



DOWLING

CATHOLIC HIGH SCHOOL

Leaders for life. Centered on Christ.

Student Handbook

Policies & Expectations

**The provisions contained in this handbook may be changed at anytime, with or without notice.
This Handbook is not an all-inclusive summary of all rules governing student conduct and
behavior.**

August, 2009

WELCOME TO THE 2009-2010 SCHOOL YEAR

The members of the Dowling Catholic High School Board of Education want to welcome you to the new school year. Each new school year brings new possibilities to strengthen the partnership with you, our students and parents. This Student Handbook represents all the policies and expectations that DCHS sets forth for its students. The faculty, staff, and administration of the school look forward to working with you! Board members for 2009-2010: Jane Augspurger – **St. Francis**, Bob Augustine – **Christ the King**, Mike Broderick – **St. Augustin**, Karen DeHaven – **St. Catherine of Siena**, Jason Derry – **Assumption**, Susan Flood – **Holy Trinity**, Bill Frein – **All Saints**, Sheila Goode – **Basilica of St. John**, Msgr. Ed Hurley – **St. Francis (Priest Rep)**, Joanne Konz - **Sacred Heart**, Sergio Loch – **St. Theresa**, Ron Marr – **St. Boniface**, John Mauro – **St. Anthony**, Marg Powell – **St. Ambrose**, Patrick Walter – **St. Mary of Nazareth**, Dave Halligan-**St. Pius X**.

HELLO FROM STUDENT COUNCIL

The Executive Board of the Student Council for the 2009-10 school year expresses it’s gratitude in being elected. We look forward to working with you and for you. We are excited at the possibilities that exist for our school during this school year, and we hope everyone has a great year!

Co-Presidents –	Matt Pierick Michael Wadle	Recording Secretary-	Kim Becker
Vice President –	Evan Beacom	School Board Rep-	Kellie Siembieda
Treasurer –	Abby Bockhaus	School Board Rep-	Theo Bartemes
Corresponding Secretary-	Maddie Wiedemeier		

CLASS OFFICERS 2008-2009

Senior Class
President, Nathan Pigott
Vice President, Scott Laurenzo
Secretary, Emily Merfeld
Treasurer, Mary Kate Burkert

Junior Class
President, Matt Brown
Vice President, John Carey
Secretary, Maddie Sarcone
Treasurer, Sean Pierce

Sophomore Class
President, Matthew Formanek
Vice President, Maddie Vanderlinden
Secretary, Augustine Villa
Treasurer, Diego Salamanca

Freshman Class
Will be elected in September

THIS HANDBOOK HAS BEEN APPROVED BY THE DOWLING CATHOLIC BOARD OF EDUCATION - Revised July 2009

RIGHT TO AMEND: *For all provisions of the handbook, the administration of Dowling Catholic High School reserves the right to amend any and all provisions as well as the right to make exceptions at any time if it is deemed in the best interests of the safety of the students and staff and Catholic environment of Dowling Catholic High School. Should any modifications be made, the students and parents will be notified as soon as is reasonably possible.*

MISSION STATEMENT

Dowling Catholic High School is committed to serving the Greater Des Moines Catholic community and embracing learners of all faiths. Dowling Catholic will inspire a Christ-centered love of learning and a respect for fellow human beings through the application of moral principles, a commitment to service, and excellence in academics, athletics, the arts, and extra-curricular activities.

CORE VALUES:

- full and active involvement as members of the Church
- respect for ourselves and others
- discerning and living Catholic Christian moral principles to our lives
- service to the community
- strive continually toward excellence

RESPECT CODE

As stated in the school's mission statement, Dowling Catholic High School will inspire a Christ centered love of learning and a respect for fellow human beings. Dowling Catholic policies regarding student's attendance, conduct, and dress are prefaced with the following statement: "We, the students, faculty and staff, affirm that every person at DCHS has the right to learn and work in a positive, mutually-respectful environment. It is our responsibility to demonstrate a positive attitude, and to respect the school as a place of learning. In order to achieve this, we will attempt, at all times, to:

- treat others as we would have others treat us;
- accept others' responses and ideas in class with an open mind and polite attention;

- practice common courtesy and friendliness, and appropriate Christ-like language;
- be cooperative, attentive, and supportive in class and in school activities;
- treat the environment within and outside the school as a trust, free from litter and vandalism;
- be supportive of one another in our efforts to be the best in academics, activities, and personal goals.”

Students who violate the respect code by destroying school property or participating in the destruction or vandalism of school property will be responsible for damages and the cost related to those damages.

Because DCHS is a unique community, built on the sacrifices of others who share a common belief, each of us is called upon to model and bear witness to these principles. Violation of any school policies outlined in this student handbook could result in denial of entry into, or your removal from elected or appointed office, honorary organizations, and/or any other extra-curricular activities.

STUDENT SPIRITUALITY

With the assistance of a chaplain, the spirituality of students at DCHS is nurtured in many ways, including:

- All-school prayer at the beginning and end of each school day
- Morning prayer in the chapel on various days throughout the week
- Mass in the chapel at 3:05 p.m. on various days throughout the week
- All-School Masses throughout the year
- Reconciliation services during Lent
- Weekly prayer group meets on Wednesdays at 8:00 p.m.;
- Retreat opportunities: Crossroads for seniors; Kairos for juniors; Quest for sophomores and Metanoia for freshmen.

ADMISSIONS POLICY

As a private school, Dowling Catholic strives to educate students who desire a Catholic education within the limits of our regular curriculum and existing staff. Dowling Catholic High School is unable to accept students who currently receive support through an Individualized Education Plan (IEP) or students who currently receive more than three hours of academic support, either during or outside the school day.

ACADEMIC POLICIES

JEREMIAH 29:11-13 “FOR I KNOW THE PLANS I HAVE FOR YOU SAYS THE LORD. THEY ARE PLANS FOR GOOD AND NOT FOR DISASTER, TO GIVE YOU A FUTURE AND A HOPE”

GRADUATION REQUIREMENTS

A commitment to excellence in academics is a core value of the school's mission. Dowling Catholic will inspire a Christ-centered love of learning and respect for fellow human beings through excellence in academics. To receive a diploma from Dowling Catholic, a student must earn 28 units of credit, which would include .5 credits in religion each semester of attendance. Credit is not given for driver's education. Specific required courses are listed in the *Course Guide*. In addition, in order to receive a diploma, DCHS students must complete 80 hours of Christian service, successfully complete the CPR training program, and read up to 16 books for the Reading Across the Curriculum (RAC) program as outlined in the RAC section of this book. Please note: The CPR training requirement begins with the class of 2012. Seniors who do not meet the 28 credits requirement, will not be allowed to participate in the graduation ceremony.

READING ACROSS THE CURRICULUM (RAC)

Dowling Catholic High School is committed to promoting the benefits of reading. Aside from the books that are a required part of classroom work, the Reading Across the Curriculum (RAC) Books requires additional reading of each student. Graduation requirements include students reading up to four (4) additional books each school year, selecting titles from a reading list published by the school. Various faculty and staff will assist students on completion of their books, in offering evidence of their reading. Students will receive a letter grade A, C, or F at the end of each semester. If both RAC deadlines have been met, successfully completed by the RAC due date, the student will receive an “A” for the semester. If the student has failed to meet one of the deadlines, a “C” will be issued for the course semester grade. If the student has failed to meet either of the deadlines, an “F” will be issued for the course semester grade. **SINCE RAC IS A REQUIREMENT FOR GRADUATION, STUDENTS WHO DO NOT REMEDIATE A FAILED SEMESTER OF RAC, WILL NOT RECEIVE THEIR DIPLOMA UNTIL THE REQUIREMENT HAS BEEN MET.** RAC grades will be included in the G.P.A. and will appear on the transcript. Students will receive .5 credit each year for successfully completing RAC. The complete RAC list can be found on the Dowling Catholic web page under the Student Resources link.

SERVICE HOURS

The commitment to service is a core value of the school's mission. Annually students contribute over 24,000 service hours to the community. It is a requirement for graduation that DCHS students complete a minimum of 80 hours of service. Ten service hours are required for successful completion of each theology class. Theology teachers will set a due date for service hours a few weeks before the end of the semester. Students who do not have completed 10 hours of service by the set date will receive an incomplete for a theology grade on their report card. Students will have 2 weeks to complete the service requirement or the incomplete will change to an F, and as a result, the class will have to be retaken. Seniors who have earned a minimum of 210 hours of service will be invited to apply to receive a Service Honor Cord, which will be worn at graduation. A short presentation to a theology department teacher about service done is required, and students will also need one letter of recommendation. Attendance and behavior, which speaks to the character of an individual, will be taken into account. Students are to contact any theology teacher for additional requirements.

GRADING SCALE

All departments of Dowling Catholic adhere to the same grading scale and follow a basic structure of grading procedures. All multi-section courses will adhere to the same guidelines. Grades are based on class work, homework, test performance, and project-based assessments. Grades given in all subjects are based upon a school-wide grading scale. Each letter grade has a corresponding percentage range as follows:

A+	97 - 100%	B+	87-89.99%	C+	77 - 79.99%	D+	67 - 69.99%
A	93 - 96.99%	B	83 - 86.99%	C	73 - 76.99%	D	63 - 66.99%
A-	90 - 92.99	B-	80 - 82.99%	C-	70 - 72.99%	D-	60 - 62.99%
F	59.99% & below						

The semester grade is the permanent grade recorded for each course. Grade point values assigned to each letter grade are weighted as follows depending on the nature of the course:

Grade	Regular	Advanced	Advanced Placement
A+	4.33	4.58	4.83
A	4.00	4.25	4.50
A-	3.67	3.92	4.17
B+	3.33	3.58	3.83
B	3.00	3.25	3.50
B-	2.67	2.92	3.17
C+	2.33	2.58	2.83
C	2.00	2.25	2.50
C-	1.67	1.92	2.17
D+	1.33	1.58	1.83
D	1.00	1.25	1.50
D-	.67	.92	1.17
F	.00	.00	

GRADE REPORTING

See Edline

ACADEMIC AWARDS

Students have an opportunity to receive the following academic awards:

Academic Letter – Students who, at the conclusion of the first semester of their senior year, have a cumulative grade point average of 3.3300 *or above* will receive an Academic Letter.

Academic Excellence Medal – Students who, at the conclusion of the first semester of their senior year, have a cumulative grade point average of 3.6700 *or above* will receive an Academic Excellence Medal.

Aquinas Key – Students who, at the conclusion of the first semester of their senior year, have a cumulative grade point average of 3.800 or above will receive the Aquinas Key.

HONOR ROLL

An academic honor roll that is based on a student’s grade point average during each semester is published at the end of the semester. There are three levels in which students may qualify:

1. *Academic Recognition Honor Roll* - Students with a current semester grade point average of 3.3300 to 3.6699 at the conclusion of the semester will be placed on the Academic Recognition Honor Roll.
2. *Academic Excellence Honor Roll* - Students with a current semester grade point average of 3.6700 to 3.7999 will be placed on the Academic Excellence Honor Roll.
3. *Presidential Honor Roll* - Students with a current semester grade point average of 3.800 or above will be placed on the Presidential Honor Roll.

Please note: In an effort to recognize a larger number of students' achievements and milestones, beginning with the class of 2013, Dowling Catholic will recognize the top 3% of the senior class. No longer will a Valedictorian or a Salutatorian be identified. This change reflects a consistent national standard of measure for academic achievement at the end of four years.

NATIONAL HONOR SOCIETY (NHS)

Dowling Catholic is proud to be a member of the National Honor Society. The object of the NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthwhile leadership, and to effect better understanding of the philosophy and objectives of the NHS in students. Membership in the National Honor Society is based upon excellence in four areas: scholarship, service, leadership and character. Membership in the NHS to students who have met the rigorous requirements the chapter has set for itself is an honor that is awarded to students at the annual Scholastic Achievement Assembly in April. Through a process of application in the spring of their junior year, students have the opportunity to apply for consideration by the faculty council for membership into this prestigious local and national organization. To be eligible for membership, a junior or senior must have:

- a cumulative grade point average of at least 3.7 on a 4.0 scale.
- a 3.7 grade point average for the most recent grading period.
- involvement in two Dowling Catholic activities for two years.

Behavior, attendance, and the Integrity Policy are taken into consideration in the area of character by the faculty council. Because membership is determined by a point system reflecting ALL of the above areas, each student's list of activities may vary in number. While one appearance before the discipline board does not necessarily prohibit a student from becoming a member, it is taken under consideration in the area of character by the faculty council.

CLASS RANK

Only semester grades are used to determine a student's class rank. All semester courses offering credit value are used to determine class rank. Advanced and advanced placement courses are weighted differently from others. For a complete description of course weighting, see "Grading".

INCOMPLETE (I)

A grade of incomplete (I) for a semester grading period is only given in a special circumstance. If the incomplete is not made up within 15 calendar days from the last day of the grading period, no credit will be given for the incomplete work.

COURSE LOAD

Each semester, students at DCHS must enroll in seven courses. Students enrolled in band, choir, or a foreign language may waive physical education.

EDLINE

Dowling Catholic subscribes to an Internet service that provides communication between parents, students, and teachers. Students and parents are given passwords so they can login to view a student's progress reports, class descriptions, and syllabus. Teachers update progress reports every two weeks.

In addition every six weeks, teachers will report students' current grades: (formerly known as 6-week reporting dates) Parents are to log onto www.edline.net to use the edline service. Please note: Beginning with the 2009 - 2010 school year, 6-week grades will not be mailed.

HOMEWORK

Homework is defined as independent practice of skills, research, extension and refining of understanding and reflection, which enhances and completes the learning activity begun in the classroom. Students should expect homework daily. Students who are absent should check edline for assignments.

EXTRA CREDIT

Extra credit is meant to be an extension of the curriculum. Extra credit is available only if all course requirements have been completed. Any extra credit offered will be initiated by the teacher and available to all students. If offered, students may earn no more than 3% of the total available points for the semester.

LATE WORK

Pursuing excellence in academics is a direct outgrowth of the school's mission. Students are expected to turn in the assignments on the day that it is due. *If an assignment is not turned in on the day that it is due, students may submit that assignment one class meeting day late, for a maximum of 50% credit.*

Students who are in school for a partial day due to a school-related activity on the day an assignment is due are expected to turn the assignment in to their teacher before they leave or after they return from the school-related activity, which is causing them to miss part of the school day.

Students who have a one day excused absence will have two class meeting days to turn in assignments and papers (major or minor) for full credit and to make up quizzes/tests for full credit. Students will receive a maximum of 50% for all work that does not meet this deadline if the assignment is turned in the next day that the class meets.

Teachers will deal individually with students who have an excused absence for two or more days.

SEMESTER EXAMS

Semester exams are given the last two or three days of each semester. Students will take all semester tests on the day assigned, with the exception of those students who meet the requirements of the official exemption policy. The semester grade is made up of 20% for the semester exam and 80% for the entire semester's work figured on a cumulative basis.

EXEMPTION FROM SEMESTER EXAMS

Seniors may be exempt from up to three finals if they meet the exemption requirements.

To be exempt, a senior must have:

1. an average of A – (90%) or higher for the semester's work.
2. ***no more than 5 days absences per semester.*** (This number is firm and consistent)
3. no more than 5 tardies *per semester*, morning or class.
4. ***no more than 2 JUGs/Tuesday Schools per semester in any combination.***
5. ***no Integrity Policy violations during the current school year.***

Freshmen, sophomores, and juniors (and 8th graders taking classes at DCHS) may be exempt from one final exam if they meet the exemption requirements. To be exempt, these students must have

1. an average of A – (90%) or higher for the semester's work.
2. ***no more than 5 days absences per semester*** (This number is firm and consistent)
3. no more than 5 tardies *per semester*, morning or class.
4. ***no more than 2 JUGs/Tuesday Schools in any combination.***
5. ***no Integrity violations during the current school year.***

STUDENTS WILL HAVE 10 CALENDAR DAYS TO CLEAR UP UNEXECUSED ABSENCES (PARENT NOTE) FROM THE DATE OF THE ABSENCE. If a student is truant from any class or part of the day, the student will be disqualified from the exemption. Any unexcused absence will disqualify a student from an exemption. Student absences are those counted in the attendance's office records. Major discipline infractions disqualify a student from exemption, even if other conditions are met. A student may opt to take any exam from which he or she is exempt. Prior to each final exam period, an official list of exemptions will be posted in each classroom. Individual teacher exemptions do not apply if the student's name is not on the list.

INTEGRITY POLICY (CHEATING)

Students are expected to maintain and uphold the values stated in the both the mission statement and the respect code. As students striving to become leaders for life, centered on Christ, it is especially important that they conduct themselves in a manner that allows for respect of self, peers, faculty and staff, and the school. In doing so, students are expected to adhere to all school policies. Dowling Catholic High School is committed to creating an environment in which all students are encouraged to assert their academic and personal integrity.

Fostering an appreciation for academic standards and values is a shared responsibility among students, faculty, and staff. Dowling Catholic High School defines cheating as using someone else's words, work, and/or ideas, and claiming them as your own. It includes, but is not limited to:

- looking at someone else's paper during an examination, test, quiz, during homework, etc.
- talking with other students during an examination, test, quiz, etc.
- using any kind of "cheat notes" or unauthorized materials to improve performance.
- letting someone else see or use one's work at any time.
- copying work assigned to be done independently, or letting others copy one's work; this would include use of any electronic device including cell phones.
- giving test information or receiving it from other students.
- purposely using deceitful practices to improve one's grade or someone else's grade.
- misrepresenting another's work as one's own.
- copying or closely paraphrasing sentences or passages from an uncited source while writing a paper or doing research.

Consequences

Before any formal action is taken against a student who is suspected of committing academic dishonesty, the teacher will meet with the student to discuss the facts surrounding the suspicions. If the teacher concludes further action needs to be taken, the following consequences will apply:

*First Offense

- Teacher will notify parents.
- Student will receive a zero grade on the assignment.
- The assistant principal will be notified of the incident in writing.
- The assistant principal will meet with the student.
- The student's counselor will meet with the student.
- The assistant principal will notify the parents in writing.
- ***The student will lose all exemption opportunities for that school year.***

*Repeat Offenses

- Teacher will notify parents.
- Student will receive a zero grade on the assignment.
- The assistant principal will be notified of the incident in writing.

- The student will not be allowed to be exempt from any class for their remaining years at Dowling Catholic
- After consulting with the Discipline Board, the Principal, and the Dean of Students, the Assistant Principal will determine whether or not the student will be removed from the class with a failing grade or be dismissed from school.

* Student cheating violations are accumulated on a per incident basis, not per class.

Please note:

There are some violations that are considered serious one-time violations of the Dowling Catholic Academic Integrity Policy. A meeting with the Discipline Board may be scheduled. Violations include, but are not limited to:

- stealing tests, quizzes, answer keys, and other assessment information.
- accessing and disseminating information about tests and quizzes stored in computers or other electronic devices.
- distributing stolen information to other students.
- altering, falsifying, removing, or copying school records, including those electronically produced and stored.
- Sharing information through electronic devices.

Integrity Appeal Process

Upon the issuance of a consequence for a student violation of the DCHS Integrity Policy, the student and/or parent/guardian has the right to appeal the consequences. Appeals must be made in writing to the principal within five school days of notification of the consequences.

EXTRA-CURRICULAR PARTICIPATION/ELIGIBILITY

ISAIAH 31 “BUT THOSE WHO WAIT ON THE LORD WILL FIND NEW STRENGTH. THEY WILL FLY HIGH ON WINGS LIKE EAGLES. THEY WILL RUN AND NOT GROW WEARY. THEY WILL WALK AND NOT FAINT”

A commitment to excellence in providing extra curricular activities is a core value of the school's mission. Participation in student activities is viewed by the school as a worthwhile endeavor, which enhances the educational process. Participation is considered an extension of, but separate from, the regular high school program. This rule applies to students participating in athletics, dance team, school play, cheerleading, debate, choir, band, school play, and any other activity sponsored by Dowling Catholic. To participate in athletics or extra-curricular activities at DCHS, students must meet the following requirements:

Six-Week Reporting Periods

A student failing two or more classes at the six-week grading period **will** be ineligible to participate in any game or scrimmage for a minimum of one week from the day he/she is notified in writing. The student will be required to report to Directed Study each day during the suspended time, from 3:10 p.m. to 4:00 p.m. If the student is passing six classes at the conclusion of the one week period and attended each Directed Study session, he/she will be responsible for asking each of his/her teachers to notify the assistant principal that he/she is now at the passing level. The assistant principal will then notify the coach/moderator that the student's eligibility has been restored. The student does not regain eligibility until the entire process has been completed.

Meet Acceptable Attendance Requirements The administration can withhold a student from extra-curricular activities if the student has excessive absence or tardy issues.

First Semester Eligibility Requirements

Any student who is not passing all classes **INCLUDING RAC** at the conclusion of the first semester is ruled ineligible for thirty calendar days in the current or next activity in which the student participates. Refer to <http://www.iahsaa.org/> or www.iowa.gov/educate/content/view/1157/1501 for additional information. *Music and Speech/Debate eligibility rules according to Iowa High School Music Association and the Iowa High School Speech and Debate Association are the same as the athletic rules for all coursework for which credit is given. Refer to www.ihsma.org*

Second Semester Eligibility Requirements

Any student who is not passing all classes **INCLUDING RAC** at the conclusion of the second semester is ruled ineligible for thirty calendar days in the current or next activity in which the student participates. Refer to <http://www.iahsaa.org/> or www.iowa.gov/educate/content/view/1157/1501 for additional information. *Music and Speech/Debate eligibility rules according to Iowa High School Music Association and the Iowa High School Speech and Debate Association are the same as the athletic rules for all coursework for which credit is given. Refer to www.ihsma.org*

SCHEDULE CHANGES

Once courses are selected and scheduled, adjustments will be made on a limited basis. Students must complete a “Change of Schedule Request” from the Counseling Center in advance and submit it to their counselor.

Schedules may be adjusted if any of the following qualifications are met:

1. Incomplete schedule
2. Duplication of courses
3. Courses are in incorrect sequence
4. Students who lack a required course for graduation or grade level
5. A student who does not meet a prerequisite or teacher approval, when required
6. Re-enrollment in a course in which the student received a failing grade or no credit
7. Misplacement due to inappropriate skill level for class

Schedules will NOT ordinarily be adjusted for the following conditions:

1. Preference for a different teacher
2. Preference for a different period or semester
3. Preference to be with friends in a class
4. Change of mind about taking course

WITHDRAWAL FROM COURSES

Students may drop a class during the first five school days of a semester. Since all students are required to take seven classes, any dropped class must be replaced with another course. Enrollment in a replacement class will be allowed only if room is available.

SECOND GRADE ONLY OPTION

If a student receives a “D” or an “F” for a course and chooses to retake the course, the original grade will appear on the student’s transcript with the second grade, but only the second grade will be figured into the G.P.A. Several restrictions apply to this option:

- a student can use the second-grade-only option for two courses in a high school career.
- the option may be used only once per course, and it may not be used if regression has occurred;
- all courses must be taken at Dowling Catholic and completed within one year after receiving the grade;
- a course can be retaken only if the grade is a “D” or “F.” The grade for the second time will count even if it is the same or lower. A Second Grade Option form must be completed prior to the first day of class.

INDEPENDENT STUDY

A student may enroll in an independent study course only if that course is not being offered in the DCHS curriculum, or in the rare event the class cannot be worked into the student’s schedule. A Request for Independent Study form must be completed and submitted for approval by the assistant principal and chair of the Counseling Center. There is an additional tuition fee for all independent study courses.

DUAL CREDIT - ST. LOUIS UNIVERSITY 1-8-1-8

Students who qualify for this program may earn college credit in selected high school courses offered at Dowling Catholic High School. Requirements for students who wish to exercise this dual-credit option and courses that it applies to are described each year in the Course Guide given to students during registration for the upcoming school year. Further information is available in the Principal's Office.

POST-SECONDARY ENROLLMENT OPTIONS ACT

The Post-Secondary Enrollment Options Act was passed by the Iowa Legislature and became law on December 21, 1988. In order to assist students and their parents/guardians in making knowledgeable decisions regarding participation in this program, the following guidelines are presented:

1. Students must be high school juniors or seniors to be eligible. Any student anticipating enrollment in a post-secondary course under this act must complete and submit an application on or before March 15 of the intent to enroll in said course for the ensuing school year. Summer school courses are not included in this program.
2. Students may enroll in any participating institution of higher learning under the control of the State Board of Regents, an area school, or an accredited private institution as defined in Section 261.9 sub-section 5 of the Iowa Code.
3. The administration reserves the right to determine acceptability of a course as provided under this act.
4. Payment will be made by the student’s school district to the post-secondary institution for tuition, textbooks, materials, and fees upon successful completion of the course. Students will be required to purchase equipment, which then becomes their property.
5. Students will be responsible for scheduling post-secondary courses in a manner which does not conflict with their schedule at DCHS.
6. Parents/guardians will be required to furnish transportation to and from the eligible institution.
7. Students must have written permission from the counselor and assistant principal prior to taking the course if it is to be taken for high school credit. Also, a decision as to whether the course will be part of the student’s GPA (grade point average) must be made, before starting the class. If the decision is made to count the class as part of the student’s GPA, failure or withdrawal will result in a failing grade being recorded on the transcript and computed in the GPA.
8. Credit earned in an off-campus course will be that of a comparable class at DCHS. If no comparable class is offered, the decision for credit granted will be made by the vice principal after the course curriculum is provided by the student.
 - Support services in the form of counseling will be available to the student as well as the post-secondary institution. These services will include academic, social, and emotional counseling related to participation under this act.
 - The administration reserves the right to determine acceptability of a course as provided under this act.
 - High school classes taken during 8th grade will be listed on a student’s transcript. The grade received will be included in the high school GPA only if the course was taken at DCHS during regular school hours.

OFF-CAMPUS COLLEGE LEVEL COURSES

In special situations a student may request to enroll in an off campus college level class. All requests must first be approved by both the administration at the chosen college and by the administration of DCHS. If approved, the class will receive DCHS credit and appear on the student’s transcript.

OFF-CAMPUS HIGH SCHOOL CREDITS

All interested students must complete an Off Campus Course Request form before enrolling in any off campus courses. A maximum of two credits (four courses) may be taken off campus and applied toward the credits needed for graduation. These courses may be taken as remedial work due to failure of a course(s) or because of scheduling conflicts. These classes will appear on the transcript and will be included in the grade point average. Grades must be received in the Registrar’s Office by May 1 for seniors who wish the class be applied for graduation credit.

ON-LINE CLASSES

Students who wish to pursue on-line courses through the Iowa On-Line AP Academy should go through the school coordinator or the principal. If permission is granted for the on-line class, the class(es) will appear on the student's transcript. Credit will be issued, and the grade will be included in the calculation of the GPA.

CENTRAL CAMPUS

Dowling Catholic juniors and seniors may enroll in vocational/technical courses at Central Campus. Students who apply and are qualified for these courses will attend Central Campus for half the day and DCHS for the other half. The object of these courses is to enable a student to learn a trade or get a head start learning a trade so they can enter the work world soon after graduation, or to be prepared for further training at a technical/vocational school. Students who wish to enroll in courses at Central Campus must contact their counselor in the spring during the normal registration time. The parent/guardian must provide transportation to and from Central Campus. Full DCHS tuition will be required of these students.

CENTRAL ACADEMY

Dowling Catholic students may enroll in Central Academy courses that are not offered at DCHS. These courses will be treated as advanced courses and become a part of a student's grade point average and class rank.

EIGHTH GRADE STUDENTS RECEIVING DCHS/CREDIT & DCHS DRESS CODE

Students who take Algebra I in 8th grade should contact the Registrar's Office if they would like the class to be reflected on their transcript. Credit will not be given for Algebra I, nor will the grade become a part of their grade point average. Classes taken by 8th grade students during the seven period school day at DCHS or at Central Academy will be given credit toward the DCHS graduation requirements. These classes will also be figured into the student's G.P.A. Eighth grade students taking classes on the DCHS campus are expected to be in Dowling dress code.

Please note: The NCAA will not accept any high school credits a student receives while in 8th grade.

HEALTHY KIDS ACT REQUIREMENTS

- CPR training-all students starting with the class of 2012 are required to take a CPR class before graduation. This class can be taken as early as 7th Grade through 12th Grade. (required)
- Physical Activity Program 120 minutes of Physical Activity per week. (more information to come)
- Dental Screening (Diocese of D.M. Policy # 713) Forms can be found on DCHS website. (required)

TRANSCRIPTS

Transcripts are a student's permanent record of grades and test scores while at DCHS. Standardized test scores reported to DCHS will become a permanent part of a student's transcript. At no time may a reported score be removed from a transcript. Current students may order 3 transcripts at no charge, then pay \$1 per transcript after that. Former students will be charged \$2 per transcript.

Fund Raising Needs & Expectations for Financial Support

*'Gratitude flows from the recognition that who we are
and what we have are GIFTS to be received and shared.'*

Dowling Catholic is a faith-based school requiring privately funded sources for operations in addition to tuition. As a non-public school, fund raising is necessary to fund the vision and mission of the school. Faculty, staff, parents, alumni and members in the business community financially support the school in a variety of ways **to advance the mission of the school.**

Primary avenues of annual fund raising for short and long-term financial goals include:

- The Annual Appeal (Fiscal year July-June, primary months are Oct-Dec.)
- The Guild Pancake Breakfast (November) & Auction (April)
- Dowling Club (August-September)
- Maroon Athletic Boosters (MAB) (September and January)

A faith-based school is reliant on the generosity of all community members and in particular, from the members who benefit most from the value of the school experience.

Historically, tuition charged is lower than the actual education cost which is the reason the Annual Appeal is necessary. Annually, administrators, all members of the faculty, staff, and parents are encouraged and asked to participate in financially supporting the Annual Appeal. It is the primary source of funding the annual operating budget.

Historically, fees associated with many extracurricular activities may or may not cover the total costs of those activities. Resources of time and financial support directed to the Guild, Dowling Club and MAB further assist in funding the extracurricular costs.

All parents are highly encouraged to participate in the above mentioned groups by providing resources and financial support which benefit all students in some aspect of their school experience.

Parents are encouraged to financially participate in activities relating to supporting the school and their children's activities. Parents will be expected to pay tuition and extracurricular fees in a timely manner, as a matter of fairness to all students and families, as outlined by the tuition schedule and the extracurricular activity fee timelines.

DCHS Fund Raising Policy
APPROVAL BY DOWLING CATHOLIC BOARD OF EDUCATION FEBRUARY 17, 2005
Reviewed June 2007

In support of the Dowling Catholic High School Strategic Plan, the following fund raising policy was initiated to support a coordinated school-wide fund raising plan.

The **policy relates to all school organizations, clubs and booster groups**, in particular to any group in which fund raising is conducted to help supplement existing budgets (Maroon Athletic Boosters, Guild, Performing Arts Departments and all other activities).

The three primary purposes for initiating the policy are:

1. **To strengthen communication, coordination and fundraising results for all school groups and booster groups associated with Dowling Catholic High School.**
2. **To strengthen and coordinate efforts to engage parents, businesses and community members to financially invest in the school and be properly acknowledged for their investment.**
3. **To build new and strengthen existing relationships between the school and community businesses.**

Fund raising by school and booster organizations will be coordinated with the Development Office **prior to** initiating solicitation to individuals or businesses.

The policy directly relates to ALL types of fund raising and solicitations including: team posters, merchandise, clothing, coupon books, raffles and includes advertising, giving clubs and sponsorships of any kind. It relates to solicitation in any manner including letter, phoning, email and personal ask.

Promotional materials, posters, mailers, clothing and other related items using the school's name or logo, which are associated with fund raising, must follow the DCHS brand and marketing policy. Guidelines are available in the Development Office related to logo and printing specifications.

Specific to Athletics: Themes for posters with related photography promoting athletic teams, and other organizations must be reviewed and approved by the Athletic Director **prior to** the photograph being taken and printing of posters. Direct mail solicitations will be coordinated between the Athletic Director and the Development Office **prior to** mailing.

How the Policy Will Be Administered:

1. A representative from the department, club or booster group will meet with a staff member in the Development Office prior to the beginning of each school year to establish a fundraising plan and timeline for the represented group.
2. The representative is responsible for preparing a one page summary of the following:
 - A simple statement of purpose for the group's fund raising initiatives(s).
 - A goal (if one has been established).
 - A proposed timeline when the solicitation will be conducted.
 - Description of the method(s) of solicitation to be used.
3. The representative is responsible for preparing and will provide:
 - A list of the names of individuals/businesses they plan to solicit.
 - A sample solicitation **and** acknowledgment letter and a timeline for the solicitation(s).
4. If there is a known reason within the Development Office that the individuals or businesses on the solicitation list should not be contacted, the names will be withdrawn from the solicitation list.

FINANCIAL SUPPORT AND OBLIGATIONS

LUKE 6:38 "IF YOU GIVE, YOU WILL RECEIVE. YOUR GIFT WILL RETURN TO YOU IN FULL MEASURE, PRESSED DOWN, SHAKEN TOGETHER TO MAKE ROOM FOR MORE, AND RUNNING OVER. WHATEVER MEASURE YOU USE IN GIVING –LARGE OR SMALL- IT WILL BE USED TO MEASURE WHAT IS GIVEN BACK TO YOU."

Payment of tuition will be required in advance of each semester, unless acceptable arrangements are made with the Business Office. After consulting with the president and principal, the Business Office may hold diplomas until financial obligations have been met.

Financial aid is provided to the school primarily by individual donor contributions. Contributions are for the purpose of supporting the mission of Dowling Catholic High School and financially supporting students who seek a faith-based education and have difficulty affording one. Being granted financial aid is a privilege, not a right or an expectation. For students to continue to receive financial aid each semester, they must be a student in good standing academically and not have outstanding discipline issues.

**DOWLING CATHOLIC HIGH SCHOOL TUITION SCHEDULE
2009-2010 SCHOOL YEAR**

Thank you for choosing to send your student to Dowling Catholic. This information explains tuition and the financial obligations for fulfilling tuition payments. The Business Office of Dowling Catholic High School bills tuition by the semester. First semester tuition and fees will be billed July 15, 2009. Second semester tuition will be billed on December 15, 2009. **The completion of tuition payments must be made using one of the following payment options:**

PAYMENT OPTION #1 (One Payment Only)

Individuals who wish to pay the full year's tuition and fees before August 15, 2009 will receive a courtesy of \$35 or \$50 for the Participating or Non-Participating rates respectively. Your payment **must arrive before 8-15-09. If any Tuition Assistance/Scholarship or Discount is awarded by Dowling Catholic High School, this courtesy does not apply.**

	FULL YEAR COSTS		FULL YEAR COSTS	
	Freshmen/Sophomore/Junior		Senior	
	Participating	Non-Participating	Participating	Non-Participating
	<u>Tuition Rate</u>	<u>Tuition Rate</u>	<u>Tuition Rate</u>	<u>Tuition Rate</u>
Tuition	\$5,576.00	\$7,796.00	\$5,576.00	\$7,796.00
Course/Book Fee	100.00	100.00	100.00	100.00
Testing Fee	15.00	15.00	15.00	15.00
Locker Fee	5.00	5.00	5.00	5.00
Graduation Fee (Seniors Only)	-0-	-0-	100.00	100.00
	<u>\$5,696.00</u>	<u>\$7,916.00</u>	<u>\$5,796.00</u>	<u>\$8,016.00</u>
Courtesy for complete early payment by _____	- 35.00	- 50.00	- 35.00	- 50.00
August 15, 2009 (If no DCHS Funds Awarded)	\$5,661.00	\$7,866.00	\$5,761.00	\$7,966.00

PAYMENT OPTION #2 (Two Payments)

Individuals may choose to pay tuition and fees prior to the start of each semester (1st Semester due August 15, 2009 and 2nd Semester due January 15, 2010). No finance charge will be added to the account under this option.

	SEMESTER COSTS		SEMESTER COSTS	
	Freshmen/Sophomore/Junior		Senior	
	Participating	Non-Participating	Participating	Non-Participating
	<u>Tuition Rate</u>	<u>Tuition Rate</u>	<u>Tuition Rate</u>	<u>Tuition Rate</u>
1st Semester Tuition	\$2,788.00	\$3,898.00	\$2,788.00	\$3,898.00
Course/Book Fee	100.00	100.00	100.00	100.00
Testing Fee	15.00	15.00	15.00	15.00
Locker Fee	5.00	5.00	5.00	5.00
Graduation Fee (Seniors Only)	-0-	-0-	100.00	100.00
1st Semester Due by August 15, 2009	<u>\$2,908.00</u>	<u>\$4,018.00</u>	<u>\$3,008.00</u>	<u>\$4,118.00</u>
2nd Semester Tuition Due January 15, 2010	\$2,788.00	\$3,898.00	\$2,788.00	\$3,898.00

PAYMENT OPTION #3 (Ten Payments Beginning in August through May)

Individuals may choose to pay tuition and fees in ten (10) monthly installments. A finance charge will be added each month on the unpaid balance of the account at the rate of 1-1/4% per month (15% per year). Over a ten- month period the payment for a Freshmen, Sophomore or Junior would need to be around \$600 for Parish participating tuition and \$815 for non-participating each month. The payment for a Senior would need to be around \$625 for Parish participating tuition and \$830 for non-participating each month. The last payment will vary according to total finance charges incurred.

A statement will be sent on the 15th of each month indicating the amount of finance charges applied and the balance due. Payments are due prior to the 15th of the month following receipt of the statement. **Payments must be made each month. All unpaid balances must be paid before May 15, 2010.**

PAYMENT OPTION #4 (Automatic Deduction on 1st or 15th each month through checking or savings account)

Individuals may choose to pay tuition and fees through automatic ACH. Your checking or savings account is debited on the 1st or 15th of each month (your choice). **With this option all finance charges are waived.** Freshmen/Sophomore/Juniors will be deducted in twelve (12) monthly installments beginning in July 2009 through June 2010. Seniors will be deducted in eleven (11) months beginning in July 2009 through May 2010 so the account is paid in full by graduation. You can begin later, but will have higher monthly payments. If you are interested, please call the Business Office or visit the website at www.dowlingcatholic.org/Administration/Business.htm to get the information and necessary authorization papers. Even though you may have marked this option on your tuition agreement you must complete additional information in the Business Office the 1st year. If you are currently on this plan, the Business Office will notify you by mail in June of the change in your payment amount beginning in July.

MONTHLY COSTS

	Participating <u>Tuition Rate</u>	Non-Participating <u>Tuition Rate</u>
Freshmen/Sophomore/Junior ACH starting July 2009 through June 2010	\$474.67 per month	\$659.67 per month
Senior ACH starting July 2009 through May 2010	\$526.91 per month	\$728.73 per month

If Tuition Assistance/Scholarship or Discount is awarded, you may reduce these amounts. (See Tuition Assistance/Scholarship section below)

PAYMENT OPTION #5 (Option #1 or #2 with a tax deductible contribution up to the total per pupil cost)

Individuals may choose to pay tuition and fees plus an additional contribution up to the total per pupil cost of \$8,522, based on our 2009-10 budget. If you choose this option, please indicate the amount of your contribution on your statement and remit with your tuition payment. Your tax-deductible contribution will then be recorded appropriately. If you wish to remit monthly with the additional contribution, please contact the Business Manager to make specific arrangements or you may visit our web site at www.dowlingcatholic.org by going to the Give to DCHS tab to make your gift on-line.

CREDIT CARD PAYMENT

You may choose to pay tuition and fees with your MasterCard or Visa with options #1, #2 and #3. You will need to add a 3% service charge to the payment amount. Please contact the Business Office to pay by credit card.

TUITION ASSISTANCE/SCHOLARSHIP PROGRAM

If your student is awarded Tuition Assistance/Scholarship, you will be notified in writing of the amount by the end of May 2009. One half (50%) of that amount will be credited on your July 2009 billing to cover the first semester. The remaining 50% will be credited on your December 2009 billing to cover second semester.

If your student has applied and is accepted into the Mercy Program, your monthly statement will not reflect the amount of money earned until the end of each semester.

In either case, acceptance of the Tuition Assistance/Scholarship will reduce the payment amounts under the payment option chosen.

PARISH PARTICIPATING RATE VS NON-PARTICIPATING RATE

Parish participating rate is granted to students who have returned a Parish Affiliation Card from a Participating Catholic Parish to our office no later than **October 1, 2009**. The individual's parish Priest determines eligibility and must sign the form. Eligibility is verified each fall with the Parishes. If you change parishes, you must complete a new form.

REGISTRATION FEE

THERE IS A NON-REFUNDABLE \$90 REGISTRATION FEE THAT WILL BE BILLED IN FEBRUARY 2010 WHEN YOUR STUDENT SELECTS CLASSES FOR THE FOLLOWING SCHOOL YEAR. THIS FEE SHOULD BE PAID SEPARATE FROM ANY PAYMENT OPTIONS LISTED ABOVE.

DIOCESAN DISCOUNT

If you work at a Participating Parish or School, you may receive a Diocesan Discount in the amount of \$600 per year for a full-time position. The discount for a part-time position will be pro-rated based on the number of hours scheduled to work. To obtain the discount, you must complete a Tuition Reduction Eligibility Verification form each year, which is available at your school office, and deliver it to the Dowling Catholic Business Office **no later than October 1, 2009**.

MULTIPLE-STUDENT FAMILY COURTESY

Presently, if you have three (3) or more students attending Dowling Catholic, please contact the Business Office for information about our Multiple-Student Family Courtesy.

QUESTIONS

If you have questions about your monthly statement, please contact:

Dowling Catholic High School Business Office

1400 Buffalo Road

West Des Moines, IA 50265-1699

(515) 222-1050 between 8:00 AM and 3:30 PM.

BHott@dowlingcatholic.org

STUDENT SERVICES

1 CORINTHIANS 10: 13 "BUT REMEMBER THAT THE TEMPTATIONS THAT COME INTO YOUR LIFE ARE NO DIFFERENT FROM WHAT OTHERS EXPERIENCE. AND GOD IS FAITHFUL. HE WILL KEEP THE TEMPTATION FROM BECOMING SO STRONG THAT YOU CAN'T STAND UP AGAINST IT. WHEN YOU ARE TEMPTED, HE WILL SHOW YOU A WAY OUT SO THAT YOU WILL NOT GIVE IN TO IT."

- The **Campus Minister** assists student in nurturing their spirituality. The Minister also organizes prayer sessions, Masses, weekly prayer groups, and a number of retreats.

- **DCHS Counseling Program** is committed to helping students meet both academic and life goals. Counselors are an integral part of the total educational program, and will work to facilitate personal growth and development. Counselors work with the same students (assigned alphabetically) and their families throughout their four years to help with class scheduling and the development and maintenance of a four-year plan. Counselors also assist with personal problems and referrals, career and college planning, and arrange peer tutoring and other academic supports as needed. A number of support groups are also offered. The “Counselor’s Corner” on the website provides details on these, and other helpful information.
- **The College & Career Coordinator** works with parents and students at all grade levels and assists in the college selection process. Presentations on careers and colleges are made in 9th grade classes, and evening programs are scheduled periodically throughout the year. Many college and career representatives also schedule evening presentations at DCHS. Individual meetings to discuss college and career planning, college selection, entrance testing, college visits, application process, financial aid, and scholarships.
- **Pathways to Success** has, as its objective, to provide students with opportunities and support for successful completion of high school and to prepare for students for higher education. It includes financial assistance, mentoring, tutoring, and retention components. Special staff is provided to assist students.
- A **School Resource Officer** is provided in partnership with the West Des Moines Police Department to assist students, teachers, and administrators.

ACADEMIC ACCOMODATION (SECTION 504)

Section 504 of the 1973 is a part of the Rehabilitation Act. Schools are required by the regulations of the Department of Education to provide educational services to “qualified handicapped persons if these persons can with minor adjustments be provided with an appropriate education...within the... program.” 34 C.F.R. S 104.39.

504 is about access to education/program services, not academic benefit or achievement. Having a disability or limitation is not an automatic qualifier in determining eligibility for a 504 Plan

Qualifying Factors:

1. The student has a physical or mental impairment.
2. The impairment must substantially limit one or more major life activity. Major life activities include those basic activities that the average student (age/grade), in the general population, can perform with little or no difficulty.

Referral Process:

For new students being considered for a 504 evaluation, the parent should contact the Counseling Center for a referral form. Once the referral form has been completed and returned to the Counseling Center, the Building Assistance Team (BAT) will begin the evaluation process, i.e. gathering data, observations, teacher feedback, reviewing testing, reviewing physician/therapist information and documentation, etc. The parent will be notified whether or not the student has met the criteria to be considered for a 504 Plan. Students entering Dowling Catholic on existing 504 Plans will be re-evaluated to review continued eligibility. 504 Plans will be reviewed annually by the BAT Team.

TECHNOLOGY ACCEPTABLE USE POLICY (Diocese of DM Policy # 585)

Use of technology in education is no longer optional and as such is central to the teaching and learning process. With the understanding that technology evolves on a daily basis, students today need to be afforded the opportunity to appropriately use technology to enhance their development and achievement. Students should be guided in their use of technology toward utilizing practices that are safe and respectable, thus upholding and demonstrating that they are responsible digital citizens. This policy supports and augments the existing student code of conduct as outlined in the Student Handbook.

Digital Access

Dowling Catholic High School will provide equitable digital access to all students, making efforts to accommodate any special needs that a student may have. We will also provide ergonomically sound environments for the use of technology. Personal laptops will be allowed for student use if approved by classroom instructor before use. The liability of the laptop is solely that of the owner.

Digital Communications

The electronic exchange of information shall be restricted to uses directly enhancing learning. Dowling does not wish to deny valid use of e-mail, cell phones, videoconferencing, instant messaging, text messaging, blogs and wikis but, use of such items will be restricted to the enhancement of the curriculum.

Digital Security

Students should recognize the importance of maintaining personal and network security. Students will protect their own privacy by not sharing their passwords nor giving out other personal information on the internet. Students will not harm the network or bypass filtering and network security to access inappropriate material on the internet or intranet. Students should also be aware that digital information kept on the school network is open to perusal by administration or designated personnel if necessary. Dowling Catholic does not guarantee the safety of information kept on the network.

Digital Etiquette

Students will respect other technology users by refraining from cyber-bullying, flaming, inflammatory language, etc. Students will obey classroom rules as to proper time and appropriate use of technology.

Digital Rights and Responsibilities

Information gathered online will be used in an ethical manner. Permission should be requested when necessary and sources should be cited as appropriate to the subject matter.

Digital Commerce

Buying and selling online shall not take place at Dowling Catholic unless it is part of a lesson guided by a teacher.

Digital Law

Students will obey laws concerning file sharing sites, software piracy, system or network hacking, or identity theft. Students should respect copyright laws and software licensing.

COMPUTER MISUSE

Because it shows disrespect for Dowling Catholic property, deliberate misuse of Dowling Catholic High School computers is an act of vandalism as well as a violation of the Respect Code. "Misuse" by students includes, but is not limited to:

- using computers and/or printers for personal or inappropriate matters;
- lying about the questioned use of a computer;
- installing games on a hard drive or playing games from a floppy disk;
- tampering with a computer system with the intent to alter or foul the system, obtain student passwords, invade others' files, or other sabotage.
- using blogs such as Myspace or Facebook to defame the good name of the school or other students, faculty, administration or any other members of the Dowling Catholic community.

Students who deliberately misuse any Dowling Catholic computer system, personal computer, or printer are subject to the following process:

- parental notification by the principal and/or his designee (dean of students);
- conference with the principal (or designee), parent(s), student, student's counselor, other parties, as judged appropriate by the principal (or designee);
- prosecution by civil or criminal authorities.

Following parental notification and the conference noted above, a hearing before the Board of Discipline may be convened by the principal (or designee), to include the student, parent(s), and student's counselor. The dean of students and/or Board of Discipline, after deliberations, will make recommendations to the principal. These recommendations will act as consequences for the student's violation of this policy. Depending on the seriousness of the crime, the consequences may include one or more of, but not necessarily be limited to, the following:

- the immediate suspension of the student's privilege of using any computer on the campus for the remainder of the semester in which the violation occurred;
- in-school suspension, for a period of time;
- out-of-school suspension, for a period of time;
- expulsion;
- other consequences, as recommended by the dean of students and/or Discipline Board.

If applicable to the consequences, the student may re-enter the computer laboratory setting the next semester upon agreeing to written conditions, which state specifically the standards of behavior he/she must meet.

MEDIA CENTER

The mission of the Dowling Catholic Media Center is to ensure that all students, teachers, and staff are effective users of ideas and information by supporting the school's curriculum with access to current, adequate, and appropriate information resources for life-long learning in the 21st century.

Overdue Books: Fines are ten cents per day.

Copier: Copier service 10 cents/page.

Computers: Using a computer is a privilege, not a right. Computer etiquette will be practiced at all times in the media center. Any misuse of computer programs or etiquette will result in the immediate loss of library computer privileges. All students may use a computerized card catalog. Students must be Internet approved to gain access to the Internet or other resource application programs. A username and password will be assigned to each student who follows the procedures necessary for Internet approval.

Library Hours: Regular school days, from 7:15 a.m. to 4:30 p.m. except on early dismissal days when the it closes on hour after dismissal. Fridays the library will close at 4:00 p.m.

Withdrawal of Books: Student IDs and their bar code labels are scanned by the computer when checking out material from the media staff.

Loan Period: The regular loan period is 14 days; books may be renewed.

Periodicals: Periodicals are available for use in the library, and cannot be circulated out of the library.

Food and Beverages: Food and beverages are prohibited in the library; they will be confiscated. Gum chewing is not permitted.

Silence: The library exists for research, reading, and study; quiet study must be maintained. Students are not to bring cellular telephones, book bags, food or drink, ipods or other electronic devices into the media center.

Recommendations: Book recommendations from students and faculty, and suggestions for the improvement of the library services, should be directed to the media specialist. Questions regarding the audio-visuals and their use should be directed to the assistant media specialist.

Reference Books: Reference books are to be used in the Media Center; they are not to be circulated outside the center.

Reserve Books: The length of the loan period for reserved books is established by the teacher setting up the reserve; these materials are held behind the circulation desk.

GENERAL SCHOOL POLICIES

PROVERBS 3: 5-6 “TRUST IN THE LORD WITH ALL YOUR HEART; DO NOT DEPEND ON YOUR OWN UNDERSTANDING. SEEK HIS WILL IN ALL YOU DO, AND HE WILL DIRECT YOUR PATHS.”

SCHOOL DAY

The School week at Dowling Catholic High School begins Monday at 8:00 a.m. and runs through Friday at 3:00 p.m. Dowling Catholic uses a modified block schedule for students. Students are expected to arrange for transportation immediately after dismissal. The building will be secured by no later than 4:00 PM daily. The cafeteria and hallways should not be meeting or gathering places after school. If a conflict for transportation arises, students should locate in either the Media Center for quiet study until 4:30 or wait for their ride in the circle drive entrance or south gym lobby locations only. Students who are involved in academic or athletic programs may stay after 4:00 PM if accompanied by a staff member, moderator or coach.

ILLNESS DURING THE SCHOOL DAY

Students who become ill during the school day should report the illness to the classroom teacher who, in turn, should send the ill students to the Attendance Office. If students are not in a class when they become ill, they may report the illness to any staff member or report to the Attendance Office.

INCLEMENT WEATHER

In the event of inclement weather, it may be necessary to close school or delay the start of classes. Announcements related to inclement weather affecting the daily school schedule will be broadcast on television channels 5, 8, and 13, and on radio stations WHO, KLYF, KIOA, and WOI. Parents and students are to pay particular attention to the announcement for DCHS, which will be specified separately from other parochial and public schools and, in most cases, *will be separate from the announcements for the Diocese of Des Moines*. Whenever classes are delayed due to inclement weather, the school day will end at the regular time. If a late-start schedule is announced on the radio for the day of inclement weather, school will begin one hour later than the originally scheduled time. **IF A SCHOOL DAY IS CANCELLED, THE "LETTER DAY" THAT WAS MISSED WILL BE FOLLOWED UPON RETURN TO SCHOOL !** Example: If school is cancelled on a Monday, which is typically an “A Day”, the “A” schedule will be followed once school is back in session. If school is in session and dismisses early as the result of weather, all athletic practices and other activities will be cancelled.

DAILY ANNOUNCEMENTS

Announcements will be read each day over the intercom. One copy of the daily announcements will be posted on the bulletin board outside the Principal’s office. Announcements are also posted daily by 10:00 a.m. on the web site at www.dowlingcatholic.org and revised by 2:00 p.m.

Dowling Catholic High School 2008-09 Dress Code

Dress and grooming at Dowling Catholic High school reflects the image of the school and promotes a positive learning environment. The uniform is worn throughout the year unless an exception is made on a specific occasion.

Our goal was to develop a dress code that is understandable for students, parents and faculty. We have used a collaborative process, which included input from students, faculty, and parents. Through this process, we have come up with the following modifications to the dress code.

School Dress: Dress and grooming here is a personal matter and should equal the occasion. Extremes are not acceptable and will not be allowed. The manner in which a person dresses and acts always reflects on the school.

All dress code items must be purchased at the Dowling Catholic Campus Store. Pants and shoes which meet the dress code are purchased elsewhere. Student must be in dress code for all field trips.

GIRLS

Shirts: Must be ordered/purchased from the Dowling Campus Store.

POLO style with the Dowling Crest, long and short sleeve options (S - XL)

Short sleeve colors – maroon, black, white, pink, gray

Long sleeve colors – maroon, black, white

BLOUSE with the Dowling Crest, long sleeve only (S - XL)

Blouse colors – maroon, black, white

Only plain (no writing) short sleeve t-shirts may be worn under either style shirt, but should not stick out of the bottom of the dress code shirt. Dress shirts (Oxford style) must be tucked in at all times, due to the long shirt tails.

Fleece: Must be ordered/purchased from the Dowling Campus Store with the Dowling Crest.

Full, ¾ zip and V-neck pullover options, ladies cut (S - XL)

Full zip colors – black, white, pink, gray

¾ zip colors – maroon, black, white, pink, gray

V-neck colors – black, white, pink, gray

Youth (unisex sizes) L & XL. ¾ zip option only, no youth full zip.

Youth colors – maroon, black, gray, pink-(large only)

Must wear uniform top under fleece.

Pants: Not available at the Dowling Campus Store.

Cotton twill or corduroy ankle length dress pants. Docker's style, no cargo or painter pants.
No hip hugger pants. No cotton, stretch-type pants. Pants must have belt loops.
Modest belt must be worn.
No sagging pants.
Colors – Black, Khaki or Navy

Skirts: Must be ordered/purchased from the Dowling Campus Store.

To be worn no more than 2 inches above the knee.
Colors – Khaki

BOYS

Shirts: Must be ordered/purchased from the Dowling Campus Store.

POLO style with the Dowling Crest, (S - 3X) and TALL SIZES

Short sleeve colors – maroon, black, white, pink, gray

Long sleeve colors – maroon, black, white

Tall colors – maroon, black, white (gray - short sleeve only)

DRESS SHIRT with the Dowling Crest, long sleeve only, and tall option. (S - 3X)

Dress shirt colors (regular & tall) – maroon, black, white

Only plain (no writing) short sleeve t-shirts may be worn under either style shirt, but should not stick out of the bottom of the dress code shirt. Dress shirts (Oxford style) must be tucked in at all times, due to the long shirt tails.

Fleece: Must be ordered/purchased from the Dowling Campus Store with the Dowling Crest.

Full and ¾ zip options, men's cut (S - 3X)

Full and ¾ zip colors – maroon, black, gray

Youth (unisex sizes) L & XL. ¾ zip option only, no youth full zip.

Youth colors – maroon, black, gray, pink-(large only)

Must wear uniform top under fleece.

Pants: Not available from the Dowling Campus Store.

Cotton twill or corduroy ankle length dress pants. Docker's style, no cargo or painter pants.
No sagging pants.
Modest belt must be worn.
Colors - Black, Khaki or Navy

BOYS AND GIRLS

Sweaters: Must be ordered/purchased from the Dowling Campus Store with the Dowling Crest.

Cardigan (girls only), vest and long sleeve V-neck available.

Must wear uniform top under all sweaters.

Colors – Maroon or Black

Shoes: Shoes are to be clean, neat and well kept. Students may wear either dress shoes or tennis shoes. No other footwear is acceptable.

Dress Shoes – Solid color, no open toe, and must have back or strap. Boys must wear socks.

No Crocs, flip-flops, slippers or boots.

No heels may be worn over 2 inches.

PE Uniform: Students must purchase from the Dowling Campus Store the 1st week of the semester.

Dowling white PE t-shirt S-3XL and YXL

Dowling maroon PE short -

Boys - 9 inch length S-3XL

Girls - 5 inch length S-XL, or boys 9 inch S-3XL

General Information:

Boys are to be clean-shaven.

Boy's hair is to be off the collar and above the eyebrow, no sideburns below the ear.

Sensible and conventional haircuts and hair colors are in order.

No hats, scarves, or gloves.

Unacceptable body piercing includes pierced eyebrows, lips, tongue, nose, etc.

Boys are not allowed to wear earrings.

The uniform is worn throughout the year unless an exception is made on a specific occasion.

Coats, jackets, sweatshirts, or other apparel designed for outdoor wear may not be worn during the school day.

Non-school related buttons or stickers may not be worn during the school day.

Students should be in dress code from the time of the first warning bell (7:50 on A,C,E days and 8:20 on B,D days) to the time school is dismissed at 3:00. Students may wear P.E. clothing to school if they have P.E. the first period of the day.

DRESS CODE MODIFICATIONS

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE MODIFICATIONS TO THE DRESS CODE AT ANY TIME THROUGHOUT THE SCHOOL YEAR. APPROPRIATE COMMUNICATION WILL BE MADE IN THE EVENT OF ANY SUBSTANTIVE CHANGES.

TEAM/ACTIVITY RECOGNITION DAY:

One day per season will be designated as team/activity recognition day. The team/activity will be allowed to wear their team shirt or sweatshirt on that day with dress code bottom and shoes. The coach/moderator must clear this day and the clothing to be worn in advance with the assistant to the dean.

LOST AND FOUND

All articles found in classrooms or halls should be turned in to the Dean's Office. The dean of students or a Dean's Office staff member should be notified as soon as possible in the event of a lost or found item. Items left in the office for more than two weeks will be donated to a local agency for redistribution.

MESSAGES TO STUDENTS

Out of respect for instructional time, only emergency messages will be delivered immediately to classrooms. All other telephone messages will be posted in the "message" area on the Attendance Office window. Parents are asked not to phone messages in for their students unless they are of an urgent, emergency nature.

RESIDENCE REQUIREMENTS

In order to receive full benefit from the educational program at DCHS, it is important for the student, parents and school to work closely together. Consequently, all DCHS students (regardless of age) are required to live with their parents or guardian. Any exceptions must be approved by the principal.

SCHOOL BUS TRANSPORTATION

Students who ride DCHS/MTA buses or who ride buses to and from DCHS events and functions are subject to all school rules and are to cooperate with the bus driver. All discipline problems will be referred to the dean of students. Students with questions about MTA bus ridership can call 283-8111, or contact the dean of students at 222-1024.

TUITION ASSISTANCE PROGRAM

Tuition assistance is provided for qualified students. The assistance is given in the form of partial grants or work study assignments. Application forms for tuition assistance can be obtained from the Admissions Office.

VISITORS

Students may request permission to bring visitors who have a clear interest in transferring to DCHS. Requests must be made with the **admissions coordinator** at least four (4) days in advance of the intended visit. Permission will be granted for visiting students in grades eight through eleven. Students should not ask to bring friends attending other high schools unless there is a stated intent to transfer. Visitors will not be granted permission to visit before school vacations or during quarter or semester exams. All visitors to the school should sign in at the circle drive door entrance. This is the only entrance that will be unlocked during the school day.

CELLULAR TELEPHONES/ELECTRONIC EQUIPMENT

Because of the school's concern for privacy issues (locker rooms), academic integrity, and the overall disruption, the use of cellular telephones, headphones, any audio playing device, electronic games, or laser pointers is not allowed by students from the beginning of the school day until 3:00pm. All confiscated items will be kept for two days in the Dean's Office, (for a period to expire at the end of the 2nd full day of school), unless parent/guardian choose to pick up the item from the Dean of Students.

- A JUG will be assigned for each violation.

CAFETERIA

All students are required to eat their lunch in the cafeteria and to conduct themselves in an orderly manner. Students are to leave the tables clean and follow all lunchroom regulations. Food is not to be eaten in the halls or classrooms, and may not be ordered from an outside establishment for delivery to DCHS. Breakfast is also available each morning for students.

FOOD/DRINK IN BUILDING

Food brought to school should be for lunch purposes only, and should not be eaten between classes. Students are not to have food or drink in their lockers, in the hallways, or in the classrooms.

DISTRIBUTION OF MATERIALS

Any publication, literature, poster, etc. NOT created under the supervision of DCHS personnel must be approved by the principal before it may be posted, displayed, or distributed on campus.

LOCKERS

Each student is assigned a locker. Trading or sharing a locker is not permitted. Students are expected to keep lockers in neat condition (no food or beverages stored in lockers), to keep them locked, and should not disclose locker combinations to other students. Students may be asked to correct inappropriate decorative items that promote the use of alcohol or drugs or include profane, racially biased, gang related or offensive language,

pictures, or sexually inappropriate references. Lockers remain the property of the school, and administration reserves the right to make random inspection of any and all lockers at any time without notice. Students will be responsible for repairs as defined by the Dean of Students.

BOOK BAGS

Book bags are to be used to transport books to and from school, and are to be left in their lockers during class time. Book bags are not allowed in the classroom areas or in the Media Center.

OFF CAMPUS ACTIVITY TRANSPORTATION

The following regulations should be taken into consideration when any activity is being planned:

1. Adequate supervision by qualified adults, including one or more employees of the school must be provided.
2. Waivers by all adults and parents/guardians of students taking any field trip of all claims against the school for injury, accident, illness or death occurring during, or by reason of the field trip must be completed.
3. Proper insurance for students, personnel, and equipment may be necessary.
4. A plan for financing the activity that does not does not exclude any student member of a group because of lack of funds.
5. Permission in a written form from each student's parent or legal guardian.

MEDICATION/OVER-THE-COUNTER

1. All prescription medications that must be taken during the school day must be turned in to the Nurse's Office located in the Attendance Office.
2. Prescription medications must be in the original pharmacy-labeled container (not in an envelope). Over-the-counter medications also must be in the original container, labeled with the student's name and accompanied by doctor's instructions.
3. Parents must complete the Parent Request Form for Giving Medication at School for any/all medication to be administered at school.
4. Parents may administer medication at school to their children without the above-mentioned request form.
5. A student may be considered for co-administration or self-administration of medication for asthma and/or diabetes with demonstration of competency and a note from his/her parents and doctor.
6. A student may be considered for co-administration or self-medication of over-the-counter medication with a written note from his/her parents.

DENTAL SCREENING REQUIREMENT-FORM MUST BE ON FILE FOR EACH 9TH GRADE STUDENT AND ANY STUDENT NEW TO DOWLING THAT TRANSFERRED IN FROM OUT OF STATE.

PARKING

Seniors and juniors who drive to school are to register their car and rent a parking space for \$60 per school year. Parking spaces have been set aside for seniors and juniors on a first-come, first-served basis. Cars are to be parked between the yellow lines in designated areas. Students are not to park in the following areas: circle drive, visitors parking, faculty, and cafeteria lots. Sophomores will be issued a parking permit on an availability basis using a lottery method. Students who drive and are not issued a parking pass must utilize off-campus parking, which is available on area streets adjacent to DCHS. Cars parked on the DCHS campus without a permit are subject to a fine of \$35.00 for the first offense and \$50.00 for each additional offense. Repeated offenders cars are subject to being towed. DCHS is not responsible for vandalism or theft of any vehicle or personal property. There is a \$25.00 replacement fee for the permit. Duplication of a permit will result in loss of parking privileges.

PARKING LOT RESPECT

A student's behavior is an indicator of who he/she is as a person. Students are to show responsibility and respect while driving near and on DCHS grounds. DCHS welcomes visitors, parents, alumni on a daily basis and students are expected to follow Christian values, even in the parking lot.

FIRE AND SAFETY DRILLS

Drills at regular intervals are required by law and are considered an important safety precaution. Safety drill instructions are posted in each classroom. Students should pay particular attention to these regulations. During fire and safety drills, students are expected to be silent. School time lost as a result of a false alarm will be added to the end of the school day or to the next school day.

PUBLIC DISPLAYS OF AFFECTION

Students should not engage in inappropriate public displays of affection. First violation will result in a JUG. Additional violations could result in a Tuesday Night School and a parent contact.

EXPECTANT PARENTS/STUDENTS

In the event that a student becomes an expectant parent while attending DCHS, the Board of Education recognizes the need for support and respect for the mother, father, and child. The life of the unborn and the need for the student parents to complete their education are paramount considerations. Several options will be offered to fulfill requirements for graduation from DCHS; however, outside counseling in choosing an option is mandatory. Once the student and his/her parents are fully aware of the pregnancy, they should notify the student's counselor and/or the principal who will notify them of their options.

ATTENDANCE POLICIES

Students are expected to attend school each day, and to follow their official school schedule for attending classes. In the case of absence from school, two things are needed:

- 1) A parent/guardian should call the Attendance Office (222-1000) between 7:30 a.m. and 9:00 a.m. If no call is received, an Attendance Office clerk will attempt to call the parent/guardian at home or work.
- 2) Upon returning to school, the student should report to the Attendance Office with a note from the parent/guardian. An admit will be given to the student who will then be responsible for showing it to each of his/her teachers and for making arrangements to make up any missed work.

AN ABSENCE WILL BE UNEXCUSED UNTIL NOTE/PROPER DOCUMENTATION IS RECEIVED. THIS MUST BE DONE WITHIN TEN CALENDAR DAYS OF ABSENCE. AFTER THE TEN CALENDAR DAYS, AN ABSENCE MAY NOT BE CHANGED TO EXCUSED.

Attendance Accounting

Student attendance totals will begin with each class missed. Each period will count as 1/4 of a day. If a student is more than ten minutes late to class, he/she will be counted absent and the appropriate time will be counted on their record. Absences will be classified excused or unexcused.

Excused absences are those due to illness of the student, necessary medical/dental emergencies, immediate family funerals, college visits (see College Visits), and other verifiable emergencies. All medical/dental emergencies must be verified by the Attendance Office in order for the absence to be excused. Funerals of family and friends (other than immediate family) will also be excused with verification. Absences are excused at the discretion of the dean or assistant dean.

Unexcused absences are those due to vacation trips, truancy, nonverifiable funerals or medical/dental appointments, weddings other than immediate family, leaving campus, and other absences deemed unexcused by the dean or assistant to the dean. Students who have an unexcused absence will be allowed to make up missed work, tests, and quizzes; however, the highest possible grade will be 50%. (See late work section of handbook).

Truancy is an absence due to skipping any class. The student will receive no credit in any class for the day(s) absent and will not be allowed to makeup work, including tests and quizzes.

Excessive Absence: Ten absences in a semester will be considered excessive. All absences, whether excused or unexcused, count toward the excessive absence totals. Students will be dealt with on a case-by-case basis. A parent/guardian meeting may be scheduled to address the attendance issue and to write an action plan or contract. Students with excessive absence/attendance issues could be withheld from school-related extra curricular activities or school sponsored events.

School Attendance Policies Related to Athletics:

Student-athletes must attend classes for at least one-half of a day (*by 11:30 on regular school days or halfway through the school day on an adjusted schedule*) to be eligible for practice or a game. Prior communication by the student to the school is important. Absence on Friday will not affect Saturday competitions.

Central Campus Students: The allotted five days are considered five occurrences at DCHS.

OFF CAMPUS ACTIVITIES, ABSENCES, CONFERENCES, CLINICS

Dowling Catholic High School recognizes the importance and value of trips for education field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. *Attendance on field trips is a privilege – students who have excessive absence, disciplinary issues, or academic issues may be denied the privilege of going on the field trip.*

1. Routine field trips – Teachers are informed of field trip procedures at the beginning of each year and given forms that must be used in planning. Teachers can request to take students out of class two times per year not to exceed two days in a school year.
2. If a team wishes to attend a tournament in which they are not participating, they must do so in the evening or outside of school hours.
3. Non-school related athletics/activities:
 - a. With a coach or moderator from Dowling- Coaches or moderators may take students out of class for such events at AAU sports, special events, etc. two times per school year not to exceed two days of school. The procedure for dismissal is the same as a field trip in terms of securing permission, consent forms, etc. A coach/moderator of an activity must contact the activities/athletic director first, then, if approved, the assistant principal for field trip info, allowed by the Dean's Office with attendance information.
 - b. Non-school related athletics/activities with no DCHS representative present – In general, these activities will be unexcused. But, only with special circumstances will these be considered.
4. Retreats and religious education – The Dean's Office will notify the DREs and pastors that students may be dismissed one time per year to help with retreats at their home parish, etc. Students must have good attendance, no major infractions, and owe no JUGs or Tuesday Night Schools. The appropriate staff for the school/parish must notify the Dean's office at least two weeks in advance of the event.

Student must be in dress code for all field trips.

Leaving Campus: Any student who leaves school during the school day before the student's usual dismissal time must first get approval from the Dean's Office. Leaving without approval will be considered a truancy. Permission for early dismissals should be requested in advance. Medical and dental appointments should be made outside school hours. If that is impossible, early dismissal will be granted for medical office visits. The Dean's Office will routinely call the doctors' offices to verify the appointment.

Notice of Planned Absence: A school calendar is published in advance of the school year so that future travel plans can be made when school is not in session. Vacations that result in a student's absence from school are unexcused for purposes of makeup work. An excused family trip is allowed one time in the student high school career. On certain occasions, a student may know in advance that he/she will be absent from school. In these cases, the student should bring a note to the Dean's Office and pick up a notification form. The student is to notify teachers of the planned absence by securing their signatures on the notification form. Arrangements are to be made by the student for learning activities to be completed or studied during the planned absence.

Tardiness: Students are expected to be on time for their classes; those who report late to class will not be admitted. They will be required to report to the Dean's Office for an admit to class, and will be given detention for being late, as follows:

- 1-5 morning tardies per semester - for emergency use, no consequence
- 1-5 class tardies per semester – for emergency use, no consequence
- 6-10 tardies per semester - 45 minute detention for each tardy after 5.

- 11-15 tardies *per semester* - Saturday School
- 16 - in one semester - Meeting with the Discipline Board. The student, parent, counselor and board will meet. A contract of expectations will be issued and signed by parent, student, and school.

Once a student has used his/her five emergency tardies, all tardies, excused or unexcused will be applied to the student's total tardies beginning with number six.

TRUANCY

Parents will be notified whenever a student is found to be truant from school. The truant student will serve a Tuesday Night School for every ½ day missed. If a conference with parents is thought advisable by the dean of students or assistant to the dean, the student may be suspended until such a conference occurs. The truant student forfeits the opportunity to do makeup work.

CELEBRATIONS

Throughout the year, DCHS organizes assemblies and other gatherings to celebrate awards and accomplishments of students. To insure class time is not interrupted beyond the planned assembly, parents are not to request that students be excused after the assembly to go to breakfast or lunch with friends or family. Often, these school-wide celebrations include a program in the evening for the parents and friends of the students, and we encourage parents to use this or some other time outside of school for additional celebrations with their students. Absences from school as a result of the above-described "celebrations" will be unexcused, and students may be required to make up time lost. Students involved in extra-curricular activities who participate in such "celebrations" are liable to suspension from future activities.

COLLEGE VISITS

Juniors and seniors, who follow the procedure listed below, have good attendance and no major disciplinary infractions may qualify for a "college visit day" not to exceed one for juniors and two for seniors. The college visit offers the opportunity to tour campus and visit with admission and financial aid counselors. Permission for college visits will NOT be granted in the last week of each semester of the year.

1. Arrangements must be made at least two days in advance with DCHS's college counselor. The counselor will give the student a form to be signed by the student's parent along with a college verification form to be signed by the official college representative, who must be an adult employee of the college. The representative's phone number must be included.
2. The student must turn the signed parent form in to the Attendance Office before the college visit.
3. Upon return, the signed college visit verification form must be returned to the Attendance Office where the student will be given an excused admit to show his/her teachers. Failure to follow this procedure will result in an unexcused absence.

DISCIPLINE POLICIES

Students served by Dowling Catholic High School are respectful people. DCHS's Respect Code governs all the policies related to student conduct. Students will demonstrate their respect by complying with policies articulated in this student handbook. Students who show disrespect for themselves or others by breaching any policies found in this handbook will be disciplined for their conduct. The discipline policy of DCHS shall govern students while on school premises; while on school-owned and/or operated school or chartered buses; while attending or engaged in school activities; while away from school grounds if misconduct will directly affect the good order, efficiency, good name, management, or welfare of the school. (cf. Citizenship).

DETENTION (JUG)

This is an after-school or before-school program for students who have violated school rules. Assignment to detention is made by the administrative staff. Students are given advance notice and the parent/guardian is notified through the administrative referrals. In addition to this structured formal detention system, teachers have the authority to request that students stay after school under their supervision. Teachers may ask students to stay after school for either academic or disciplinary reasons. Parents/guardians will be notified through administrative referral, e-mail, or telephone.

JUG is held every A, C, E day from 7:00 a.m. to 7:45 a.m. and every B and D day from 7:30 a.m. to 8:15 a.m. and every day from 3:15 p.m. to 4:00 p.m. Students who arrive late will be required to leave as well as students who are disruptive or who are not reading or studying school related materials. Detention must be served within TWO school days or it will become a Tuesday Night (see below).

Tuesday Night School (3:15-6 PM)

Tuesday Night detention/school may be assigned by the dean of students or by the assistant to the dean of students for violations of any of the school policies contained in this handbook. Tuesday Night School may be assigned for a variety of reasons. It is a supervised study time where students are required to read or study school-related materials, and/or perform other duties as assigned. Tuesday Night School will be held every Tuesday from 3:15 PM – 6:00 PM. Students who arrive late (after 3:15 PM.) will be required to leave, as will students who are disruptive or who are not reading or *studying* appropriate school-related materials. Students who are assigned to Tuesday Night School must serve it within a two-week time frame; failure to serve the Tuesday Night School within this two-week period will result in a parent meeting before the student is allowed back in class. If a student receives more than two Tuesday Night Schools in a semester, the student will be placed on "Probation" for the remainder of that year. While on probation, the student will meet with the Dean of Students and their counselor to establish a behavior plan. Failure to accomplish the expectations of the behavior plan could result in dismissal from DCHS.

SCHOOL SERVICE

When students choose not to comply with school rules, they can hurt the Dowling Catholic community. When appropriate, the Dean of Students may assign service to the community as a consequence for infractions of rules. Such service, which may include light maintenance or office work, will be carefully supervised.

IN-SCHOOL SUSPENSION/ OUT-OF-SCHOOL SUSPENSION

Students who are assigned to an in-school suspension will be required to serve two Tuesday Night Schools for each day assigned as In-School. Students are required to bring textbooks, pens, notebooks, and other material for three hours of study. Teachers will provide specific assignments for students who attend in-school suspension on Tuesday Night. Failure to serve the Tuesday Night School as part of this suspension will result in an Out of School Suspension and a parent meeting, before the student is allowed back in class. Any suspension results in a loss of semester exemptions. The Dean of Students is responsible for coordination of the program. Parents will be notified per administrative referral system or by telephone or e-mail.

Depending on the severity of the incident or misbehavior, or for failure to serve a Tuesday Night School consequence in the two-week timeframe, the administrative staff may remove students from school and from school-sponsored events, for a stated period of time. During the time of suspension, students are not permitted to be on school grounds and not allowed to participate in or attend any school activities. Teachers are NOT responsible to provide make-up work or assignments to students who are suspended. Parents/guardians will be notified by mail or telephone prior to the effective date of the suspension. A parent/student conference may be requested prior to re-admission to school.

EXPULSION

Under extreme conditions, students may be expelled. Expulsion is an outcome which may arise from a student's violation of school policy, as articulated in the Student Handbook. Expulsion will occur at the discretion of the principal, and the student will be removed from attendance at DCHS. Students in jeopardy of expulsion may have a hearing before the Discipline Board, which will make recommendations to the principal through his designee. Violation of any policy in this handbook renders a student liable to expulsion. The following list of behaviors identifies violations of school policy which are more likely to render a student liable for expulsion. The list is suggestive, not all-inclusive:

- use, sale, possession, or purchase of alcohol or any controlled substance (cf. "Alcohol & Drugs: Controlled Substances") on school property
- theft of another's property or belongings during the school day and/or at school-related functions and events, or theft of school property
- vandalism of school property or of the school campus
- arson or false fire alarms
- gang membership or affiliation with any group whose activities include threats, intimidation, and/or criminal activity (cf. "Gangs")
- purchase, possession, or sale of weapons
- fighting, threats, assault, or violent and disruptive behavior

Students who are dismissed are not allowed to participate in activities sponsored by DCHS nor can they be present on school grounds without the written permission of an administrator.

PARENT CONFERENCE

A parent conference may be scheduled as a way of developing common strategies leading to changes in student behavior. Such conferences may be initiated by parent/guardian, by faculty and staff, or by the administration.

PROBATION

Students who demonstrate a serious and consistent lack of responsibility and disregard for school rules may be placed on probation. The length of the probation is determined by the administration. It is understood that students on probation may be subject to dismissal and their participation in school or at school events may be denied at the discretion of the administration.

DISCIPLINARY BOARD

The Disciplinary Board, composed of faculty and administration, meets throughout the year to review, assess, and advise on possible courses of action which may be taken for students when behavior is not in compliance with the expectations and standards of DCHS. Disciplinary recommendations of the board will be communicated to students and parents in writing.

The principal (through his designee) may convene the board to hear certain cases of student misconduct or breach of rules in the Student Handbook. When a student is going to be brought before the Discipline Board for an alleged breach of policy, he/she will be notified by the principal (or designee) of the alleged violation. The board will make recommendations to the principal (through his designee) for appropriate consequences.

Any of the disciplinary procedures and consequences listed in this handbook are subject to constant review by the faculty and by the administrative staff and are subject to additions, deletions, or changes without prior written notification.

ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCES

GALATIANS 5:22 "BUT WHEN THE HOLY SPIRIT CONTROLS OUR LIVES, HE WILL PRODUCE THIS KIND OF FRUIT IN US: LOVE, JOY, PEACE, PATIENCE, KINDNESS, GOODNESS, FAITHFULNESS, GENTLENESS AND SELF-CONTROL. HERE THERE IS NO CONFLICT WITH THE LAW."

Dowling Catholic's goal is to afford students the best climate for spiritual, physical, emotional, social and intellectual growth. Use, possession, purchase, or sale of alcohol, tobacco, and drugs is in conflict with, and substantially undermines, this goal.

Definitions.

The term “alcohol” as used in this policy means: ethanol, isopropanol, or methanol.

The term “tobacco” as used in this policy means: the plant *nicotiana tabacum* (or its processed or unprocessed leaves, products, cuttings and/or residue) used for smoking, chewing, or as snuff.

The term “drug” as used in this policy means:

- Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the Federal Controlled Substances Act, 21 U.S.C. §801 *et seq.*;
- Any substance regulated by the "Iowa Imitation Controlled Substances Act" (which includes, “ a substance which is not a controlled substance but which by color, shape, size, markings, and other aspects of dosage, unit, appearance, and packaging or other factors, appears to be or resembles a controlled substance”) found at Iowa Code Chapter 124A;
- Any controlled substance or counterfeit substance under the Iowa “Uniform Controlled Substances Act,” found at Iowa Code Chapter 124;
- A drug for which there is a valid prescription for the student when used other than as prescribed or when used other than for appropriate purposes in accordance with applicable medical directions. In addition, the taking of a prescription drug that was prescribed for another shall be considered a violation of this policy; or
- An over-the-counter drug or medication when used other than for its intended purposes and in accordance with package directions and any supplemental directions of the student's physician. All over-the-counter drugs must be kept in the original container (including the box in which they were received).

Prohibited Conduct: Alcohol and Drugs

The following are prohibited:

1. The possession, use, consumption, purchase, distribution, or sale of alcohol and/or drugs, residue or possession of related paraphernalia;
2. Any student coming onto school property or attending school-related or sponsored activities under the influence of drugs and/or alcohol as defined above;
3. Any student having alcohol, drugs, residue, or paraphernalia in his/her vehicle, on himself/herself or in or among his/her belongings while at school or attending school-related or sponsored activities;
4. The possession, use, consumption, purchase, distribution, or sale of alcohol, drugs or possession of residue or paraphernalia while the student is on school property, is at a school related or school sponsored event, or is in attendance in school;
5. If a student or parent hosts or attends a party where alcohol, drugs or paraphernalia are provided by the student and/or student's parent(s) or guardian(s), the student is liable to dismissal from school and/or subject to consequences listed below.
6. Any student who hosts or attends a party/gathering where alcohol, drugs or paraphernalia are present, even if the student host did not knowingly provide the alcohol, and/or other drugs, or paraphernalia, are in violation of this policy. Students who attend a party or gathering or are in a vehicle where alcohol, drugs, residue, or paraphernalia are present, but do not fall within any of the other categories (1) through (5) of this “Substance Abuse” section of the Student Handbook are subject to the consequences listed in "Citizenship: Out of School Behavior” section of the Student Handbook.
7. Students who attend a party or gathering or are in a vehicle where alcohol is present, and have been tested via a PBT or field sobriety tests and do not test “positive” but do not fall within any of the other categories (1) through (6) of this “Substance Abuse” section of the Student Handbook are subject to the consequences listed in the "Citizenship: Out of School Behavior” section of the Student Handbook.

Prohibited Conduct: Tobacco

The following are prohibited:

1. The possession, use, consumption, purchase, distribution, or sale of tobacco or tobacco products while the student is on school property, is at a school related or school sponsored event, or is in attendance in school;
2. The possession, use, consumption, purchase, distribution, or sale of tobacco or tobacco products by, to, or on behalf of, any minor or other person not legally entitled to possess or use tobacco or tobacco products.

Legal Action and School Investigations.

Any student who is arrested, taken into custody, cited and /or charged, referred to juvenile authorities, referred to a diversion program, or against whom a juvenile complaint or petition is filed as a result of any of the infractions listed above, is subject to the following consequences unless otherwise indicated above. (*Note:* in the case in which the school is made aware of drug/alcohol use outside of school that did not result in an arrest, citation, charge, referral, filing of a juvenile delinquency complaint or petition, or the student being taken into custody, and the source of the information is credible, the school reserves the right to investigate alleged violation. If the resulting investigation concludes that a student has been involved in a drug/alcohol-related violation of this policy, the consequences listed below will apply).

During the course of any investigation, a student who refuses to submit to a PBT (breathalyzer) test and/or to take or complete a field sobriety examination will be considered in violation of this policy, and the same consequences will apply as if the student had submitted and failed the PBT test or field sobriety examination.

Consequences for Violations of the Alcohol, Tobacco and Controlled Substances Policy.

In the case of any student and/or parents' (or guardians') refusal to comply with any or all of the consequences, the student will be subject to withdrawal from DCHS.

Consequences: Alcohol Violations.

The disciplinary consequences outlined below generally will be followed, but the Dean of Students and the Disciplinary Board reserve the right to deviate from the stated consequences as deemed appropriate depending upon any mitigating or aggravating circumstances (including, but not limited to, parental involvement or facilitation of the infraction) present in an individual situation.

First Violation

1. An in-school suspension for a minimum period of 3 Tuesday Night Schools and/or a long-term suspension from school following a discipline hearing.
2. The student is suspended for **two weeks** from attending/representing all school activities as a non-member. This section refers to dances, field trips, and other events that do not fall within the category of the student's own extra-curricular activities. The **two** weeks commences from the date of the decision of the Dean of Students and/or Discipline Board.
3. Ineligible to participate in extra-curricular activities for 1/3 of the original schedule, which includes all state tournament series. Student must have participated in the same State of Iowa sanctioned activity during the previous year to the violation (except for 9th grade students). The period of ineligibility commences from the date of the decision of the Dean of Students and/or Discipline Board. However, if the student is not involved in an extra-curricular activity at the time of decision, the period of ineligibility will be carried forward to the period of the student's next regular extra-curricular activity. Student must have participated in the extra-curricular activity previous to the violation.
4. A required independent professional assessment at not cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling and/or participation in an approved alcohol/drug awareness program.
5. Ineligible for semester exemption.
6. Twenty hours of non-school related community service as designated by the Dean of Students.
7. Future random testing of the student for alcohol/drugs as defined by the school.
8. Completion of 3 Reflections assignments to be completed during Tuesday Night School and reviewed with their counselor.

Second Violation

1. An in-school suspension for a minimum of 5 Tuesday Night Schools and/or a long-term suspension from school following a discipline hearing.
2. The suspension for **six weeks** from attending/representing all school activities as a spectator, participant, or non-member. This section refers to dances, field trips, and other events that do not fall within the category of the student's own extra-curricular activities.
3. Ineligible to participate in extra-curricular activities for 2/3 of the original schedule or season. The period of ineligibility commences from the date of the decision of the Dean of Students and/or Discipline Board. However, if the student is not involved in an extra-curricular activity at the time of decision, the period of ineligibility will be carried forward to the period of the student's next regular extra-curricular activity. Student must have participated in the same State of Iowa sanctioned activity during the previous year to the violation (except for 9th grade students).
4. A required independent professional assessment at not cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling and/or participation in an approved alcohol/drug awareness program.
5. Ineligible for semester exam exemption
6. Twenty hours of non-school related community service as designated by the Dean's Office.
7. Future random testing of the student for alcohol/drugs as defined by the school administration.
8. Completion of 3 Reflections assignments to be completed during Tuesday Night School and reviewed with their counselor.

Third Violation:

Will be dismissed from Dowling Catholic High School.

Smoke Free Air (Diocese of DM Policy #709)

Smoking or use of smokeless tobacco is not permitted in or on school building, school grounds, school vehicles, or non-school owned property used for extracurricular activities. This includes places of work and study, all outdoor areas such as parking lots and sports areas/stadiums, and private vehicles on school parking lots.

Consequences: Tobacco Violations.

Students who violate the Tobacco policy are subject to the consequences listed in "Citizenship: Out of School Behavior" section of the Student Handbook and will be addressed on a case-by-case basis with full consideration given to any aggravating and/or mitigating circumstances.

Possession of tobacco is not permitted on school grounds or surrounding area, or at school activities:

- *First Offense: \$25.00 fine, Saturday school, notification of parent(s) and/or authorities
- *Second offense: \$50.00 fine, Saturday school, notification of parent(s), and/or notification of authorities.
- *Third offense: \$50.00 fine, notification of parent(s) three day in-school suspension

Consequences: Drug Violations.

Students who violate the Drug policy are subject to consequences to be determined by the Dean of Students and the Discipline Board. The consequences listed in the "Consequences: Alcohol Violations" section of this policy are available and may be followed in whole or in part as deemed appropriate, depending upon the nature and severity of the infraction, the existence of any aggravating or mitigating circumstances of the violation (including, but not limited to, parental involvement in or facilitation of the infraction), and the best interests of both the student and Dowling Catholic High School. Nothing contained in this section is intended to create an obligation on the part of the Administration or an expectation on the part of students that the consequences listed under "Consequences: Alcohol Violations" will be used, or to prohibit the Dean of Students or the Discipline Board from dismissing a student from Dowling Catholic High School for a first violation.

Consequences for Violations During the Summer Months

Violations of this policy that occur during the summer recess months will be addressed at the time of the incident and all necessary consequences will be determined by the Office of the Dean of Students after meeting with the parent(s) and student. A plan for consequences to the student will be assigned and the student will be required to adhere to those consequences before school begins for the Fall semester.

GAMBLING (CARD PLAYING)

Gambling (e.g. card playing and other forms), -- on school grounds or internet locations on school grounds is not allowed on campus or activities sponsored by Dowling Catholic High School.

LASER POINTERS:

Laser pointers are not allowed in school or at school functions. Violators will be subject to consequences and the pointers will not be returned.

ANTI-HARASSMENT AND ANTI-BULLYING POLICY (DIOCESE OF DM POLICY # 579)

It is the policy of Dowling Catholic that the school maintains an environment free from unlawful and physical harassment and/or bullying. For the purposes of this policy, harassment and bullying shall mean any electronic, written, verbal or physical act or conduct toward an individual which is based on any actual or perceived trait or characteristic of the individual 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 the school.

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

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

This policy shall be in effect while students are on school property, while on school-owned or school-operated/leased 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 of the school and welfare of both the students and school.

MULTICULTURAL/GENDER FAIR EDUCATION (DIOCESE OF DM POLICY # 619)

It is the policy of Dowling Catholic that students are free from discriminatory practices in the educational programs. The discrimination shall include but is not limited to, age, color, creed, national origin, race, religion, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

ALLEGATIONS OF ABUSE

Dowling Catholic employees are prohibited from using physical abuse (striking a student, sexual abuse) on students. Students who wish to allege abuse from a DCHS employee may report the alleged abuse to any one of the following individuals: Dr. James Dowdle, principal of DCHS; Mr. Ron Meyers, the dean of students at DCHS; Audra Meyer, Principal of Holy Trinity School (255-3162 ext.1116).

APPEAL PROCESS

Once the principal has received the recommendation(s) of the Discipline Board, the principal or dean of students will issue consequences to the student. The student may appeal the principal's decision, and should be made to the president of the Board of Education, who must receive written appeal within three (3) days of the principal's decision. Upon receipt of appeal, the president of the Board of Education, in consultation with the president of DCHS and the executive committee of the Board of Education, will determine the appropriate forum for the appeal. Once the forum has been selected and a hearing held, a decision will be rendered, which shall be considered final. The Board of Education will not usually overturn the principal's decision unless, in their judgment, there has been a misinterpretation of policy, or in their judgment, the consequences issued to the student are in excess of that warranted by the violation. The appeal process must include the student, parent(s) of the student.

CLASS TIME

Students are expected to be respectful of class time during the school day. Students should report to class on time, and should conduct themselves appropriately during class, being respectful of the right of other students to receive an education. Students who do not comply can expect to be reminded of their obligations by the classroom instructor and/or referred to the dean of students.

DISRESPECT

The following forms of disrespectful behavior are in violation of DCHS's Respect Code. Students will refrain from choosing to engage in the following behaviors:

- Profanity, vulgarity or indecent gestures;
- Physical abuse of other persons within the DCHS community;
- Insubordination toward school staff;
- Fighting, bullying or encouraging others to fight.

Students who choose to engage in the behaviors listed above will be referred to the dean of students for disciplinary action, which may include a hearing before the Discipline Board up to expulsion. Students involved in fighting, physical abuse, bullying or insubordination will be sent home immediately for the remainder of the day.

CITIZENSHIP: OUT-OF-SCHOOL BEHAVIOR

Dowling Catholic cares about the growth and safety of its students at all times, including time outside of school hours and beyond time spent at school-related functions and events. Students are expected to conduct themselves responsibly and respectfully, and to represent the good name of their school in their outside-of-school behavior. Students who choose irresponsible or negative behaviors away from school and outside school hours (that if manifested on campus or during school hours or at any school-related function would jeopardize their status as a student at DCHS) can expect the school to intervene. The school's intervention will occur **through teaching, counseling**, communication with parents and community resources, and/or the imposition of disciplinary action.

INVESTIGATIVE SEARCHES

Parents of DCHS students have a right to expect that the school will maintain certain safeguards to protect their children from harmful and dangerous influences. School authorities may, without a search warrant, search a student, student lockers, desks, purses, backpacks, athletic bags, work areas, or automobiles **driven to school by students**. Any illegal, unauthorized, or contraband materials discovered in the search may be seized. Items of contraband may include, but are not limited to, nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, drug look-a-likes, alcoholic beverages, tobacco, weapons, explosives, poisons, or other dangerous objects or stolen property. Such items are not to be possessed by a student anywhere on the school premises or at school-sponsored activities.

Searches of individuals, lockers, desks, personal effects (including purses, backpacks, athletic bags, and similar carriers), automobiles, or work areas will be conducted on the basis of reasonable suspicion and will be permitted at the direction of the Dean of Students or his/her designee. Students are allowed to park on campus as a matter of privilege, not right. The interior of a student's automobile (the automobile driven to school by the student) may be searched without a warrant, if there is a reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside. Any refusal by a student (or the student's parent or guardian) to allow a search of personal property will subject that student to withdrawal from DCHS.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with Dowling Catholic High School are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the Diocesan Schools and Title I of the Americans with Disabilities Act, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning compliance with the regulations implementing Title VI, and Title IX, of the Civil Rights Laws, the Americans with Disabilities Act, Section 504, or needing information concerning grievance procedures is directed to contact: Lauri Stilwill who has been designated to coordinate the school's efforts to comply with the regulations related to these laws.

Name: Lauri Stilwill

Location: Dowling Catholic High School

Title: Counselor

Telephone: 222-1019

SEXUAL HARASSMENT PROHIBITED ACTS

Sexual Harassment is strictly forbidden in diocesan educational programs. For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or status in a class, program, or activity;
- B. submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual;
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment encompasses any sexual attention that is unwanted. Examples of the verbal or physical conduct prohibited include, but are not limited to:

- A. physical assault;
- B. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, education, grades or letters of recommendation;
- C. direct propositions of a sexual nature;
- D. subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted gestures;
- E. a pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, and/or that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes or anecdotes;
- F. a pattern of conduct that would discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
 - (1) unnecessary touching, patting, hugging, or brushing against a person's body;
 - (2) remarks of a sexual nature about a person's clothing or body;
 - (3) remarks about sexual activity or speculations about previous sexual experience.

ISOLATED AND INADVERTENT OFFENSES

- a) Staff and students who, without establishing a pattern of doing so, engage in isolated conduct of the kind described in items 2 (E) and (F) above, or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort and/or humiliate, demonstrate in sensitivity that necessitates remedial measures. When program administrators become aware that such activities are occurring in their areas, they should discuss such conduct with those involved and, where appropriate, recommend that person take an educational program designed to develop understanding of the harm being done.
- (b) If, after participating in the educational program or failing to participate after being recommended to do so, a person continues to engage in the conduct described in items 2 (E) or (F), above, he or she will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed.

COMPLAINT

1. Any student who believes he/she has been the victim of sexual harassment or has knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts to a teacher, counselor or school administrator. The report may be verbal or in writing, and use of a formal reporting form is not required. Any teacher, counselor, or other administrator to whom alleged sexual harassment is reported shall notify the building principal immediately of the alleged acts or, if the complaint involves the building principal, immediately notify the diocesan superintendent.
2. If the building principal receives a verbal report, he/she shall notify the superintendent's office immediately, reduce the verbal report to written form within 24 hours, and forward the written report to the superintendent. The report or complaint shall not be screened or investigated prior to transmission to the superintendent. Failure to forward any sexual harassment report or complaint, as outlined, may result in disciplinary action.

INVESTIGATION OF COMPLAINT

1. An investigation shall be conducted to establish whether there is a reasonable basis for believing that the alleged violation of Board Policy 314 has occurred. In conducting the investigation, the principal and another person designated by the superintendent will interview the complainant, the accused and other persons believed to have pertinent factual knowledge. If the complaint is against the principal, the investigation will be conducted by the superintendent and another person designated by the superintendent.
2. At all times, the administrators conducting this investigation will take steps to ensure confidentiality.
3. The investigation will afford the accused a full opportunity to respond to the allegations.
4. Possible outcomes of the investigation are:
 - (a) judgment that the allegations are not warranted;
 - (b) a negotiated settlement of the complaint;
 - (c) institution of formal action described in 314.1 or, in the case of a complaint against a student, discipline policy up to and including expulsion.

SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse in violation of Iowa law. In such situations, the school shall comply with Iowa Administrative Code Section 102 and Diocesan Board Policy 421 concerning the reporting of sexual abuse of minors.

STUDENT PROTESTS AND WALKOUTS

Teachers and administration have a legal and moral obligation to insure an orderly educational climate in school. Since student protests and walkouts are disruptive to the overall learning environment at DCHS, any student who participates in a walkout or protest in any form will be marked absent from class and considered truant from the class(es) missed. Other consequences may be applied as determined by the administration. Students have the right to bring concerns about school matters to the attention of a staff member or the administration. When a student is concerned about various decisions that have been made, an appointment to visit with the appropriate person should be made.

VIOLATIONS

Students who violate policies, rules, or expectations of the school may be suspended or expelled from the school, or otherwise punished as provided by this policy. The principal (or designee) shall have the authority to suspend students temporarily. Such suspension may be given for a period not to exceed ten (10) school days. A day of suspension shall be counted as an unexcused absence. A suspended student shall not receive any credit nor be given the opportunity to make up work missed during the suspension. Students are not eligible to participate in extra-curricular practices, games, or performances during a suspension or unexcused absence. Consequences may range from warning, counseling, reprimand, detention, loss of privileges, suspension from school, suspension from participation in activities, or expulsion.

WEAPONS

It is the policy of the Diocesan Board of Education that weapons and other dangerous objects be taken from students and others who bring them onto the school property, or 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 school's president, 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. 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 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, switch blade knife, or knife having a blade exceeding five inches in length. Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.

DOWLING CATHOLIC SUPPORT CLUBS AND ORGANIZATIONS

CAMPUS MINISTRY TEAM

The Campus Ministry Team, consisting of the Campus Minister, faculty and administration, meets to review and plan school events, policies, and documents to be sure that all are reflective of the school's mission.

PARENT GUILD

The Dowling Catholic Parent Guild consists of parent volunteers who **work** to assist the school **in event planning and fund raising**. The Guild plans three major fund-raising events: the Pancake Breakfast, the Annual Auction, and the Post Prom. Office hours are 8:00 a.m. until 12:00 p.m., and the Guild phone number is 222-1029.

WELLNESS COMMITTEE

The Dowling Catholic Wellness Coalition addresses issues pertaining to physical, mental, and spiritual health of the students and faculty. The Wellness Coalition consists of parents, students, administrators, and faculty. The coalition meets regularly to discuss issues of wellness that pertain to the Dowling Catholic community.

MAROON ATHLETIC BOOSTER CLUB

The Dowling Catholic Athletic Department has one booster club for all of its sports. The Maroon Athletic Booster Club has an executive leadership committee that works with representatives from all sports, the administration, and the athletic director to coordinate the support that comes to the school for athletics.

**Dowling Catholic High School
1400 Buffalo Road
West Des Moines, IA 50265
515.225.3000**