

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Admissions**

It shall be the policy of the Saint Joseph Board of Education that students be admitted to Saint Joseph School only if parents show evidence that they are choosing the school because of Catholic philosophy of education, excellence of education, Gospel value teaching, or other qualities of Catholic education. Children are not to be admitted to Saint Joseph School if the requested admission is motivated by the desire to avoid public school busing or elimination of de facto segregation in public schools.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Admissions**

The sixth, seventh, and eighth grades ideal enrollment is limited to twenty-five students per grade. Students currently enrolled shall remain enrolled. New students or transfer students requesting enrollment may not be enrolled and may be placed on a waiting list if the class size exceeds twenty-five.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

502.2

Saint Joseph Parish  
Board of Education

## STUDENT PERSONNEL

### Admissions

If the kindergarten enrollment is a twenty-five or above, the position of part-time teacher associate may be increased to a full-time position.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Admissions**

If the enrollment in grades first through four exceeds twenty-five per grade, or the composition of the students indicates the need for additional personnel, a part-time teacher may be hired. The associate may be utilized in flexible grade assignment during the course of the school day.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Admissions**

If the enrollment in grades first through four exceeds twenty-five per grade, or the composition of the students indicates the need for additional personnel, a part-time teacher may be hired. The associate may be utilized in flexible grade assignment during the course of the school day.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Admissions**

If the enrollment in grades five through eight exceeds twenty-five per grade, or the composition of the students indicates the need for additional personnel, a part-time teacher associate may be hired. The associate may be assigned to flexible grade assignment during the school day.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Teacher Associates**

It shall be the policy of the St. Joseph Board of Education that Teacher Associates receive the following areas of training for the purpose of professional development. Teacher Associates will also participate in training as required by St. Joseph School or the Diocese of Des Moines.

- Blood Bourne Pathogen Training
- Child Abuse Training
- Right to Know
- Epi-Pen Training

Policy Adopted: February 16, 1999

Policy Revised: June 2010, September 2019

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Admissions**

Prior to permanently enrolling any student transferring from any other school, the principal shall contact the administrator of the school in which the student is currently enrolled to determine:

- a) That the parent has discussed the potential transfer with that Administrator; and
- b) If there are any circumstances of which the receiving school Administrator should be aware prior to accepting the student and completing enrollment procedures.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Attendance**

It shall be the policy of the Saint Joseph Board of Education that parents/guardians are responsible for their children's attendance. Student attendance will be monitored by the school administrator.

Policy Adopted: February 16, 1999  
Policy Revised: June 2010, September 2019  
Revised:  
Reviewed:

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Attendance**

The principal will be responsible for investigating the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the matter shall be brought to the Saint Joseph Board of Education for action. If after the Board's action, the student continues to be truant, the matter shall be referred to the county attorney.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Lunch Accounts**

It shall be the policy of the St. Joseph's Board of Education that no child shall be denied a hot lunch due to non-payment or underpayment of his/her lunch account. If a child's lunch account becomes delinquent for a period exceeding two months, the lunchroom director will notify the Administrator and/or Pastor. The Administrator/Pastor will contact the family to make arrangements for payment of the lunch account and will notify the lunchroom director of said arrangements.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Discipline**

Discipline is as fundamental in Catholic education as it is in Christian life. The purpose of the discipline policies at Saint Joseph School is to ensure the maximum educational benefits for all students.

It shall be the policy of the Saint Joseph Board of Education that the Saint Joseph School discipline policies will apply to all school-related activities.

In the application of the policies and regulations, the rights of students will be respected and due process will be applied.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Possession of Controlled Substances**

It shall be the policy of the Saint Joseph Board of Education that possession or use of a controlled substance or mood-altering drug on parish grounds is prohibited.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Possession of Controlled Substances**

This policy will be enforced on parish grounds which includes all parish property, school bus, school-sponsored or related activities.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Possession of Controlled Substances**

If a student is found to be in possession of any controlled substance or mood altering drug, parents will be notified as soon as possible. A meeting with the student, parent/guardian, and administrator will be held.

The administrator will determine the necessary referral or follow up.

In the case of an illegal substance, the police will be notified.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

STUDENT PERSONNEL

Violent, Destructive, or Seriously Disruptive Behavior

It shall be the policy of the Saint Joseph Board of Education that because Saint Joseph School holds high regard for each individual, any behavior which is potentially harmful to self or others will not be tolerated.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Violent, Destructive, or Seriously Disruptive Behavior**

In the event of violent, destructive, or seriously disruptive behavior, the administrator or designated person will be notified. The student will be removed from the situation by the designated person. The student's parent/guardian will be notified as soon as possible. The administrator will determine the necessary referral or follow-up.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Disciplinary Consequences**

It shall be the policy of the Saint Joseph Board of Education that suspension, expulsion, emergency removal and/or physical restraint may be consequences of any breech of the discipline policies.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Disciplinary Consequences**

Restraint is the act of physically controlling or directing the actions of a student. School personnel and/or supervising parties may use reasonable and appropriate means of restraint as deemed necessary to prevent a student from harming self or others.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

508.2

Saint Joseph Parish  
Board of Education

## STUDENT PERSONNEL

### Disciplinary Consequences

Deliberately striking a student is specifically prohibited. The use of reasonable force in self-defense or defense of another may be warranted.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

508.3

Saint Joseph Parish  
Board of Education

## STUDENT PERSONNEL

### Disciplinary Consequences

Suspension is the removal of a student from the classroom, either in school (parent/guardian will be notified) or out of school under the direction of the parent/guardian.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

508.4

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Disciplinary Consequences**

Expulsion will be determined by the Board of Education as a result of a recommendation from the administrator.

Re-admittance must also be approved by the Board of Education.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

STUDENT PERSONNEL

Weapons

It shall be the policy of the Saint Joseph Board of Education that weapons and other dangerous objects be taken from students and others who bring them on the school property from students who are participating in any school-related activity away from school premises. Parents of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects may be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

Students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Readmission of the student at the end of the expulsion period will be based on the recommendation of the principal to the local board of education. The principal, in consultation with the superintendent of schools, shall have the authority to recommend to the local board modification of the expulsion requirement for a student on a case by case basis. For purposes of this policy, the term "firearm" includes any weapon 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.

Exceptions to this policy may be granted on a case by case basis by the principal for weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted in advance of the display for educational purposes.

For the purpose of this policy, a "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury 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. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

Dangerous objects include, but are not limited to, clubs, nunchucks, brass knuckles, knives, butterfly knives, stun guns and billy clubs.

Policy Adopted: February 16, 1999

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Reviewed: September 2019

Saint Joseph Parish  
Board of Education

## STUDENT PERSONNEL

### Violence

It shall be the policy of the Saint Joseph Board of Education to respond to all threats of violence as serious in intent. All threats will be investigated by the building administrator, counselor and/or designee. The student, the student's locker and personal items may be searched for weapons. The threat will be reported to and a meeting will be conducted with, the student's parents. The school will take disciplinary action which will include a recommendation for professional counseling. The incident may be reported for further action to law enforcement officials. The local board of education, diocesan superintendent and pastor will also be notified and consulted. Law enforcement officials may recommend referral to officers of the court for monitoring or counseling or programs based on the situation.

Threats of violence protocol at Saint Joseph School will be:

1. Threat is reported to the principal by the student and/or the teacher.
2. Principal and/or counselor interview students (those involved in incident and any witness).
3. Parents of the student who made the threat will be called. We will take any threat seriously.
4. Depending on the seriousness of the threat the parents of the student who received the threat will be called. Lockers, pockets, bags, coats and jackets are searched for any evidence.
5. Any threat with any validity may be reported to the police.
6. Parents of the student who made the threat will be required to come to school. The inappropriateness of the threat will be discussed. The student will be sent home with the parent. The school will urge, or depending on the situation, may require counseling. The courts may order counseling.
7. The student may not be allowed back into school until a professional counselor has provided, in writing, a document saying that the student is not a threat. Other actions may be taken on the student's return to school.
8. The counselor will meet regularly with the student making the threats. Teachers will be asked to be cognizant to curtail any teasing that may be observed.
9. All significant actions and efforts will be documented.
10. The situation will continue to be monitored, formally and informally.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

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Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Protocol for Threats of Violence**

It shall be the policy of the Saint Joseph Board of Education to respond to all threats of violence as serious in intent. All threats will be investigated by the program administrator, counselor and/or designee.

The threat will be reported to and a meeting will be conducted with the student's parents. Saint Joseph's will take disciplinary action to include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Board of Education, diocesan superintendent and pastors will also be notified and consulted.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Placement**

It shall be the policy of the Saint Joseph Board of Education that Saint Joseph School has a screening procedure for appropriate placement of students. Such procedure will be operative for any new student entering the school at any level at any time.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Probationary Admission**

It shall be the policy of the Saint Joseph Board of Education that, in the event an application to Saint Joseph School should be made by a student expelled from another school, a careful investigation must be made by the school administration, after the interview the enrollment may be probationary.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

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Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Calendar**

It shall be the policy of the Saint Joseph Board of Education that the minimum length of a school year as established by the State of Iowa be observed by Saint Joseph School.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

512.2

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Calendar**

Parents shall be informed by a yearly and/or monthly calendar regarding early dismissals.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Length of School Day**

It shall be the policy of the Saint Joseph Board of Education that a school day for Saint Joseph School shall be at least five and one-half hours exclusive of the lunch periods.

A minimum day shall be determined by the school administration.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Reporting to Parents**

It shall be the policy of the Saint Joseph Board of Education that the official Diocesan report card/progress report be used by Saint Joseph School.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Health Services Program**

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

1. Maintenance of student health records;
2. Emergency health procedures and responsibilities;
3. Periodic assessment of areas such as hearing and vision; and
4. Procedures for dispensing of prescription medication.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Communicable Diseases**

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

It shall be the policy of the Saint Joseph Board of Education that these special conditions, the risk of transmission of the disease, the effect upon the education program, and the effect upon the student shall be considered in assessing the student's continued attendance at school. Responsibility for this assessment rests with the program administrator. The administrator shall consult with the director of the diocesan office to which that program relates (religious education, schools, youth ministry). The Diocese reserves the right to require a physician's statement before admitting a student following a contagious illness.

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

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

Policy Adopted: February 16, 1999

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Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Home Instruction**

It shall be the policy of the Saint Joseph Board of Education that parents/guardians choosing the competent private instruction (home schooling) afford them by the Iowa Code contact the local public school district to receive approval to educate their children at home. Saint Joseph School does not provide this option nor may they enter into any dual enrollment arrangement for any portion of the day with schools not accredited by the State of Iowa.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019

Saint Joseph Parish  
Board of Education

**STUDENT PERSONNEL**

**Search**

It shall be the policy of the Saint Joseph Board of Education that, in the enforcement of policies and regulations designed to protect individuals and to preserve the educational environment, lockers, desks, personal effects, and the program participants shall be permitted at the direction of the administrator of the educational program or the administrator designee.

Policy Adopted: February 16, 1999

Policy Revised: June 2010,

Revised:

Reviewed: September 2019