

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 500**

**COMMITMENT TO THE STUDENT IN A SCHOOL**

We believe that Catholic Christian educators have a special responsibility to encourage each child to achieve to his/her maximum potential. Teachers work to stimulate the spirit of inquiry, the acquisition of new knowledge and the understanding and the thoughtful formulation of worthy goals.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 501**

**ADMISSIONS**

It shall be the policy of the Diocesan Board of Education that students meeting the school's reasonable academic and financial requirements are to be admitted regardless of race, ethnic origin, or creed if the parents/guardians express that they are choosing the school because of the Catholic philosophy of education, the incorporation of Gospel values, the quality of education and/or other qualities of Catholic education.

Parents seeking to enroll students, and likewise the prospective student, should be appraised of the philosophy and objectives of the Diocesan Board of Education.

Prior to permanently admitting any transfer student, the school shall contact the administrator of the school from which the student is/has transferred. Parents/Guardians must do whatever is necessary to consent to or otherwise facilitate the receipt of these records.

Each school should have a written policy in the Parent/Student handbook regarding application and acceptance procedures of children into the school community that are in accord with this policy.

As a school, the admission policy must reasonably reflect the purpose for which the school was established, giving due consideration to the constituency, those people responsible for its foundation and maintenance. Consequently, priority is given to the admission of children of the constituency. Other students are admitted as space and conditions allow. Both faculty and students will in true ecumenical spirit welcome all admitted students into the Christian educational community of the school.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 501.1**

**INTERNATIONAL STUDENT**

The Diocese of Davenport encourages our individual schools to accept international students. We believe they bring diversity to our classrooms.

**Definition of an international student:**

An international student is a student who has been issued an I-20 from the Diocese of Davenport and holds an F-1 Visa issued by the US Department of State.

**International Student Enrollment**

A student must go through the admissions process of the local school to be enrolled as an international student. An international student must be enrolled full-time. The principal will make the final determination as to whether a student is accepted. The number of international students accepted by a local school is established by the local governing body.

Additionally:

- All international students must pay tuition.
- International students who complete all requirements for graduation are eligible to earn a diploma from a recognized High School.
- International students are expected to follow the school schedule and attend class according to the approved school calendar for the academic year.
- The international student must adhere to all attendance policy, behavior, and academic performance standards required of all students.
- The student must dress appropriately for attendance at a recognized school. The local school will determine the actual dress code.
- The local school requires that a religion class be taken by the international student.
- The student is required to participate in the spiritual formation opportunities (school Mass, adoration, bible studies, retreats, community service, etc.) offered by the school.
- Host families will be expected to be compliant with the [Diocesan Safe Environment Requirements](#).
- Host families may be expected to fulfill the volunteer expectation for parents.

**Fees, Registration, Tuition**

All international students must pay tuition. The local board of education will determine the fees, registration costs and tuition for an international student. Tuition and fees will be reasonable and just. That fee schedule must be submitted to the diocesan Superintendent of Schools. International students are included in the local school's tuition refund policy.

**Extra-Curricular Activity Participation**

All international students must strictly adhere to the guidelines set forth by the Iowa Department of Education and the appropriate governing body/bodies for the extracurricular activity.

**Role of the PDSO**

The Primary Designated School Official (PDSO) is an employee of the Diocese of Davenport who serves as the main point of contact for issues related to Student and Exchange Visitor Program (SEVP) certification.

Policy Adopted: July 16, 2001

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

Policy Revised: December 2015

Policy Revised: September 24, 2019

Policy Promulgated: October 17, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**Role of the Local Coordinator**

The Local Coordinator is a designated employee of the local school who serves as the liaison between the school and the PDSO. The Local Coordinator also serves as the liaison between the school and the service agency and, as applicable, the host family/family of origin.

**International Student Compliance**

International Students must comply with all rules and regulations of the I-20, F-1 Visa, the local School and the Diocese of Davenport. In addition, they must adhere to all local, state and federal laws. Failure to comply with these regulations may result in revocation of the I-20.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONAL**

**Policy 501.2**

**Managing Enrollment**

When limiting enrollment in educational programs of the Diocese of Davenport (school, day care, after-school/wraparound, preschool), the following priorities shall be used by local boards and administrators.

- Currently enrolled students and siblings (in good standing)
- New students: from supporting parish(es) (in good standing)
- New students: from affiliated parish(es) (in good standing)
- New students: non-parishioner Catholic (in good standing)
- New students: everybody else (in good standing)

All local Boards of Education will establish enrollment timelines for each of the above categories based on local need and context. These timelines will be published in the communication venues used by the school (examples: social media accounts, newsletters, parish bulletins)

Definitions:

**Good Standing:** It is the expectation that all families attending a Catholic School of the Diocese of Davenport will agree to, and remain in good standing for continued enrollment in the Catholic school. This includes agreement and acknowledgement of the Covenant of Trust between Parents and Catholic Schools of the Diocese of Davenport.

**Supporting Parish(es):** Supporting parishes refer to either 1) single or 2) interparishes which directly contribute to the spiritual, worship and financial needs of the school.

**Affiliated Parish(es):** Affiliated parishes refer to Catholic parishes which do not directly contribute to the spiritual, worship or financial support of the school or interparish school through an annual subsidy but support Catholic families of an affiliated parish who wish their children to experience the Catholic mission of message, community and service. This affiliation may or may not include a parish financial contribution based on local consultation with the parish or interparish administration and local board of education.

**Non-Parishioners Catholic:** Non-parishioner Catholic is defined as a Catholic not affiliated with a Catholic parish but supports the Catholic mission of message, community and service.

Policy Promulgated: May 23, 2024

Policy Reviewed:

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 502**

**PROBATIONARY ADMISSIONS**

It shall be the policy of the Diocesan Board of Education that, in the event an application to a Diocesan school should be made by a student expelled from another school, a careful investigation must be made by the school administrator. If the administrator desires the involvement of the local board in this investigation, the board chairperson shall appoint one member to assist. The confidentiality of this matter must be protected. If a student, who was expelled from another school is admitted, the enrollment shall be probationary, at the discretion of the administrator.

Policy Adopted: July 16, 2001  
Policy Revised: June 5, 2002  
Policy Reviewed: May 17, 2010  
Policy Reviewed: December 2015  
Policy Revised: September 10, 2019  
Policy Promulgated: October 17, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 503**

**ADMISSION OR RETENTION OF STUDENTS WITH SPECIAL NEEDS**

The Board of Education recognizes the need to afford students with special needs the opportunity for admission to schools. ADA states that private schools “may not exclude or deny admission to an otherwise qualified disabled student solely because of the student’s disability.” For schools, the law requires that an appropriate education be provided, only if it can be accomplished with “minor accommodations.” What constitutes minor accommodations will differ for each school. While there is no comprehensive list, minor accommodations may include:

- Preferential classroom seating
- Enlarging print materials on a copier
- Multi-modal instruction (esp. visual and auditory)
- Temporarily changing an instructional room
- Replacing a desk with a small adjustable table to accommodate a wheelchair
- Addressing some allergy and medical needs that can be met with/without parent/aides

No comprehensive list exists of things that constitute major accommodations. However, “minor accommodations” do not include:

- Spending substantial amounts of money
- Establishing a new program to address the disability
- Hiring additional personnel to work with the disabled student
- Negatively impacting universal instruction as determined by the principal
- Disregarding existing school behavior and conduct codes

The individual student’s disability needs to be judged against the ability of the individual school to address those needs, in light of the school’s financial, physical, and human resources capacity.

Schools strive to provide minor accommodations and/or modifications within the scope of their school’s resources for students who are identified as having special learning needs (individuals with an IEP or an active 504 plan in place).

Schools will collaborate with parent(s), the public school, and the Area Education Agency when providing a plan of services for the child.

If students require more than reasonable or minor accommodations that cannot be provided for by the local school to effectively meet the student’s needs, the principal shall meet with the parents and refer them to other schools and programs that have the ability to effectively serve their child’s needs.

Legal Reference: Iowa Code § 256.11, .11A; 280 (1995)  
281 I.A.C. 12.3(6) .3(7); .5(16).

Policy Adopted: February 12, 2003  
Policy Reviewed: May 17, 2010  
Policy Revised: December 2015  
Policy Revised: October 25, 2018  
Policy Promulgated: December 10, 2018

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 504**

**PARENT STUDENT HANDBOOK**

All diocesan schools shall annually prepare and make available to all parents and students a handbook that presents all policies, regulations and procedures of the local school. School policies shall be consistent with diocesan policies as provided by the Office of Catholic Schools.

**Discipline and Student Accountability**

It shall be the policy of the Diocesan Board of Education that each local board adopt student responsibility and discipline policies as required by Iowa Code. The board shall involve parents, administrators, community members, instructional staff, and, as appropriate, students in the development and revision of discipline policies.

The policies shall relate to the mission and educational purposes of the school. The policies shall include, but not be limited to, the following: attendance; use of tobacco, the use or possession of alcoholic beverages or any controlled substance; harassment of or by students and staff; violent, destructive, and seriously disruptive behavior; suspension, expulsion and emergency removal; weapons and threats; out-of-school behavior; participation in extra-curricular activities; academic progress; and citizenship.

The policies shall ensure due process rights for students and parents.

The discipline policies and student responsibilities shall be published for the awareness and knowledge of the program participants and their parents/guardians. A complete copy of said policies must be on file in the program administrator's office. ([Chapter 12.3\(6\) Iowa Administrative Code](#), School Rules)

**\*Bullying and Harassment Policy and Procedures** See [Policy 403](#)



**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 505**

**PROBATION AND SUSPENSIONS**

Schools shall have clearly defined probation, suspension, a request for withdrawal for disciplinary reasons, and a request to withdraw for academic reasons, and expulsion procedures. Decisions regarding suspensions and expulsions shall be made in consultation with the Office of Catholic Schools. Disciplinary records shall not be a component of the student's permanent record.

**A. Probation**

1. Probation is the conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

**Definition of Suspension**

**B. In-School Suspension**

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative or school personnel supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious, but which do not warrant the necessity of removal from school.
2. The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Notice and reasons for the in-school suspension will be provided to the student's parents. Documentation of this communication should be retained.

**C. Out-of-School Suspension**

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to five school days (unless an expulsion hearing is pending) by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school/parish faith formation. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
  - a. Oral or written notice of the allegations against the student and
  - b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or

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Regulation Reviewed: May 17, 2010  
Regulation Accepted: March 21, 2013  
Regulation Revised: December 2015  
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Policy Revised: March 20, 2020

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

present witnesses on behalf of the student.

3. Notice and circumstances which led to the suspension will be communicated to the student, his/her parents, the superintendent, board of education President and Pastor. Documentation of this communication should be retained.
4. For the duration of either form of suspension (in school or out-of-school) a student will be restricted from school extracurricular activities.
5. In the case of a pending expulsion, the suspension shall not exceed ten (10) school days.

**D. Suspensions and Special Education Students**

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.
3. Every effort will be made by the school to provide parent/s or legal guardians with resources that may be used at home to further the student's faith development

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**FORM 505.1**

**SUSPENSION REPORT**

This form is to be used if a meeting with the parents is not held

<b>Home Phone</b>	<b>Last Name</b>	<b>First Name</b>	<b>Grade</b>	<b>Date</b>
<b>Work Phone</b>	<b>Parent or Guardian</b>	<b>Address</b>		
<b>In School Suspension</b>		<b>Out of School Suspension</b>		
<b>Reason for Suspension:</b>				
<b>Duration of the Suspension:</b>				
<b>Conditions of Return to School:</b>				
<b>Conditions of Suspension:</b>				

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 505.2**

**REQUEST FOR WITHDRAWAL OF STUDENTS BASED ON FINANCIAL DELINQUENCY**

Parents/guardians may be requested to withdraw their student(s) if they fail to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal (or designee) shall formulate a payment plan with the family. The principal (or designee) should be sensitive to the unique circumstances of the family, while assuring that the family is able to fulfill their fiduciary obligations.

Policy Adopted: July 16, 2001  
Policy Revised: June 5, 2002  
Policy Revised: May 17, 2010  
Policy Revised: December 2015  
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**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 505.3**

**REQUEST FOR STUDENT WITHDRAWAL FROM A SCHOOL FOR DISCIPLINARY REASONS**

The student's interest in receiving a quality faith based education can be served if students, parents, and school officials work together. Normally differences between individuals can and should be resolved internally. In rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from the school.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, consistent with the Catholic principles of the school, as outlined in policies and procedures contained in student and parent handbooks and board of education policy.

These Catholic principles include, but are not limited to, the following:

1. Parents and guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents may respectfully express concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events.

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Catholic principles of the school. Failure to follow these principles will normally result in disciplinary action short of the requirement to withdraw from the school. However, an accumulation of events may lead to enforcement of this policy.

The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate expulsion without warning and/or an intermediate step short of withdrawal.

The principal is the only individual or party who may request that a parent or guardian withdraw their child from school. Action by the board would constitute expulsion from school, which must begin with the principal and follow the policies for expulsion.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 505.4**

**REQUEST FOR STUDENT WITHDRAWAL FROM A SCHOOL FOR ACADEMIC REASONS**

A principal may require a student to voluntarily withdraw for serious academic reasons if the school is unable to meet the student's needs. If such a request is made, the following conditions shall have been fulfilled:

- a) The school team has first placed the student on an intervention plan that includes additional support, as appropriate and feasible by the school.
- b) The school team has met with parents to discuss this plan and provided written evidence of student performance.
- c) The intervention has not succeeded in achieving the academic goals in a reasonable amount of time.
- d) The school team has provided documented evidence to the parents that the plan has not succeeded.
- e) The parent is given the opportunity to voluntarily withdraw the student from the school.
- f) The principal agrees to cooperate with any receiving school in placing the student and providing academic records.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 506**

**EXPULSION**

It shall be within the discretion of the principal to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions, in addition to the board's records.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

When a student is recommended for expulsion by the principal, the student shall be afforded the opportunity of a hearing before a quorum of the board at which time the board will hear all the facts presented and thereafter shall take such action which it deems necessary and proper. The student shall be provided with:

1. Notice of the reasons for the proposed expulsion; delivered in person or mailed within five school days from the date of the temporary suspension. One copy of the notice shall be filed with the president of the board of education and another served upon the student.
2. The time and place of the proposed hearing.
3. The hearing shall be held on a date not later than ten (10) school days subsequent to the date of the temporary suspension.
4. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the principal.
5. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
6. The right to be represented by counsel. The school and/or parish may also be represented by its legal counsel.
7. The board shall consider the relevant evidence and determine such disciplinary action as it deems appropriate. The board shall properly notify the student of the board's findings of fact and determination of discipline within two school days. The results and finding of the board shall be in writing and open to the student's inspection.

In addition to these procedures, a special education student (an individual with an IEP or a 504 plan in place) must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the diocesan expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school.

Every effort shall be made to provide the parents/ guardians, faith formation resources that they can use to help their child/young person grow in his/her faith.

Policy Adopted: February 12, 2003  
Policy Reviewed: May 17, 2010  
Policy Amended: March 21, 2013  
Policy Revised: December 2015  
Policy Amended: October 25, 2018  
Policy Reviewed: February 28, 2019  
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**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 507**

**JOINT USE OF FACILITIES WHEN DISCIPLINARY ACTION TERMINATES THE RIGHTS OF A STUDENT**

When the Catholic School and Faith Formation Program in a parish use the same facilities, both entities must work together to ensure the safety of the occupants. When a school student is placed on suspension or is expelled for dangerous behavior, the DFF/C, the DYM/C, or designated administrator of the parish should be informed of the extent of the disciplinary action and any restrictions placed on the youth regarding admittance to specific parish/school facilities after school hours for Faith Formation Programs. If the disciplinary action includes expulsion or a conditional suspension from the school, the DFF/C and/or the DYM/C should offer the family an alternative location for faith formation. The concerns that should be addressed as soon as possible include:

- Maintaining the safety of the students and staff,
- Protecting school/parish property,
- And providing an alternative means of faith formation for a youth who is no longer allowed in specific school or parish facilities.

Also, if disciplinary concerns warrant removal of a youth from the parish Faith Formation Programs that meet in the parish/school, the school principal should be notified so that he/she will be aware of the situation in the event that the youth applies for school admission or enters school facilities.

The main parish worship space (church sanctuary, or temporary liturgical space) should not be included on a list of specific school or parish facilities that are off-limits to a suspended or expelled student. It should be explained to the student and his/her parents that they are welcomed and encouraged to participate in the Eucharist, Reconciliation and other liturgies, rites and activities that take place within the main parish worship space.



**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 508**

**CHILD CUSTODY**

It shall be the policy of the Diocesan Board of Education that all schools follow the provision of the Family Educational Rights and Privacy Act, which would apply in a particular way to divorced and separated parents. It is most desirable for the student that parents present a united front in reference to the child's education. Both parents will have access to the records that are directly related to the child, unless the school has been provided evidence in a legally binding document that restricts such access.

When both parents have legal custody, they are joint decision makers for the child, and each have parental rights to information and the file.

The parent with physical custody must provide the school with pertinent documentation relating to if, and when, the school may release the child to the other parent.

Policy Adopted: July 16, 2001  
Policy Revised: June 5, 2002  
Policy Reviewed: May 17, 2010  
Policy Reviewed: December 2015  
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**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**PROCEDURE 508.1**

**CHILD CUSTODY/STUDENT RECORDS**

The Family Educational Rights and Privacy Act establishes the parents' and students' right of access to and control of their child's educational record. This means:

- 1) The school will make an effort to inform parents/guardians of student's progress (report card). The parent with physical custody shall receive the report card. The other parent may receive the report card if he/she requests such. A fee may be assessed for copying and mailing if the school so desires.
- 2) The school is under no obligation to arrange a separate conference for the non-custodial parent.
- 3) The school is considered in compliance if it makes all parental contact through the custodial parent.
- 4) Non-custodial parents may request to view the school records and shall be allowed to do so unless prohibited by court order.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 509**

**PROGRESS REPORTS AND CONFERENCES (K-12)**

The Board of Education recognizes the following objectives or purposes of a system of student reporting practices:

1. To inform parents of the progress made by their children.
2. To bring parents into closer understanding of the work of the school.
3. To record for pupils their growth or achievement.
4. To assist pupils in evaluating their growth or achievement.
5. To assist the pupil, the parents, and the school in working cooperatively for the welfare of the pupil.

The Principal, with assistance from the teaching staff, shall develop and periodically review a report card for evaluating and reporting pupil progress to parents. Students shall receive progress reports on a regular basis, and with ample time before the end of each grading period. Where feasible, schools will provide parent portals to view progress. Parents/Guardians of students who are doing poorly shall be notified prior to the end of each grading period in order for the students to have an opportunity to improve his/her grades. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-teacher conferences shall be scheduled during the first semester and at any other time when requested by teacher or parent.

Legal Reference: Iowa Code § § 256.11, 256.11A; 280 (1995) 281 I.A.C. 12.3(6), 12.3(7); 12.5(16).

Policy Adopted: February 12, 2003  
Policy Reviewed: May 17, 2010  
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Policy Promulgated: February 11, 2019  
Regulation Revised: September 10, 2019  
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**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 510**

**PREGNANT STUDENTS**

The local board of education and administration will not object to the presence of pregnant students and encourages pregnant students to continue to attend school as long as they are physically able to do so.

A pregnant student is encouraged to notify the Principal and/or someone on the administrative staff as soon as she is aware of the pregnancy. The school may require that a pregnant student provide the principal with a written note from her doctor relative to special conditions that might exist and specific instructions as to how long the student may continue to attend classes. If the student is unable to attend school because of her physical condition, the student may be excused, and arrangements made to continue her studies during her absence. The student may resume classes upon the recommendation of her physician.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 510.1**

**MARRIED STUDENTS**

Diocesan Board of Education will not object to the presence of married students in high school. The presence of married students should be decided by the local board. Each case should be considered individually by the local board, in conjunction with the individual's pastor. The pastor, principal and faculty should be consulted before a final decision is made. Whenever a decision is made which limits attendance or participation in an activity, scholastic, extracurricular or otherwise, a copy of such decision shall be immediately transmitted to the Diocesan Board of Education. This policy must be enforced with equity between the genders.

Policy Adopted: November 14, 1969  
Policy Revised: June 5, 2002  
Policy Reviewed: May 17, 2010  
Policy Reviewed: December 2015  
Policy Reviewed: December 18, 2018  
Policy Promulgated: February 11, 2019  
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**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 511**

**CORPORAL PUNISHMENT BAN**

It shall be the policy of the Diocesan Board of Education that no school employee/volunteer shall “inflict, or cause to be inflicted, corporal punishment upon a student.”

Corporal punishment is defined to mean the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force, or physical contact made with the intent to harm or cause pain. It does not include:

- Verbal recrimination or chastisement.
- Reasonable requests or requirements of a student engaged in physical education or extra-curricular activities.
- Detention in a seat, classroom or other part of a school/parish facility unless the detention is accomplished by material restraints.
- Use of force to quell a disturbance, to prevent physical harm to another, to take away a weapon or other dangerous object, for protection of property, for prevention of self-inflicted harm, for the removal of a disruptive student. (Iowa Code Section 280.21)

Policy Adopted: November 15, 2001  
Policy Revised: June 5, 2002  
Policy Reviewed: May 17, 2010  
Policy Reviewed: December 2015  
Policy Amended: October 25, 2018  
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Policy Promulgated: July 29, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 512**

**DRESS CODE**

All schools shall utilize a defined uniform or dress code. The Principal is responsible for the establishment, promulgation, and enforcement of the uniform policy/dress code for all students. The policy shall be non-discriminatory.

Legal Reference: Iowa Code § § 256.11, 256.11A; 280 (1995) 281 I.A.C. 12.3(6), 12.3(7); 12.5(16).

Policy Adopted: February 12, 2003  
Policy Reviewed: May 17, 2010  
Policy Revised: December 2015  
Policy Amended: October 25, 2018  
Policy Reviewed February 28, 2018  
Policy Promulgated: July 29, 2019  
Policy Reviewed: September 10, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 513**

**CLASS SIZE**

The local board of education is responsible for determining maximum class size and student/teacher ratio for grades K-12. The educational needs of the students and the overall instructional quality of the class shall be considered when determining class size.

Legal Reference: Iowa Code § § 256.11, 256.11A; 280 (1995); 281; I.A.C. 12.3(6), 12.3(7); 12.5(16).

Policy Adopted: February 12, 2003  
Policy Reviewed: May 17, 2010  
Policy Revised: December 2015  
Policy Amended: October 25, 2018  
Policy Revised: February 28, 2019



**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 520**

**STUDENT MEDICATION ADMINISTRATION**

Some students may need prescription and nonprescription medication to participate in their educational program. These students shall receive medication consistent with their educational program. Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an Individual Health Plan (IHP) shall be developed by the licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be kept on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting disease may self-administer their medication upon approval of their parents and prescribing physician.

Person administering medication shall include the licensed registered nurse, parent, physician, and persons who have successfully completed a medication administration course. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion will be kept on file at the agency.

A written medication administration record shall be on file including:

- Date;
- Student's name;
- Prescriber or person authorizing administration;
- Medication;
- Medication dosage;
- Administration time;
- Administration method;
- Signature and title of person administering medication; and
- Any unusual circumstances, actions, or omissions

Medication shall be stored in a secured area unless an alternative provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

Students requiring medication while on a field trip shall provide the licensed staff member who oversees the field trip with a copy of the School Medication Authorization Form.

Parents/guardians may administer medication and/or over-the-counter medications at school to their own child without any request form. Teachers and other licensed personnel or secretaries so designated by the administrator may administer medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

**Note:** This law reflects the Iowa Department of Education's special education administrative rule regarding

Policy Adopted: July 16, 2001  
Policy Revised: March 1, 2005  
Policy Revised: June 7, 2005  
Policy Reviewed: May 17, 2010  
Policy Reviewed: December 2015  
Policy Amended: October 25, 2018  
Policy Promulgated: December 20, 2018

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

administration of medication. Iowa law requires school districts to allow students with asthma and other airway constricting disease to carry and self-administer their medication as long as the parents and prescribing physician approve. Students do not have to prove competency to the school district, the consent form is all that is required. Schools districts that determine students are abusing their self-administration can either withdraw the self-administration or discipline the student.

Legal Reference:           §124.101(1), Code of Iowa  
                                  §147.107, Code of Iowa  
                                  §155A.4(2), Code of Iowa  
                                  §280.23, Code of Iowa  
                                  §280.16, Code of Iowa Education [281.]-§41.12(11) IAC  
                                  Pharmacy [657]-§8.32(124, 155A), IAC  
                                  Nursing Board [655]-§6.2(152), IAC

Policy Adopted: July 16, 2001  
Policy Revised: March 1, 2005  
Policy Revised: June 7, 2005  
Policy Reviewed: May 17, 2010  
Policy Reviewed: December 2015  
Policy Amended: October 25, 2018  
Policy Promulgated: December 20, 2018

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**PROCEDURE 520.1**

**STUDENT MEDICATION ADMINISTRATION GUIDELINES**

Qualified designated personnel may administer medication with the following conditions:

1. Prescriber's written authorization. The legal prescriber's directions on the prescription or non-prescription label specify the student, medication dosage, administration instructions, and date.
2. Parents' written authorization. A parental signed and dated statement is on file at school authorizing medication administration in accord with the prescription or non-prescription medication instructions. The authorization includes a statement on side effects experienced, possible side effects, individual instructions, permission to contact the prescriber as needed, and permission to share medication information with appropriate school personnel. Medication administration authorizations are renewed annually and updated immediately as changes occur. A school nurse and/or school employee may accept a faxed parent or health provider signature requesting medication administration or any change in medication administration as long as the nurse or employee doesn't have any question about the authenticity of the signature.
3. The parent will safely deliver the medication to and from school, and the parent will be notified when more medication is needed.
4. The labeled medicine is in the original container with the original label as dispensed or the manufacturer's label. The parent provides the labeled medication and supplies.
5. Ongoing communication among the individuals administering medication.
6. Confidentiality of medication information.
7. Maintain a record of administration.
8. Store medication in a secure area or as authorized.
9. Advise the parent or guardian at the completion of medication administration to arrange for safe delivery of all unused medication back to the home. Return all unused medication to the parent or guardian by the method he/she arranges. If medication is still at the school 14 days after the end of the school year due to the parent or guardian not making the necessary arrangements, the medication may be discarded by school staff.

Iowa law requires school districts to allow students with asthma or other airway constricting disease to carry and self-administer their medication as long as the parents and prescribing physician approve. Students do not have to prove competency to the school district. School districts that determine students are abusing their self-administration can either withdraw the self-administration or discipline the student. In order for a student to self-administer asthma or medication for an airway constricting disease:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or register to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing purpose of the medication, prescribed dosage, times or special circumstances under which the medication is to be administered.
- The medication is in the original container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to immediately notify school officials and the authorization shall be reviewed as soon as practical.

Policy Adopted: June 7, 2005

Policy Reviewed: May 17, 2010

Policy Reviewed: December 2015

Policy Revised: September 10, 2019

Policy Promulgated: September 13, 2019

Procedure Revised: March 20, 2020

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

The school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school and its employees are to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by Iowa Code 280.16.

**Non-prescription Medication**

Non-prescription medication administered at school may include a standing authorization with specific guidelines, administration circumstances, when the medication may be given, and other specifications. The same authorization form as used for prescription medication will be used for non-prescription medication with the exception that a prescriber is not necessary.

**Uncommon situations**

The school has a plan for uncommon medication administration situations. These situations result in the student not receiving the specified medication and are a medication administration incident requiring an Incident Report. General actions include:

1. Observe and document the situation.
2. Initiate the school's guidelines (see 6-10 below).
3. Notify the parent as soon as possible and determine if a nurse or other health care provider needs to be contacted.
4. Notify the administrator.
5. Document the situation and file a written incident report.
6. Refusal— Notify the student's parent, document the incident and file an incident report.
7. Vomiting—Report to the parent. Include the student's name, age, medication, dosage, time lapse since medication administration and vomiting, and if the medication was visible or intact in the vomitus. Document the incident and file an incident report.
8. Not administered— Report to the parent. Describe the circumstances. Document the incident, and file an incident report.
9. Not swallowed— When the student has difficulty swallowing medication actions may include the following. Give one medication at a time with adequate fluids. Place the medicine on the back of the tongue. Give with food or crushed only if directed (effectiveness may be lost if crushed). Report to the parent. Describe the circumstances. Document the incident and file an incident report.
10. Spilled or Lost—Report to the parent. Describe the circumstances. Document the incident and file an incident report.
11. Return the medication to the parent (do not dispose of medication at school).

**Field trips**

A plan for administering medication while a student is on a field trip and in school activities is necessary. Ideally, a qualified designated person should accompany children with medications on field trips. However, this may not always be possible. The school nurse may decide to provide specific medication administration education to a select person, who will be responsible for medication on the field trip or at the activity. The nurse or qualified designated personnel prepare and administer the medication. Medication is poured into a small-labeled envelope and sealed. The envelope label includes the student name, teacher and classroom, medication, dosage, time to administer, and an identified space to document medication administration. The person designated to administer the medication keeps the medication in a secure place. On returning to school following the activity, the qualified designated personnel return the signed empty envelope and document administration including the student, date, time, and signature.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**FORM 520.2**

**PARENT AUTHORIZATION FORM FOR THE ADMINISTRATION OF MEDICATION**

\_\_\_\_\_  
Student's Name (Last)      (First)      (Middle)      \_\_\_\_\_      Birthday      \_\_\_\_\_      Date

School medications and health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer medication and/or provide the health service.
- The medication is in the original labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the student name (if prescription medication), name of the medication, directions for use and date.
- Authorization is renewed annually and immediately when changes occur.

\_\_\_\_\_  
Medication/Health Care      Dosage      \_\_\_\_\_      Route      \_\_\_\_\_      Time at School

Administration Instructions: \_\_\_\_\_

Special Directives, Signs to Observe, and Side Effects: \_\_\_\_\_

Discontinue/Re-evaluate/Follow-up Date: \_\_\_\_\_

Prescription Medication Only

\_\_\_\_\_  
Prescriber

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prescriber's Address

\_\_\_\_\_  
Prescriber's Emergency Phone

**I request the above student receive medication and/or health service at school and school activities by qualified staff, according to the prescription or nonprescription instructions, and a written record be kept. Special considerations are noted above. The information is confidential according to the Family Education Rights and Privacy Act (FERPA) and school personnel needing to know have access to the information. I agree to coordinate and work with school personnel and prescriber when questions arise. I agree to provide safe delivery of medication and equipment to and from school and pick up remaining medication and equipment.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Additional Information

\_\_\_\_\_  
Work Phone/Other Phone

Policy Adopted: June 7, 2005  
Policy Reviewed: May 17, 2010  
Policy Reviewed: December 2015  
Policy Revised: September 10, 2019  
Policy Promulgated: September 13, 2019  
Form Revised: March 20, 2020

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**FORM 520.3**

**SELF-ADMINISTRATION AUTHORIZATION OF ASTHMA OR AIRWAY CONSTRICTING MEDICATION**

\_\_\_\_\_  
Student's Name (Last)      (First)      (Middle)      \_\_\_\_\_      \_\_\_\_\_  
Birthday      Date

In order for a student to self-administer asthma or medication for an airway constricting disease:

- Parent/guardian provides a signed, dated authorization for student self-administration.
- Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licenses in this state may legally prescribe drugs) provides written authorization containing purpose of the medication, prescribed dosage, times or special circumstances under which the medication is to be administered.
- The medication is in the original labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to immediately notify school officials and the authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.

The school and its employees are to incur no liability, except for gross negligence, as a result of any injuring arising from self-administration of medication by the student. The parent/guardian of the student shall sign a statement acknowledging that the school is to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by Iowa Code 280.16.

\_\_\_\_\_  
Medication/Health Care      Dosage      Route      Time at School

Purpose of Medication/Administration Instructions: \_\_\_\_\_

Special Circumstances: \_\_\_\_\_

Discontinue/Re-evaluate/Follow-up Date: \_\_\_\_\_

To be completed by a prescriber:

\_\_\_\_\_  
Prescriber

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prescriber's Address

\_\_\_\_\_  
Prescriber's Emergency Phone

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

- I request the above student possess and self-administer asthma or other airway constricting disease medication(s) at school and in school activities according to the authorization and instructions.
- I understand the school and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of medication.
- I agree to coordinate and work with school personnel and prescriber when questions arise, or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA).
- I agree to provide the school with back-up medication approved in this form.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Additional Information

\_\_\_\_\_  
Work Phone/Other Phone

DIOCESE OF DAVENPORT  
BOARD OF EDUCATION

SERIES 500: STUDENT PERSONNEL

FORM 520.4

**MEDICATION INCIDENT REPORT**

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Medication(s): \_\_\_\_\_ Dosage: \_\_\_\_\_

Time medication to be administered: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Reason for report: (Ex: missed medication, wrong medication, etc. Give detailed report as to how incident happened.)

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Action taken/intervention: \_\_\_\_\_

Name of parent/guardian notified: \_\_\_\_\_

Time and date of notification: \_\_\_\_\_

Building nurse notified? \_\_\_\_Yes\_\_\_\_No    Name of nurse notified \_\_\_\_\_

Name of building administrator or Teacher in charge notified who was notified: \_\_\_\_\_

Building administrator/Teacher in charge signature: \_\_\_\_\_

Printed name of person preparing report: \_\_\_\_\_

Signature of person preparing report: \_\_\_\_\_

Follow-up contact/care: \_\_\_\_\_



**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 542**

**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 property or on the person of a student attending school is not consistent with this philosophy; therefore, the Diocese of Davenport hereby adopts the following policy relating to periodic inspection, to the search of students, and/or protected student areas:

**Search of student and/or Protected Student Area by School Official**

1. The board of education of the school shall establish a procedure for the search of a student or protected student area. This procedure shall be published in the Student Handbook of the school. A school official may search individual students and individual protected student areas if both of the following apply:
  - a. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule/regulation.
  - b. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive considering the age and gender of the student and nature of the infraction.

If a student is not or will not be present at the time a search of a student protected area is conducted pursuant to paragraph 1, the student shall be informed of the search either prior to, or as soon as is reasonably practical, after the search is conducted.

2. A search may not be made which is unreasonable considering the following:
  - a. The age of the student;
  - b. The nonseriousness of the violation;
  - c. The nature of the suspected violation;
  - d. The gender of the student.
3. A school official shall not conduct a search which involves:
  - a. A strip search;
  - b. A body cavity search;
  - c. The use of a drug sniffing animal to search a student's body.
4. Searches of student or a protected student area by a school official shall:
  - a. Be conducted by an adult of the same gender as the student being searched;
  - b. Be witnessed by another adult of the same gender as the student being searched.

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishings of a school locker, desk or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space. Allowing students to use a separate lock on locker, desk or other facility or space owned by the school and provided to a student shall not give rise to the expectation of privacy with respect to that student's facility or space.

However, each year when school begins, the school shall provide written notice to all students and the students' parents, guardians or legal custodians that school officials may conduct periodic inspections, without prior notice, of school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to a student. Such an inspection shall occur in the

Policy Adopted: December 13, 2001  
Policy Revised: June 5, 2002  
Policy Reviewed: May 17, 2010  
Policy Revised: December 2015  
Policy Amended: October 25, 2018  
Policy Revised: October 2, 2019  
Policy Promulgated: October 17, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

presence of the students whose lockers are being inspected or in the presence of at least one other adult.

**Students Search by Peace Officer:**

The search of a student or of a protected student area by a peace officer who is not a school official, or by a school official at the invitation or direction of a peace officer who is not a school official, shall be governed by the statutory and common law requirements for police searches.

**Definitions:**

1. "Student" means a person enrolled in, or participating in, a school for any of grades preschool through twelve.
2. "School official" means an employee or volunteer responsible for the supervision or security of the school.
3. "Contraband" includes substances or items which, if found on school property, violate the law and/or school regulations, are detrimental to an orderly environment. Contraband includes, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.
4. "Protected student area" includes, but is not limited to:
  - a. A student's body;
  - b. Clothing worn or carried by a student;
  - c. A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind, and in the possession or immediate proximity of the student.
5. "Student search policy" means a policy, established by the authorities in charge of the school, controlling the manner of the searching of students or protected student areas. To be valid, a student search policy shall require that all searches of students or protected student areas be reasonably related in scope to the circumstances which gave rise to the need for the search and based upon consideration of relevant factors which include, but are not limited to, the following:
  - a. The nature of the violation for which the search is being instituted;
  - b. The age(s) and gender of the student(s) who may be searched pursuant to the policy;
  - c. The objectives to be accomplished by the search.

Sec: Iowa Code Section 808A.1 (2001)

Policy Adopted: December 13, 2001  
Policy Revised: June 5, 2002  
Policy Reviewed: May 17, 2010  
Policy Revised: December 2015  
Policy Amended: October 25, 2018  
Policy Revised: October 2, 2019  
Policy Promulgated: October 17, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 545.5**

**SCHOOL ATTENDANCE**

**SCHOOL ABSENCE**

Students enrolled in school are required to attend school each day that school is in session.

The school laws of the State of Iowa require school attendance and schools in the Diocese of Davenport follow the school laws for the State of Iowa. Frequent and prolonged absence is a serious handicap to the student as well as the entire school.

Attendance is the responsibility of the student and his/her parent(s) or guardian(s). Frequent absences will lower the grade of a student and excessive absences may cause the student to be dropped from a class or to repeat a grade. When excessive absences are noted, a parent conference will be set up to discuss the consequences of excessive absenteeism.

All students are expected to arrange jobs, medical appointments and other personal appointments after school hours. In those cases where this is not possible, early release permission must be obtained from an administrator. Only in emergency and exceptional cases will early releases permit a student to miss a class. All class work must be made up if credit is to be obtained for assignments missed. Make up work must be planned with school personnel. The full responsibility for make-up work resulting from absence shall be assumed by the parents/guardians and the child. Teachers will cooperate with parents and students to make assignments available. For cases other than personal serious illness in the home or death in the family, arrangements for the absence must be made in advance.

**EXCUSES FOR ABSENCE**

It shall be the responsibility of the parent or guardian to notify the student's school as soon as the parent/guardian knows the student will not be in attendance on a given day.

For all students under the age of 18, diocesan policy for excused absences requires a written excuse or telephone contact with parents or legal guardians stipulating the cause of the absence. The school shall contact the parent/guardian if they have not received notification of the student's absence. The purpose of the contact is to inform the parents/guardians of the absence. All absences will be recorded. The school administration will set the specific procedure for reporting a student absence and the school's response, should notification not be received.

Any child may be excused for any part of the day for an appointment with a dentist, doctor, Community Health Care Center, or visiting nurse. In order to receive credit for that one-half day's attendance, the child must be present for a part of the one-half day in which the appointment takes place.

**TRUANCY**

Any child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. Any child in this age group failing to attend school regularly, without a reasonable excuse for absence, as provided by the State Code of Iowa, shall be deemed truant.

In such a case, the truancy officer may be notified, and he/she shall enforce the laws provided by the State Code of Iowa.

Policy Adopted: May 14, 1992

Policy Revised: June 5, 2002

Policy Reviewed: May 17, 2010

Policy Reviewed: December 2015

Policy Revised: February 2019

Policy Promulgated: October 17, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 551**

**ACCIDENT/INJURY**

It shall be the policy of the Diocesan Board of Education that all schools make and permanently maintain adequate documentation of all accidents and/or injuries of students for the protection of all involved. (Except minor scrapes on the playground, etc.)

These records must be available to program administrators and stored in a central location of the school.

In addition, accidents/injuries should be reported to the school's liability insurance company.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**FORM 551.1**

**ACCIDENT/INJURY REPORT (NOT TO REPLACE [ONLINE INSURANCE REPORTING](#))**

**Accident Report for Injuries**

Complete this report for all accidents/injuries. This report is for information only. All claims should be reported immediately. Please read each question carefully and answer **all** questions as completely as you can. **Please do not leave any blanks**, unless the question does not apply.

Name of School /Child Care: \_\_\_\_\_ Date: \_\_\_\_\_

Address of School/Child Care: \_\_\_\_\_

Name of Person Injured: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Address of injured: \_\_\_\_\_ Injured Phone: \_\_\_\_\_

M or F Age: \_\_\_\_\_ What was happening at the time of accident? \_\_\_\_\_

Location of the Accident: \_\_\_\_\_ (ex: playground, parking lot, etc.)

Apparent Cause: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_

First Aid Treatment Administered: Yes No Name of Person Administering \_\_\_\_\_

Taken to the Hospital? Yes No By: \_\_\_\_\_

Parents' Name (if Minor): \_\_\_\_\_ Time Parents Were Notified: \_\_\_\_\_

Parents not Notified (Give Reason): \_\_\_\_\_

Persons Who Witnessed the Accident:

Name	Address	Phone

Name	Address	Phone

Name	Address	Phone

School/Daycare/Parish Person Making Report: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Inform Insurance Company

Additional information may be given on reverse side of this form.

Additional sheets may be used.

Regulation Adopted: July 16, 2001  
Regulation Revised: June 5, 2002  
Regulation Revised: May 17, 2010  
Regulation Reviewed: December 2015  
Regulation Reviewed: February 28, 2019  
Regulation Promulgated: July 29, 2019  
Form Revised: March 20, 2020

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 552**

**INCIDENT**

It shall be the policy of the Diocesan Board of Education that all schools and make and permanently maintain adequate documentation of all incidents or injuries of students for the protection of all involved.

These records must be available to program administrators and stored in a central location of the institution. An incident is defined as an action or episode involving persons that may have serious results.

These may involve:

- a) an action which creates an unsafe or uncomfortable situation;
- b) an action which violates the rules, regulations or policies of the school; or
- c) an action which violates the mission or overall philosophy of the Catholic Church.

Regulation Adopted: July 16, 2001  
Regulation Revised: June 5, 2002  
Regulation Revised: May 17, 2010  
Regulation Reviewed: December 2015  
Regulation Revised: February 28, 2019  
Policy Promulgated: July 29, 2019  
Policy Promulgated: October 17, 2019  
Policy Revised: March 20, 2020

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**PROCEDURE 552.1**

**INCIDENT REPORT**

The school should make a report that contains the following information:

- 1) Name of Involved Party (Parties), address(es) and phone number(s);
- 2) Names, addresses and phone numbers of witnesses, if there were any;
- 3) Description of the Incident in as much detail as possible including what injured was doing, the chain of events, who was involved, where accident happened, date and time of accident, etc.;
- 4) Names and phone numbers of local person(s) who conducted the investigation;
- 5) Signature and date of Program Administrator.

**OR**

Complete this form:

**INCIDENT REPORT FORM**

Location of Incident: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

With Whom: \_\_\_\_\_

Filed By: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Preventive Measures for Future: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Regulation Adopted: July 16, 2001  
Regulation Revised: June 5, 2002  
Regulation Reviewed: May 17, 2010  
Regulation Reviewed: December 2015  
Regulation Revised: February 28, 2019  
Regulation Promulgated: July 29, 2019  
Procedure Revised: March 20, 2020

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 560**

**STUDENT RECORDS RETENTION**

A permanent office record and cumulative record of pupils must be kept. Student records shall be kept confidential, “unless otherwise ordered by the court, by the lawful custodian of the records, or by another person duly authorized to release such information.” (Iowa Code § 22.7.) Release of information found on these records must be in compliance with state and federal guidelines.

If a high school closes, the permanent records from that school are to be maintained in a fireproof file in the affiliate elementary school office, unless the school combines with another high school to form a new entity, in which case it is stored at the new school. If an elementary school closes, the records remain in the offices of the parish in which the elementary school operated. In the event of a consolidation, the records from the schools joining the consolidation are to be kept either in the central office of the consolidated elementary school, or in the offices of the individual parishes of the consolidation. If a parish closes, the Superintendent of Schools is consulted for disposition of school records.

*State Standard 12.3(4) Student records.* Each board shall require its administrative staff to establish and maintain a system of student records. This system shall include for each student a permanent office record and a cumulative record.

The permanent office record shall serve as a historical record of official information concerning the student’s education. At a minimum, the permanent office record should contain evidence of attendance and educational progress, serve as an official transcript, contain other data for use in planning to meet student needs, and provide data for official school and school district reports. This record is to be permanently maintained and stored in a fire-resistant safe or vault or can be maintained and stored electronically with a secure back-up file.

The cumulative record shall provide a continuous and current record of significant information on progress and growth. It should reflect information such as courses taken, scholastic progress, school attendance, physical and health record, experiences, interests, aptitudes, attitudes, abilities, honors, extracurricular activities, part-time employment, and future plans. It is the working record used by the instructional professional staff in understanding the student. At the request of a receiving school or school district, a copy of the cumulative record shall be sent to officials of that school when a student transfers.

For the sole purpose of implementing an interagency agreement with state and local agencies in accordance with Iowa Code § 280.25, a student permanent record may include information contained in the cumulative record as defined above.

The board shall adopt a policy concerning the accessibility and confidentiality of student records that complies with the provisions of the federal Family Educational Rights and Privacy Act of 1974 and Iowa Code chapter 22.

Policy Adopted: November 20, 1980  
Policy Reviewed: August 15, 2008  
Policy Revised: October 15, 2009  
Policy Revised: May 17, 2010  
Policy Reviewed: December 2015  
Policy Amended: October 25, 2018  
Policy Reviewed: February 28, 2019  
Policy Promulgated: July 29, 2019



**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 562**

**STUDENT RECORDS, ACCESSIBILITY AND CONFIDENTIALITY**

In accordance with Iowa Code Section 256.7 Chapter 12.3(6), it shall be the policy of the Diocesan Board of Education that each school establish and maintain a system of pupil records which include:

- a. A permanent record (the official information concerning the pupil's education, i.e. attendance and education progress, serves as an official transcript, all data used to plan for the pupil's educational needs). This is to be permanently maintained and stored in a fire-resistant, locked file or safe.
- b. A cumulative record (continuous and current record of progress and growth; i.e. courses taken, progress, attendance, physical and health record, interests, attitudes, abilities, honors, extracurricular activities – the working record). This may be sent to a receiving school.
- c. Or a record, which includes all the information, required for a permanent record and a cumulative record. A copy of this record could be sent to a receiving school and the original must be permanently retained in the school.

It shall be the policy that parents or legal guardians of students under age 18 have the right to inspect and review their child's educational records, including a right to copy the records for a reasonable fee. They also have the right to ask the school to amend the child's educational records if they feel the information in the records is misleading or inaccurate. Should the school refuse to amend the records, they have a right to a hearing and to place an explanatory letter in the child's file explaining why they feel the records are misleading or inaccurate. Any student age 18 or older has the same rights regarding his/her own educational records.

Disclosure of any student records shall not be made unless there is written consent of the parents/legal guardian(s) for students under age 18, written student consent for students 18 years or older, a judicial order or a request of a receiving school. If a school wishes to release records to a receiving school without written permission, notice of such practice must be placed in the student/parent handbook.

Policy Adopted: March 22, 1988  
Policy Revised: June 5, 2002  
Policy Revised: October 15, 2009  
Policy Reviewed: May 17, 2010  
Policy Reviewed: December 2015  
Policy Reviewed: December 18, 2018  
Policy Promulgated: February 11, 2019  
Policy Revised: September 10, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 565**

**HEALTH RECORDS**

It shall be the policy of the Diocesan Board of Education that each school maintain a school health services program which provides at least:

1. maintenance of student health records;
2. emergency health procedures and responsibilities;
3. periodic assessment of areas such as hearing and vision; and
4. procedures for dispensing of prescription medication.

It shall also be the policy of the Diocesan Board of Education that each school utilize the health services provided by local Area Education Agencies and other health services provided by local/regional/state agencies if such services are available to the nonpublic school students of Iowa.

Policy Adopted: March 22, 1988  
Policy Revised: June 5, 2002  
Policy Reviewed: May 17, 2010  
Policy Revised: December 2015  
Policy Reviewed: December 18, 2018  
Policy Promulgated: February 11, 2019  
Policy Revised: September 10, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 565.1**

**COMMUNICABLE DISEASES**

The Diocesan Board of Education recognizes that some students with a communicable disease, as defined by the Federal Center for Disease Control and the Iowa State Department of Health, may be able to attend school without creating a risk of transmission of the illness or other harm to students or employees. The Board also recognizes that there may be greater risks for the transmission of a communicable disease for some persons than for other persons infected with the same disease.

It shall be the policy of the Diocesan Board of Education that these special conditions -- the risk of transmission of the disease, the effect upon the educational program, and the effect upon the student - shall be considered in assessing the student's continued attendance at school. Responsibility for this assessment rests with the program administrator in consultation with the Superintendent of Schools. The Diocese reserves the right to require a physician's statement before readmitting a student following contagious illness.

Health data of a student is confidential and released only as allowed by law. It shall not be disseminated without strict observance of the student's right to privacy.

In schools, it shall be the responsibility of the building principal, in conjunction with the school nurse, to inform the public, staff, and students about communicable diseases and related issues. The principal shall provide for notification to the proper legal authorities about the presence of a communicable disease.

Policy Adopted: September 20, 1990  
Policy Revised: June 5, 2002  
Policy Revised: May 17, 2010  
Policy Reviewed: December 2015  
Policy Amended: October 25, 2018  
Policy Reviewed: February 28, 2019  
Policy Promulgated: July 29, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 565.2**

**ACQUIRED IMMUNE DEFICIENCY SYNDROME**

“As members of the Church and society, we have a responsibility to stand in solidarity with and reach out with compassion and understanding to those exposed to or experiencing this disease.” (Administrative Board of the United States Catholic Conference). Faithful to the Gospel and responsible in a manner consistent with the best medical and scientific information available, the Diocesan Board of Education has as its policy that:

1. No prescreening or testing for the purpose of detecting HIV infection will be utilized, nor will admission, enrollment, or continued attendance of any student be conditioned on providing proof that the student is free from HIV infection.
2. Students who are identified as being infected with the human immunodeficiency virus will be allowed to attend programs in an unrestricted setting unless conditions arise in the program that place an infected student at risk of special health hazards, or the student is too ill to attend.
3. Decisions regarding educational management shall be shared utilizing expertise of the student’s physician, parent or guardian, school nurse, public health personnel, and the program administrators.
  - a. The administrator shall be responsible to notify, with signed and specific parental consent, only those members of the staff who, in the administrator’s discretion, have substantial contact with the student.
  - b. Confidentiality must always be maintained.
    - 1) Notes regarding student’s physical condition shall be maintained separate from cumulative record.
    - 2) Notification of staff identified in 3a will be through direct person to person conversation and never in writing.
    - 3) Staff will be informed of its obligation to maintain confidentiality.
4. If conflict regarding educational arrangements for the student arises, the case shall be referred to the State Department of Health for review and consultation prior to the final decision being made by school authorities.
5. In-service education regarding AIDS and the AIDS associated virus (HIV) shall be provided school personnel.
6. Education regarding AIDS shall be provided with existing curriculum/guidance areas as directed by the Diocesan Superintendent of Schools.
7. All school personnel shall receive instruction in the proper handling, treatment, and disposal of bodily fluids or wastes based upon Universal Precaution as recognized by medical professionals. These procedures shall be followed for all students, regardless of HIV status.

Policy Adopted: September 20, 1990  
Policy Revised: June 5, 2002  
Policy Revised: May 17, 2010  
Policy Reviewed: December 2015  
Policy Amended: October 25, 2018  
Policy Reviewed: February 28, 2019  
Policy Promulgated: July 29, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 570**

**WEAPONS POLICY**

Weapons and other dangerous objects in Diocesan Schools cause material and substantial disruption to the school environment and/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 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 property or onto property within the jurisdiction of the school/parish or from students who are within the control of the school.

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 shall be expelled for not less than twelve months. The superintendent 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 Catholic 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) A knife of any type or nature regardless of the composition of the materials used to make the knife;
- 7) Any object which is an offensive weapon as defined by Section 723.1, Code of Iowa 1993, or as found by any interpretation of the Supreme Court of the State of Iowa;
- 8) Any object which is a dangerous weapon as defined by Section 702.7, Code of Iowa 1993, or as found by any interpretation of the Supreme Court of the State of Iowa;
- 9) Any instrument designed primarily for use in inflicting death
- 10) 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;
- 11) Starter pistols and any other mechanical device of any nature whatsoever designed for or capable of discharging blank rounds;
- 12) Pellet guns and air guns, whether the projectile is discharged by CO<sub>2</sub>, air, or some other form of propellant;
- 13) 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.)

Policy Adopted: July 17, 1997  
Policy Revised: June 5, 2002  
Policy Revised: May 17, 2010  
Policy Reviewed: December 2015  
Policy Revised: July 11, 2019  
Policy Promulgated: July 29, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

- 14) Any type of martial arts device including, but not limited to, throwing stars, nunchucks, staffs, batons, or swords (wooden or metal);
- 15) Stun guns;
- 16) 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;
- 17) Pipe bombs and any other explosive device including hand grenades, mines, and claymores regardless of whether or not any of said devices can explode;
- 18) 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 can explode;
- 19) 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;
- 20) 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.

Legal Ref.: Goals 2000; Educate America Act, Pub. L. No 103-227, 108 Stat. 125 (1994)

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 580**

**OVERNIGHT EVENTS**

It shall be the policy of the Diocesan Board of Education that any overnight events involving youth be organized so that all aspects of the event, including chaperones and lodging arrangements, are in compliance with the Diocesan [Safe Environment Requirements](#) and the [Policies Relating to Sexuality and Personal Behavior](#)