follow as outlined below.

UNSPORTSMANLIKE CONDUCT	
Sportsmanship is a priority of Assumption High School and the Iowa High School Athletic Association. Care will be taken to ensure that any guidelines set forth by the Iowa High School Athletic Association are followed by participants and spectators at Assumption High School events.	
First Offense	Second Offense
<ul style="list-style-type: none"> • A student dismissed from a school event due to inappropriate or unsportsmanlike conduct will be prohibited from attending the next event in that activity. • Parent/Guardian notification 	<ul style="list-style-type: none"> • 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. • Parent/Guardian notification

**Repeated incidents of Unsportsmanlike Conduct throughout a student's career at Assumption High School may lead to a longer activity suspension as determined by administration.

SECTION IV – SAFE SCHOOL ENVIRONMENT

Maintaining a safe school environment is a priority at Assumption High School. Student safety is an essential component of providing quality education. A Christ-centered environment is only achieved through prioritizing safety and educating students to avoid harmful and illegal behaviors.

INITIATIONS, HAZING, BULLYING, AND HARASSMENT – Initiations, hazing, bullying and harassment are violations of Assumption policies, Christian culture, student expectations, 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.

****Assumption High School refers to Diocese of Davenport Policy 430 in claims of bullying or harassment made by Assumption students. Incidents of Bullying and Harassment will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office.**

Consequences for bullying or harassment will be dependent upon the severity of the behavior as assessed by administration. Behaviors and the consequences of such will be communicated to a parent/guardian. Consequences may include any of the following: detention, letter of apology to affected parties, Saturday School, restitution, evaluation by outside agency, in-school suspension, administrative conference, activity suspension behavior contract, or any combination of such.

Repeated instances of bullying or harassment may result in administrative recommendation to the Board of Directors that the student be expelled from Assumption High School.

PHYSICAL ALTERCATION – Assumption High School students are expected to carry themselves with respect at all times. It is never acceptable for an Assumption High School student to choose physical aggression against another person. Even in cases of self-defense, students are expected to make any and all attempts to avoid physical aggression against another individual. All cases of physical altercation will be referred to administration. After a thorough investigation of the incident, administration will determine student responsibility and assign consequences as outlined below.

PHYSICAL ALTERCATION		
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • Student is immediately removed from the educational setting, if applicable • Administrative Conference with student, parent/guardian, and administration before student can resume school attendance. • 20-day Activity Suspension 	<ul style="list-style-type: none"> • Student is immediately removed from the educational setting, if applicable • Administrative Conference with student, parent/guardian, and administration before student can resume school attendance. • 30-day Activity Suspension • Student Behavior contract 	<ul style="list-style-type: none"> • Student is immediately removed from the educational setting, if applicable • Parent/Guardian notification • Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.

**Incidents of Physical Altercation will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office.

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 a student's presence causes a continuing danger to the physical safety of other students, the student may be suspended or recommended for expulsion from Assumption High School.

Consequences for criminal activity will go into effect immediately upon administration's awareness of a student's legal citation or admission of guilt. If administration suspects illegal behavior, they have the right to require assistance of law enforcement. If a student refuses or avoids such assistance, administration may determine such action to be an admission of guilt. Anonymous allegations about student behavior will not be investigated.

Faculty and staff will refer issues of on-campus criminal activity to administration as immediately as possible. Priority will be placed on overall student safety. Administration will meet with the student, complete any necessary continued investigation into the incident, and assign appropriate school consequences as outlined below. A parent/guardian will be notified of any school-specific consequences assigned in relation to the incident.

ALCOHOL/ DRUGS – The consumption, use, possession, or transmission of illegal drugs and alcohol and the misuse of prescription drugs or inhalants by Assumption High School students is against the law. Students who are found in violation of this body of law will face consequences as outlined below.

ALCOHOL/DRUGS (Offense occurs off-campus and not at a school function)			
<p>In cases of off-campus violations, a student may reduce Activity suspension by 10 days for self-reporting. In order to qualify for a self-report reduction, within 48 hours of the incident, the student must email the Administration or Principal to request a meeting. A student may further reduce the activity suspension through documented community service. A reduction of 5 days may be granted by administration for documenting and completing a plan for 10 hours of community service. In order to resume activities, proof of a student's agency evaluation must be filed.</p>			
First Offense	Second Offense	Third Offense	Fourth Offense
<ul style="list-style-type: none"> • 1 Saturday School • Parent/Guardian Notification • Student is evaluated by an outside agency and follows their recommendation. • 30-day Activity Suspension 	<ul style="list-style-type: none"> • 3 Saturday Schools • Administrative Conference with student, parent/guardian, and administration. • Student is evaluated by an outside agency and follows their recommendation. • 45-day Activity Suspension 	<ul style="list-style-type: none"> • 5 Saturday Schools • Administrative Conference with student, parent/guardian, and administration. • Student is evaluated by an outside agency and follows their recommendation. • Student Behavior Contract • 90-day Activity Suspension 	<ul style="list-style-type: none"> • Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.

****Student incidents dealing with Alcohol/Drugs will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office. On-campus/ school function incidents will be tracked separately from off-campus/non-school function incidents.**

ALCOHOL/DRUGS (Offense occurs on campus or at a school function)		
In cases of on-campus violations, no option for self-report is available. A student may reduce the activity suspension for an on-campus violation through documented community service. A reduction of 10 days can be granted by administration for documenting and completing a plan for 20 additional hours of community service. In order to resume activities, proof of a student's drug/alcohol evaluation must be filed with the Administration.		
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • 5 Saturday Schools • Administrative Conference with student, parent/guardian, and administration. • Student is evaluated by an outside agency and follows their recommendation. • 60-day Activity Suspension 	<ul style="list-style-type: none"> • 5 Saturday Schools • Administrative Conference with student, parent/guardian, and administration. • Student is evaluated by an outside agency and follows their recommendation. • Student Behavior Contract • 120-day Activity Suspension 	<ul style="list-style-type: none"> • Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.

**Student incidents dealing with Alcohol/Drugs will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office. On-campus/ school function incidents will be tracked separately from off-campus/non-school function incidents.

MISCELLANEOUS CRIMINAL ACTIVITY – An Assumption High School student involved in any criminal activity may be subject to Saturday school, activity suspension, out-of-school suspension, or recommendation for expulsion. Specific action will be determined by administration, and will depend upon the results of an administrative investigation or available legal citations. A parent/guardian will be notified of intended school consequences in association with any criminal activity.

TOBACCO/NICOTINE – In accordance with state law, Assumption High School is a tobacco-free campus. Possession or use of tobacco or nicotine products (including e-cigarettes) is strictly prohibited on school grounds or at school-sponsored activities. Students who are found in violation of this policy will face consequences as outlined below.

TOBACCO/NICOTINE		
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • 1 Saturday School • Parent/Guardian Notification • 10-day Activity Suspension 	<ul style="list-style-type: none"> • 2 Saturday Schools • Administrative Conference with student, parent/guardian, and administration. • 20-day Activity Suspension 	<ul style="list-style-type: none"> • 3 Saturday Schools • Administrative Conference with student, parent/guardian, and administration. • 30-day Activity Suspension • Student behavior contract

****Student incidents dealing with tobacco/nicotine will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office. Repeated incidents of this nature may lead to a longer activity suspension as determined by administration.**

THEFT OR CONSPIRING TO STEAL – Students at Assumption High School are expected to maintain respect for the property of others. If a student is caught stealing personal or school property, consequences will follow as outlined below.

THEFT OR CONSPIRING TO STEAL	
First Offense	Second Offense
<ul style="list-style-type: none"> • 2 Saturday Schools • Financial restitution • Written apology letter to affected parties • Administrative Conference with student, parent/guardian, and administration. • Student behavior contract • 30-day Activity Suspension 	<ul style="list-style-type: none"> • Parent/Guardian notification • Financial restitution • Administrative recommendation to the Board of Directors that the student be expelled from Assumption High School.

****Incidents of Theft or Conspiring to Steal will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office.**

VANDALISM/DESTRUCTION OF PROPERTY – Students at Assumption High School are expected to maintain respect for the property of others. If a student is caught vandalizing or intentionally damaging personal or school property, consequences will follow as outlined below.

VANDALISM/DESTRUCTION OF PROPERTY		
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • 1 Saturday School • Parent/Guardian Notification • Financial restitution • Written apology letter to affected parties (if applicable) • 20-day activity suspension 	<ul style="list-style-type: none"> • 2 Saturday Schools • Financial restitution • Written apology letter to affected parties (if applicable) • Administrative Conference with student, parent/guardian, and administration. • Student behavior contract • 30-day Activity Suspension 	<ul style="list-style-type: none"> • Parent/Guardian notification • Financial restitution • Administrative recommendation to the Board of Directors that the student be expelled from Assumption High School.

****Incidents of Vandalism/Destruction of Property will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office.**

Date Policy Approved: 6/19/00

Date Policy Reviewed: 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, 11/20/17

540.5: Harassment/Abuse

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 Director of Student Success 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: 7/17/00

Date Policy Reviewed: 4/19/10, 1/2/17

Date Policy Revised: 3/21/11

545.6: School Attendance

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.

Any high school student who is under sixteen (16) years old by September 15 of the school year 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: 7/17/00

Date policy reviewed: 4/19/10, 1/2/17

Date policy revised: 3/21/11, 10/21/13

545.7: Class Attendance

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 trancies 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: 4/19/10, 10/21/13, 1/2/17

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

551.2: Injury or Illness at School

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.

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: 7/17/00

Date policy reviewed: 4/19/10, 10/21/13

Date policy revised: 3/21/11, 1/2/17

560.1: Student Records

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, a student, who is 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: 7/17/00

Date policy reviewed: 4/19/10, 10/21/13, 1/2/2017

Date policy revised: 3/21/11

565.66: Communicable Diseases

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

1. No prescreening or testing for the purpose of detecting communicable diseases will be utilized, or will admission, enrollment or continued attendance of any student be conditioned on providing proof that the student is free from communicable diseases.
2. Students who are identified as being infected with communicable diseases 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 staff 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. Blood Borne Pathogen training will be provided to school personnel.
6. Education regarding communicable diseases will be provided with existing curriculum/guidance areas as directed by the Diocesan School Office.

Date policy approved: 7/17/00

Date policy reviewed: 4/19/10, 10/21/13

Date policy revised: 3/21/11, 1/2/17

570.1: Weapons

Assumption High School follows Diocesan Policy 570.0

Weapons and other dangerous objects in Diocesan Parish and School Facilities cause material and substantial disruption to the school/parish environment or present a threat to the health and safety of students, employees and visitors on the premises or property within the jurisdiction of the school/parish.

School/parish facilities are not an appropriate place for weapons or other dangerous objects. Weapons or other dangerous objects shall be taken from students and others who bring them onto the school/parish property or onto property within the jurisdiction of the school/parish or from students who are within the control of the school/parish.

Parents/guardians of students found to possess a weapon or a dangerous object shall be notified of the incident.

Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school/faith formation programs shall be expelled for not less than twelve months. The superintendent/director of faith formation shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

As used in the policies, rules, regulations, codes, codes of conduct, and any other written documents of the Office of Director of Faith Formation and Education/Superintendent of Schools pertaining to the governing and operation of the schools, the term "weapon(s)" and "other dangerous objects" shall include, but shall not be limited to the following:

1. Pistols;
2. Revolvers;
3. Any other firearm meeting the definition of such under Public Law No. 103227, including pistols, revolvers, rifles and shotguns;
4. Daggers;
5. Razors blades and blades for opening packets;
6. Stiletos;
7. A knife of any type or nature regardless of the composition of the materials used to make the knife;
8. Any object which is an offensive weapon as defined by Section 723.1, Code of Iowa 1993, or as so found by any interpretation of the Supreme Court of the State of Iowa;
9. Any object which is a dangerous weapon as defined by Section 702.7, Code of Iowa 1993, or as be modified for a student on a found by any interpretation of the Supreme Court of the State of Iowa;

10. Any instrument designed primarily for use in inflicting death upon a human being or animal and which is capable of inflicting death upon a human being when used in the manner for which it was designed;
11. Any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the user intends to inflict death or serious injury on another;
12. Starter pistols and any other mechanical device of any nature whatsoever designed for or capable of discharging blank rounds;
13. Pellet guns and air guns, whether the projectile is discharged by CO2, air, or some other form of propellant;
14. Replicas and models of any type of firearm, whether or not said replicas and models are capable of discharging a projectile and of whatever construction or material. (This includes any object which appears when shown as if it is a pistol, revolver, firearm of any type, or any other "weapon" or "dangerous object" as defined herein.)
15. Any type of martial arts device including, but not limited to, throwing stars, numchucks, staffs, batons, or swords (wooden or metal);
16. Stun guns;
17. Ammunition or magazines for any firearm regardless of whether the ammunition is capable of being fired and regardless of whether the ammunition and magazines are installed in a firearm, and regardless of whether the firearm is present;
18. Pipe bombs and any other explosive device including hand grenades, mines, and claymores regardless of whether or not any of said devices are, in fact, capable of exploding;
19. Any incendiary device, of any nature whatsoever, including but not limited to "Molotov Cocktails," and other fused containers of petroleum or explosive products designed to explode, regardless of whether or not said devices are capable of exploding;
20. Mufflers or silencers for any firearms regardless of whether the mufflers or silencers are installed on a firearm and regardless of whether the firearm is present;
21. Mace, pepper spray, gas of any nature propelled from any type of spraying device, and poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The program administrator may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

Date policy approved: 6/19/00

Date policy reviewed: 4/19/10, 10/21/13

Date policy revised: 3/21/11, 1/2/17

Series 600 Educational Programs

600.0: Statement of Guiding Principles

The Board of Directors recognizes the 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: 7/17/00

Date policy reviewed: 4/19/10, 10/21/13, 1/16/18

Date policy revised: 5/23/11

601.0: Homework

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 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.

Date policy approved: 7/17/00

Date policy reviewed: 4/19/10, 10/21/13, 2/20/18

Date policy revised: 5/23/11

602.0: Grading Procedures

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:

- Student homework assignments will be consistent with lesson plans, daily and weekly, so that students are continually working.

Grades will not be used by the teacher to discipline a student.

Grade policies will be distributed to the students the first day of the school term.

All courses will follow the Assumption High School school-wide grading scale as follows:

Grade	Percent	Points for GPA Calculation
A	93-100	4
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1
D-	60-62	0.67
F	0-59	0

Assumption provides access to updated grades through utilization of a student information system which allows parents to check student progress. Parents are encouraged to check grades frequently and communicate with teachers if there are areas of concern. Teachers will make a best effort to 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 semester grading period, teachers will make a reasonable effort to communicate to parent(s)/guardian(s) and document these contacts. Once notification has been given, documentation must be turned into Student Services. If appropriate, arrangements for tutorial assistance, before or after school study time, or assignment to the LRC may occur.

Pass/Fail may be instituted at the discretion of Administration.

Date policy approved: 7/17/00

Date policy reviewed: 4/19/10, 10/21/13, 2/20/18

Date policy revised: 5/19/03, 5/23/11, 11/24/14

603.0: Drop/Add Policies – Student Schedules

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: 7/17/00

Date policy reviewed: 2/21/06, 4/19/10, 10/21/13, 2/20/18

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

603.1: Coursework Completed Elsewhere and Independent Study

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 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.

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 Directors 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 is offered 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: 6/19/00

Date policy reviewed: 4/19/10, 10/21/13, 2/20/18

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

603.2: High School Credit for Middle/Junior High School Students

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: 5/21/01

Date policy reviewed: 4/19/10, 10/21/13, 2/20/18

Date policy revised: 5/23/11

605.0: Acceptable Use/Internet Safety

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 any 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 is 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: 10/17/00

Date policy reviewed: 10/17/2000, 4/19/10, 5/23/11, 10/21/13, 2/20/18

Date policy revised: 04/15/02, 5/21/12

605.1: Website

The purpose of the Assumption High School web site serves as a reference, public relations, and communication tool about the school and its programs to the general public via Internet access. This website will support the mission statement of Assumption High School.

Date policy approved: 10/17/00

Date policy reviewed: 4/19/10, 10/21/13, 2/20/18

Date policy revised: 5/23/11

611.2: Curriculum Guidelines

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: 10/17/00

Date policy reviewed: 4/19/10, 10/21/13, 2/20/18

Date policy revised: 5/23/11

611.3: Religious Curriculum

Assumption High School serves as a Diocesan Catholic high school. As stated in our Mission Statement, our goal is 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.'

All students will complete a religion component during each semester of study at Assumption unless exempted by the Board of Directors.

Date policy approved: 6/19/00

Date policy reviewed: 4/19/10, 10/21/13, 2/20/18

Date policy revised: 5/23/11

611.4: Selection of Instructional Materials

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: 10/17/00

Date policy reviewed: 4/19/10, 10/21/13, 2/20/18

Date policy revised: 5/23/11

611.5: Challenge of Instructional Materials

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: 10/17/00

Date policy reviewed: 4/19/10, 10/21/13, 2/20/18

Date policy revised: 5/23/11

612.0: Educational Travel

Educational travel is a required trip associated with a class offered for credit at Assumption High School. A field trip request form should be submitted to the principal and approved prior to scheduling or communication of the trip. Signed permission slips must be on file prior to leaving on the trip.

In general, Assumption High School will not sponsor, subsidize, or approve any educational travel outside of a 350-mile radius of Assumption or is beyond the State level of competition. Educational travel outside of 350 miles is considered non-sponsored.

Date Policy Approved: 4/21/14

Date Policy Reviewed: 2/20/18

Date Policy Revised:

612.1: Extracurricular Travel

Extracurricular trips are opportunities beyond classroom requirements. Examples include athletic contests, club activities and non-required academic events.

In general, Assumption High School will not sponsor, subsidize, or approve any extracurricular travel outside of a 350-mile radius of Assumption or is beyond the State level of competition. Extracurricular travel outside of 350 miles is considered non-sponsored.

Assumption High School will not approve any fundraising efforts or accept private donations directed at such trips. Management of finances for such trips will not be handled through the Assumption Business Office.

Date Policy Approved: 4/21/14

Date Policy Reviewed: 2/20/18

Date Policy Revised:

612.2: Non-Sponsored Travel

Any person planning non-school-sponsored travel (educational or extracurricular) must notify all involved parents or guardians, in writing, that the trip is not sponsored by Assumption High School. As such, the trip is not an official school activity and Assumption cannot be held responsible or liable.

Non-sponsored travel will not be subsidized or approved by AHS. Assumption High School will not approve any fundraising efforts or accept private donations directed at such trips. Management of finances for such trips will not be handled through the Assumption Business Office.

Date Policy Approved: 4/21/14

Date Policy Reviewed: 2/20/18

Date Policy Revised:

Series 700 Auxiliary Services

705.0: Appropriate Behavior by Attendees at Athletic Activities

Assumption High School attendees at athletic 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

Date Policy Reviewed: 4/19/10, 4/20/15, 2/20/18

Date Policy Revised: 6/20/11

708.0: Use of School Facilities

Assumption High School permits the use of the school for school and non-school activities. The President, Principal or designee has complete jurisdiction over the building and grounds and may permit the use of the building and grounds for any activity that is considered a school or school-related event. If an outside organization desires to use the school facilities during school hours, the request must have the consent of the appropriate person. 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 Administration.

Date policy approved: 7/17/00

Date policy reviewed: 4/19/10, 4/20/15, 2/20/18

Date policy revised: 6/20/11

709.0: Use of School Equipment

The President, Principal or designee may permit school equipment be loaned to employees. Proper controls will be established by the individual granting permission to ensure the borrower's responsibility for, and return of, all such equipment.

Date policy approved: 3/18/02

Date policy reviewed: 4/19/10, 4/20/15, 2/20/18

Date policy revised: 6/20/11

711.0: Smoking on School Premises

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

Date policy approved: 10/16/06

Date policy reviewed: 4/10/10, 6/20/11, 4/20/15, 2/20/18

Date policy revised:

Series 800 Business Procedures

800.0: Capitalization

Definitions:

CAPITALIZATION is a process where property that is purchased is not expensed in the year of purchase but rather is capitalized as an asset and is depreciated over a period of years.

REPAIR is an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset.

IMPROVEMENTS are expenditures for additions, alterations and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use. Improvements of this nature are capitalized.

Assumption High School will capitalize assets or improvements when the following criteria are met:

- Assets purchased, built or leased and have useful lives of one year or more and the cost of the asset (including installation) is \$2,000 or more.
- Multiple individual assets whose cost is less than \$2,000 each but, when combined with each other to create a new asset(s) with an aggregate cost of \$2,000 or more, are capitalized. For example: two individual components are purchased at \$1,500 each but are combined to make a new widget with an aggregate cost of \$3,000 would be capitalized.
- The cost of repairing or renovating an asset is \$2,000 or more and prolongs the life of the asset.
- Software programs that meet the above definition will be capitalized and amortized over an estimated useful life of three years. Costs associated with software maintenance and customer support are considered expenditures and are not capitalized.

Date policy approved: 1/21/14

Date policy reviewed: 12/16/13, 4/20/15, 2/20/18

Date policy revised:

801.0: Tuition Benefit

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.

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, 4/20/15, 2/20/18

Date policy revised:

801.2: Reciprocal Tuition

Assumption High School will pay tuition, up to a maximum of \$800 per child, for children of 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.

Date policy approved: 11/19/01

Date policy reviewed: 4/19/10, 6/20/11, 4/20/2015, 2/20/18

Date policy revised:

802.0: Monetary Accounts

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).

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 Assumption's designated signers, Assumption's President and Controller must be approved signers on the account.
3. The account must be opened under the Assumption FEIN.
4. A summary of activities in 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.
5. Copies of all correspondence with Federal or State agencies must be submitted to the Controller.

Date policy approved: 3/19/01

Date policy reviewed: 6/20/05, 4/19/10, 4/20/15, 2/20/18

Date policy revised: 6/20/05, 6/20/11

802.1: Credit Card Use

Assumption High School maintains credit cards for the convenience of payment of valid business transactions for the benefit of Assumption High School. When approved, credit cards may be used in person, over the phone or on the Internet.

Assumption credit cards may never be used for cash advances.

Assumption credit cards are to be used for official business only and are not to be used for personal purchases.

The use of an Assumption credit card must be substantiated with an original receipt to support the charge. Failure to provide receipts for expenditures could result in a deduction from the employee's paycheck.

Refunds for the return of goods and/or services originally made on the Assumption credit card should only be credited to the credit card.

Lost or stolen cards must immediately be reported to the Business Office.

All Assumption credit cards must be returned to the Business Office within 24 hours of employee's last day of employment.

Unauthorized use of a credit cards may result in substantial consequences to the employee including being held liable for expenditures, legal and/or disciplinary action being brought against the employee, termination of card use and/or termination from employment with Assumption High School.

Date policy approved: 11/19/12

Date policy reviewed: 10/15/12, 4/20/15, 2/20/18

Date policy revised:

803.0: Borrowing Authority

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, 4/20/15, 2/20/18

Date policy revised: 11/16/09

810.0: Whistleblower

Assumption High School adheres to all laws and regulations that apply to the organization. Support by all employees is necessary to achieve compliance with laws and regulations. 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" is an employee of Assumption High School that reports information when they have reasonable cause to believe that the information they are reporting discloses a violation of state or federal law, rule, or regulation. Allegations should be factually specific.

The Reporter is not responsible for investigating the activity or for determining fault or corrective measures; the Principal, President, or Board President 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 they have 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 President.

Date policy approved: 10/15/07

Date policy reviewed: 4/19/10, 6/20/11, 4/20/15, 2/20/18

Date policy revised:

812.0: Conflict of Interest

This policy protects 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.

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 has:

- An investment interest with any entity or individual with which Assumption has, or is negotiating, a transaction or arrangement or
- 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, 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

- 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.
- 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 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.

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: 02/17/09

Date policy reviewed: 4/19/10, 4/20/15, 2/20/18

Date policy revised: 6/20/11

820.0: Naming Opportunities & Gift Recognition

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. When a new building or portion of a building is named, the name shall honor a donor(s) whose outstanding leadership and contribution has constituted a significant benefit to Assumption High School.

The Board of Directors 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.

The Board reserves the right (by majority vote) to withdraw the dedication, name, or memorial in the event that information is revealed concerning an individual or organization, or a situation arises which may cause the name or memorial to be inappropriate for District buildings or grounds. Administration may temporarily suspend the dedication, name or memorial temporarily (not to exceed 30 days) until the Board has opportunity to deliberate on the withdrawal.

Monetary Naming Rights

Naming in recognition of monetary donation may be granted at the discretion of the Board of Directors in recognition of persons or entities who provide a substantial amount without whom new or remodeled facilities would not have been possible. The amount of the contribution shall:

- be equal to or surpass at least 50% of the cost of the facility or specific parts of facilities.
- or
- equal or exceed \$5 million for the naming of a facility and \$1 million for naming of a portion of a facility.)

Non-Monetary Naming Rights

To assist the Board in making a decision on non-monetary naming rights the following must occur:

A request shall be made in writing to the School Board and forwarded to the school President. These nominations should include supporting materials that address:

1. The rationale for the recommendation.
2. Biographical and background information regarding the proposed name.
3. Attributes / Qualities
 - a. Demonstrated record of recognizable excellence in their respective field evidenced by a variety of outstanding accomplishments, awards, leadership, and service roles in their profession, community, professional and civic organizations.
 - b. Demonstrated positive role model for others.

- c. Demonstrated commitment to excellence. Extraordinary impact on students, staff, student achievement, activities, arts, or athletics.
- d. Exhibited positive values: honesty, integrity, sense of fairness, self-discipline, teamwork, dedication to work, etc.

Under most circumstances the Board may only consider naming facilities of a living individual if they have provided a minimum of 20 years of service to Assumption and been retired for at least five years. The Board may consider naming facilities after deceased individuals only if they have provided 20 years of service and have been deceased for at least five years.

All naming rights must be approved by a majority of the Board.

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," This practice should prevail on campus, as well as in publications, communications, and signage references to the facility.

Date policy approved: 10/15/07

Date policy reviewed: 4/19/10, 6/20/11, 4/20/15, 2/20/18

Date policy revised: