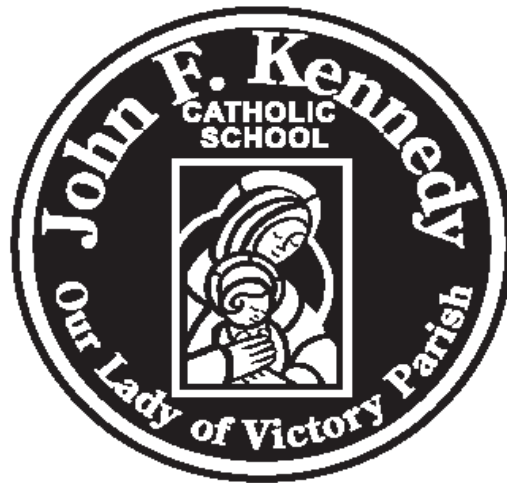


# John F. Kennedy Catholic School

Our Lady of Victory Parish  
Scott County Catholic Schools



## Parent and Student Policy Handbook, 2023-24

Notes: School and parish administrators have the authority to suspend and/or adjust the application of school policies and procedures in the event of an emergency, including situations related to a pandemic. These policies may also be superseded by policies/directives from Scott County Catholic Schools and/or the Diocese of Davenport

Acknowledgement of viewing and agreement is on the last page. It should be completed and returned to the school office.

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*Welcome to John F. Kennedy Catholic School.* The information in this Handbook is designed to aid you in becoming a part of the Kennedy family. Please take time to read and become acquainted with these policies and share them with your child.

## **History**

With the growth of Davenport's population toward the north and west, Bishop Ralph Hayes announced plans for a new parish, Our Lady of Victory. Martin Gadiant had donated nine acres on Hayes Street, but this land was not quite in the desired location so it was sold, and ten acres of the Andrew Miller farm was purchased on Division Street. Our Lady of Victory Parish was established on September 13, 1962, with Rev. Kenneth O. Martin as first pastor.

During the first 18 months, services were held in the Assumption High School auditorium. John F. Kennedy Catholic School was built in 1964. The priests originally had living quarters in the school building during this time, and Masses were celebrated in the cafeteria and gym area. Classes at JFK began in the fall of 1964, with the Sisters of Humility of Mary as teachers. There were a total of 165 students in grades 2-5. Groundbreaking for the hexagonal church was held in December 1968.

In the 1970's, the Sisters of the Roman Congregation shared the teaching duties with the Sisters of Humility. Sister Aline Lambert was the principal of the school, and Sister Lucille Fournier headed the religious education program of the parish. In 1976, the first Kindergarten class was established with 25 students, and K-6 enrollment was 190 students.

The Sisters moved on in the 1980's, and a full teaching staff of lay teachers began in 1980 with David Burke as principal. The 1981-82 school year brought the addition of 7<sup>th</sup> grade, and 8<sup>th</sup> grade was added in 1982-83. Judith Calcari became the new principal in 1984. JFK continued to grow by adding a 2<sup>nd</sup> Kindergarten class. In 1985, Guardian Angel Preschool became the latest addition to JFK. Additional classrooms and a Parish Center were built in 1987.

As enrollment continued to grow, the number of sections at each grade level increased. A record enrollment of 414 K-8 students was reached in 1993, but then enrollment followed an area and nationwide downward trend for ten years. During this time period, all day Kindergarten was added to the curriculum in 2000. In 2001, Chad Steimle became the newest principal, and school offices and religious education offices were combined, achieving greater collaboration. An After School Care Program was also added. Enrollment though hit a low of 260 in 2004.

Under the leadership of Msgr. James Parizek, who became the 4<sup>th</sup> pastor of OLV in 2002, and with highly motivated volunteers and staff both at JFK and in Scott County, enrollment at JFK began its climb in 2005. A successful Scott County capital campaign, Embracing Our Future, raised funds for tuition assistance, staff benefits, and marketing. With support from state legislation establishing School Tuition Organizations for tuition assistance, Catholic school education, again, became more and more affordable for greater numbers of families, and JFK's "brand" and quality of education fueled continued enrollment growth

Recognizing the well-being of the whole child, JFK was the first Catholic elementary school in the area to have a guidance counselor/student support specialist and the first to make the position full-time in the 2000s. By the late 2010s, JFK was the first school to offer on-site, school-based private

therapist services, and the first to screen students to identify those who need help with social-emotional-behavioral challenges, and, more often, self-perceptions.

In 2005 and 2006, major renovations were done to several restrooms and the media center, and a wireless computer network was installed, the first in Scott County Catholic schools. In 2008, state grants for pre-school helped fuel the expansion of pre-school to five classes from three, and a full day pre-school/child care services option was added. By 2010, a “little kids” outside play area was added at the south end of the campus.

Funded by an OLV/JFK capital campaign, Growing Our Faith...Shaping Generations, multiple additions and renovations were dedicated in December 2011. A gathering space, which includes a large open area for socialization, meeting rooms, a restroom, kitchenette, grand staircase, and elevator, was added to the church. A new baptismal font at the entry way was also added. At the school, a new entryway, offices, and restrooms were added at the north end of the building. Four classrooms were added on the east wing, and a classroom was expanded at the south for the Early Childhood Learning Center and child care services. Interior remodeling was also done to three classrooms and other areas of the building.

In 2012, coinciding with the 50<sup>th</sup> anniversary of the parish, JFK achieved record preschool-8<sup>th</sup> grade enrollment. Major upgrades and repair work of nearly \$500,000 were completed between 2014-2016, including new roofs at the school and rectory, lighting at the school, additional air conditioning to the school, sprinkler additions, phone system and computer work, and other security measures.

JFK has continued to grow. In the 2015-16 school year, Msgr. Parizek’s last year before retirement, JFK had record enrollment in the four areas of daycare, preschool, K-8, and pre-school-8<sup>th</sup> grade enrollment and became the largest PS-8<sup>th</sup> grade Catholic school in the Diocese of Davenport with 518 PS-8<sup>th</sup> grade students.

A new era began in 2016 with Fr. Jake Greiner becoming OLV’s fifth pastor. Several major projects were undertaken in 2017 and 2018, including the replacement of several major mechanical systems in the church and school and the restoration of the stained glass window frames of the church. Additional visible and behind-the-scenes efforts were made to enhance campus security for students, parishioners, and visitors, including security cameras, parking lot gates, and barriers and bollards along the west side of the school. Donations of four property lots by Kwik Trip, Inc. in 2018 and 2019 expanded the south end of the campus. Combined with the purchases of the white house in the 2000s and the brown house in 2017, OLV now controls all of the land along the back side of the gas station in a straight line from Division to Sturdevant. After the 2018 drainage repairs and renovations to the parish center kitchen, a rosary-themed play area was installed near the playground in the summer of 2019. In the summer of 2021, JFK experienced a major HVAC upgrade in the 1963 and 1987 parts of the building, including the following components: a VRF heating and air conditioning system, mechanical ventilation, and ionization air purification.

Services to students also increased during the 2010s. JFK was a partner with the Iowa Department of Education to pilot and roll out across the state a Multi-Tiered Systems of Support system for reading, and reading interventionists became more crucial. Spaces for students to meet with interventionists were created by remodeling an old storage closet.

Not forgetting its roots, the original crucifix of the parish was restored to a place of honor in the cafeteria.

Coming to fruition in July 2023, a multi-year process to form a regional Catholic school system became reality. All Saints Catholic School, Assumption High School, John F. Kennedy Catholic School, Lourdes Catholic School, and St. Paul the Apostle Catholic School merged to become Scott County Catholic Schools.

Also in July 2023, Fr. Patrick Hilgendorf became pastor of OLV. Under his leadership, JFK will continue to grow and prosper.

## Mission Statement of John F. Kennedy Catholic School

John F. Kennedy Catholic School is the preschool-8<sup>th</sup> grade school of Our Lady of Victory Catholic Parish.

Our mission is teaching children to become disciples of Christ by living Gospel values, nurturing gifts and talents, and pursuing academic excellence.

## Vision Statement of John F. Kennedy Catholic School

Leading the way in Catholic school education.

## Philosophy

Our firm belief is that the primary nurturing and responsibility of educating children is the family. Education begins at home with the parents or guardians.

We, as a School, accept the supplemental responsibility as a continuum of the home.

Within the structure of our Catholic Christian teachings, we accept each child as a unique and individual gift of The Father. Recognizing this, we are a responsible entity to assist students in developing the riches of life spiritually, academically, physically, morally, emotionally, and socially.

With Jesus as the Primary Teacher of the global Christian faith community, we will continue to develop a firm and positive Catholic Christian attitude and environment that will tell the message of Jesus and the Gospels.

## Equal Opportunity and Non-Discrimination

\*This policy is adopted from the Diocese of Davenport.

John F. Kennedy Catholic School is committed to equal opportunities to the extent required by law, and does not discriminate 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 in the educational programs or activities which it operates. Students may be admitted regardless of immigration status or English-speaking status. As a religious institution, we affirm the right to consider creed a bona fide qualification in certain cases. The educational system policy is not to discriminate in educational programs and activities extends to both employment in, and admission to, such programs, activities and services. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic, and other school administered programs.

Further, the board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

Policy Adopted: Prior to 1993

Policy Revised: May 2, 2006; June 2, 2009; June 14, 2018; April 2, 2019

Policy Reviewed: May 1, 2012; May 5, 2015; June 14, 2022

## Board of Education

The Board of Education of Our Lady of Victory Parish meets on the first Tuesday of the month unless specified otherwise during the school year. It is composed of the pastor, nine elected members, and the school principal, who is ex-officio. All meetings are open meetings. The Board is responsible for policies within its authority as designated by the SCCS Board of Directors.

Visitors are always welcome at our meetings. Our meetings are open to all unless there is a need for an executive/closed session. Executive/closed sessions are closed to all non-Board members in order to protect the rights of personnel or other matters that are confidential. Usually executive/closed sessions are very brief and held sometime before or during the scheduled meeting. During executive/closed sessions all visitors must leave the room.

In an effort to make your visit beneficial and in order to allow everyone an opportunity to speak, we have developed the following ground rules for the meeting. These rules follow Roberts Rules for conducting meetings.

As a visitor you are here to observe the meeting processes, procedures, and discussions. Therefore, you are not able to participate in the deliberations nor are you to indicate your approval or



disapproval of any discussions or actions taken. If you have a concern, please utilize the proper procedures listed below:

1. If you have a classroom concern, you are expected to contact the teacher for clarification and resolution. If the teacher is not able to satisfy the concern, you should then contact an administrator.
2. If you have a non-classroom concern, you are expected to contact an administrator directly, as an administrator is the person who has the responsibility to bring resolution to matters of concern.
3. The “chain of command” in Scott County Catholic Schools is the following:
  - a. Teacher/coach
  - b. School administrator
  - c. SCCS president
  - d. SCCS regional board
4. If you would like to informally address the board during the time on the agenda marked as Open Forum, you need to check with the President prior to the beginning of the meeting, so the President can acknowledge you during the Open Forum.
  - In an effort to make the meetings productive and to conserve time, we have placed a limit of 2 minutes per person addressing the Board during the Open Forum.
  - We also ask that those addressing the Board keep their statements as succinct as possible and not repeat the previous speakers’ comments. If it has been said once, simply say that you agree with that person’s comment and add your new information after that.
  - You should know that no discussion or action by the Board will be taken on the matter at this meeting. The Board members will take the matter under advisement.
5. If you wish to formally address the Board concerning a major and/or complicated matter, you must contact the President at least 1 week prior to the meeting to allow the President time to determine if your request to address the Board will be granted.

Policy Adopted: Prior to 1993

Policy Revised: May 2, 2006; June 2, 2009; May 5, 2015; June 14, 2018; June 21, 2021; June 6, 2023

Policy Reviewed: May 1, 2012

Policy 215

### Use of the Building and Fields

All use of the JFK building and fields, including classrooms, gym, ball diamond, fields and parish center, must have prior approval and be scheduled with the appropriate personnel/office:

Gym, during the school year	Athletic director	391-3030
Gym, during the summer	School office	391-3030
Ball diamond and fields	Athletic director	391-3030
Parish center	Parish office	391-4245
School building, other than gym or parish center	School office	391-3030

Those scheduling the use of the building or fields must provide a telephone number at which they can be contacted.

The use of the school building and parish property on Sundays is restricted for activities of the worshipping community in sacraments, liturgies, spiritual formation programs, and educational

activities of the Church. Similar restrictions apply on Holy Days of Obligation and the Triduum. Administrative staff members of OLV/JFK have the authority to make exceptions, including those for Church life, pastoral events, and other activities. Requests for exceptions to this policy must be submitted to a member of the OLV/JFK administrative staff who will review the request and share it with the entire administrative staff for a decision, if he/she deems necessary, and/or the requester appeals the administrator's initial decision. No exceptions, other than for Church life and pastoral events, will be made for activities to begin prior to the end of the last Sunday morning Mass or during services on Holy Days of Obligation and the Triduum. Activities that complied with the past language of the policy regarding a 12:00 p.m. (noon) on Sunday cut off for restrictions may receive special consideration. The JFK building, gym, and parish center are reserved for Wednesday faith formation programming a half hour before sessions begin through a half hour after sessions conclude, unless special programming warrants otherwise.

Doors should never be propped open. Gym lights should be shut off when finished. Trash must be picked up.

If the gym is used for softball/baseball, no actual hardballs or softballs and no wooden or aluminum or the like bats may be used. Hitting would be limited to wiffle balls.

The priority schedule for the school facilities and fields is as follows. Scheduling will be short-term until in-season Catholic league practices and games have been set. Scheduling, other than Catholic league activities, will be done on a first come, first served basis and must be renewed on the first of every month. There may be a limit to the number of practices any one team can schedule per week, depending upon demand. Priority order:

1. Special school/church sponsored activities.
2. Catholic league tournaments/games.
3. Catholic league in-season practices in the order of grades 8, 7, and 6.
4. Catholic league out-of-season practices in the order of grades 8, 7, and 6.
5. On a first come, first served basis: teams associated with Assumption and 50% or more of the team members are JFK students in the order of grades 8, 7, and 6 and Dad's club teams with 50% or more of the team members are JFK students in the order of grades 8, 7, 6, 5,....
6. On a first come, first served basis: teams associated with Assumption and less than 50% of the team members are JFK students (but there are some JFK students) in the order of grades 8, 7, and 6 and Dad's club teams with less than 50% of the team members are JFK students (but there are some JFK students) in the order of grades 8, 7, 6, 5, ....

Minors must be supervised, and adults working with minors must be current in fulfilling the Protecting God's Children program requirements. (See policy 757.10 Volunteers).

All those using JFK facilities must follow the Athletic Practices Attire Policy.

The complete policy of Our Lady of Victory, "Guidelines for Facility Use," including any forms necessary, is available in the parish office. OLV's policy is also available under the "Policies & Forms" heading on the parish side of our website, [www.olvjfk.com](http://www.olvjfk.com).

Policy Adopted: May 2, 2006

Policy Revised: June 5, 2007; May 4, 2010; May 7, 2013; April 5, 2016; September 4, 2018; August 4, 2020; June 6, 2023

## No Smoking or Vaping & Tobacco Free Campus

The OLV/JFK campus is a “no smoking” and Tobacco Free campus, including buildings, all grounds, and vehicles on our grounds. The prohibition includes e-cigarettes and vaping. Smoking, tobacco use, and the use of e-cigarettes are also prohibited in vehicles used to transport students during school activities, such as during field trips.

Policy Adopted: April 1, 2008

Policy Revised: May 3, 2011; April 5, 2016; June 4, 2019; June 14, 2022

Policy Reviewed: May 6, 2014

## School Organizations Reporting to Board of Education

### Home & School

Home & School is an organization comprised of the parish Priests, teachers and staff, the principal of JFK, parents of JFK students, Guardian Angel preschool parents, and ECLC parents. The JFK Home & School is an affiliate of Our Lady of Victory Board of Education. The primary goals for the association are to enhance the quality of communication between parents, teachers, administrators, and parishioners in order to enrich the academic and spiritual growth of the children, as well as to provide fund-raising activities and recreational events for the students. Meetings are held every other month during the school year.

### Music Boosters

Music Boosters is composed of the parents of the JFK students who are in the band and music and other music supporters. The purpose is to support the band and music programs through fund-raising and the planning of activities to promote and showcase the students’ abilities. Meetings are held every other month.

### School Improvement Advisory Committee

The Iowa State Department of Education requires that each school have a School Improvement Advisory Committee to assist the administrator on such items as goals, staff development, new programs, and curriculum revision. The primary purpose of the SIAC is to make recommendations regarding annual goals. The SIAC also serves as JFK’s wellness committee. The SIAC must meet at least yearly.

Policy Adopted: Prior to 1993

Policy Revised: April 6, 2004; June 4, 2019; June 14, 2022

Policy Reviewed: June 5, 2007; May 4, 2010; May 7, 2013; April 5, 2016; June 6, 2023

### School Cancellation

Announcements regarding school cancellations, late starts, or early dismissals due to severe weather are communicated through JFK's website, [www.olvjfk.com](http://www.olvjfk.com), and other electronic communications, such as automated phone calls, text messaging, Facebook posts, etc. Local television and radio stations may also carry this information. JFK follows the decisions made by the Davenport Community School District, unless it is a unique situation to JFK. As such, JFK may not necessarily be listed separately from the DCSD on the television or radio station announcements.

Policy Adopted: Prior to 1993

Policy Reviewed: May 2, 2006; May 1, 2012; June 14, 2018; June 21, 2021

Policy Revised: June 2, 2009; May 5, 2015

### Start/End Times (Bell to Bell Times)

The start and end times for school are set by JFK's Board of Education, which does consider bus transportation as well as what it deems to be in the best interests of fulfilling the school's mission. The following are the typical start and end times. There may be exceptions due to special circumstances.

K-8:	
M-F	7:25 a.m. – 2:40 p.m.
3 yr old MWF morning preschool:	7:25 a.m. – 9:55 a.m.
3 yr old T/Th morning preschool:	7:25 a.m. – 9:55 a.m.
4/5 yr old morning preschool:	
M-F	7:25 a.m. – 10:25 a.m.
4/5 yr old afternoon preschool:	
M-F	11:40 p.m. – 2:40 p.m.
After school care:	2:40 p.m. – 5:30 p.m. (or the end of the school day until 5:30 when there are early dismissals)
ECLC:	7:00 a.m. – 5:30 p.m.

Policy Adopted: July 7, 2014 and adjusted later to accommodate for actual bus times

Policy Revised: August 2, 2016; June 14, 2018; June 6, 2023

Policy Reviewed: June 21, 2021

### Arrival and Departure

Although it is important that students be on time, students who are not riding a bus in the morning should not arrive at school prior to 15 minutes before the bell. Students should enter the building upon arrival and go to their designated waiting area of classroom.

Following dismissal, students will not be allowed in the building without permission. Teachers are not responsible for children after school unless the students are participating in a teacher-led school activity. Students who are not picked up within 15 minutes of the last dismissal bell will be sent to aftercare and charged the appropriate fees.

Policy Adopted: Prior to 1993

Policy Revised: April 6, 2004; June 5, 2007; May 4, 2010; May 1, 2012; May 7, 2013; July 7, 2014; April 5, 2016; June 14, 2018; June 21, 2021

### Bus Transportation

The Davenport Community School District, under the direction of State legislation, will provide bus transportation to students who live a distance of over 1-1/2 miles for K-5 and over 2 miles for 6-8 grade students. If busing is an impossibility because of the difficulty in routing, the State will provide a reimbursement. All information contained in this paragraph is subject to change at the discretion of the Davenport Community School District.

All students riding the bus must have authorization from the Bus Transportation office. A rare change to the drop off location may be granted after written communication with the school office and transportation office.

The bus schedule will be given to the parent at the beginning of the school year and is subject to change. Questions may be answered by inquiring at Durham at 386-1436.

Bus transportation is a privilege and is subject to following the Bus Behavior policy, adapted from the Davenport Community School District.

Policy Adopted: Prior to 1993

Policy Reviewed: April 6, 2004; April 12, 2010; May 7, 2013; June 14, 2022

Policy Revised: June 5, 2007; April 5, 2016; June 4, 2019

## Bus Behavior

Please emphasize to your child that riding the school bus is a privilege, not a right. Good behavior will help ensure safe transport for all our students. The following policies and rules apply to students riding Durham buses.

\*In order to guarantee your child and the other children riding the bus the safe transportation they deserve, we are using the following Assertive Discipline Plan.

Our philosophy: We believe all students will behave appropriately and safely while riding on a school bus. Poor student behavior impacting the safety of others will not be tolerated.

### **The following rules must be observed on the bus for the safety of all students:**

1. Follow the directions of the driver (teacher) the first time they are given. The driver is the authority on the bus. Students must respond promptly to the driver's instructions and obey any rules the driver feels necessary for the safety of the students. With permission from the bus driver, students may talk quietly with other seated near them. The noise should be kept to a minimum so as not to distract the driver. Disturbing noises such as singing and yelling are prohibited. Students should not yell out the windows at passing persons or vehicles. The driver makes the determination as to what is too loud. Use of a personal electronic device must meet the driver's approval. Pets/animals are not allowed on the bus.
2. Sit in your (assigned) seat at all times. Students will arrive at their assigned bus stop prior to arrival of the bus and wait quietly off the roadway. Students must board the bus in a single file line and present their bus permit (or I.D.) card, if applicable, upon the driver's request, go directly to a seat, remain seated and face forward at all times. The driver has the authority to assign seats to any or all students.
3. Respect others. No hitting, pushing, fighting, swearing or using rude gestures or gang signs on the school bus or at the bus stop. Students should remember they are still on school time and should use school manners. Throwing objects, horseplay, fighting, bothering others, and any other activity that is distracting to the driver and others is considered disruptive behavior. Please use your best manners.
4. Keep all objects and body parts (head, arms, legs) inside the bus and in your seat.
5. Food, drinks, drugs, alcohol, tobacco, e-cigarettes, gang signs, and weapons are not allowed. For the students' safety, they are asked not to eat or drink on the bus. Tobacco, drugs, alcohol, and weapons are prohibited by state law. Any damage to a bus by a student, or students, will be billed to the parent or guardian who will be responsible for payment, and the student(s) will have bus riding privileges suspended.
6. Keep the aisle clear at all times. Keep feet, book bags, etc. out of the aisle to allow other students to walk up or down the aisle quickly and safely and, most importantly, so students can evacuate the bus quickly in the event of an emergency.

**If a student chooses to break a rule, the following consequences are applied:**

1 <sup>st</sup> written report:	Principal conference with student	=	Warning, parent notified
2 <sup>nd</sup> written report:	Principal conference with student	=	1 day suspension from bus. Parent notified.
3 <sup>rd</sup> written report:	Principal conference with student	=	3 day suspension from bus. Parent notified.
4 <sup>th</sup> written report:	Principal conference with student (or Parent/Principal/Driver Conference)	=	5 day or longer suspension from bus

Five or more written reports will result in the loss of bus privileges for one year.

Severe misbehavior: Student loses bus privileges for 1 week or longer.

As deemed appropriate by the principal, other school consequences may be issued as relate to the school discipline policy and procedures.

\*Adapted from the Davenport Community School District Transportation Guidelines

Policy Adopted: June 6, 2000

Policy Reviewed: May 7, 2013; June 4, 2019

Policy Revised: April 6, 2004; June 5, 2007; May 4, 2010; April 5, 2016; June 14, 2022

Policy 360.10

**Safety Regulations Regarding Drop-off & Dismissal of Children**

The following procedures, subject to change by administration, govern drop-off & dismissal times. After a normal dismissal pattern has been established, the student will need a note or a phone call from a parent to inform the office of a change in his/her normal method of transportation. This policy is for the student's protection.

**For those getting a ride in a car (riders):**

The speed limit in our parking lot is 10 m.p.h. Drivers must exercise safe driving, good etiquette, and patience. Drivers, for example, should keep their radios and other distractions to a minimum, constantly watch for car and children on both sides of one's vehicle, etc. Our lot is relatively clear within six minutes of dismissal time. Six minutes of patience is more than worth a child's life.

Parents should not park on the north side of 42<sup>nd</sup> Street to drop children off or pick children up. Having children cross in the middle of the street is dangerous. The south side of 42<sup>nd</sup> Street is already marked for No Parking, and parents should not be using the south side of 42<sup>nd</sup> Street either.

Parking is only allowed in designated slots in the lot. Short-term visitor only and handicapped parking for the school is in designated spaces along the north/grassy area of the parking lot near 42<sup>nd</sup> Street.

Other spaces along the north/grassy area are reserved for staff, and this reservation actually helps with traffic control at drop-off and pick-up times. Parking is not allowed in any driving lane.

JFK has two pull-through lanes, one on the north side of the parking lot and one on the south side of the parking lot. Parents may not park in these lanes; if your child(ren) is(are) not ready to get into the vehicle, the car must be moved. Children will only be allowed to exit and enter their vehicles in the “loading zones” by the bollards at the north end of the lot or the gate at the south PS/ECLC entrance.

If parents are parking in the lot in the morning or afternoon, they must escort their children in grades K-5 to and from the area inside the barriers. Students in grades 6-8 should proceed with caution in the parking lot.

For those walking (walkers):

Students are to cross Division Street only at the lights. The Davenport Police Department Traffic Control Division provides a crossing guard to assist our students in crossing Division Street.

A staff member will be available to assist students crossing the street at 42<sup>nd</sup> and Sturdevant. Students who are “walkers” should go to the front lobby where the staff member will meet them and escort them. All students will follow the instructions of the crossing guard and staff members.

Students are expected to use sidewalks and avoid people’s yards and alleys.

For those riding a bus home (busers):

Students waiting for the bus are to wait in the designated area(s). They should walk to their buses when allowed to board. No horseplay is allowed while waiting for the bus.

Policy Adopted: Prior to 1993

Policy Revised: June 7, 2005; May 1, 2012; May 5, 2015; June 14, 2018; June 21, 2021

Policy Reviewed: May 6, 2008

Policy 360.11

## Bicycles, Skateboards, and Scooters

Anyone riding a bicycle to school should know and observe safety rules. The National Safety Council advises that children are not usually mature enough to make traffic decisions necessary for riding bicycles to school until the fourth grade. It is recommended that all students riding bicycles wear helmets for their personal safety. These same recommendations also apply to skateboards and scooters

Bicycles should be parked and locked at the bike stand to ensure protection against theft. Skateboards and scooters must be kept in students’ lockers. Skateboards, scooters, and “heely’s” may not be used on OLV/JFK property. Mopeds, hoverboards, and other motorized transportation devices, excluding medically approved devices, are not allowed at school.

Policy Adopted: Prior to 1993

Policy Reviewed: April 12, 2010; June 4, 2019; June 14, 2022

Policy Revised: May 2, 2006; June 5, 2007; May 7, 2013; April 5, 2016



### Students Driving to School

JFK students are not allowed to drive motor vehicles on our campus when school or parish programs are in operation. School officials will also not authorize the “minor school license” (often called a student permit).

Policy Adopted: April 5, 2016  
Policy Revised: June 14, 2022  
Policy Reviewed: June 4, 2019

### Policy 370.1

### Classroom Release of Students

Students of John F. Kennedy Catholic School will not be released to anyone for any reason while school is in session without the permission of the parents/guardians and notification of the school office. If a student must be released to attend an appointment, a note must be sent to the homeroom teacher, who will share it with the office. If you choose to send an email in lieu of a written note, please copy the school secretary. The note must state the time the student is to be released and the reason for the release. A parent phone call to the school office may replace the note if the parent will also be coming to pick up the child.

In order for the student to leave the building, the parents must come to the office for their children and sign them out. Parents should meet their child at the office, not at the classroom. The secretary will notify the classroom teacher if the child does not appear at the appointed time. If the child is to return to school that day, the parents must check the child back in with the office on his/her return.

Policy Adopted: Prior to 1993  
Policy Revised: May 2, 2006; June 2, 2009; May 1, 2012; May 5, 2015; June 14, 2018; June 21, 2021

### Policy 370.2

### Telephone Use

School phones are for school business, and the use of school phones by students will, therefore, be restricted. Only emergency phone messages will be relayed to your child. Children will normally not be allowed to leave the classroom or be allowed to speak on the phone during class time. Children may not place phone calls during the school day without permission from school personnel.

If you would like to talk with your child’s teacher, please call before classes begin in the morning or after dismissal in the afternoon. If you call during class hours and leave a message, the teacher will try to return your call as soon as possible.

Policy Adopted: Prior to 1993  
Policy Revised: November 5, 2002; June 2, 2009  
Policy Reviewed: May 2, 2006; May 1, 2012; May 5, 2015; June 14, 2018; June 21, 2021

### Visitors

Visitors must enter the school through the office entrance. All visitors must register with the office upon entry to the school and wear a visitor badge. Visitors must also exit through the office.

Policy Adopted: Prior to 1993

Policy Revised: August 6, 2002; June 2, 2009; May 1, 2012; May 5, 2015

Policy Reviewed: May 2, 2006; June 14, 2018; June 21, 2021

### Emergency Drills

Two tornado/inclement weather and two fire drills are conducted each semester. There is at least one active shooter “drill” per year. This latter “drill,” as per state code, may be a table top exercise, walk-through, partial drill, or full drill. The board and/or school administration will determine which school personnel participated and whether or not students or local law enforcement agencies will participate in the drill.

Policy Adopted: Prior to 1993

Policy Revised: May 2, 2006; June 2, 2009; May 7, 2013; June 4, 2019

Policy Reviewed: May 1, 2012; April 5, 2016; June 14, 2022

### Pictures

Student pictures are taken annually for the student yearbook. Packets are also available for purchase in the fall.

Photos are also taken for school purposes and publications and our website and social media outlets and for marketing purposes. If parents do not want their students’ pictures used for the purposes mentioned in this paragraph, they will be asked to indicate so on the “Student Information Sheet” completed in August.

Policy Adopted: Prior to 1993

Policy Revised: May 6, 2008; May 3, 2011; May 6, 2014; August 4, 2020

Policy Reviewed: June 6, 2017; June 5, 2023

## Directory Information

The following information will be considered “directory information” for the purposes of inclusion in our Home and School Directory: name, address, phone number, a parent e-mail address, names of children, and homerooms of children. If parents do not want this information or any particular element of this information to be included in the Home and School Directory, they need to indicate so in writing.

Policy Adopted: May 2, 2006

Policy Revised: June 2, 2009

Policy Reviewed: May 1, 2012; May 5, 2015; June 14, 2018; June 21, 2021

Policy 520.1

## Admission

Registration for the following school year will be held each spring for students intending to enroll at JFK. New applicants to JFK should apply at the school office. Admission to JFK is in accordance with the following priorities.

1. Current students in PS -8<sup>th</sup> grade and their siblings.\*
2. OLV parish members.\* If there is a waiting list, length of time as a registered parish member may be considered.
3. Other Catholic parish members\*
4. Others in the community. When registration opens to others in the community, all subsequent registrations are first come, first served.

\*Students in these situations are guaranteed spots until a date designated by the administration. The registration of students after the due date set each year is subject to space available in the school.

Kindergarten Round-up will be held each winter. To register your child in JFK School for the first time, proof of age with a birth certificate or from the immunization record is necessary. Children must be 5 years old on or before September 15 to enroll in kindergarten. A health and immunization record must be complete and up to date prior to attendance. (See policy 565.1)

For students transferring from another school to JFK, records will be transferred and a conversation regarding a student’s disciplinary and academic past will be held. Discrepancy between information shared in the conversation and in the student’s records will be considered a serious breach of trust and could lead to enrollment at JFK being withdrawn by the school. Any questions regarding positioning of a student will be determined upon consultation with faculty after discussion with the Principal and the parents, and upon receipt of the child’s official records. The decision to admit a student will also be influenced by the school’s ability to meet the academic, social, and behavioral needs of the student. Transfer students are admitted under probationary terms, which may be unique to each student.

Policy Adopted: Prior to 1993

Policy Revised: January 7, 2003; June 5, 2007; June 2, 2009; May 7, 2013; April 5, 2016; June 4, 2019; June 14, 2022;  
June 6, 2023

Policy Reviewed: May 4, 2010

### Goals and Objectives

In accordance with our beliefs, John F. Kennedy Catholic School will:

1. Develop a curriculum that is spiritually and mentally appropriate to help students prepare for a Christian life.
2. Provide a favorable atmosphere where religious principles are taught not only as a separate course, but also as a way of life.
3. Expose each student to relevant experiences designed to bring about self-understanding, self-discipline, and the development of personal abilities and interests.
4. Help each student in developing understanding, good attitudes, and experiences that enlighten, arouse compassion, and move him/her to actions that are within his/her ability to perform.
5. Encourage each student to develop knowledge of the purposes, methods and tools involved in learning.
6. Give each student occasions to:
  - a. Express his/her own ideas and accept and respect the ideas of others.
  - b. Participate in meaningful Liturgies.
  - c. Become an independent reader and read for enjoyment.
  - d. Work to his/her potential and experience success at his/her level.
  - e. Develop a sense of personal responsibility, worth, and integrity.
  - f. Appreciate aesthetic values and grow in his/her sensitivity to the arts.
  - g. Make wise use of unstructured time.

Policy Adopted: Prior to 1993

Policy Revised: June 6, 2000; May 6, 2008

Policy Reviewed: June 7, 2005; May 3, 2011; May 6, 2014; June 6, 2017; June 21, 2021

### Student Learning Goals

All graduates of JFK will:

- Demonstrate integrated Gospel values throughout their daily lives.
- Accept Church, civic, and personal responsibility.
- Access and use information effectively and morally.
- Anticipate and constructively react to change.
- Apply technology morally and competently.
- Communicate ideas and feelings effectively in various ways.
- Demonstrate life-management, work, world, and social skills.
- Display global awareness, cross-cultural understanding, and social justice principles.
- Demonstrate personal wellness practices.
- Think critically and creatively.
- Solve problems independently and cooperatively.
- Reason scientifically, mathematically, and historically.

Policy Adopted: June 7, 2005

Policy Reviewed: May 6, 2008; May 3, 2011; May 6, 2014; June 6, 2017; June 21, 2021

## Discipline Policy & Procedures

At John F. Kennedy Catholic School, we strive to follow the two greatest commandments of love of God and love of neighbor. Flowing from these commandments is the JFK Difference:

We put **G**od first  
use **r**espectful behaviors  
find **o**pportunities to serve  
are **w**elcoming to all  
and make **s**afe choices.

JFK GROWS

Students have the right to attend school without enduring verbal, non-verbal, physical, or emotional abuse, sexual harassment, or destruction of property at the hands of other students. This right is applicable at school, on the way to school, on the bus and at school sanctioned activities.

We believe that the best discipline is self-discipline, whereby the students take responsibility for their own behavior. When students are self-disciplined, they do not need to worry about school imposed disciplinary consequences, but are able to focus on learning.

Recognizing that students are unique individuals with their own needs, which may vary according to age and physical or mental condition, it is essential that all staff, students, and parents work together to ensure a school environment conducive to the learning of all students.

### **General school rules:**

1. Practice our Catholic and Christian values.
2. Respect oneself and all others. Respect includes following directions given by the adults and is reflected in one's body language, tone of voice, and context for one's words or actions.
3. Take care of school property and the property of others.
4. Dress according to the uniform code.

### **General Notes on Consequences:**

Staff members and the principal have full authority to administer consequences for violations of school rules according to this policy. In applying this policy, the staff members and principal will take into account a standard of fairness, the severity of the offense, the past history of the offender, and the grade level of the offender. The principal may require the student to receive counseling services. If needed, a disciplinary committee may be convened.

Students earning detentions will also be required to complete reflection sheets. Time will be added to a detention for failure to behave during the detention or inadequately completing the reflection sheet. If a student earns three Level II detentions in a quarter, an in-school suspension will also result and the student, parent/guardian, and discipline committee (principal, pastor, and lead teachers) or appropriate school staff may meet to develop a behavior contract. The in-school suspension time negates the time needed to be served for the 3<sup>rd</sup> detention. If a student has multiple Level II misbehaviors with targets identified, there may be additional or alternate consequences. In school suspension time is also earned for other multiples of three detentions in a quarter.

Suspensions earned in any manner should be no more than four per year. Should the misbehavior or accumulation of suspensions warrant an expulsion, the situation will be referred to the Board of Education. A special behavior or intervention plan may be written at any time by the principal and communicated with a child's parents. Such a plan may include SEB lessons.

Alternatives or additions to detentions or suspensions, such as asynchronous social-emotional-behavioral lessons to be completed at school or at home, may be utilized. These alternatives may be subject to the same accumulation guidelines as detentions and suspensions.

The school-imposed consequences that follow from misbehavior depend upon which level of misbehavior the violation resembles.

**Level I misbehaviors: Behaviors that disrupt the learning process but are generally not dangerous to self, others, or property.**

Teachers typically deal with these misbehaviors through good teaching techniques such as reminders, teacher proximity, attempts to change students' focus, etc. before they are even considered Level I.

**The following are examples but not meant to be an exhaustive list:**

- Interrupting the teacher or not paying attention to the instruction
- Talking when asked to be quiet or not doing what one has been asked to do
- Failure to keep one's shirt tucked in after having been reminded
- Running, shouting, or making loud noises in school
- Getting out of one's seat without permission or at inappropriate times
- Eating or drinking while using one's computer
- Gum chewing is not written in the folder. It results in a 15 minute detention by itself.

**Consequences for Level I Misbehaviors:**

K-4: Progressively more time lost off of recess

5-8: Upon recording the third level I misbehavior in the class folder and communicating it with the student, a 15 minute detention will be served. (The prior two Level I misbehaviors are also recorded in the folder and communicated with the student.)  
Gum chewing is an exception.

Detentions earned on Wednesdays and Thursdays are served on the following Monday.

Detentions earned on Fridays, Mondays, and Tuesdays are served on the following Thursday.

Failure to return a detention slip signed by one's parents results in the detention being extended to 30 minutes. The parent's signature is an acknowledgement of receipt, not necessarily agreement. Another form of communication acknowledging the receipt may substitute for a signature.

Skipping a Level I detention results in the detention being extended to 30 minutes.

Procedures for parental notification and arrangement according to a Level II detention then apply.

**Level II Misbehaviors: Behaviors that might be dangerous to self, others, or property or are intentionally disrespectful to God, oneself, or others.**

**These behaviors may or may not have a target. If a student has multiple Level II misbehaviors with targets identified, there may be additional or alternate consequences.**

**The following are examples but not meant to be an exhaustive list:**

Not doing what one is told to do when a safety issue is involved  
Repeatedly not being quiet through Mass  
Inappropriate language, including using God's name in vain  
    Exception: "Oh, my God" as a learning moment unless habitual for an individual  
Talking back to staff members or adult guests  
Verbal abuse of others, including taunting, name-calling, and harassing remarks  
Bullying  
Targeting others on social media or electronic devices and affecting school environment  
Taking a photograph or video/audio recording without permission  
Posting a photograph or video/audio recording to social media that was taken at school by another student who did not have permission to take the photo or make the recording  
Unauthorized use of a cell phone  
Cheating  
Providing intentionally misleading statements  
Forging a parent's signature  
Emotional abuse of others, including the intentional exclusion of students, written messages, and offensive body language  
Throwing things with the intention of creating a mess or bothering others or which may be dangerous  
Horseplay types of physical contact that may be dangerous  
Intentional writing on a desk or school property, especially if removal is difficult  
Intentionally being somewhere or going somewhere without permission  
Creating difficulties for a guest instructor or substitute teacher  
A fourth Level I misbehavior in a school day (negates the Level I detention)  
Skipping a Level I detention

**Consequences:**

K-4: Parent contacted and student loses a recess

5-8: Thirty-minute detention.

Detentions earned on Wednesday and Thursdays are served on the following Monday.

Detentions earned on Fridays, Mondays, and Tuesdays are served on the following Thursday.

Failure to return a detention slip signed by one's parents results in the detention being extended to 45 minutes, which may be served over two days. The parent's signature is an acknowledgement of receipt, not necessarily agreement. Another form of communication acknowledging the receipt may substitute for a signature.

**Level III Misbehaviors: Deliberate actions that may have the intention of causing harm to self, others, or property or are either of a sexual nature or are related to minority or income status and seem beyond a Level II type of infraction.**

**The following are examples but not meant to be an exhaustive list:**

Skipping school  
Deliberate damage to others' property (plus liability for replacement or repair)  
Stealing  
Physical contact more serious than horseplay but less than fighting

Inappropriate drawings or pictures of a sexual nature (that seem beyond a Level II type of infraction)  
Pulling fire alarm without cause  
Sexual harassment of a non-physical nature (that seems beyond that of a Level II type of infraction)  
A fifth Level I misbehavior in a school day (negates the Level II detention)  
A second Level II misbehavior in a school day (negates the Level II detention)  
Skipping a detention even after communication is made with one's parents

**Consequences:**

- K-4: Parent contacted and 30-minute detention after school. The pastor will be informed of a Level III misbehavior.
- 5-8: In-school suspension, the length of which is determined by the principal who will also ensure communication is made with the student's parents. During the suspension, the student will complete a reflection sheet in addition to completing his/her other school work. Until reinstated into his/her regular classes, the student may not participate in school-sponsored activities. The pastor will be informed of a Level III misbehavior.

**Level IV Misbehaviors: Deliberate actions of a severe nature that raise the questions of whether it is safe to have student in the building.**

**The following are examples but not meant to be an exhaustive list:**

Possession of weapons, as defined by the weapons policy, or matches or lighters  
Possession or use of drugs, tobacco, alcohol, or "look alikes" and drug paraphernalia  
Offensive physical contact or fighting that raises the question of whether it is safe to have the student in the building  
Inappropriate behavior of a sexual nature, including but not limited to physical contact that raises the question of whether it is safe to have the student in the building  
Verbal or physical threat or assault or creating a hit list that raises the question of whether it is safe to have the student in the building. Things that happen outside of school but have ramifications within the school may also be considered.  
Gang related activities or activities associated with a "hate group"  
Calling a staff member an inappropriate and offensive name, throwing something at a staff member, or otherwise endangering a staff member

**Consequences:**

- K-8: Out-of-school suspension, the length of which is determined by the principal who will also notify the student's parents of this suspension. A meeting may also be set up with the student, parent/guardian, and discipline committee. Until reinstated into his/her regular classes, the student will not participate in school-sponsored activities. The pastor will be informed of a Level IV misbehavior. The school board will be notified at its next regular meeting.

Policy Adopted: June 6, 2000

Policy Revised: July 12, 2005; June 5, 2007; June 6, 2017; June 14, 2018; June 4, 2019; August 4, 2020

Policy Reviewed: August 5, 2008; May 4, 2010; May 7, 2013; April 5, 2016; June 14, 2022



## Initiations, Hazing, Bullying or Harassment

As provided by the Diocese of Davenport

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The board is committed to providing all students with a safe and civil school 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 and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, school employees, and by volunteers who have direct contact with students will not be tolerated in the school.

This policy is in effect while students or employees are on property within the jurisdiction of each local boards of education; 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, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

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

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

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

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Policy Adopted: June 3, 2007

Policy Revised: November 2007; June 10, 2009; August 4, 2020

Policy Revised at JFK: May 4, 2010; April 5, 2016 (Revised at Diocese: December 2015; September 2019)

Policy Reviewed: May 17, 2020; May 7, 2013; June 6, 2023

Sexual harassment of a student by an employee or another student means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student;
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers, bullying and harassment may also include the following behaviors:

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

In the case of a student who threatens physical harm to another student for any reason, the perpetrator will be removed from the situation immediately. Reentry will be contingent upon a report from a competent mental health professional 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.

Any person who promptly, reasonably, and in good faith reports an incident of bullying 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 proceeding 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 or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school 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/parish grounds.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and 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 school volunteer is found to be in violation of this policy, the volunteer shall be subjected to appropriate measures, which may include exclusion from school grounds.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

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

- Inclusion in the student handbook,
  - Inclusion in the employee handbook and volunteer handbook
  - Inclusion in the registration materials
  - Inclusion on the school web site, and the Diocesan website
- and a copy shall be made available to any person at the administrative office of each school or the Diocese.

It is the responsibility of all adults who supervise students directly (teachers, recess supervisors, teacher assistants, coaching staff, counselors, paraprofessionals, bus drivers, bus associates, etc.) to protect students and their well-being. They must demonstrate that it is safe and worthwhile to report bullying behaviors by responding to students effectively when children report bullying, 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 child's safety temporarily, and record incidents.

**\*The Diocese of Davenport Policies Relating to Sexuality and Personal Behavior must be followed if there is a complaint on Sexual Harassment of an employee or volunteer**

Policy Adopted: June 3, 2007

Policy Revised at JFK: November 2007; May 4, 2010; April 5, 2016; August 4, 2020 (Revised at Diocese: June 10, 2009; December 2015; September 2019)

Policy Reviewed: May 17, 2019; May 7, 2013; June 6, 2023

**STUDENT PERSONNEL****ANTI-HARASSMENT/BULLYING COMPLAINT FORM for Staff to Student, Student to Staff, or Staff to Staff Incidents**Check One (1): ☐ Student ☐ Staff ☐ Family Member ☐ Other/Volunteer

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Name of student or Employee target: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or individual accused of bullying behaviors: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Nature of Discrimination of Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background / Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence, if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

Policy Adopted: June 3, 2007

Policy Revised at JFK: November 2007; May 4, 2010; April 5, 2016; August 4, 2020 (Revised at Diocese: June 10, 2009; December 2015; September 2019)

Policy Reviewed: May 17, 2010; May 7, 2013; June 6, 2023

**DIOCESE OF DAVENPORT--FORMS  
BOARD OF EDUCATION**

**STUDENT PERSONNEL**

**ANTI-HARASSMENT/BULLYING COMPLAINT FORM for Student to Student Incidents**

Check One (1): ☐ Student ☐ Staff ☐ Family Member ☐ Other/Volunteer

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Name of student target: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or individual accused of bullying behaviors: \_\_\_\_\_

Specific Details:

What happened?

When did it happen?

Where did it happen?

Were there any witnesses? (Names?)

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible:

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

Policy Adopted: June 3, 2007

Policy Revised: November 2007

Policy Revised at JFK: May 4, 2010; April 5, 2016; August 4, 2020 (Revised at Diocese: June 10, 2009; December 2015; September 2019)

Policy Reviewed: May 17, 2010; May 7, 2013; June 6, 2023

**DIOCESE OF DAVENPORT--FORMS  
BOARD OF EDUCATION**

**STUDENT PERSONNEL****ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM**Check One (1): ☐ Student to Student ☐ Staff to Student ☐ Student to Staff ☐ Staff to Staff

School/Site of Incident: \_\_\_\_\_

Alleged Offender(s): \_\_\_\_\_

Complainant(s)/Target(s): \_\_\_\_\_

Reporter Name: \_\_\_\_\_

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Policy Adopted: June 3, 2007

Policy Revised: June 10, 2009; August 4, 2020

Policy Reviewed: May 17, 2010; December 2015; September 2019; June 6, 2023

Form adopted at JFK: April 5, 2016

**STUDENT PERSONNEL**  
**DISPOSITION OF ANTI-HARASSMENT/BULLYING COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Name of student of Employee target: \_\_\_\_\_

Grade and building of Student or employee: \_\_\_\_\_

Name and position or grade of alleged Perpetrator / respondent: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Nature of Discrimination of Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background / Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

Policy Adopted: June 3, 2007

Policy Revised: June 10, 2009; August 4, 2020

Policy Reviewed: May 17, 2010; December 2015; September 2019; June 6, 2023

Form Adopted at JFK: April 5, 2016

## Anti-Harassment/Bullying Investigation Procedures

### Reporting suspected bullying behaviors

An individual who feels that he/she has been harassed or bullied should report it immediately to a:

- a. teacher, counselor or administrator; and/or responsible staff member working in the area at the time of the incident
- b. The individual or his/her designee writes down exactly what happened including:
  - o what, when and where it happened;
  - o who was involved;
  - o exactly what was said or what the alleged harasser did;
  - o witnesses to the harassment;
  - o what the student said or did, either at the time or later;
  - o how the student felt; and
  - o how the harasser responded.
- c. The individual or his/her designee keeps a copy of the written report and gives another copy to the teacher, counselor, administrator, and/or responsible staff member to whom the verbal report was made.
- d. The teacher, counselor, or responsible adult who receives a complaint of bullying must notify the principal or building investigator

### COMPLAINT PROCEDURE

An individual (parent, teacher, or adult responsible for the supervision of children) who believes that a student has been harassed or bullied will notify building principal, who is the designated investigator. The alternate investigator is the school counselor or individual named by the building principal. The investigator will offer the individual the opportunity to complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to letters, tapes, or pictures. The investigator may waive the form and do an intake interview right away if the individual student is reporting the bullying behaviors.

The investigator, with the approval of the Superintendent of Schools, or the Administrator has the authority to initiate an investigation in the absence of a written complaint.

### INVESTIGATION PROCEDURE

The investigator will review the difference between conflict and bullying. If it is clear the event(s) reported are not simply a conflict between two students and appears the potential of bullying behaviors exists, the investigator will reasonably and promptly commence the investigation upon receipt of the complaint.

### Pre-Investigation Safety Plan



The investigator begins with considering precautionary measures and, if necessary, the implementation of a pre-investigation safety plan.

### Investigator Meets with the Reporting Individual

The investigator next conducts an intake interview of the student who claims to be the target of bullying behaviors, or the reporting teacher or parent who submitted the claim of bullying behaviors against a targeted student. During the intake interview, the investigator will meet with the complainant and explain the process including:

- Documentation of the allegation; a claim or assertion that an accused student has engaged in bullying behavior, usually made without proof.
- Explain his/her role as a neutral fact-finder
- Assure the complainant of non-retaliation
- Assure that the claim will be handled discreetly but confidentiality cannot be guaranteed because of witness interviews
- Address the filing of false claims and disciplinary action
- Obtain very specific details
  - What happened?
  - Where did this happen?
  - When did this happen?
  - Who is accused of this behavior?
  - Who witnessed the behavior?
- Document the complaint in chronological order
- Have the complainant review and sign the allegations
- Communicate deadlines for investigation completion
- Reevaluate precautionary measures and safety plan. The safety plan should assure the target's emotional and physical safety during the investigation and must be targeted to the student's individual circumstances, worries and needs. All individuals who need to know will be informed of the safety plan and their individual responsibility for implementing and monitoring the plan.

### Investigator Interviews Witnesses Individually

- A. Asks about their relationship with the complainant/target and the accused,
- B. Asks witnesses what they observed with their own eyes, heard with their own ears,
- C. Asks the witness about the specific allegations

### Investigator Meets with the Accused:

- A. Explains the purpose of the meeting.
- B. Explains his/her role as a neutral investigator.
- C. Advises the accused of the non-retaliation policy.
- D. Addresses knowingly providing false information.
- E. Reviews each allegation with the accused and obtains responses from the accused.
- F. Obtains a witness list and follows the procedures for interviewing witnesses.
- G. Has the accused review his/her responses and sign off on his/her responses
- H. Reevaluates precautionary measures and safety plan

## Determination of the presence of bullying behaviors:

The investigator will:

- A. Analyze collected data.
- B. Assess credibility.
- C. Determine what the preponderance of the evidence indicates.
- D. Determine if there was a violation of the policy for anti-bullying and harassment. If yes, a founded complaint is rendered; if not, an unfounded complaint is rendered
- E. Complete the investigative report.
- F. Disclose the findings to the reporting individual (or designee) and the accused (or designee), while maintaining the confidentiality of all parties involved.
- G. If the investigation does not yield clear findings in either direction:
  - a. Advise the accused that the school environment is being monitored to guard against bullying behavior
  - b. Advise the complainant to report future incidents immediately
  - c. Meet with the complainant periodically to determine if there are further problems.

## Determine Action Steps with Accused Student if Claim of Bullying Behavior is Founded

- A. The principal or designee will determine the need for discipline and will administer the consequences he/she deems necessary for the scope of the bullying activity.
- B. The principal or designee will determine if the student engaged in bullying should receive counseling services.
- C. The principal or designee will develop a post-investigation safety plan that restricts a student in the environment in which they have been engaged in unsafe behavior.
- D. The principal will also follow all state laws regarding reporting of founded complaints.

## RESOLUTION OF THE COMPLAINT IF A DECISION IS UNABLE TO BE RENDERED

Following receipt of the investigator's report, the administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the administrator may, at the administrator's discretion, interview the complainant and the alleged harasser. The administrator will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The administrator will maintain a log of information necessary to comply with Iowa Department of Education and Diocesan reporting procedures.

## POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

## CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Policy Adopted at Diocese: June 3, 2007  
Policy Revised at Diocese: November 2007  
20 U.S.C. §§ 1221-1234i (2004).  
29 U.S.C. § 794 (1994).  
42 U.S.C. §§ 2000d-2000d-7 (2004).  
42 U.S.C. §§ 12001 *et. seq.* (2004).  
Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).  
Iowa Code §§ 216.9; 280.3 (2007).  
281 I.A.C. 12.3(6).  
Morse v. Frederick, 127 S.Ct. 2618 (2007)

Policy Adopted: November 15, 2001; June 3, 2007  
Policy Revised: June 5, 2002; June 10, 2009; May 17, 2010; December 2015; February 2019  
Policy Adopted at JFK: August 7, 2007  
Policy Revised at JFK: May 4, 2010; April 5, 2016; August 4, 2020; June 6, 2023  
Policy Reviewed: May 7, 2013

Policy 540.12

### Cell Phones, Smart Watches and Other Electronic Devices

Cell phones, smart watches, and other electronic devices will not be used by students between 7:00 a.m. and until students leave the building. During school hours, phones, smart watches and other electronic devices must be kept turned off in one's locker. Exceptions may be granted by a staff member. Students with personal devices capable of accessing the Internet are subject to the Technology and Internet Safety and Acceptable Use Policy as well. The following are the consequences for violating this policy:

- 1<sup>st</sup> offense: student picks device up from the office, and parent is notified by the teacher
- 2<sup>nd</sup> offense: student picks device up from the office, and student receives a 15 minute detention
- 3<sup>rd</sup> and subsequent offenses: parent picks device up from the office and student receives a 30 minute detention.

A cell phone may also be turned over to law enforcement and subject to law enforcement search. If a staff member happens to see something on a student's cell phone, and/or a student is seen showing something on his/her cell phone to others, the staff member may ask to see what the student was displaying. Because the student's display was public, the staff member asking to see the specific item does not constitute a search.

In addition to the above, unauthorized use of a cell phone and taking a photograph or video/audio recording without permission is subject to the discipline policy (540.1).

All violations are subject to review by administration regardless of timeframe.

Policy Adopted: June 5, 2007  
Policy Revised: May 4, 2010; May 1, 2012; May 5, 2015; June 6, 2017; June 14, 2018; June 4, 2019  
Policy Reviewed: June 14, 2022; June 6, 2023

### Student Threat Assessment

Any student initiating inappropriate and/or threatening written, printed, or electronic material, or who verbally and/or physically threatens to harm him/herself, another student or staff member may be required to undergo a threat assessment by school and/or other community members. During the assessment, the student may be excluded from school and school activities. Refusal to participate in the assessment may result in expulsion from JFK.

Policy Adopted: June 7, 2005

Policy Revised: May 6, 2008; May 3, 2011, May 6, 2014

Policy Reviewed: June 6, 2017; August 4, 2020; June 6, 2023

Policy 540.15

### Alcohol, Drugs, Vaping, and Tobacco

The possession, use, or being under the influence of alcohol, tobacco, vaping products unauthorized prescription or non-prescription drugs, other controlled substances, or substances that imitate any of the above by students on school property or at any school sponsored activities is prohibited. Violators will be subject to disciplinary action and programming/counseling by a community agency (such as the Center for Alcohol and Drug Services). Possession or use of the above substances may be reported to the police.

Policy Adopted: June 7, 2005

Policy Reviewed: May 6, 2008; May 3, 2011, May 6, 2014; June 6, 2017; June 6, 2023

Policy Revised: August 4, 2020

Policy 540.2

### Academic Dismissal Policy

One of the goals of John F. Kennedy Catholic School is to strive to provide an environment that will foster and cultivate academic excellence among both the faculty and students.

There are times when a child who has the intellectual capacity and ability to do the assigned and required classroom work may consciously choose not to do so. Often, this student will also exhibit an attitude of not being serious about his/her academic responsibilities.

The following steps will be taken when a student who has the intellectual capacity and ability to do the assigned and required classroom work consistently chooses to turn in poor quality work or fails to turn in all assigned work and other measures have failed to improve the situation:

1. CONFERENCING: A meeting between the principal, the teacher(s), the student's parents or guardians and possibly the student will be held to discuss the academic problems.
2. ACTION PLAN: The principal and appropriate teachers will develop a plan appropriate to address the academic problem. This plan will be shared with the

parents or guardians and the student at a meeting with the principal, and will be signed by all the parties.

3. PROGRESS MONITORING: The principal and appropriate teachers will confer as needed about the implementation of the action plan and the student's progress. Parents or guardians will be contacted when necessary.
4. FOLLOW-UP CONFERENCE WITH PARENTS OR GUARDIANS: When a student fails to meet the elements of the action plan, a follow-up conference between the parents or guardians and the principal, appropriate teachers, and others will be needed to discuss alternative recommendations.

If it is determined at any point during the implementation of the action plan that sufficient academic progress is not being made to attain the standards for successful completion of the grade level and it is further determined that every effort has been made by the principal and appropriate teachers to assist the student with his/her educational problem, the student may be required to withdraw from school or may be subject to expulsion from John F. Kennedy Catholic School.

Policy Adopted: June 6, 2000

Policy Revised: June 7, 2005; May 3, 2011

Policy Reviewed: May 6, 2008, May 6, 2014; June 6, 2017; August 4, 2020; June 6, 2023

John F. Kennedy Catholic School Uniform Policy

Philosophy: JFK's dress code reinforces the uniformity of the student body, reduces the potential for distractions, makes it easier for parents/students to choose school appropriate clothing, supports our well disciplined environment where the focus can be on academics and faith development, and presents a positive image of JFK.

Girls' Plaid Uniforms:

- K-8: JFK's blue-colored plaid uniform jumper or skirt
- K-8: Girls must wear shorts or Navy, Black, or White solid colored leggings or tights under their plaid jumpers and skirts for modesty reasons
- K-8: Length should be no shorter than 2" above the knee  
Jumpers and uniform skirts are available at Religious Supply, 1309 Jersey Ridge Rd., Davenport, at other local stores, and through online vendors

Girls'/Boys' Pants:

- Solid Navy or Khaki dress slacks in cotton or corduroy
- No denim, cargo pants, baggy pants, parachute pants, pants with exterior zipper pockets or pockets down the legs, spandex, ballet, stirrup, sweatpants, yoga pants, nylon, oversized, or rolling of pants above the ankles

Girls'/Boys' Shorts, Skorts, Capris

- Girls: Solid Navy or Khaki dress/walking shorts, skorts, or Capris in cotton or corduroy
- Boys: Solid Navy or Khaki dress/walking shorts in cotton or corduroy
- Length of shorts and skorts: No shorter than 2" above the knee  
Not hanging below the knee
- No cargo shorts or oversize shorts

Shirts:

- Solid White, Navy, or true Red non-fitted short or long sleeved blouse, turtleneck, or polo shirt with collar
- If there is a logo or brandname, only a single logo on the front is allowed, and it must be less than 2"
- Official JFK collared spirit wear in Navy, Red, and White
- Shirts must be tucked in
- If undershirt is worn under uniform shirt, it must be plain white
- No layering of short sleeve or long sleeve
- Crusader Theater t-shirts may be worn from receipt of the shirt through two weeks after the public performance

Sweaters, Sweatshirts, Vests, Fleece, Long-sleeve dry fits:

- Solid White, Navy, Black, or true Red
- If there is a logo or brandname, only a single logo on the front is allowed, and it must be less than 2"
- Visible uniform shirt (as above) must be worn underneath
- Non-personalized JFK and AHS non-hooded spirit wear
- Neat collegiate non-hooded wear for grades 6-8. College names or logos are exempt from lettering sizes
- No hooded clothing, clothing worn inside out, or oversized clothing

Socks:

- Solid colored Red, Navy, Tan, White, Grey, or Black socks must be worn
- Only a single logo is allowed, and it must be less than 2"

Exception: Two logos may be on each sock if the logos are identical and meet the size requirement

Socks that are not visible (“no shows”) can be of any color, but socks still need to be worn  
If socks are visible, they must match

**Belts:**

4-8: Worn with clothing that has belt loops

**Shoes:**

Close toed and close heeled for K-8

Properly secured as intended by the manufacturer and/or as needed to keep the shoes on and for safety at school

Shoes must match

No fashion or snow boots may be worn throughout the day.

If worn to school, boots should be changed upon arrival.

Lights and sounds on shoes must be turned off during the school day and after school events as indicated by supervising staff.

**Hairstyles:**

Neat and clean hairstyles which allow students to see without constant attention to hair.

No extreme hairstyles (such as punk, rat tails, Mohawks, shaved designs, extreme/unnatural coloring, etc.)

After the dress code demerit/violation issued on the first day, demerits for hair issues will be issued every three days until the issue is remedied. The student will also not be allowed to participate in out of uniform dress days until the issue is remedied.

**Girls’ Make-up, Jewelry, etc.:**

K-5: No make-up

6-8: Moderation/natural look eye, facial, and lipstick/gloss makeup

K-8: No more than 2 post earrings in each ear. No dangle or hoop earrings

No tattoos and body piercing other than the ears

Only a single logo is allowed on head bands, and it must be less than 2”

Jewelry should be minimal and not create a distraction or disrupt the learning process

**Boys’ Make-up, Jewelry, etc.**

No make-up

No more than 2 post earrings in each ear. No dangle or hoop earrings

No tattoos and body piercing other than the ears

No facial hair

Jewelry should be minimal and not create a distraction or disrupt the learning process

**Enforcement:**

1) By the parent and student before the student leaves home.

2) By the staff at school

3) Dress code violation:

a. K-4: Note sent home or other communication with parents

b. 5-8: Dress code demerit. Three dress code demerits per quarter yield a 15 minute detention. Each subsequent dress code demerit in a quarter also yields a 15 minute detention.

Policy Adopted Prior to 1993

Policy Revised: May 2, 2006; June 5, 2007; May 4, 2010; May 7, 2013 ; May 5, 2015; April 5, 2016; June 6, 2017; June 14, 2018; September 4, 2018; June 4, 2019; August 4, 2020; June 21, 2021; June 14, 2022

Policy Reviewed: June 6, 2023

## Gym Clothes Policy

Proper attire is needed for physical education class at JFK. Proper attire will help allow students to participate fully in the physical activities, help reduce the maintenance needed for the gym floor, and maintain the values of our Catholic school.

### GRADES K-8:

**SHOES:** All students must have non-scuff gym shoes that are clean for gym use. Shoes must be properly secured as intended by the manufacturer and/or as needed to keep the shoes on and for safety at school. Students who do not have appropriate shoes may not participate.

### GRADES 5-8:

Students in grades 5-8 will not change clothes for gym; they may wear their gym clothes during the day on days when they have gym.

**GYM SHORTS:** Gym shorts must be purchased through the school identified vendor. The student's name should be written on the tag. No other shorts are allowed for PE.

**LONG PANTS:** Gym sweatpants or loose fitting athletic pants that must be purchased through the school identified vendor may be worn.

**GYM SHIRTS/SWEATSHIRTS:** Properly sized crewneck gym JFK spirit wear t-shirts that must be purchased through the school identified vendor are to be worn for gym class. Over their t-shirts, students may also wear sweatshirts, fleeces, and long-sleeve dry fits that meet the regular uniform policy. If students cannot raise their arms to their sides or above their heads without the top of their shorts still touching the bottom of their shirts, then the gym shirts are too small. If students' shirts are as long as or longer than their gym shorts, the shirts are too big.

If a 5<sup>th</sup>-8<sup>th</sup> grade student is not dressed in accordance with the gym clothes policy, a dress code demerit is issued. Three dress code demerits per quarter yield a 15 minute detention. Each subsequent dress code demerit in a quarter also yields a 15 minute detention, and his/her grade may also be affected.

Policy Adopted: September 7, 2004

Policy Revised: June 5, 2007; May 5, 2015; April 5, 2016; June 4, 2019; June 21, 2021; June 14, 2022; June 6, 2023

Policy Reviewed: April 12, 2010; May 7, 2013; June 6, 2017 ; June 14, 2018; August 4, 2020



### Athletic Practices Attire Policy

Proper attire is needed when using our campus. It is also needed off our campus when representing JFK or OLV.

If a child is not dressed accordingly, the child may not be allowed to participate.

**SHOES:** When indoors, children must have non-scuff gym shoes that are clean for gym use. Shoes must be properly secured as intended by the manufacturer and/or as needed to keep the shoes on and for safety at school.

**SHORTS:** Shorts must be of a modest length (at least a 4 inch in-seam), modest fit, and not rolled at the waist. No oversize shorts or shorts below the knee are allowed. Loose fitting sweatpants or athletic pants are also acceptable.

**SHIRTS:** Properly sized non-white t-shirts with sleeves are to be worn. If children cannot raise their arms to their sides or above their heads without the top of their shorts still touching the bottom of their shirts, then the gym shirts are too small. If children's t-shirts are as long as or longer than their gym shorts, the shirts are too big. No logos, advertising, slogans, sayings, or other pictures of a nature that would be inappropriate to a Catholic school are permitted. Sweatshirts or fleeces are also allowed.

Policy split from 541.1 and adopted: May 5, 2015

Policy Revised: April 5, 2016; June 6, 2017; June 14, 2018; August 4, 2020

Policy Reviewed: June 4, 2019; June 21, 2021; June 14, 2022; June 6, 2023

Policy 541.2

### Out of Uniform Dress Day Guidelines

Even when there is an out of uniform dress day, certain guidelines are appropriate for the modesty expected in a Catholic school. These guidelines are not intended to limit the fun of theme days, but they are intended to provide a minimum standard.

**Tops:** Modest tops without holes, low necklines, spaghetti straps, or visible undergarment straps.

**Pants/shorts/skirts:** Lengths of shorts/skirts must meet the requirements of the above uniform policy. Loose fitting jeans and loose fitting pants may be worn. If wearing tightly fitted jeans/pants/leggings in grades 5-8, one's top (shirt, sweater, etc.) must go to at least the top of the leg. Holes in one's clothing are not permitted.

**Socks** must be worn unless formal attire is worn.

**Footwear** must be worn.

**Hats and hoods** may only be worn inside the building if specifically stated as part of the special dress day.

If a student's attire is not within these guidelines, the student will be asked to change his/her clothing. If the clothing cannot be changed, a dress code demerit will be issued, and the student will not be allowed to participate in the next out of uniform day.

Policy Adopted: May 7, 2013

Policy Reviewed: May 5, 2015; April 5, 2016; June 21, 2021; June 14, 2022; June 6, 2023

Policy Revised: June 6, 2017; June 14, 2018; June 4, 2019; August 4, 2020

## Search and Seizure

In order to operate the school in a Catholic, orderly manner, school officials (defined for the purpose of this policy as a licensed employee) may, without a search warrant, search students and individual protected student areas (such as personal effects, clothing, bags, and backpacks if both of the following apply:

1. 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.
2. 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. The search shall be conducted in a manner that is reasonable in scope to maintain order and discipline, promote the educational environment, and protect the safety and welfare of students, employees, and visitors and which is not excessively intrusive in light of the age and gender of the student and the nature of the suspected 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 the above, the student shall be informed of the search either prior to, or as soon as is reasonably practical after the search is conducted.

A search may not be made which is unreasonable considering the following:

1. The age of the student
2. The nonseriousness of the violation
3. The nature of the suspected violation
4. The gender of the student

A school official shall not conduct a search which involves:

1. A strip search
2. A body cavity search
3. The use of a drug sniffing animal to search a student's body

School officials may seize any illegal, unauthorized, or contraband materials. Possession of such items will be grounds for disciplinary actions and may be reported to the police. Contraband includes substances or items which, if found on school/parish property, violate the law and school regulations or are detrimental to an orderly environment. Contraband includes, by way of illustration, but is not limited to drugs, narcotics, tobacco, alcohol, weapons, and stolen property. It also consists of substances or items which may cause a substantial disruption of the school/parish environment and/or which present a threat to the health and safety of students, staff, and visitors.

The furnishing of a locker, desk, or other facility or space owned by the school or parish and provided as a courtesy to a student shall not create a protected student area and shall not give rise to the expectation of privacy with respect to the locker, desk, or other facility or space. 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.

Searches of students and worn clothing by a school official shall be conducted by an official of the same gender as the student being searched and witnessed by another adult of the same gender as the

student. Searches of bags or backpacks should be witnessed by another adult, if not conducted by an administrator.

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.

Policy Adopted: June 7, 2005  
Policy Reviewed: May 6, 2008; May 3, 2011  
Policy Revised: May 6, 2014; June 6, 2017; August 4, 2020; June 6, 2023

Policy 543.0

Grade Promotion and Graduation Requirements

K-7 Grade Promotion: If a student fails ELA, Reading (Literature), Language Arts, Mathematics, Science, Social Studies, or Religion for two quarters during the school year, an action plan will be written for the summer by a team consisting of teacher(s), administrator(s), and parents. The successful completion of the goals included in the action plan is necessary prior to the student returning to JFK for the next school year and/or advancing to the next grade level at JFK.

8<sup>th</sup> Grade Graduation: Students must have successfully completed the core courses required for graduation by the Board of Education. These core courses consist of ELA, Social Studies, Mathematics, Science, and Religion. Successful completion of the 8<sup>th</sup> grade year is defined as achieving passing grades in at least three of the five core subjects each quarter with the same core subject area not having more than one “F” per year.

The Board of Education reserves the right to issue Certificates of Attendance rather than Diplomas to those not meeting the above requirements.

Policy Adopted: Prior to 1993  
Policy Revised: June 7, 2005; May 6, 2008; May 3, 2011, May 6, 2014; June 6, 2017; August 4, 2020; June 21, 2021

Policy 543.1

Grading Scale

The below grading scales will be used to determine students grades in all of the Elementary and Middle Schools in the Scott County Catholic Schools.

Middle School: 6th - 8th, except religion and specials

100%-99%	A+
98% - 95%	A
94% - 93%	A-
92% - 91%	B+
90% - 87%	B
86% - 85%	B-
84% - 83%	C+

82% - 79%	C
78% - 77%	C -
76% - 75%	D+
74% - 72%	D
71% - 70%	D-
69% - below	F
IE	Insufficient Evidence
NA	Not Applicable

#### Elementary (K-5), Religion (K-8), and K-8 Art, Music, PE, Choir, and Band

Abbreviation	Term	
E	Exceeding	100% - 98%
M	Meeting	97% - 80%
D	Developing	79% - 70%
B	Beginning	69% - 0%
IE	Insufficient Evidence	
NA	Not Applicable	

#### Learner Profile: K-8

3	Always meets expectations
2	Often meets expectations
1	Seldom meets expectations

Policy Adopted: Prior to 1993

Policy Reviewed: June 9, 2004; May 1, 2012; June 14, 2018

Policy Revised: June 5, 2007; June 2, 2009; May 5, 2015; June 4, 2019; August 6, 2019; August 2023

Policy 543.2

### Conferences and Report Cards

Parent-teacher conferences are scheduled during the first semester of the year and may also be scheduled in the 2<sup>nd</sup> semester. Parents will be notified of the date and time of their conferences or of the drop-in schedule. Parents should not hesitate to ask for additional conferences whenever they desire, and teachers may also request additional conferences, as necessary. Mid-quarter reports will be distributed for all students. Report cards are distributed at the end of each quarter.

Policy Adopted: Prior to 1993

Policy Revised: June 7, 2005; May 6, 2008; May 6, 2014

Policy Reviewed: May 3, 2011; June 6, 2017; June 4, 2019; June 14, 2022

## Attendance Policy

School attendance is vital for the Catholic school education of our students spiritually, morally, and academically. Students are expected to attend school each day that school is in session. Frequent and prolonged absences can be a serious handicap to the student's development.

Attendance is the responsibility of the student and his/her parents or guardians. Every attempt to make appointments outside of school hours should be attempted, and family vacation days taken during school days are discouraged. The full responsibility for make-up work resulting from an absence shall be assumed by the parent/guardian and the student. Teachers will cooperate with parents and students to make assignments available. Given the daily adjustments that teachers make, assignments may not be available prior to a student's known upcoming absence.

The parent/guardian is responsible to notify the school via written excuse or telephone contact before 9:00 a.m. that stipulates the cause of the absence and sufficiently details illnesses or symptoms as is required to complete weekly reports for the Scott County Health Department. The school shall contact the parent/guardian if such notification is not received. If the school is unable to communicate with a parent/guardian, the student's absence will be unexcused.

### Definitions:

**Tardy:** Students are expected to be on campus and ready to enter the building or classrooms at the first bell. Students are then tardy if they arrive after attendance has been taken. Note: Because students in certain grade levels enter the building before others, spend time at lockers, etc., it is possible for some children of a family to be considered tardy while other children of the same family are not, even when all of the children of the family are dropped off at the same time.

Absences are only recorded as half or full days. If a student misses 2 hours or more, some level of absence will be recorded:

- If a student misses 2 hours or more but less than 5 hours of school, the time missed will be recorded as a half day absence.
- If a student misses 5 hours or more of school, the time missed will be recorded as a full day of absence.

If a student's accumulated number of absences seems excessive and/or is representative of a chronic absenteeism issue defined as missing 10% or more of the school days, a letter of concern will be sent to the parent/guardian. Individual action plans may be implemented to help a child in extreme cases. 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 group failing to attend school regularly without a reasonable excuse may be deemed truant, and the truant officer or county attorney's office may be notified.

Policy Adopted: June 7, 2005

Policy Reviewed: May 6, 2008; May 3, 2011; June 6, 2017; June 21, 2021

Policy Revised: May 6, 2014; June 14, 2018; June 14, 2022

## Student Records

In accordance with state law, JFK maintains a permanent office record and cumulative record for each student. 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.

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 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, 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.

Parents shall have access to the student’s records during the regular business hours of the school. Upon the request of parents, the school shall provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school.

Student records may be disclosed in limited circumstances without parental or eligible student’s written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents. The disclosure may be made to the following individuals or under the following circumstances:

- to school officials and AEA personnel who have a legitimate educational interest, including, but not limited to, employees, school attorney, auditor, and health professionals;
- to officials of the area Catholic high school or another school or school district in which the student wishes to enroll;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the family has applied;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined by the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies;

- in connection with a health or safety emergency; or,
- as directory information

School office personnel shall keep a list of individuals, agencies or organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The school, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school who have accessed the student's records.

Special education is under the authority of the Davenport Community School District. Special education records may be accessed according to the DCSD's policies.

JFK will cooperate with the juvenile justice system in sharing information contained in student records regarding students who have become involved with the juvenile justice system. JFK will enter into an interagency agreement with the juvenile justice agency (agencies) involved.

JFK may share any information with the agencies contained in a student's record which is directly related to the juvenile justice system's ability to effectively serve the student. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Confidential information shared between the school and the agencies shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Surveillance video maintained by the school or that comes into the school's possession and was used to make decisions in the educational setting is an "educational record" as well. Notes used for disciplinary decisions are also considered educational records.

Parents or legal guardians of students under the age of 18 have the right to inspect and review their child's educational records, including video that has become an educational record. They do not have a right to a copy of the video, but they do have a right to a copy of other educational records. Inspecting and reviewing video that has become an educational record may occur even if the parents of others in the video have not consented. If video becomes an educational record due to disciplinary actions, the right to inspect and review applies to both the student disciplined and the target(s). When disciplinary notes for disciplinary decisions have become educational records, they should be redacted to protect students' identities. If redaction is not possible without destroying the meaning, the statements can be inspected and reviewed without consent of other students' parents.

Parents also have the right to request that the school amend the records if they feel that the information is misleading or inaccurate. If the school does not wish to amend the records, the parents or legal guardians have the 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.

The school will provide training or instruction to employees about parents' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the school to annually notify parents of their right to inspect and review their student's records. This notification is achieved through the publication of the policy in the parent and student handbook, which is acknowledged as having been accessed and read by a parent or guardian on an annual basis. Parents have a right to file a complaint alleging the school failed to comply with this policy.

Policy Adopted: July 12, 2005

Policy Revised: June 14, 2018; December 4, 2018

Policy Reviewed: May 6, 2008; May 3, 2011; May 6, 2014; June 6, 2017; June 21, 2021

Policy 565.1

### School Health Services

There are several staff members who are trained in CPR, basic first aid, and medication administration. In addition, JFK may have nurse volunteers who can assist students with health concerns. The Scott County Health Department also provides one nurse to oversee the fourteen non-public schools in the Iowa Quad-Cities. Nurses also assist in staff education and in-services about health concerns and appropriate emergency care. Individualized emergency health plans are designed for students with special health concerns after consultation with the parents or guardians.

Children with special health concerns such as diabetes, asthma, or life-threatening allergies benefit from an open dialogue between parents, the volunteer nurse coordinator, if applicable, Scott County Nurse, and staff to plan appropriate care and promote learning in a safe school environment.

The school should be kept updated with any changes in address, home, work or cell phone numbers. If your child is injured, precious minutes can be lost tracking down parents or guardians.

### MEDICATION

Please refer to the Administration of Medications Policy if your child must receive medications while at school.

In the absence of nurses, other school staff is trained in first aid and medication administration.

### STUDENT INJURIES & ILLNESS

Injuries and concerns are typically documented and handled in the following manner:

- A. **Non Serious:** Superficial scrapes, bruises, minor cuts that do not require "stitches", short falls without striking the head, paper cuts, "hang nails", little splinters, twisted extremities without swelling or deformity where the child has full use of the limb without pain etc. These are the type of injuries where the child is seen briefly, first aid administered and returned to their playground or classroom. Parent notification usually is not necessary.
- B. **Injuries of Concern, but not emergent:** These would be those injuries that are not emergencies at the present, but because of the nature of the mechanism of the injury or the possible complications, there is concern that the injury could develop into something more serious needing medical attention at a later time. Injuries from the neck up on a



student's body are also considered to be of this type. These are the type of injuries where the parent is notified and makes the decision whether to take the child for medical attention now, after school or watch for complications into the evening and following days.

- C. **Emergencies:** These are the life threatening injuries where 911 is called, first aid is administered where appropriate, and parents are notified. These are emergencies such as asthma attacks, cardiac emergencies, head injuries with loss consciousness, obvious broken bones, eye injuries, etc.

Parents should keep their children at home if they are ill. Students must be fever free for 24 hours without the use of fever reducing medication, 12 hours without vomiting or diarrhea, and fully recovered from any illness before returning to school. A fever is defined as a temperature at 100.4 degrees or above when not using medication to lower the temperature. A student will be excluded from school when the student's condition has been determined to be contagious to others or if the student is too ill to do his/her work. These conditions would include fever, diarrhea, pink eye, certain rashes, vomiting, and non-allergy causing runny nose or coughing spasms prohibiting the child from being able to do his/her work, and/or endangering the health of others, etc. As per the Iowa Departments of Public Health and Education, head lice are not considered a medical or public health hazard.

## IMMUNIZATIONS

JFK must comply with the State of Iowa regarding required school immunizations. We are audited each fall and must provide proof of each student's immunizations unless the student has been granted a waiver. Students may be sent home and not allowed to be at school if immunizations and/or waivers are not current. Catholic students are typically not eligible for a religious exemption.

## OTHER SERVICES PROVIDED

In addition to the above services, the students in selected grade levels are screened for vision problems (as are any students experiencing vision difficulties). The Area Education Agency screens selected grades for hearing problems, including those students experiencing any hearing difficulties. Dental screenings and opportunities for students to receive some immunizations at school (such as flu shots) also exist, pending area funding. Parents and guardians are notified when their child demonstrates any possible concerns in these areas.

"Growing up" talks to 4<sup>th</sup> or 5<sup>th</sup> grade boys and girls regarding the changes they will experience during puberty are presented each year.

Students participating in school-sponsored sports are required to have a physical on file in order to participate.

First aid kits are available for those who coach JFK sponsored sports teams.

Policy Adopted: Prior to 1993

Policy Revised: April 6, 2004; June 5, 2007; May 4, 2010; May 7, 2013; April 5, 2016; June 14, 2018; August 4, 2020; June 21, 2021

### Physical Examinations

We recommend to parents that each child have a physical examination by his/her family doctor each year. Physicals are mandatory for participation in JFK athletic programs. Health problems or special needs must be brought to the attention of the child's teacher and other necessary school personnel.

Policy Adopted: Prior to 1993

Policy Revised: June 7, 2005; May 6, 2008; May 3, 2011; May 6, 2014

Policy Reviewed: June 6, 2017; June 4, 2019; June 14, 2022

### Policy for School Medication Administration

\*Adopted from the Iowa Department of Education.

Some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered at school 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. Long-term situations may necessitate the development of an Individual Health Plan (IHP) written by a licensed health person and the student's parent. 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 diseases may self-administer their medication upon approval of their parents and prescribing physician.

Persons administering medication shall include a 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, licensed pharmacist, or through other means approved by the state health department and a record of course completion will be kept on file.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- prescriber's signature for prescription drugs on the JFK administration form
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

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

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; the consent form is all that is required. School districts that determine students are abusing their self-administration can either withdraw the self-administration or discipline the student.

Policy Adopted: Prior to 1993

Policy Revised: June 7, 2005; May 6, 2008; July 6, 2017

Policy Reviewed: May 3, 2011; May 6, 2014; June 4, 2019; June 14, 2022

565.31

### School Medication Administration Guidelines

Qualified designated personnel may administer medication with the following conditions:

1. Prescriber's written authorization. If it is a prescription drug, the prescriber's signature on the JFK form is also required. 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 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. All unused medication must be picked up by the parent or guardian. If medication is still at the school 14 days after the end of the school year, 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 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, licensees in this state may legally prescribe drugs) provides written authorization and signature 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.

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. In this absence, another medication administrator with permission of the principal 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 administer medication and prepare 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 returns the signed empty envelope and documents administration including the student, date, time, and signature.

Policy Adopted: June 7, 2005

Policy Revised: May 6, 2008; June 6, 2017; June 4, 2019

Policy Reviewed: May 3, 2011; May 6, 2014; June 14, 2022

Parent Authorization Form for the Administration of Medication  
at John F. Kennedy Catholic School

\_\_\_\_\_  
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 (Printed)                      Prescriber Signature                      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

Self-Administration Authorization at John F. Kennedy Catholic School: Asthma or Airway  
Constricting Medication

Student's Name (Last)	(First) (Middle)	Birthday	Date
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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
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Purpose of Medication/Administration Instructions: \_\_\_\_\_  
\_\_\_\_\_

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

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

(Over)

(Over)

(Over)

To be completed by a prescriber:

\_\_\_\_\_  
Prescriber (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

- 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



Medication Incident Report at John F. Kennedy Catholic School

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: \_\_\_\_\_

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

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

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

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

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

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

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

### Food Allergies

JFK and its employees, including those involved in the federal free and reduced lunch program, will make reasonable efforts to ensure that students with food allergies are protected from contact with the food to which they are allergic and that cross contamination does not take place within the facilities. Responsibility cannot be assumed, however, for cross contamination at processing plants and other locations prior to the food arriving at JFK when this information was not disclosed. The school discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies, other restrictions on some children's diets, and the assumed preferences of parents. JFK cannot be responsible for contact with food that is being traded.

Policy Adopted: September 5, 2006

Policy Reviewed: June 2, 2009; May 1, 2012; May 5, 2015; June 21, 2021

Policy Revised: June 14, 2018

### Policy 565.4

### Physical Education and Outdoor Recess Excuses

Students who cannot participate in Physical Education classes or outside recess for more than one week because of illness or injury must have a statement from a medical practitioner excusing their absence. The medical practitioner's note should state to what extent the activities should be limited and for what period of time. For inability to participate for a week or less, communication from a parent will suffice.

Policy Adopted: Prior to 1993

Policy Revised: June 7, 2005; June 6, 2017

Policy Reviewed: May 6, 2008; May 3, 2011; May 6, 2014; August 4, 2020; June 6, 2023

### Policy 565.45

### Physical Activity and Issues Related to Temperatures

At recess times, if weather conditions are rainy, the wind chill factor drops below 10 degrees or the parking lot is too wet, the children will remain in their rooms and play games during the recess time. Parents are invited to donate games for the children to use on these "IN" days.

If the heat index is above 85 and students are going outdoors for recess or physical education, then strenuous activity is limited to no more than 20 consecutive minutes without a break that includes access to water.

If the heat index is above 90 and the air conditioning is not working and students are not going outdoors for recess or physical education, then strenuous activity is limited to no more than 20 consecutive minutes without a break that includes access to water.

The above applies to recesses, PE classes, and parish or school sponsored activities using our property.

Should the heat index reach the mid to upper level of “extreme caution,” as defined by charts available from the National Weather Service, and the air conditioning is not working, the closing of the building will be *considered*.

Below are the wind chill guidelines for PE:

- Below 10 degree wind chill, PE classes will not go outside at all.
- Between 10 and 19 degree wind chill, PE classes will be outside no more than 15 minutes.
- Between 20 and 29 degree wind chill, PE classes will be outside no more than 20 minutes.
- Between 30 and 39 degree wind chill, PE classes will be outside no more than 30 minutes.
- At 40 degree or above wind chill, PE classes can be outside without a time limit.

Policy Adopted: June 4, 2019

Policy Revised: June 21, 2021; June 14, 2022

Policy 565.5

### Playground

John F. Kennedy School’s playground facilities include the school grounds and playground equipment. All playground activity during recess is under adult supervision.

Any games or activities on the playground that could cause serious injury are not allowed. Playground supervisors are to be respected and their directions observed.

When weather conditions are rainy, the wind chill factor drops below 10 degrees or the parking lot is too wet, the children will remain in their rooms and play games during the recess time. Parents are invited to donate games for the children to use on these “IN” days.

Policy Adopted: Prior to 1993

Policy Reviewed: April 6, 2004; April 12, 2010; May 7, 2013; April 5, 2016; June 14, 2022

Policy Revised: June 5, 2007; June 4, 2019

Policy 565.52

### Communicable Diseases

\*This Policy is adapted from the Diocese of Davenport

The Diocesan Board of Education, and by extension, the OLV/JFK Board of Education, recognize 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 programs without creating a risk of transmission of the illness or other harm to students or employees. The boards also recognize 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 and the OLV/JFK 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 programs. Responsibility for this assessment rests with the program administrator in consultation with the appropriate diocesan administrator. The program administrator shall consult with the diocesan superintendent. The Diocese and OLV/JFK reserve 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 Catholic 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: June 14, 2018

Policy Reviewed: June 21, 2021

Policy 565.55

### Acquired Immune Deficiency Syndrome Policy

\*This policy is adapted from the Diocese of Davenport

"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 HIV 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 educational management shall be shared, utilizing expertise of the student's physician, parent or guardian, school nurse, public health personnel, and the principal.
  - a. The principal shall be responsible to notify, with signed and specific 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.
    - 1) Notes regarding student's physical condition shall be maintained separate from cumulative record.
    - 2) Notification of staff identified in 3.a. 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 made by school authorities.

5. In-service education regarding AIDS and the AIDS associated virus (HIV) shall be provided to 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: June 6, 2000

Policy Revised: May 2, 2006; June 2, 2009; June 14, 2018

Policy Reviewed: May 1, 2012; May 5, 2015; June 21, 2021

Policy 570.0

### Weapons Policy

\*This policy is adapted from the Diocese of Davenport

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

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 parish/school property or from students who are within the control of the school or parish. Those people who are not law enforcement officials or other officials required to carry weapons as part of their jobs but who are licensed to carry a gun, including a concealed gun, are still prohibited by law from carrying a gun on school property.

Parents/guardians of students found to possess a weapon or dangerous object shall be notified of the incident. Confiscation of weapons or dangerous objects may be reported to law enforcement officials, especially when required by law, 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 for a student on a case-by-case basis. For purposes of this portion of the 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 policy, the terms "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. Razor 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, or as so 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, or as found by an interpretation of the Supreme Court of the State of Iowa;
9. 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;
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 CO2, 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);
14. Any type of martial arts device including, but not limited to, throwing stars, nunchaus, 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 fireworks, hand grenades, mines, and claymores, regardless of whether or not any of the devices are, in fact, capable of exploding;
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 the devices are capable of exploding;
19. Mufflers or silencers for any firearms, regardless of whether the muffler or silencer is 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 or other officials required to carry weapons as part of their jobs shall be exempt from this policy. The principal 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, Pub. L. No 103-227, 108 Stat 125 (1994)

Policy Adopted: June 6, 2000

Policy Revised: June 7, 2005; May 6, 2008; May 3, 2011; May 6, 2014; August 4, 2020; June 6, 2023

Policy Reviewed: June 6, 2017

## Student Activities

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime. Students wanting to participate in school activities must meet the requirements set out for participation in the activity. Students may not be allowed to participate because of academic or disciplinary reasons. (See policy 580.20)

### BAND

JFK has a band program for students in grades 5-8. This program includes private or small group instruction as well as group instruction. An additional fee is required to participate in this program.

### ATHLETICS

As a supplement to the regular physical education program, the school also maintains a program of extramural team sports. School sponsored activities may include basketball, volleyball, softball, track, cheerleading, and other athletic activities. Students participating in the programs are expected to display proper Christian values and attitudes. See the Athletic Policy for specific information regarding eligibility. An additional fee is required to participate in this program.

### STUDENT COUNCIL

The Student Council consists of representatives from each class and elected officers. The Student Council sponsors various student activities and Christian service projects.

### Other Activities Typically Available to Students

Speech Contest (Civic Oration)

Crusader Newspaper

Mass Servers

Science Fair

Mock Trial

Boy Scouts

Debate and Speech Contests

Drama

Lego League

Creative Crusaders

Junior Achievement and Finance Park

Girl Scouts

Policy Adopted: Prior to 1993

Policy Revised: June 7, 2005; May 6, 2008; May 3, 2011; May 6, 2014; June 6, 2017

Policy Reviewed: August 4, 2020; June 6, 2023

Policy 580.10

## School Owned Instrument Rental Policy

John F. Kennedy Catholic School has acquired several instruments over the last few years to supplement the sound of our band. These instruments are made available to students who are interested in playing them. To offset the cost of routine maintenance and repair, students who use these instruments will be charged a rental fee of \$75 for the year, subject to change as deemed necessary.

Any damage resulting from misuse or carelessness on the part of the student will result in repair charges being the responsibility of the student and his/her parents or guardians. It is strongly suggested that parents secure insurance coverage with their homeowners' policy for these instruments.

It is understood that all instruments will be returned to the Band Instructor prior to the end of the school year but may be checked out over the summer for an additional \$25 rental fee, subject to change as deemed necessary. The Band Instructor may require the instruments be returned earlier if they are misused or the fees are not paid.

Policy Adopted: 1999

Policy Revised: January 7, 2003; May 4, 2010; May 7, 2013

Policy Reviewed: June 5, 2007; April 5, 2016; June 4, 2019; June 14, 2022

Policy 580.20

### Athletic Policy

The primary function of our school is to provide learning experiences for our students. As a secondary emphasis, the parish allows students to participate in athletics. The following are the eligibility rules for participation in the athletic program at Our Lady of Victory and/or John F. Kennedy Catholic School for grades 5 - 8.

1. The total responsibility of participation eligibility lies with the student.
2. The core subject areas to which these rules apply are Language Arts, Social Studies, Mathematics, Science, Reading/Literature and Religion.
3. It is the responsibility of the athletic director to notify the student, the parents, and the coaches of the eligibility status of the players. Eligibility will be determined by the grade reports printed by the teachers by the end of the school day on Thursday of each week. The first week of a new grading period is a grace period. If a student has an F in any core subject, he/she is ineligible for practice or play based upon the Thursday grade, regardless of the status of late or missing work that is currently in the process of being submitted and graded. He/she will be ineligible beginning on Friday and remains ineligible through Thursday and until the Thursday report shows that the student is again eligible. The absence of a teacher does not impact a student's eligibility; the grades for that teacher's subject(s) are not included.
4. Students must be in school at least one half of the normal day to be eligible for a game unless school is not in session on that day. Absences due to attendance at religious services (such as a Mass of Christian Burial) are exempted. A student who has received an in-school or out-of-school suspension may not participate in parish based athletics until reinstated into his/her regular class schedule.

For athletics, this intra-parish program affects grades 6-8 and eligible 5<sup>th</sup> graders only and consists of basketball, cheerleading, volleyball, track and any other sports activities included in the Our Lady of Victory athletic program. This does not include any of the Parks and Recreation, Rising Knights, Future Lady Knights, or similarly sponsored sports.

The athletic director is responsible for the supervision and enforcement of the athletic program. To help compensate this individual for his/her time and effort, the students who participate in the athletic program will be required to pay a Sports Participation Fee. This fee will entitle the student who wishes to participate in any sports activity that he/she is eligible for during the current school year to do so.

Good communication between coaches, staff, parents, and students is in the best interests of the students. As part of the permission slip/waiver that is required for a student to participate, a parent is also asked to allow



staff members to talk about students' academic progress and eligibility issues with coaches, who are often parent volunteers themselves. Coaches will also sign an agreement to keep the information regarding other parents' children confidential.

Policy Adopted: Prior to 1993

Policy Revised: May 2, 2006; June 2, 2009; May 4, 2010; May 7, 2013; April 5, 2016; June 6, 2017; June 14, 2018; June 4, 2019

Policy Reviewed: June 14, 2022

## Policy 580.30

### Special Events

#### Field trips

Educational tours and trips are considered part of the curriculum in that they supplement the classroom teaching. Transportation is arranged by the classroom teacher. Parental permission is required.

#### Parties and student birthdays

School parties may be held on various occasions throughout the school year. The teacher may contact a volunteer to arrange for entertainment and refreshments. Parents may be asked to help defray the cost of such parties. For birthdays, students may wish to bring a treat. We encourage healthy treats, simple snacks or non-food items like pencils. Pop and gum are not allowed. It is up to the teacher's discretion when such treats are served.

In place of treat, we would like to encourage students and parents to consider making a donation to the library. An insert will be placed inside the book, indicating the name of the student who donated it and her/his age.

Party invitations may not be passed out during school time unless all students (or all boys or all girls) in the class receive one in order to insure that there are no hurt feelings. Privacy act laws prohibit the school from releasing telephone numbers or addresses of students unless it is directory information as defined in policy 370.32. This information is available through the Home & School directory published each year.

Please do not send flowers or balloon bouquets to the students at school. They will not be delivered to the classrooms.

#### Catholic Schools' Week

Catholic Schools Week is a national recognition of the value of a Catholic School education. Special events and activities are planned during this time, generally the last week in January.

Policy Adopted: Prior to 1993

Policy Revised: May 2, 2006; June 2, 2009; May 1, 2012; May 5, 2015; June 14, 2018

Policy Reviewed: June 21, 201; June 6, 2023

### Curriculum Development, Needs Assessment, and Reporting

In accordance with state law, diocesan policy, and JFK's Comprehensive School Improvement Plan, regular curriculum development, implementation, and evaluation take place. This curriculum work includes, but is not limited to, attention to content standards and benchmarks in reading, math, and science. Ongoing and long-range needs assessments are conducted with community input, and goals are aligned with the data. Information concerning state and local indicators, performance levels, and improvement goals are communicated regularly.

Policy Adopted: July 12, 2005

Policy Reviewed: May 6, 2008; May 3, 2011; May 6, 2014; June 6, 2017; August 4, 2020; June 6, 2023

Policy 612.45

### Participation in the Assessment Program

The assessment of students in multiple areas provides students, parents, educators, and decision-makers with valuable information. There are a variety of assessments used at JFK. These assessments range from the typical classroom assessments such as homework, quizzes, chapter/unit/beginning-middle-end-of-the-year tests, audio/visual presentations, and projects. They also include more formalized assessments such as those used for state reporting of student progress and screeners used to help identify those students who need additional academic or social-emotional-behavioral supports. Federal and Iowa law, unless specifically stated, do not have provisions allowing for parents or students to "opt out" of assessments. JFK also does not have an opt out provision.

Policy Adopted: June 14, 2018

Policy Reviewed: June 21, 2021

## Technology and Internet Safety and Acceptable Use Policy

Adapted from the Diocese of Davenport

The Diocese of Davenport and John F. Kennedy Catholic School recognize and promote the increasing availability of Internet access in schools and parishes throughout the diocese.

The use of technology in education comes with a corresponding responsibility. Along with the inherent freedom of the Internet comes the possibility of accessing material that is not consistent with the Catholic faith. Although precautions should be taken to restrict access to controversial materials, such access may still be possible.

To safeguard the Internet and its users the Diocese and John F. Kennedy Catholic School require that students and employees follow these rules:

1. Users should only be accessing Internet sites and content as related to the educational objectives for which access is deemed appropriate and relevant. All copyright laws must be respected. For example, users must cite all quotes, references, sources, etc. in any report.
2. Transmission or intended reception of any material in violation of any national, state, or local regulation is prohibited. This includes, but is not limited to:
  - copyrighted material
  - threatening or obscene material
  - material protected by trade secret

Use for commercial activities, product advertisement, or political lobbying is prohibited.

Intended transmission or reception of material that would tend to violate the moral teaching of the Catholic Church or be scandalous to the Church is also prohibited.

3. The Diocese requires the use of filtering software or services on all school computers with access to the Internet. When minors are using the Internet, access to visual depictions must be blocked or filtered if they are:
  - a. obscene, as that term is defined in section 1460 of title 18, United States Code
  - b. child pornography, as that term is defined in 2256 of title 18, United States Code
  - c. harmful to minors

Schools cannot disable the filters when minors are using them, even with parental or teacher permission and supervision. Appropriate school staff may disable filters only for adults who are using school computers for bona fide research purposes.

Schools must monitor minors' use of the Internet in school. Parents are responsible for directly supervising and monitoring student Internet access if school owned devices are taken home. The school's filtering software must be run on all school owned devices regardless of location of the device. The school may also act on phrases and searches flagged by the software.

4. Appropriate language shall be used while respecting the rights of others. Messages, documents, and other files shall not contain profanity, obscene or sexually explicit pictures or comments, or expressions of bigotry or hatred.
5. In general, it is advised that personal identification information should not be made public over the Internet. Personal identification of minors, including addresses and phone numbers should never be given out over the Internet. Illegal activities may be reported to law enforcement.
6. Unauthorized access, including so called “hacking” and other unlawful activities online are prohibited. Attempts to disrupt the use of the network by destroying data of another user or of the network or interfering with another user’s access to the data are prohibited. Attempts by minors to use system administrator access rights or another user’s account without written permission from the school are prohibited. Any user identified as a security risk may be denied access to the Internet or to school computer equipment. Changing the configuration of the school computers, which might include the downloading of games, is prohibited.
7. All computers should continuously run anti-virus software while in operation. Any information downloaded from the Internet should be scanned for viruses before use.
8. The Diocese of Davenport and JFK make no warranties of any kind, whether expressed or implied, for Internet service including loss of data, delays, nondeliveries, mis-deliveries or service interruptions. Use of any information obtained is at the operator’s risk.
9. Students will not be allowed to use personal accounts or send or receive e-mail from a home or AHS communications account while at school. Students will not be allowed to use chatrooms, instant messaging, and other forms of direct electronic communication, except for those provided directly by the school for educational purposes. Misuse off our campus may be subject to the discipline policy as well.

All school policies apply to students using accounts on school-provided resources (such as Google Apps for Education, online textbook websites, etc.) regardless of location or time of day. Students may not use school provided accounts and resources to conduct personal conversations unrelated to educational purposes.

Students are responsible for their school-provided accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Students should not provide their passwords to anyone other than their parents or a school employee.

School-provided student accounts are intended for educational purposes only and can be accessed by school administration at any time. The school maintains the right to immediately suspend any school-provided student account if violations of school policies are suspected. In such cases, the alleged violation will be referred to school administration for further investigation.

10. Viewing of Internet information and any posting of content is considered a public act if using school accounts or equipment. There should be no expectation of privacy. School officials may monitor and inspect all usage.

11. Because the information on the Internet is so widespread and constantly changing, it is impossible to predict everything students might locate. Even with teacher supervision, a student may encounter inappropriate information. Students will be instructed on the appropriate use of the Internet, including how to immediately back out of objectionable areas. Students intentionally accessing such information, encouraging others to do so, or failing to immediately back out of accidental encounters will be subject to the consequences listed in the Acceptable Use Policy.

12. Students may be assessed a fee for damages or loss of computer equipment and accessories.

JFK utilizes a “self-funded insurance” model to help defray the costs of damages. Families pay a per student insurance fee at the beginning of the year, which may be part of the overall tuition. If a machine is damaged, the student’s family is responsible for an additional \$10 “deductible” for each occurrence after the first occurrence. Families are notified of each occurrence. The fee for a lost machine is the cost of replacing the machine, not to exceed \$300, with a new model machine. Damaged accessories will be covered by the \$10 deductible per item. Fees for lost accessories are replacement value per item.

Students must keep food and drinks away from computer equipment. Students must follow any instructions from their teachers on keeping their computer equipment safe and ready for use (storage, handling, using protective cases, recharging, etc.)

Students must report any damage or lost computer equipment to their teacher as soon as possible. Failure to return a school owned device by the established due date will be considered loss of the device.

13. All school policies apply to students when using school equipment regardless of location and time of day.

14. If students are allowed to take school owned devices home and they forget to bring them back, they may be able to borrow other students’ devices with adult permission and pending availability.

15. Students may not borrow another student’s computer without permission from a teacher.

16. Students will receive education about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

17. Students are prohibited from accessing the Internet using personal mobile Internet services through their own Internet Service Provider (e.g., 3G/4G mobile Internet services on cell phones, tablets, etc.). CIPA laws require schools to filter students’ Internet access and block inappropriate content from being accessed by students when in the building.

18. Unauthorized use of a computing device and taking a photograph or video/audio recording without permission is subject to the discipline policy (540.1).

19. No student owned electronic device may be connected to the school’s network without permission from the school.

20. Users accessing Internet services that have a cost will be responsible for payment of those costs.

21. The contents of this policy, except for the insurance elements, also apply to students who are using Assumption provided machines.

If the user violates any of these provisions, their Internet and/or computer access may be restricted and future access may be denied.

All students and their parent/guardian must sign this permission form for students to have Internet and computer access. By signing this form, the parent/guardian and student agree to abide by the Acceptable Use Policy and understand the consequences of its violation. Parents/guardians have the option of revoking their consent at any time.

This permission form will be kept on file for no longer than the current school year.

**Student name**\_\_\_\_\_ **Grade**\_\_\_\_\_

I understand and will abide by the above acceptable use policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense that may result in the revocation of privileges, including the use of electronic equipment at school, disciplinary action and/or legal action.

User's Full Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent or Guardian: I understand the acceptable use policy and hereby give permission to allow my child to access the Internet and certify that the information given on this form is correct.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

TECHNOLOGY AND INTERNET SAFETY AND ACCEPTABLE USE POLICY  
VIOLATIONS-CONSEQUENCES & NOTIFICATIONS

Students who violate this policy shall be subject to the following:

A verbal and written notice will be issued to the student on the prescribed form. The student may lose computer and/or Internet access for a period of time which could include the rest of the school year and/or face other consequences in accordance with the Discipline Policy, depending upon the nature and severity of the offense. Staff members, in consultation with administrators, or administrators will determine the consequences. A copy of the written notice will be provided to the student's parent/guardian and kept in a file by the administration.

Policy Adopted: 1999

Policy Reviewed: June 6, 2000;

Policy Revised: March 5, 2002; June 5, 2007; May 4, 2010; May 1, 2012; May 7, 2013; May 5, 2015; June 6, 2017; June 14, 2018; June 4, 2019; August 4, 2020; June 21, 2021; June 14, 2022; June 6, 2023

TECHNOLOGY AND INTERNET SAFETY AND ACCEPTABLE USE VIOLATION NOTICE

STUDENT'S NAME: \_\_\_\_\_

TEACHER/SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

The above student has violated the Acceptable Use Policy in the following manner:

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\_\_\_\_ His/her computer and/or Internet access is suspended for a period of \_\_\_\_\_ . Privileges are suspended on \_\_\_\_\_ .

\_\_\_\_ Alternative/additional consequence in accordance with JFK Catholic School Discipline Policy:

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Parent Signature acknowledging notification: \_\_\_\_\_

## Guidelines for the Use of Professional Therapy Dog

### The Role and Purpose of Certified Assistance Dog Team in John F. Kennedy Catholic School

A Professional School Therapy Dog certified with their owners/handlers as Certified Assistance Dog Team provides emotional and physical support in the educational setting. This highly trained dog models good behavior, tolerance, and acceptance. The Certified Assistance Dog Team in JFK works to support and positively influence student social and emotional health.

- A. A professional therapy dog is a dog trained and tested to provide specific physical or therapeutic functions under the direction and control of a qualified handler who works with the dog as a team, and as a part of the handler's occupation or profession. The dog is owned by the JFK staff member who wishes to use a professional therapy dog to augment his/her educational program; it is not considered a family pet but a working dog.
- B. A professional therapy dog has passed a Public Access Test, which also includes temperament testing, administered by a trainer/evaluator recognized by JFK for this purpose. The handler will also receive training. Both the dog and the handler receive ongoing testing and training at least every two years, if not more often. Documentation of both the initial and ongoing testing and training is kept on file in the school.
- C. A professional therapy dog may be used in the school setting on a regular basis when the following documentation is in place:
  1. Administrative Approval
    - a) The use of the animal or animals must be approved by the administrator(s) of the building in which the professional therapy dog's handler works.
    - b) A letter stating this approval should be written and kept on file in the building.
  2. Health Records and Hygiene/Animal Care
 

The owner/handler must provide a record of annual vaccinations received by the dog and signed by a veterinarian; these health records should be kept on file in the school building.

    - a) The dog should receive a bordatella vaccination annually; rabies vaccinations and five-way parvo/distemper (DHPP) shall be updated every three years. Note: Dogs less than one year of age or receiving their rabies and parvo vaccinations for the first time shall receive a follow-up vaccine in one year with vaccinations every three years thereafter.
    - b) The dog should be given a comprehensive wormer or fecal check for worms annually.
    - c) The dog should be checked for external parasite control.
    - d) All owners will give preventive parasite (fleas and ticks) control and heartworm medication year-round. Annual tests for heartworm are recommended: Note: Frontline Plus or a similar product is recommended due to its non-toxic nature which is important in a school environment.
    - e) The dog should be groomed and bathed regularly. For dogs in a working environment, monthly to bi-monthly baths are recommended as is daily brushing. The owner/handler must also ensure proper health care through



regular (several times weekly) brushing of the dog's teeth, regular nail trimming as needed, and weekly cleaning/checks of the dog's ears.

3. Public Access Test Documentation

A copy of the Public Access Test certificate of completion should be kept on file in the school building.

- a) A document certifying that the handler and the dog both passed the Public Access Test must be sent by the certifying institution to the school.
- b) Records of advanced obedience, agility, or other training will be kept on file in the school.

D. Review of Professional School Therapy Dog Guidelines and Procedures

1. An Oversight Committee will determine particular guidelines, procedures, and communications with our Therapy Dog Program. The committee will also deal with issues that may arise. Members of the committee may include the dog handler, administration, other dog handlers or trainers, veterinarians, parents, and other staff.
2. Professional Therapy Dog guidelines and procedures will be reviewed annually with all staff and students at the start of the academic year and as needed throughout the year.

E. The privilege to bring the dog into the school setting may be terminated should the handler or dog behave in a way deemed unprofessional or unsafe.

F. According to Diocesan Policy, any animal that bites a student or staff member will be confined by a veterinarian for a period of 14 days. The diocesan insurance company has also indicated that there is liability coverage should the professional therapy dog attack someone while working in its role. The handler will also maintain appropriate private insurance.

Adopted: June 14, 2022

## Wellness Policies on Nutrition and Physical Activity

Adapted from the Diocese of Davenport

### Introduction

Catholic Schools “exist in order to educate the whole person; mind, body, and soul”.<sup>1</sup> In educating students about the body, they strive to develop “a profound reverence for the great gift of life, their own lives and the lives of others, along with readiness to spend themselves in serving all that preserves and enhances life.”<sup>2</sup>

The schools governed by the Diocesan Board of Education strive to maintain a learning and working environment that promotes and protects children’s health, well-being, and ability to learn by supporting nutrition, healthy eating, and physical activity. JFK is, therefore, guided by the following.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods, including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

### Record-keeping

The following information will be documented and at least shared on our website:

- The written wellness policy
- The triennial assessment
- The local wellness policy progress report

### Wellness Committee, Wellness Policy, and Evaluation

- JFK will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing.
- JFK’s School Improvement Advisory Committee (SIAC), with representation from students, parents, food service staff, board of education, administration, and the community, will serve as the wellness committee. Sub-committees may be formed for specific needs.
- JFK will write and maintain its own wellness policy in consultation with diocesan policies.
- The wellness policy will provide guidance for nutrition education, standards for USDA school meals, nutrition standards, physical education and physical activity, wellness promotion and marketing, and evaluation.
- The wellness committee will review the policy and its implementation at least every three years. The policy will also be reviewed every three years by the board as part of its regular review of policies.
- The wellness policy and the assessment of it are posted on our website.

- The principal, lunch program director, and other invited individuals will monitor implementation of the policy. To aid in these tasks, tools provided by the USDA and/or Iowa Department of Education may be used.

### Nutrition Education

- JFK will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- JFK will establish linkages between health education and school meal programs, and with related community services.
- Students in grades K-8 will specifically be taught about nutrition, agriculture, and food systems with age appropriate content and examples. Content may include the following:
  - Relationship between healthy eating and personal health and disease prevention
  - Food guidance from MyPlate
  - Reading and using FDA's nutrition fact labels
  - Eating a variety of foods every day
  - Balancing food intake and physical activity
  - Eating more fruits, vegetables and whole grain products
  - Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat
  - Choosing foods and beverages with little added sugars
  - Eating more calcium-rich foods
  - Preparing healthy meals and snacks
  - Risks of unhealthy weight control practices
  - Accepting body size differences
  - Food safety
  - Importance of water consumption
  - Importance of eating breakfast
  - Making healthy choices when eating at restaurants
  - Eating disorders
  - The Dietary Guidelines for Americans
  - Reducing sodium intake
  - Social influences on healthy eating, including media, family, peers, and culture
  - How to find valid information or services related to nutrition and dietary behavior
  - How to develop a plan and track progress toward achieving a personal goal to eat healthfully
  - Resisting peer pressure related to unhealthy dietary behavior
  - Influencing, supporting, or advocating for others' healthy dietary behavior
- JFK's school lunch meals themselves will serve as hands-on/real examples of nutritious meals.
- Students will be taught how to read food labels and understand the information presented in them.
- JFK will provide nutrition education and nutrition promotion that:
  - Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;

- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, and other school foods;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

### Standards for USDA School Meals

- JFK participates in the National School Lunch Program (NSLP).
- NSLP meals meet, at a minimum, the nutrition requirements established by state and federal law: <https://www.educateiowa.gov/school-nutrition-standards-2012>
- Information about the nutritional content of meals will be shared with parents and students.
- Applications for free/reduced priced meals are sent home to all families at the beginning of the school year. The application is also available on the school website, [www.olvjfk.com](http://www.olvjfk.com).
- The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. For example, our point of sale system is cashless, and no student account information is visible to staff or students.
- Students/families with negative balances are subject to JFK's "Lunch Program Family Account Balances" policy, number 757.14.
- Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act and National School Hot Lunch Act.
- Foods and beverages sold or served at school during the meal time meet or exceed the school nutrition standards and are in compliance with state and federal law.
- Foods are served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.
- Competitive food choices are not sold during mealtimes.
- New food items being considered for future menus are sampled with students, and a sticker system is used to encourage younger students to try new foods.
- JFK is a "closed campus" for lunch.
- Free drinking water is available during meals and throughout the day.
- All foods and beverages provided by the school through the lunch program and through childcare will adhere to state and local safety and security guidelines and DHS requirements, where applicable.
- Food Service Staff will meet appropriate certification and training requirements associated with their positions and levels of responsibility as outlined by the USDA Professional Standards for State and Local Nutrition Programs.
- Students will be provided with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. The religious, ethnic, and cultural diversity of the student body will be considered in meal planning.
- The school discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies, other restrictions on some children's diets, and the assumed preferences of parents.
- Students will be provided with a clean, safe, and pleasant setting in which to eat.

- Lunch periods are at least 20 minutes in length, and all attempts are made to have passing time outside of this 20 minutes.
- A lunch recess time is scheduled for students in grades K-5. The scheduling of lunch recess time for grades 6-8 will be dependent upon other academic goals and with the provision that physical activity requirements are met during school hours. The amount of time available for recess and time available for eating lunch have no impact on one another. Students will be provided with access to hand washing or hand sanitizing before they eat meals or snacks.
- The school will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk) as worked out with students' parents and staff.

### Nutrition Standards for Competitive and Other Food and Beverages

- All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte [snack] lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law. This timeframe does not include athletic events after school hours.
- No competitive foods or beverages may be sold during the school day.
- There are two types of fundraising – regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.
- Snacks and beverages served by school representatives during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health. All snacks served in childcare services will meet CACFP and DHS requirements and include the timing of the snacks in relation to meals, nutrition guidelines, etc. Snacks in all preschool programs will follow the same guidelines. Student provided snacks in kindergarten will be encouraged to follow the same nutrition guidelines
- The occasional student provided birthday treat will not be regulated, nor will it count as an official snack in a childcare or preschool program. Non-food birthday treats will be encouraged.

JFK follows the federal government's Smart Snack nutrition guidelines:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>

### Physical Education and Physical Activity

- All students in grades PK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- A comprehensive, standards-based physical education curriculum which identifies the progression of skill development in grades K-12 and has a range of activities that can lead to lifelong physical health will be used. Physical education curriculum revision will follow a formally established periodic review cycle congruent to other academic subjects. Physical activity topics in physical education and/or health may include the following:
  - The physical, psychological, or social benefits of physical activity
  - How physical activity can contribute to a healthy weight

- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing and individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in and individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity
- 
- There is no waiver, exemption, or substitution for PE. Students with 504 plans or IEPs will have accommodations made to the PE activities.
- Physical education instruction is conducted by an appropriately licensed teacher at a student/teacher ratio equivalent to other classes. PE teachers are provided with opportunities for professional development.
- Physical education will be at least 75 minutes per week for grades K-8.
- Students in grades K-5 will have recess daily for a minimum of 20 minutes. Students in grades 6-8 have recess scheduled throughout the week.
- Teachers are encouraged to find alternatives to the withholding of physical activity or physical education as a negative consequence.
- Through the availability of bike racks and staff to accompany students across a busy intersection, the school promotes walking and biking to/from school.
- The school provides students with physical activity opportunities after school, such as Catholic League sports, and connections to community activities such as Dad's Club, Rising Knights, and Future Lady Knights and promotes these activities through its communication outlets.
- Staff members, school families and community members are provided physical activity opportunities on the OLV/JFK campus, and the campus is available for all students and community members to participate in physical activity opportunities.
- All teachers are periodically provided professional development opportunities that are focused on the integration of physical activity into classroom academic content and schedule throughout the school day.

## Wellness Promotion and Marketing

- Staff members model healthy behavior; for example, teachers are periodically provided with water bottles and encouraged to drink water in the classroom.
- The staff is provided with duty free lunch breaks.
- Staff members working in ECLC are required to model healthy eating, if they eat with the students.
- Staff members are encouraged to model and participate in physical activity breaks during class and to share their personal physical activity lifestyles with their students.
- Non-food items and physical activity will be encouraged as rewards for academic performance or good behavior. Physical activity (such as running laps) will not be used as a negative consequence.
- The withholding of food or beverages will not be used as a punishment.
- The occasional student provided birthday treat will not be regulated, nor will it count as an official snack in a childcare or preschool program. Non-food birthday treats will be encouraged.
- JFK will promote healthy food items including fruits, vegetables, whole grains and low-fat dairy products. Posters, signage, and a monthly newsletter will be used to help with this promotion.
- Information about summer USDA lunch programs in the community will be communicated to our constituents.
- JFK limits food and beverage marketing to the promotion of items that meet the USDA Smart Snacks nutrition standards, except when/where explicitly approved by the principal. In general, any advertising is limited, if at all.
- JFK personnel are aware of the proliferation of brand advertising on websites and educational materials and attempt to avoid students' exposure to such where possible.

## Specific Wellness Goals:

### Nutrition Education and Promotion:

- A "Kitchen Korner" to share information regarding planned menus, nutritional guidelines, healthy recipes, and fun facts will be added. Student input may be included for contents.
- Health units will be presented during PE and science classes in an articulated grade level progression.
- A wellness speaker like a personal trainer will be invited into PE to discuss healthy lifestyles.
- The K-8 health curriculum will be examined in light of information in chapter 280.12. Revisions will be made as necessary.
- A "Q and A" regarding NSLP guidelines will be published on our website and segments will be included in the Principal's Post.

### Physical Education and Physical Activity Goals:

- Students will utilize a physical activity log for both at school and outside of school
  - This activity will first be implemented with older students.
- In conformity with Iowa law, the following physical activity requirements are in place:
  - K-5 = 30 minutes of physical activity per day
    - Includes PE (on days PE is scheduled), recess, and classroom "brain breaks"
  - 6-8 = 120 minutes of physical activity per week:

- Includes PE, recess, and classroom “brain breaks”
- The above time requirements may be met during school hours and/or may include outside of school physical activities as the law allows the requirements to be met outside of school. If the requirements are not met during school hours, a physical activity contract is required showing how students will meet the remaining physical activity time outside of school hours.
- In cooperation with diocesan representatives and in light of JFK’s vision for physical education and recess and national standards, the diocesan PE curriculum will be revised.
- New PE materials, “Fitness Extreme Skillastics,” will be utilized. This new programming encourages cooperative learning and participation while engaging students in aerobic activity and is supplemented with Nutritional Cards and materials regarding muscles and bones.

#### Nutrition Guidelines for all Foods Available to Students

- Lists of snacks that meet CACFP guidelines will be developed and distributed for parents/students to use for celebrations.

#### Other School-Based Activities :

##### Integrating Physical Activity into the Classroom Setting

- Additional brain breaks involving physical activity or mindfulness activities will be added to teachers’ “toolboxes” and implemented. Teachers will also monitor how often it is done.

##### Communication with Parents

- Ideas for physical activity will be sent home within a monthly newsletter and posted on the Kitchen Korner.
- Immunizations, especially among younger children, will be promoted.
- Add a “health” corner section to the Principal’s Post at least quarterly.
- Offer health information through a Parent University session.

##### Food Marketing in Schools

- The nutritional value of the NSLP will be marketed.

##### Staff Wellness:

- A staff physical activity incentive program will be created and implemented utilizing activity options both on campus and off campus.

<sup>1</sup> *National Directory of Catechesis* 61.4.b

<sup>2</sup> *Stewardship: A Disciple’s Response*

See also Diocesan BE policy: 710.0 Health Services

Policy Adopted: April 26, 2006

Policy Revised: May 17, 2010; April 5, 2016; August 2, 2016; June 6, 2017; June 4, 2019; June 14, 2022



## Student Pregnancy Policy

If a student becomes pregnant or fathers a child, and a teacher, principal, staff member or pastor becomes aware of the pregnancy, the matter shall be kept confidential. The student will be advised as to any specialized education programs from which he/she may benefit.

It is the church's position that all life is valued. Any teacher, principal, staff member or pastor would encourage a student to pursue a pro-life approach to the situation if the student approached him/her.

Policy Adopted: Prior to 1993

Policy Reviewed: May 2, 2006; May 1, 2012; May 5, 2015; June 14, 2018; June 21, 2021

Policy Revised: June 2, 2009

Policy 715.1

## Educational Service Agencies

### Diocese of Davenport Office of the Superintendent:

1. Provides supervision of the school.
2. Keeps records and files to coordinate reports to State, Federal, and local agencies.
3. Provides information, gives directives, and administers Diocesan school policy.
4. Provides in-service.

### Iowa Department of Education:

1. Administers State and Federal policy.
2. Provides teacher certification information and supervision

### Federal Programs:

1. Several Title programs may provide material, training, and equipment.
2. Hot lunch program.

### Assumption High School:

1. Sports
2. Fine Arts
3. High School Orientation
4. Eighth grade transition to high school
5. Academic Honors Programs

### St. Ambrose University:

1. Student teachers/Practicum teachers

### Davenport Community Schools:

1. Transportation
2. Some educational services may be available for individual students under dual enrollment or other arrangements.

### Mississippi Bend Area Education Agency:

1. Speech therapy
2. Hearing testing/consulting
3. School Psychologist
4. Occupational therapist
5. Physical therapist
6. Audiovisual and technology needs
7. Curriculum Assistance
8. In-service Workshop
9. Printing

Department of Human Services:

1. Before and after school child care services
2. 3 year old preschool and ECLC

Scott County Health Department:

1. Consultative services
2. Screenings
3. Immunization audits

In addition, the Iowa Catholic Conferences, NCEA, and Iowa Association of Non-Public Schools are among the many organizations providing information, in-services, and legislative lobbies.

Policy Adopted: Prior to 1993

Policy Revised: April 6, 2004; June 5, 2007; May 4, 2010; May 6, 2014; June 6, 2017; August 4, 2020; June 6, 2023

Policy 755

### Child Abuse—Level I Investigators

State law requires that two Level I investigators be identified to receive complaints and investigate allegations of child abuse filed against school employees. (The diocesan policy on sexual misconduct is an overriding policy for all diocesan/parish/school certified and noncertified staff and volunteers.) JFK has identified the following as its Level I investigators, although they may change without policy review from year to year as long as there is appropriate communication in the handbook: Chad Steimle (391-3030), Julie Delaney (principal at St. Paul's, 322-2923), and Andy Craig (president of Assumption, 326-5313).

Policy Adopted: July 12, 2005

Policy Reviewed: May 6, 2008; May 3, 2011; May 6, 2014; June 6, 2017; August 4, 2020

Policy Revised: June 6, 2023

Policy 757.10

### Volunteers

As a parent, you are strongly encouraged to participate as a volunteer at JFK. Being an active member in our school and organizations helps make you a partner in the education of your children. Many parents and interested persons in the community contribute services to JFK. These talents include various areas such as tutoring, typing, baking, carpentry, plumbing, running Fun Night, being a scout leader/helper, being a coach, etc. You are encouraged to volunteer by contacting the school office, by signing up at registration, or by contacting a member of one of our organizations.

Parish/school employees and volunteers who work with minors or dependent adults or are involved in any overnight activity are required to participate in the Diocese of Davenport's Protecting God's Children Program. Included would be scout leaders and coaches, including Parks and Rec coaches wanting to use OLV/JFK property. Requirements of the program are the following:

- 1) Communicate with the safe environment local designee at the school office the manner/capacity in which you plan to volunteer. He/she will assist you in registering on-line at [www.virtus.org](http://www.virtus.org), to complete the training.

- 2) Receive initial “Virtus” training in person or on-line PRIOR to volunteering.
- 3) Complete a background check initially and every five years (through [www.virtus.org](http://www.virtus.org)).
- 4) Acknowledge the reading of and agreement to follow Diocesan Policies. This is done online PRIOR to volunteering and every five years thereafter.
- 5) Complete recertification training annually or at intervals established by the Diocese of Davenport.
- 6) Annually sign and submit a Driver Information Sheet (if transporting minors or dependent adults) along with a copy of your driver’s license and insurance policy.

Policy Adopted: Prior to 1993

Policy Revised: May 2, 2006; June 2, 2009; May 1, 2012; May 5, 2015; June 14, 2018; June 21, 2021

Policy 757.12

### Nurse Volunteers

A qualified registered nurse may act as a supplement to the school by helping with routine health screenings, administering first aid, and providing medical information.

Policy Adopted: Prior to 1993

Policy Reviewed: April 6, 2004; May 1, 2012; May 5, 2015; June 14, 2018; June 21, 2021

Policy Revised: June 5, 2007; June 2, 2009

Policy 757.14

### Lunch Program Family Account Balances

Students may purchase a hot lunch from our pre-pay lunch program. Rates for the hot lunch meal, “milk only,” and “extras” of the main entrée will be posted regularly. Money for lunches is posted to a family account. As the students eat from the hot lunch program, the cost will be deducted from the family account balance. Account balances are communicated regularly. Balances can also be checked on-line.

School officials will check lunch balances regularly. Students whose family balance is negative \$10 or more will not be served “extras” until a positive balance is seen at a following regular lunch balance check. Families are notified of the opportunity to apply for free and/or reduced lunches regularly.

Families that remain on the negative balance list for the second consecutive regular check will be notified via email providing options of how the family lunch balance can be managed:

1. Pay the negative balance and deposit funds into the family lunch account.
2. Parent may provide written request to the school to withhold hot lunch meals from the student.
3. Complete an application for free/reduced lunch. A denied application will not reduce the debt, and another option will need to be chosen.

Families may always apply for free and/or reduced lunches with forms available in the office and on our website. The applications are also distributed to ALL families at least at the beginning of the school year. New applications are needed each year.

## USDA Nondiscrimination Statement

“In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDAs TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. Email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.”

## Iowa Nondiscrimination Statement

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.”

Policy Adopted: June 5, 2007

Policy Reviewed: April 12, 2010; May 7, 2013

Policy Revised: April 5, 2016; June 6, 2017; December 4, 2018; April 2, 2019; June 14, 2022; June 6, 2023

### Textbooks, Library Books and School Supplies

Textbooks and library books are the property of the school and should be treated with care. Any book that is lost or damaged beyond reasonable normal wear and tear must be replaced at the expense of the parents or guardian of the child. Fines for damage to books that are still usable will be assessed. Carelessness and deliberate damage of school books or property will be called to the attention of the parents and will be paid for or replaced by the offender.

A list of additional supplies needed for the school year will be provided at registration and is included in this booklet. Students are asked to bring these supplies no later than the first day of school.

Policy Adopted: Prior to 1993

Policy Revised: May 2, 2006; May 1, 2012; May 5, 2015; June 14, 2018; June 14, 2022

Policy Reviewed: June 2, 2009; June 21, 2021

Our Lady of Victory Church  
John F. Kennedy Catholic School  
Definition of Participating Member at OLV

**Introduction:**

Our Catholic school helps the parish fulfill its mission to pass on the Faith and to form our children as Christ taught. The OLV community makes a tremendous investment by providing the resources and talent necessary to help form our parish youth in the Faith. Families also contribute to this investment through the payment of tuition and fees and participating in the life of the parish and school. The cooperation between actively involved parents and the parish/school is essential. The Board of Education of Our Lady of Victory parish accepts responsibility for defining participating membership at OLV.

**Family Contribution Paid Through Tuition, Fees, and Support of OLV and Other Catholic Parishes:**

Each family is asked to help share in providing the talent and resources necessary for the parish to be successful in its mission to teach the Faith. The cost to educate a child is substantially more than the tuition amount. Each family's share of this cost (the family contribution) is paid through tuition, fees and offertory envelopes. Due to parish support, registered and *participating members* of Our Lady of Victory Parish and other supporting Catholic parishes with students enrolled in John F. Kennedy Catholic School, benefit from a family tuition rate that is lower than the rate charged other users of the school. At least one of a child's parents or legal guardians must be a registered and participating member of OLV or another supporting Catholic parish to receive participating member rates.

An OLV registered and participating member or member of another supporting Catholic parish, at a minimum, follows the precepts of the Church and is called to go far beyond the minimum in the love of God and neighbor. Below are the precepts of the Church:

- Attend Mass at OLV or a supporting Catholic parish on Sundays and holy days of obligation. Members of OLV are expected to fulfill the majority of those obligations at OLV to help ensure that the parish and families develop their relationship together as disciples of Christ.
- Confess one's sins at least once per year.
- Receive Holy Communion at least once per year, during the Easter season.
- Observe the days of fast and abstinence.
- Provide for the needs of the Church, including OLV or the supporting Catholic parish to which one has membership. The use of envelopes or electronic funds transfer should be used by OLV registered and participating members to facilitate this obligation. If this obligation is too much of a hardship, an individualized plan for donated services/voluntarism *may* be agreed upon. Those who are members of another supporting Catholic parish should utilize methods desired by the supporting parish.

In addition, the following are also included in the definition of an OLV registered and participating member, and similar requirements are often made by other supporting Catholic parishes:

- Register in the parish by completing the parish registration form.
- Participate in and help with parish/school activities.

Users of the school who are not active participating members of Our Lady of Victory or other supporting Catholic parishes shall pay a higher tuition rate. They are still expected, however, to support the values of the school and participate in and help with parish/school activities.

**Tuition Assistance:**

There is financial assistance available for those families for whom tuition costs may be difficult to manage or those experiencing economic hardship. Application for such assistance should be made at the time of registration or whenever there is a change in financial circumstances.

The *Family Tuition Plan* is specifically aimed at making it possible for every interested Catholic family to choose a K-12 Catholic school education and help the parish with its budget. It is linked to government indicators and is designed to assist families within a broad range of income levels. The online application process is linked on our website. Hard copy applications for those unable to complete the application online may be available. Applications are kept confidential. Emergency financial assistance may also be available. Please contact the SCCS business office.

*We know that circumstances can change during the year or from year to year. For the sake of each family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the SCCS business office as soon as possible when experiencing economic difficulties that affect tuition payments.*

Policy Adopted: August 1, 2006

Policy Revised: May 1, 2012; June 5, 2012; May 5, 2015; June 6, 2017; June 14, 2022; June 6, 2023

Policy Reviewed: August 4, 2020

### Fund-Raising Policy

All fund-raising activities at JFK must have prior approval from the principal and/or an SCCS business office representative. Fund-raising activities will be coordinated throughout the entire parish with attention given to the number of fund-raisers taking place concurrently, the impact on our families, and whether the purpose is to benefit our programming (Ex.: Gala) or to benefit others (Ex.: Holy Childhood Association).

Prior to approval, fund-raising activities must have the following clearly identified:

- Purpose of the fund-raising
- Specific person in charge of the fund-raising
- Duration of the fund-raising
- Extent of the solicitation of the funds (Ex.: parents, parish members, and neighborhood/city community)
- Plan for disbursement of the funds

Policy Adopted: July 12, 2005

Policy Reviewed: May 6, 2008; May 3, 2011; May 6, 2014; June 6, 2017; August 4, 2020

Policy Revised: June 6, 2023

Policy 820.5

### Fund-Raising Sales

Non-OLV/JFK sponsored fundraising sales shall not take place between 30 minutes before the first bell and 30 minutes after the last dismissal bell or at school sponsored events.

Policy Adopted: May 5, 2015

Policy Revised: June 14, 2018

Policy Reviewed: June 21, 2021; June 6, 2023

Policy 910.1

### Government Regulations

John F. Kennedy Catholic School complies with all State and Federal regulations concerning asbestos abatement, hazardous chemical use, and other environmental regulations.

Policy Adopted: Prior to 1993

Policy Reviewed: May 2, 2006; June 2, 2009; May 1, 2012; May 5, 2015; June 14, 2018; June 21, 2021



Acceptance of Davenport Diocesan and SCCS Handbook of Policies

It is the policy of the Board of Education to accept the Diocese of Davenport Policy Handbook for Diocesan Catholic Schools and the SCCS Handbook of Policies as the official policies for John F. Kennedy Catholic School. Copies of these policies are available through the school office and/or on the diocesan website, [www.davenportdiocese.org](http://www.davenportdiocese.org).

Policy Adopted: Prior to 1993

Policy Revised: April 6, 2004; August 4, 2020; June 6, 2023

Policy Reviewed: June 5, 2007; April 12, 2010; May 6, 2014; June 6, 2017

JOHN F. KENNEDY CATHOLIC SCHOOL  
BOARD OF EDUCATION POLICIES  
STATEMENT OF RECEIPT AND AGREEMENT

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
(please print) (please print student(s) names)

acknowledge that I have accessed on-line or in hard copy format the JFK's Board of Education Policies. I further acknowledge that I have gone over the policies with my student(s), and we agree to abide by the policies. I also understand that the policies are on a regular review cycle and may be changed by the Board, and, at which time, I will be notified of policy changes.

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

\_\_\_\_\_ Date

After downloading and completing this form, please return it to the school office.