

# 2017-2018 STUDENT HANDBOOK

## BISHOP GARRIGAN SCHOOLS

### **Seton**

Bear Care, Early Childhood, Grades K-3

808 E. Lucas Street  
Algona, IA 50511

Telephone 515-295-3509  
Fax 515-295-5688

### **Bishop Garrigan**

Grades 4-12

1224 N. McCoy  
Algona, IA 50511

Telephone 515-295-3521  
Fax 515-295-7739



*Bishop Garrigan  
Golden Bears*

Garrigan Schools are dedicated to providing quality, parish supported, value centered Catholic education to students and families of north central Iowa. We seek to achieve a balance between Christian social conscience and academic excellence through a combination of belief in God, service to our fellow human beings, intellectual preparation, and physical development.

The intent of the student handbook is to inform and include all rules governing Bishop Garrigan High School and those attending Bishop Garrigan High School. The document is not "all inclusive". The principal reserves the right to determine action on all situations not specifically covered and may increase or decrease specified actions on an individual basis.

## **Philosophy of Bishop Garrigan Schools**

We believe that every individual has been created and gifted by God with an innate dignity. The right to freedom and the right to learn are inherent in this dignity.

We believe that, as a person with an immortal destiny, each individual must be accepted as unique and important. Therefore, as much as possible, the needs of each student must be recognized and met, the potential of each student developed, and the contributions of each student accepted.

We believe that all human beings are created by God as a part of a larger community and have a responsibility to develop their gifts, for themselves and for services to their community, in order to build a just and peace-filled world.

Therefore, through both classroom and extracurricular activities, the goals of Bishop Garrigan High School are:

--to develop students with a true sense of community, who see themselves as devoted and caring members of their family, their school, their church, their nation, and their world;

--to develop spiritually vigorous Christians who recognize and act upon Catholic obligations and convictions;

--to develop youth who can think logically, express themselves clearly, and maintain open and inquiring minds;

--to develop in youth the qualities of cooperation, sportsmanship, leadership, and service;

--to develop persons of sound mental and physical health;

--to develop youth who recognize their talents and limitations and can determine their suitable occupation or vocation.

We see the students of Bishop Garrigan High School as young adults in the process of becoming Christians, effective citizens, and whole human beings.

Administration

President.....Mr. Lynn Miller  
[millerl@bishopgarrigan.org](mailto:millerl@bishopgarrigan.org)

Daycare, Early Childhood, and K-3 Principal.....Mrs. Kristie Hough  
[houghk@bishopgarrigan.org](mailto:houghk@bishopgarrigan.org)

Grades 4-12 Principal.....Mrs. Christy Peterson  
[petersonc@bishopgarrigan.org](mailto:petersonc@bishopgarrigan.org)

Activities Director.....Mr. Rob Meister  
[meisterr@bishopgarrigan.org](mailto:meisterr@bishopgarrigan.org)

Registrar.....Jenny Degen  
[degenj@bishopgarrigan.org](mailto:degenj@bishopgarrigan.org)

Bishop Garrigan Department Heads

Science.....Mrs. Greg Ahlers	Social Studies.....Mr. Ron Patterson
Guidance.....Mr. John Byrkeland	Talented and Gifted.....Mr. David Burrow
Choir.....Mr. Dave Fog	Band.....Ms. Katherine Simpson
Math.....Mr. David Burrow	Foreign Language.....Mrs. Twyla Wichtendahl
English.....Miss Mary McCall	Social Studies.....Mr. Ron Patterson
Theology.....Mr. Jake Rosenmeyer	Business.....Mrs. Annette Vaske
Physical Education.....Mr. Marty Wadle	Activities Director.....Mr. Rob Meister
Early Childhood.....Mrs. Wendi Meister	JH ADs....Mr. Ron Patterson/Mr. Dave Wieland

Catholic Identity: Worship Centers

St. Cecilia – Algona <http://www.stceceliaalgona.com/>  
 St. Michael’s – Whittemore <http://bishopgarrigan.org/stmichael/>

St. Joe – Bode <http://bishopgarrigan.org/stjoe/>  
St. Joe – Wesley <http://www.parishesonline.com/scripts/hostedsites/Org.asp?ID=8376>  
St. John the Baptist - Bancroft <http://www.stjohnbancroft.org/>

### **ADMISSIONS**

The Diocese of Sioux City maintains a system of schools accredited by the State of Iowa and by the Diocesan Board of Education. The Diocesan Board respects the right of parents to educate their students at home (c.f. Iowa Code #299.1/SLF #229/Canon Law #774). Parents choosing the Home-School option may not do so through the Catholic schools of the Diocese, but should contact the local public school district to receive approval to educate their children at home. Public school districts have primary authority in these programs, receiving financial aid and bearing reporting responsibilities.

Catholic schools of the Diocese may not enter into a dual enrollment arrangement with non-accredited schools for any portion of the day.

Children who are 3 years or 4 years of age respectively by September 15 are eligible to enroll for entrance into Cubbies 3 or 4 year old preschool; children who are 5 years of age by September 15 are eligible to enroll for entrance into kindergarten or kindergarten prep.

Since the purpose of the school is to provide a Christian atmosphere in which students can experience and practice the Christian life of faith, all students are expected to exhibit Christian attitudes and behavior in their relationships with fellow students and teachers. Respect for others and for property will be the norm at all times, and will be enforced by the teacher.

### **STUDENT PLACEMENT POLICY**

Each year in April, the school staff begins the process of placing student in classrooms for next year. Much time and effort is spent to ensure that each student is placed where he/she will learn best.

The following factors are considered in placing students into class groups for the coming year.:

1. Gender balance;
2. Blend of abilities;
3. Students who benefit from being together or separated;
4. Overall student behavior;
5. New mix of students each year to allow the opportunity for individual growth.

With the above in mind, the teachers who have worked with the students this year meet and confer to develop tentative classroom groups for next year. Parent request for classroom placement must be made in written form by May 1.

Bishop Garrigan Schools have a very strong teaching staff who do an excellent job of educating your child with your cooperation and support. Most students will adjust to whatever placement is made; however, students with special needs will receive special consideration. (examples: students with handicapping conditions, special academic needs, professionally diagnosed emotional or behavioral concerns, serious personality conflicts, the need for a highly-structured or more flexible environment, etc.)

We value parent input and are always willing to meet with you regarding your child. You, as parent, know your child very well and may have some information which would make a significant difference in his/her placement which should be shared with the principal by May 1.

Requesting a specific teacher may create several problems for the school community: teaching assignments can change during the summer; not all requests can be honored because some of them conflict; granting some requests and not others puts the school in the position of discriminating among students. Keep in mind also that an experience that one parent or one student may have had with a teacher may be totally different from what you or this particular child may have with the same teacher.

Our goal is to provide your child with the best possible education that we can. Part of that goal is reached by providing the children the opportunity to work and learn with a variety of teaching styles and personalities during their school experience.

If you feel we need information from you concerning placement for your child, please complete the form on the back of this sheet and return it to the office by May 1.

A conference may be scheduled if you think that is required in addition to completing the form.

Please understand that submission of this information is not a request for a specific class or teacher assignment.

### **High School Registration**

High School registration will take place in February for the upcoming school year. This registration will be revisited in November to ensure correct placement for second semester.

#### **Registration Changes**

The policy concerning changes in registration is summarized as follows:

1. Courses required by the State of Iowa and/or Bishop Garrigan High School may not be

- dropped. A failure in any required course must be made up and passed before graduation.
2. The needs and abilities of the student are considered the primary factor in making decisions concerning courses.
  3. There will be two day period of grace in the first quarter of a semester class in order for the students to withdraw, if necessary, from classes without penalty.
  4. Under special circumstances, students may withdraw after the second week of a semester, but before the completion of the first or third quarter.
    - a) If, in the opinion of the teacher, the student is doing failing work (which would take into account lack of effort) the student will receive a WF (withdraw, failing).
    - b) If, in the opinion of the teacher, the student is passing the course even at minimal level (effort may be taken into account) the student will receive a WP (withdraw, passing).
    - c) While a grade of WP or WF will appear on the permanent record, the grade will not be figured into the grade point average.
    - d) A grade of WP will not affect eligibility for activities. A grade of WF will affect eligibility.
    - e) Withdrawal from a class during the second or fourth quarter will result in a grade of F that will count in the grade point average.
  5. The procedure for all withdrawals after the first two weeks is as follows:
    - a) The student must present serious reasons for requesting the withdrawal.
    - b) The student must arrange for a conference between his/her parents and the school authorities.
    - c) The final decision is reserved for the Principal in all classes.

#### College Level and Dual Credit Courses

- In order to take a college math or English course you must be proficient on the AccuPlacer or ACT. Please contact the school counselor for information regarding these tests.
- In order to take a college psychology course you must have taken one of the above tests.
- Students taking classes for college credit must pay the college credit fee in full by the end of the first full week of the semester. If fees are not paid, the student must drop the class.

### **Talented and Gifted**

Our mission is to provide a differentiated education for all students recognizing individual strengths and needs. The collaborative model for students who are excelling in the classroom provides differentiated services and individualized content modifications within the regular classroom setting based upon flexible grouping according to grade level.

High school students must apply to be a part of the talented and gifted program. Criteria for selection include grade point average, test scores, recommendations, and/or special talents. Students will participate on a semester by semester basis and may repeat the course as many times as they wish for additional credit. This class meets entirely outside the regular school day. Students design projects based on topics they could not otherwise study at Garrigan. They also

select an adult mentor to guide them in their work, and they establish standards on which they will be evaluated. Because this is a program for gifted students, members of the class are expected to use their project to express their talents by doing work, which goes beyond what they do in other classes. Students are required to provide some written documentation of the work they do, and they may be asked to do some additional assignments for the course.

Students in junior high also have the opportunity to excel in the area of math. Initial contact will be made with parents in the spring of the student's 6th grade year. Requires for enrichment or acceleration in math include: teacher recommendation, Iowa Assessment testing (95% or higher in National Percentile Rank), STAR testing (90% or higher in National Percentile Rank), Algebra Readiness test (90% or higher), and classroom grades.

### **JMC**

JMC, a program designed to manage student attendance, grades and parent communication. School data available to parents, including report cards, lesson plans and student homework, will be available on line. It is very important that the office always have an updated e-mail address for each family. Each parent and student in the Bishop Garrigan system has a JMC account. Please contact Cheryl Hamilton at Bishop Garrigan or Deb Kollasch at Seton to obtain your password.

### **Catholic Identity**

Student liturgies are celebrated weekly, with the pastors presiding on a rotating basis. The students help in the planning, and participate in the Masses by reading, song leading, carrying gifts and performing other ministries as appropriate for their ages.

All students will attend religion classes, Mass and other religious celebrations.

The first reception of the Sacraments of Reconciliation and Eucharist are celebrated in grade 2 and the Sacrament of Confirmation is celebrated during the high school years. All students receive instruction in the classroom, and receive the sacraments in their respective parishes.

An opportunity for reception of the Sacrament of Reconciliation is provided for the students several times a year during the school day. Parents are encouraged to make the reception of this sacrament a regular family event at other times during the year, since family influence and support are vital to the formation of an appreciation of the sacrament.

Students also have the opportunity to participate in the rosary and Stations of the Cross throughout the year. Students in grades 9-12 observe First Friday adoration.

### **Attendance**

Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from instructional programs. Daily attendance is necessary to do the caliber of schoolwork, which is expected and is a responsibility that will be essential to future success.

**Absences:**

- The parents or guardians should notify the school by telephone or email the morning of the absence. This call should be made by 9:00 a.m.
- All absences must be verified with a phone call or email prior to, on, or within one school day following the absences. Failure to provide verification within the prescribed time shall be cause for the absence to be considered unexcused.
- Planned Absence: Student is responsible for picking up a slip in the office and should be returned prior to leaving. If a slip is not turned into the office, the student absence may be considered unexcused. Students are responsible for completing assignments and taking tests upon their return.

**Appointments**

- All doctor and dental appointments should be made after school hours or on free days whenever possible.
- All students must check into the office when arriving late, leaving early or leaving for a period of time during the school day.
- Students returning from appointments must present a note from the doctor or receptionist. Notes may be provided by the doctor or obtained in the Garrigan office prior to the appointment. Excused appointments include: medical, dental, mental health, court appearance, funerals, physical therapy. Unexcused appointments include: haircuts, massages, errands. (These appointments may be scheduled during lunch or study hall.)
- If the student does not present a note from the parent/guardian or the parent/guardian knows nothing of the absence when called, it will be considered truancy.
- Forged notes will incur a one-day school suspension.

**Policy for Elementary Homework when Ill**

- Because most homework requires teacher instruction before it can be used as a learning tool, homework will not be sent home when students are absent. Upon returning to school, a student will be given instructions, a reasonable amount of time to make up missed work and teacher assistance if necessary. The student is responsible for making up work missed during an absence. Failure to do so within the time given may result in a lower class mark.

**Attendance Consequences (per semester for grades 9 - 12)**

- A ten-day absence policy per semester has been adopted based on the fact that something important happens in class every day.
  - Parents will be notified after 5 days (45 periods) of absences. There are no consequences; this is simply a notification.
  - A semester absence of 10 days (90 periods) may cause a student's grade to be affected for that semester.



- The only exceptions to the policy are cases of hospitalization or confinement due to injury or serious illness that requires on-going treatment and an exemption applied for special educational experiences. Colds, headaches, sore throats, flu, doctor appointments, dental appointments, and vacations are examples that count toward the maximum 10 day.

In regards to activities such as athletic events and performances. You must meet the attendance requirements as follows:

You must be in attendance in school for the entire day (all enrolled periods) to participate in events or practice. Exceptions to this regulation are absent for a school field trip, orthodontist appointments, note from a medical appointment, funerals, campus privilege, or other extenuating circumstances approved by the Principal or Activities Director. Note that running errands and oversleeping are not exceptions to this requirement.

### **College Visitation**

Students will be allowed a maximum of three days to visit colleges with their parents during the course of their high school careers to help in their college selection process. If these visitations are arranged through the guidance counselor, they will not be counted against the student's ten days allowed for absences. However, if the college visitation is not arranged through the counselor, the days will count against the ten allowed absences. Students are encouraged to visit colleges on early out Wednesdays. Students are to obtain a permission slip to visit a college and complete the form three days in advance of their anticipated visitation.

### **Arrival - Seton and Garrigan**

Supervision in the Bishop Garrigan Buildings begins at 7:30. Students in the Seton building may enter through the south doors. Students in the Bishop Garrigan building should enter through the main entrance or the south auxiliary door. Students may enter through the north door after 7:30. (No cars on the partial north drive after 7:50) All are expected to have something to read or a quiet activity that will occupy them until an adult dismisses them to their classrooms at 8:05 am. School begins at 8:15 in the Bishop Garrigan building and 8:20 in the Seton building.

**When dropping off students in grades K-3**, drivers of private vehicles are asked to park in the south parking lots. Early Childhood students may enter through the north door and brought to the classroom door and picked up there by a family member or designee. Cubbies 4 preschoolers may ride the school buses if they have another child (4<sup>th</sup> grader on up) to be with them and see that they get to the classroom safely. Do not drop off students so that they must cross traffic. At all times students are expected to use only designated crosswalks to cross the street.

**When dropping off students in grades 4-8** after 7:45 the north door may be used, but cars should avoid using the partial drive on the north side of the building. After 7:45 vehicles should remain on McCoy street.

### **Tardies and Appointments**

When a student arrives after 8:20 am or returns from an appointment, elementary parents will sign student in at the office where the student will be given an admit pass. The pass is to be given to the teacher. Junior High and High School students who are tardy to school are to report to the office. The tardy will be considered unexcused unless a proper excuse is received from the parent or employer; this excuse should be submitted in writing. Three unexcused tardies in a semester results in a detention (high school). Students who are tardy for school may not attend practices after school.

Students in grades PreK - 6 should be picked up by a parent in the main office.

### **Dismissal at Seton**

It is easiest and safest for children if drivers of private vehicles enter into the SE parking lot from North Street (from the east) or the alley, and park in the stalls on the SE lot. The SW lot is easiest accessed from Call Street turning north onto McPherson Street then west into the lot. Cars are asked to remain in the lots until the teachers at both crosswalks on North Street have returned to the sidewalk.

### **Dismissal at Garrigan**

Students will exit through the north doors and walk to cars waiting on McCoy Street. Private vehicles should not enter the partial drive north of school after school. Students leaving with high school siblings may leave through the south doors. They should be accompanied by a high school sibling at all times.

### **Early Dismissals**

Whatever time the radio says that Algona Community Schools are dismissing, that means that Seton and Bishop Garrigan are always dismissing 15 minutes earlier. Examples: holidays, professional development and weather early dismissals.

### **Lunch Open Campus (high school)**

Students may not leave the school grounds during the lunch periods without permission with the exception of seniors second semester. Students are not to miss class time for lunch out of the building. All lunches, whether purchased in school or a sack lunch, must be eaten in the cafeteria. Students who are tardy to class from their lunch period must obtain their excuse from the lunchroom supervisor.

### **Acceptable Use for Computer Usage**

Computing, data storage, and information on retrieval systems are designed to serve the students, faculty, staff and volunteers of Bishop Garrigan High School, hereafter referred to as BGHS, community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/institution provides computing and network resources for the use of students, employees, and others affiliated with the BGHS. Members of the BGHS community are encouraged to use the computers, software packages,

electronic mail (E-mail) for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through BGHS computer services are and remain the property of the school. All users are expected to conduct their on-line activities and computer work station activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.

E-mail capabilities may be used to facilitate distance learning projects. E-mail will only be available for students 1/2 hour before and 1/2 hour after school.

List serves and news groups may be used to gain access to current information on local, state, national and work events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

Transmission of any material in violation of any US or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school/institution E-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by BGHS. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.

Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.

The creation, propagation, and/or use of computer viruses is prohibited.

The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.

Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.

Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit a BGS operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the BGHS computer resources.

Access to the BGS e-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. BGS users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.

BGS reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

Any information contained on a school computer's hard drive or computer disks which were purchased by the school are considered the property of the school.

## **Cafeteria**

### **Lunch and Breakfast**

The federal breakfast and hot lunch programs are provided. Lunch can be paid in the main office and balances can be monitored using JMC. Students may either bring their own lunches to school or purchase a lunch, including milk. All lunches, school lunch as well as lunches brought from home, must be eaten in the cafeteria. Carbonated beverages (pop)

are NOT allowed in the cafeteria. Breakfast is held from 7:35 - 8:10 am. Lunch times are staggered beginning at 10:55 am and ending at 12:25 pm.

Preschool, Den, Prep and Kindergarten students will need milk purchased for their snack break in addition to lunch payments for noon if they intend to eat hot lunch. Guests for lunch must make reservations by 9:00 am of the day they will eat school lunch by contacting the office.

Free and reduced price lunches are available upon meeting the federal income requirements as determined on a yearly basis. Application forms are distributed at August registration, and are available at any time in the school office.

Food allergies must be reported to the school office in writing and signed by the child's physician outlining the foods to be avoided and appropriate substitutions. Only changes in writing will be accepted from the original document.

The school cafeteria is maintained as a vital part of the health program of the school to encourage good nutrition. The lunchroom management and your fellow students will appreciate your cooperation in adhering to the following guidelines:

- a) Depositing all lunch litter in wastebaskets.
- b) Returning all trays and utensils to the dishwashing area.
- c) Leaving the table and floor around your place in a clean condition for others.
- d) Group cheering, jeering, or singing are not allowed.
- e) No food or drink may be taken from the cafeteria.
- f) Pop is not allowed in the cafeteria when lunch is being served.
- g) Those who bring sack lunches are to eat in the cafeteria.

### **Bishop Garrigan School System Unpaid Meal Charge Policy**

Bishop Garrigan Schools policy is that all children will be provided a healthy and compatible meal in accordance to the USDA guidelines. All students should have at minimum 3 components on their tray at time of charge one of these components is required to be a fruit or vegetable. All families are encouraged to apply for Free or Reduced Status.

Low balance accounts will be notified by email when family account starts to hit low or negative status. Please be prompt in applying funds to these accounts. Prepaying on lunch accounts is highly encouraged.

Bishop Garrigan Schools will not discriminate in any circumstance. We will ensure that our efforts to collect debt will never have a negative impact on the child or children involved. Even with a negative balance students will not be served an alternate meal or refused second helpings.

If donations are made to the lunch program they will be distributed to free or reduced lunch status students first that have a negative balance.

### **Snow Day Policy**

School closings, early dismissals, and late starts will be announced over radio, Iowa Alerts and television stations. We will follow what the Algona Community District announces.

### **Attendance Detention**

Students who have violated attendance regulations, (unexcused tardies or unexcused absences) will be assigned to detention. Students will be notified of detention on the Monday preceding the date to be served. If a student misses a detention they will be ineligible for practices until the detention is served. If a student misses their second detention they may serve a one day in-school suspension.

### **Suspension or Expulsion**

Infractions of very serious rules of conduct are penalized by giving students a suspension or expulsion. Suspension usually involves one (1) day away from the classroom, or hours of detention as determined by the administration. Expulsion means that for serious or repeated violations, a student will be subject to dismissal from Bishop Garrigan Schools.

Violations which subject a student to suspension or expulsion are as follows:

- a) Smoking, use of tobacco products, or use of electronic cigarettes on school premises or at a school activity.
- b) Destruction of, or defacing school property.
- c) Possession, drinking, or being under the influence of alcoholic beverages on school property or at school-sponsored events off grounds, at any time.
- d) Possession of, use of, or being under the influence of illegal drugs on school property or at school sponsored events off the grounds at any time.
- e) Any conduct at a school sponsored activity contrary to that of a lady or a gentleman.

### **Fines**

a) Eating candy or food, chewing gum or drinking beverages outside the gym lobby can incur a fine of \$1.00. These fines must be in the office.

b) Improper parking of cars- Any motor vehicle improperly parked is subject to a \$5.00 fine. An example of an improperly parked vehicle is one parked contrary to the normal parking pattern. Vehicles in the first row of the south parking lot must be facing north.

c) Dress code violations will result in a \$1.00 fine. These fines must be in the office.

d) Cell phone policy: Any unauthorized cell phone use in the classroom will result in having the student's phone immediately confiscated. They may pick their phone up at

the end of the day from either the office after paying a \$5 fine.

### **Middle School Band**

Students in grades 5-8 are eligible to participate in the band. Small group lessons are given each week for beginners, with large group practices scheduled 3 times per 6-day cycle. Older students have individual lessons and large group band practices 3 times per 6-day cycle. The band program includes lessons during August, in addition to a marching band clinic before school begins.

### **Guidance**

Guidance services are available for each student in school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with school and/or social concerns or any question the student may feel he/she would like to discuss with counselors. Conferences with the students receive first consideration of the counselor's time and are scheduled whenever necessary. Students should also feel free to visit with teachers with whom they feel comfortable.

### **Insurance**

Student insurance is optional. Since so many claims are annually filed, students are encouraged to take advantage of this opportunity. Claim forms are available from the athletic director. Waivers must be signed on file for students.

### **Fire--Tornado**

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately stand and leave the room quietly in single file and in an orderly manner. No one is to pass another or break the line of march. Running is not permitted. Roll call will be taken.

Tornado drills will be conducted throughout the year. When the tornado drill is announced, proceed quietly in an orderly manner to your assigned location, where roll call will be taken.

### **Summer and Sunday Activity Policies**

Sunday Policy August 1 - June 1

- Off season activities may practice from 6-8pm two Sundays a month. These Sundays will be determined before the school year begins with no activities occurring on a parish event night (carnivals, meal, retreats)
- Exceptions may be granted by the building principal or activities director.

Summer activities June 1 - August 1

- Each student may practice 2 ½ hours per day Monday - Friday. (off-season)
- No practice/open gym on Sundays.
- Off season activities may have two team activities on Saturdays/Sundays during the summer. Team must attend mass if participating in a weekend activity.
- Exceptions may be granted by the building principal or activities director.

### **Triduum Activities**

It shall be the policy of Diocese of Sioux City that no school sponsored activities or practices will be scheduled after 4:00 on Holy Thursday, the evening of Good Friday, the evening of Holy Saturday, and the entire day of Easter Sunday. Such a policy shall provide students and employees the freedom to participate in parish liturgies and family activities on these sacred days.

### **Vehicles**

South Drive parking is for the Gala purchaser only. The parking lot south of the school is for high school student use. All vehicles are to be parked facing north and south. All cars parked in the front row must be facing north. Parking to the east of the school is reserved for staff. Parking in front of the school is for staff, students, and visitors. 8<sup>th</sup> grade students must park on the northwest side of the building. Parking violations will result in a \$5.00 fine.

### **Bicycles**

Students who ride bicycles to school are not to ride them before or after school, during the recesses or at noon. The school is not responsible for damaged or stolen bicycles. Bike racks are provided in an area near the building for safety, and bicycles are walked on and off the school property. Bicycles are allowed for students in grades 4-12 only. For safety reasons, elementary students are not allowed to ride motorized vehicles (ex. mopeds, motorcycles, cars, etc.) to school.

### **Open Campus Privilege**

Only seniors are eligible for open campus or comp time. Those who qualify by selling school calendars may have open campus at the beginning of the first semester. For the fourth quarter, seniors will have the opportunity to arrive late or leave school early, depending on their classroom schedule. This limited open campus is a privilege to be granted seniors if the school and parents feel they deserve it. Any senior failing a course after the third nine weeks will not be allowed the open campus privilege. Furthermore, the privilege cannot be used on occasions when school authorities deem their presence necessary, such as mass, assemblies, counseling sessions, etc. Students must be here for activities. If students are in the building, all school rules apply and they must remain at the south end of the building or in senior study hall until the bell rings. Failure to meet these requirements can result in suspension or loss of open campus.



## Bishop Garrigan Schools Dress Code

Uniforms are contracted through Diamond's. Employees at this establishment have lists of required/acceptable clothing and can assist you in fitting and ordering.

K-6	7-12
<p><b>Shorts</b> - Khaki and Black; Length: walking length to 2" above knees</p> <p>Must wear tights with shorts Dec., Jan., Feb., March</p> <p><b>Pants:</b> Uniform brand; No rips, cuts, tears; Khaki and Black</p> <p><b>Shirts:</b> Knit or dri-fit; Uniform brand; short sleeve; Gold, black or white with official uniform emblem ; Tucked in</p> <p><b>In school outerwear:</b> Uniform Fleece—Black—full or half zip with official uniform logo. Uniform fleece or micro-fiber (sizes Adult XXS - XXL) - black - half zip with official uniform logo. Students' names may be below the logo. Letters should be in gold or white and no more than 1" in height."</p> <p>No hooded sweatshirts may be work in the building.</p> <p><b>Footwear</b> - No boots of any kind, clogs, crocks, flip-flops, slippers, ballerinas, high heels, furred shoes, et. al. Matching socks are required at all times; footed tights are acceptable in black and white only (no leggings, thigh high socks, partial socks etc.)</p> <p><b>Earrings</b> - Girls: Earrings only; Boys: No earrings; No unacceptable body piercings which include but are not limited to pierced eyebrows, lips, tongue, nose, etc.</p> <p><b>Make-up</b> shall not be worn. Examples of make-up</p>	<p><b>Shorts</b> - Khaki and Black; Length: walking length to 2" above knees</p> <p>May be worn year round</p> <p><b>Pants:</b> Uniform brand; No rips, cuts, tears; Khaki and Black</p> <p><b>Shirts:</b> Knit or dri-fit; Uniform brand; short sleeve; Black or white with official uniform emblem; Activity Days - Gold shirts may be worn; Tucked in</p> <p><b>In school outerwear:</b> Uniform Fleece—Black—full or half zip with official uniform logo. Uniform fleece or micro-fiber (sizes Adult XXS - XXL) - black - half zip with official uniform logo. Students' names may be below the logo. Letters should be in gold or white and no more than 1" in height.</p> <p>No hooded sweatshirts may be work in the building.</p> <p><b>Footwear</b> - No boots of any kind, clogs, crocks, flip-flops, slippers, ballerinas, high heels, furred shoes, et. al. Matching socks are required at all times; footed tights are acceptable in black and white only (no leggings, thigh high socks, partial socks etc.)</p> <p><b>Earrings</b> - Girls: Earrings only; Boys: No earrings; No unacceptable body piercings which include but are not limited to pierced eyebrows, lips, tongue, nose, etc.</p> <p><b>Make-up</b> - Tasteful and appropriate make-up may</p>

<p>considered to be inappropriate for school wear include (but are not limited to) eye liner, eye shadow, bright lipsticks.</p> <p>Students must maintain appropriate grooming. (Boys: Side burns to the earlobe, hair off the collar and the ear)</p>	<p>be worn.</p> <p>Students must maintain appropriate grooming. (Boys: Side burns to the earlobe, hair off the collar and the ear)</p>
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Board Approved: May 15, 2012  
Updated: January 2017

**Dress In Academic Area**

**Out of Uniform Days**

On designated days the student body may wear their choice of clothing. Shirts that have inappropriate sayings, and exhibit drug or sex slogans are not allowed. The usual fee for a these days is \$1. Appropriate dress is always the rule of the day. Students in grades K-8 may only wear uniform shorts on these days.

## Grading System

High School Grading System	3-8 Grading System
A+ 99-100	A+ 100
A 95 - 98	A 95-99
A- 93 - 94	A- 93-94
B+ 91 - 92	B+ 91- 92
B 87 - 90	B 87 - 90
B- 85-86	B- 85 - 86
C+ 83-84	C+ 83 - 84
C 79 - 82	C 78 - 82
C- 77 - 78	C- 76 - 77
D+ 75 - 76	D+ 74 - 75
D 72 - 74	D 72 - 73
D- 70 - 71	D- 68 - 71
F 69/below	F 67/below

Im--indicates that a student has not completed required work during this reporting period. It is not a grade for the subject. If no attempt to complete the work has been made by the student within two weeks of receiving an incomplete, an F will be given for the missing work and a grade computed accordingly.

### **Grades K-2 Grading Expectations**

The following guidelines are in effect for Grades K-2 academic and personal report card marks. These refer to the main grade for each subject area, not to the sub-categories indicated there.

Some of these are changes from the policy stated in the handbook. Grades are assigned according to standard, rather than ability of students.

1. It is not appropriate to say that an S is in the A-B range, and I is in the C range, etc
2. An S means satisfactory work at this grade level (as opposed to this student's ability).
3. Because there can be a large range of student performance, an S+ can mean that this student is doing outstanding work at this grade level.
4. An S- means that work is not considered satisfactory, but the student in making an effort to improve; or it could mean that the work has slipped since the last grading period but is not yet unsatisfactory or unacceptable.
5. The I is intended to show that there has been improvement since the last grading period, mid-term report, or parent contact. To give an S in one grading period and I in

the next is not appropriate.

6. Title I remedial reading students do not automatically receive a grade of NI in reading. When improvement occurs, then an I would be appropriate. There may be some Title I students who receive S because they may be able to do grade level work with the extra support, or because they are at a point when we are considering moving them out of the program.

### **Grades 3-8 Grading Expectations**

Personal Development marks and comments reflect the student's all-day behavior, not just that exhibited during class time. Cooperation, courtesy, respect are important traits to be encouraged in informal interactions in the hallways and lunchrooms as well as in the formal classroom setting.

The S, NI, and I symbols signify Satisfactory, Needs Improvement and Improving. They are not intended to have + or - added to them. The I indicates that a student has improved since receiving NI in the previous marking period or since the last parent contact.

The Diocesan Office specifies the following interpretations of marking codes on the report cards. Codes to be used for personal development areas and for subtopics under the other categories are:

S Satisfactory indicates that performance in this area is what would be expected for this student, given his or her ability. It is a good mark and should be praised.

NI Needs improvement indicates that this student could be doing better with some effort. Specific suggestions for improvement will (may) be indicated in the comments.

I Improving indicates that this student is showing improvement in this area, though performance is still not satisfactory.

#### **Personal Marks/Academic Subtopics to be Used at Bishop Garrigan Schools**

Some of these are changes from the policy stated in the handbook. Current practice does not correspond with the original guidelines given when the report cards were instituted. On occasion the use of + or - is appropriate as indicated below.

S+ Student has exceptional behavior/work,

S Satisfactory performance in the area for the age of the student

S- Performance is not considered satisfactory, but student is making an effort to improve; could also mean that performance has slipped since the last grading

period, but is not yet unsatisfactory or unacceptable.

I This may follow the NI from the last grading period. It could also indicate that there has been previous parent contact or that a midterm report was sent to parent which expressed a concern in this area and improvement has occurred since then.

NI The NI indicates unsatisfactory/unacceptable work or behavior

### **Policy on Cheating (Junior High and High School)**

Cheating in our school is a serious offense. However, because of laxness in our society as well as the example of the adult community in many forms, students oftentimes are inclined to view it as a slight offense or no offense at all. Cheating robs the student of opportunities to master subject matter and develop habits of honesty.

Bishop Garrigan Schools expects students to do their own work on assignments, papers, quizzes, and tests so as to provide a true reflection of students' understanding and achievement.

Cheating, a form of dishonesty, is a serious breach of personal integrity. Since it is harmful to the student as well as unfair to fellow students, the following policies form guidelines for correcting this abuse:

#### 1) First Offense:

If a student is found cheating, and if it is clearly evident that the student is guilty:

- a) The teacher will discuss the offense with the student.
- b) The student may be allowed to make up the work outside of school time within three days, but with a substantially lowered maximum score. After three days no make-up will be allowed, and the grade will be zero.
- d) A written report of the incident will be filed with the Principal, as well as personal contact made with the parents by the teacher.

#### 2) Second Offense:

Second offense is defined as cheating after the student has already been guilty of the first offense of cheating. The policy to be followed is:

- a) No make-up work is allowed, and a grade of zero will be given for the work.
- b) A conference with the student's parents will be arranged with the teacher.
- d) A written report of the incident will be filed with the Principal.

#### 3) Subsequent Offenses:

- a) No make-up work is allowed, and a grade of zero will be given for the work.
- b) A conference with the parents and principal will be arranged by the principal.
- c) A written report of the incident will be filed with the Principal.
- d) The offense may be considered under the Good Conduct Policy

## After School Achievement Program (ASAP)

Bishop Garrigan Schools has a strong commitment to academic achievement. Students are expected to complete work on time to the best of their abilities and complete missing assignment in a timely manner. In the event that these expectations are not being met students will be required to be present in an Achievement Program

High School - Students will be notified on Friday that work or tests have not been completed. High School students have until noon on Tuesday to complete these missing items and return the ASAP notification sheet to the designated staff member. If work is not completed or a sheet is not given to the designated staff member students will be required to stay on Wednesday from 3:15 – 4:00 in the Bishop Garrigan library.

Junior High - Students will be given notification of missing tests/assignments by the end of the day on Friday. Students will then have the opportunity to complete the work by Monday at noon. Once the assignment has been completed the student must have the teacher initial the ASAP sheet and the sheet should be returned to the designated staff member. If work is not completed or a sheet is not given to the designated staff member students will be required to stay on Wednesday from 3:15 – 4:00 in the Bishop Garrigan library. Parents will be notified Tuesday via email if their child is required to attend ASAP. Transportation will be provided by parents.

Management within JMC:

If an assignment/project is in but not yet graded it can be left blank.

X-exempt (the student doesn't have to make up work for whatever reason)

M- missing exempt (the student was gone and doesn't have to make up this score- daily quiz etc.)

LI- late included (the student can still get the work in, but for a possible modified grade)

MI- this is a zero and can't be made up.

**Midterms and Quarter** - At 2nd/3rd, and 4th quarter midterms (progress reports): If a student receives 1 F or 2 or more D slips, that student must attend 2 study sessions supervised by teachers . This includes all activities. If they are not in any activities they still must attend the study sessions. If you are late or miss the study session, you are not allowed to practice that night. If there is no improvement the ineligibility and required study sessions will continue for a second week.

## Eligibility - High School

Guidelines for academic eligibility for all activities:

1) Students must meet all academic requirements as follows:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all subjects and make adequate progress toward graduation to remain eligible.
- If not passing at the end of a grading period (first or second semester), the student is ineligible for a period of 20 consecutive school days. If competing in baseball or softball, the student is ineligible for the four consecutive weeks following the end of the final grading period.
- A “grading period” is the period of time at the end of which a student receives a final grade and course credit is awarded for passing grades.

2) At 2nd/3rd, and 4th quarter midterms (progress reports): If a student receives 1 F or 2 or more D slips, that student must attend 2 study sessions supervised by teachers (Tuesdays and Thursdays 3:20 to 4:00). This includes all activities. If they are not in any activities they still must attend the study sessions. If you are late or miss the study session, you are not allowed to practice that night. If there is no improvement the ineligibility and required study sessions will continue for a second week. If a student receives 1 F or 2 or more D slips (any kind) or has a grade point of 1.5 or below they are ineligible for one week’s activities (not to exceed 2 activities)

3) At quarter break: If a student receives 1 F or 2 or more D slips (any kind) or has a grade point of 1.5 or below they are ineligible for one week’s activities (not to exceed 2 activities).

This policy includes all activities, except required graded events. For example, concerts or band days are included as part of the student’s grade; however, the musical is not, nor are quiz bowl events or math team contests.

4) You must meet the attendance requirements as follows:

You must be in attendance in school for the entire day (all enrolled periods) to participate in events or practice. Exceptions to this regulation are absent for a school field trip, orthodontist appointments, note from a medical appointment, funerals, campus privilege, or other extenuating circumstances approved by the Principal or Activities Director. Note that running errands and oversleeping are not exceptions to this requirement. Students must be in attendance the last four periods of the day to attend practice. Students must be in attendance the last 4 periods of the day to participate in events or practice.

### **Specifics for Athletes**

1) You are required to pass the physical exams as defined by the IHSAA or the IGHS AU.

2) You must obey all training rules as defined by the Athletic Department and the coach of the specific activity in which you are participating.

3) Transportation to extracurricular activities will be provided by BGHS. Those who wish

other means of transportation must clear it with the Activities Director, either in writing or verbal communication.

### **No Pass/No Play Rule - Iowa Code 36.15 (2) Scholarship Rules**

- a) All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b) All contestants must be under 20 years of age.
- c) All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times.

To qualify under this rule, a “subject must meet the requirements of 281- Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited non-public school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.

- a) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9 -12 receives a final grade and course credit is awarded for passing grades.
- b) Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a bona fide contestant for 20 consecutive school days. For purposes of this subrule, a “bona fide contestant” means a student who presently is or previously has competed in the interscholastic athletic activity to which the student’s period of ineligibility herein applies. This definition shall not apply to a student in the ninth grade.
- c) At the end of a grading period that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four consecutive weeks



following the end of the final grading period.

d) A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate.

### **Junior High Activity Eligibility**

Responsibility is a life skill which Bishop Garrigan Junior High students are expected to learn and practice. Participation in extracurricular depends on responsibility in the areas of academics and behavior. Eligibility for participation is governed by the following rules:

- Students must be in attendance in school for the entire day (all enrolled periods) to participate in events or practice. Exceptions to this regulation are a school field trip, orthodontist appointments, note from a medical appointment, funerals, campus privilege, or other extenuating circumstances approved by the Principal or Activities Director.
- A failure or deficiency slip requires that a student must attend study tables on Tuesday and Thursday of midterm/quarter/semester weeks. Study tables are held from 3:15 - 4:00. Failure to improve the grade(s) will keep a student from future participation in athletic contests. The teacher who gives the deficiency slip will inform the athletic director if the student does not show progress.
- Each truancy or cutting of class requires that the missed time is made up, is the equivalent of a detention and results in the loss of one athletic event.
- Each detention results in the loss of one athletic contest. Detentions include, but are not limited to: fighting, grave disrespect, vandalism, profanity, departing, etc.

### **Junior High Athletic Programs**

The athletic program is built upon the Christian principles which underlie the entire Catholic school system. Every student in grades 7 and 8 who is eligible and who desires to participate in any athletic program is given the opportunity to do so. Participation in the athletic program depends on responsibility in the areas of academics and behavior. Eligibility requires adherence to certain principles of conduct and depends on certain standards and goals for those involved. All student athletes are required to have a current physical examination on file with the athletic coordinator.



## Bishop Garrigan High School Point System

### Athletics (All Sports, Cheer, Danz)

Maximum points per sport	75 points
Varsity	100%
JV/Varsity	75%
JV	50%
10 points	
JJV/JV	40%
Freshman/JJV	30%
Stats/Athletic Manager	20%

### Music

Maximum Band points	100 points
Band % (Sample breakdown of points)	100%
Out for	25 pts.
Marching band (5)	10 pts.
Pep band (10)	10 pts.
Jazz band	5 pts.
Large group contest (2)	10 pts.
Solo/Ensemble (3)	15 pts.
All-State Tryout	20 pts.
Maximum Choir points	100 points
Choir % (Sample breakdown of points)	100%
Out for	25 pts.
National Anthem (10)	10 pts.
Show Choir	5 pts.
Vocal Jazz	5 pts.
Large group contest (1)	5 pts.
Solo/Ensemble (3)	15 pts.
All-State Tryout	20 pts.
School Mass Choir	5 pts.

### Dramatics

Madrigal	20 points
Musical	25 points
Spring Play	20 points
Tech/Set crew	
Speech Contest -- District	10 points
State/All-state	10 points

### Other Activities

Editor of yearbook staff	50 points
Publications	25 points
Student Council Representative	10 points
Student Council Vice-president	15 points
Student Council President	20 points
Christian Leadership in Action (School)	10 points
National Honor Society	40 points
FFA	10 points
FFA Leadership	15 points
Conference Art Show	10 points
HOSA	10 points
Semester Honor Roll per semester	10 points
Quiz Bowl (per contest)	5 points
Bear Facts (per show)	2 points
Math Team (per contest)	5 points
Retreat Team Member (Search/Discover/School)	10 points
Tech crew other	5 points

A letter is awarded by each individual teacher or coach based on their own established criteria. Only one "G" will be awarded. When you first letter in an activity you will receive a pin for that particular area. Every year you earn a letter after that you will receive a bar to go under your pin. When you accumulate 750 points you will receive a bronze pin, 1000 points a silver pin, and 1200 points a gold pin. Only 75% of the points for the pins can be counted in one field or activity. Pins will only be distributed to students at the end of the senior year. THE AWARDED OF "EASY POINTS" WILL WEAKEN ANY POINT SYSTEM. TEACHERS AND COACHES SHOULD BE VERY CRITICAL AND SHOULD USE THE PRIVILEGE OF DEDUCTING POINTS WHENEVER THE OCCASION ARISES.

	<u>TOTAL</u>	<u>75% IN ONE FIELD</u>
Gold Level	1200	900
Silver Level	1000	750
Bronze Level	750	563

### POINTS MAY BE DEDUCTED FOR ANY OF THE FOLLOWING:

1. Unexcused absence from an activity or rehearsal.
2. Unexcused absence from a public appearance.
3. Dropping from an activity.
4. Ineligibility for academic reasons.

NOTE: All points issued are left to the teacher/coach in charge of the activity.

## **Discipline**

### Discipline - Grades K-8

All discipline policy action in Bishop Garrigan Schools reflects a reasoned, prayerful approach to decision-making about relationships. Since the purpose of the school is to provide a Christian atmosphere in which the students are to experience and practice the Christian life of faith, all students are expected to exhibit Christian attitudes and behavior in their relationships with fellow students and teachers. Respect for others and for property will be the norm at all times.

Suspension is a severe measure and is enforced only when extreme misconduct is obvious. Before such action is taken, communications with faculty members, parents and the principal are arranged. The principal or designated administrator, along with the teachers and parents of the student concerned will use such things as deprivation of privileges in an attempt to correct the situation before resorting to suspension.

However, when disrespect or misconduct is clear, parents and students alike must be ready to accept the consequences of not following the rules governing school discipline.

Depending on the gravity of the behavior, three degrees of suspension can take place:

1. Extra-curricular Suspension from extra-curricular activities that the student is engaged in means that the student is allowed to attend lessons and practices, but is not allowed to participate in competition or public performances in that activity.
2. In-school The student is brought to the office by a parent or designated adult in the morning five minutes after school starts. He/she will be assigned work from each class to be done in an isolated area of the school. The student will have attended bathroom privileges, is not allowed to converse with other students, will eat alone and will be picked up by the parent or designated adult five minutes after the rest of the students are dismissed.
3. Out-of-School The student is not allowed to attend school. All assignments are to be completed, and are the responsibility of the student. In some cases, the time lost will be made up, as much as triple time.

Grounds for suspension of or expulsion from class activities and/or extra-curricular and honor activities at Seton Grade School and Bishop Garrigan 4-8 include the following:

- smoking, swearing, possession of alcohol, or misuse of chemical substances;
- carrying chains, knives, or other objects with the purpose of causing harm or injury to others;
- leaving the school grounds during the school day without permission;

- intentionally cutting classes or not attending school on appointed days;
- vandalism or theft of school property or the property of others;
- causing harm or injury to others through fighting, maliciousness or carelessness.

### **Weapon Policy (K-12)**

In accordance with the Gun-Free Schools Act of 1994, the School Board has enacted the following policy.

Weapons, dangerous objects and look-alikes are disruptive to the school environment and and potentially hazardous to the health and well-being of students, staff and visitors to the school premises. The possession of these objects by students or other persons will therefore not be tolerated on school premises, at any school-sponsored event, or in any circumstances in which students and other persons are under the control of the school. Students found in violation of this prohibition are subject to severe punitive action on the part of the school, including suspension and possible expulsion.

In enforcing this policy, school administrators will ...

1. immediately confiscate weapons, dangerous objects or look-alikes from any person bringing them onto school premises, onto the premises of any school-sponsored event, or into any environment under the control of the school;
2. notify law enforcement officials of any incident in which a firearm or other dangerous weapon has been confiscated by school officials and will consider suspension or expulsion of any student from whom such a weapon has been confiscated;
3. notify parents of any student from whom any weapon, dangerous object or look-alike has been seized by school officials;

For the purpose of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. Authorized adults may display weapons, dangerous objects or look-alikes for educational purposes with the knowledge and consent of the principal. The use of simulated weapons as stage props in student plays and skits shall be regulated by the principal and strictly supervised by staff members in charge of the production. (see Bishop Garrigan policy 5144.1A)

## **SEARCHES (K-12)**

As required by law, we are informing parents and students that the school authorities will, without further notice or search warrant, search student lockers, desks, work areas, book and duffel bags, clothing or student vehicles based on a reasonable suspicion under the circumstances and in the manner reasonable in the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize illegal, unwanted, unauthorized or contraband materials disclosed in the search. Items of contraband may include but are not limited to non-prescription controlled substances, (such as marijuana, cocaine, amphetamines, barbiturates,) alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action.

No school official of Bishop Garrigan Schools will conduct a search of a student's person, clothing, personal possessions, or locker unless the school official has reason to believe that such a search will produce evidence that the student has committed a criminal offense or has broken a school rule.

## **Good Conduct Policy - High School**

This information has been carefully prepared and presented so that it will be of great value in helping each student develop and accept responsibilities and obligations of good citizenship. A student shows a desire to attend Bishop Garrigan by observing these policies and by acting as a Christian gentleman or a Christian lady at all times. Misconduct in school or un-Christian behavior outside of school is harmful to the general good and is a clear indication that a student does not wish to continue as a Bishop Garrigan student.

As a student of Bishop Garrigan High school, your presence and your decorum make a mark in our communities. Whether it is right or wrong, often citizens expect more of a Bishop Garrigan student than that of other high school students. This could be a tribute insofar that it is believed that your home environment assists you in developing into an above average member of the community. Thus:

Remember that your school membership follows you at all times, into all places. You, by your conduct, develop not only your reputation, but that of Bishop Garrigan High School and your fellow students as well. Your participation in parish and community events is vital to your reputation and that of the school. Seek to become part of any good movement where youth can be involved.

The general tone of the Bishop Garrigan policy is intended to be of assistance to the students, so that proper education and guidance will be provided for both high school and post-graduate years. All staff members, family members and others are urged to give students any assistance needed.

YOU ARE PART OF THE GARRIGAN PRIDE! Your life, inside and outside of school, is part of Bishop Garrigan Pride.

Activities

<u>Extra-curricular – Athletic</u>	<u>Extra-curricular–Non-athletic</u>	<u>Not eligible under Good Conduct</u>
Football	Dance	Drama
Volleyball	Cheer	Publications
Basketball	FFA	Graded band events
Wrestling	Speech	Graded choral events
Golf	Student Council	
Track	Non-graded band events	
Baseball	Non-graded choral events	
Softball	Quiz Bowl	
Cross Country	Trap shooting	
	Intramurals	

Major Violations

1. Substance abuse, including but not limited to, the use or possession of alcoholic beverages, of tobacco, electronic cigarettes or of a controlled substance, as defined by the Iowa Code (204)
2. Violation of the Iowa Criminal Code
3. Committed theft or vandalism
4. Engaged in exceedingly inappropriate or offensive conduct or serious hazing or harassment of others

Students involved in extra-curricular activities:

First Offense:

The student shall be ineligible for 10% of the scheduled games or performances in his/her activity if student self-reports the instance. The student will be ineligible for 20% of the scheduled games or performances in his/her activity if an instance is not self-reported. This commitment will be administered through a behavioral contract outlining the specific duties and the timeline of the commitment.

Second Offense:

Second offense is one that occurs within a twelve month period of the first offense.

The student shall be ineligible for 33% of the scheduled games or performances in his/her activity. If 33% ineligibility cannot be completed during the current season, it shall be carried over and completed during the following season.

### Third Offense:

If the third offense occurs within 12 months after the time of the first offense, the student shall be suspended for a period of one year from participation in all activities. If the 3rd offense occurs within a 24 month period from the 2nd offense, the options for the second offense apply. Students wanted to reenter an activity must attend counseling.

### For students not involved in the above:

1) First Offense-- Students self-report the student will give five hours of service to the school in a manner to be specified. Students non-reporting will give ten hours of service to the school in a manner to be specified.

2) Second Offense--After a review a conference will be held with the student's parents. The student will agree to meet with a counselor and be involved in outside agencies that have counseling services for teenagers that deal directly with substance abuse.

Any evaluation expense incurred will be the student's responsibility. Additional sanctions will be determined. A student receiving a third offense will give 15 hours of service to the school in a manner to be specified.

3) Additional Offense--Further counseling is required and the student will give additional time to school or community.

### Special Notes:

1) Violations will accumulate beginning with the first infraction and continue for the next 12 months.

2) If a student does not successfully complete restitution within the time limit allowed, he/she will be suspended indefinitely.

3) Ineligibility will be accumulated in grades 7<sup>th</sup> and 8<sup>th</sup> and in grades 9 through 12. A student leaving the 8<sup>th</sup> grade will start new in 9<sup>th</sup> grade. A student will be considered a 9<sup>th</sup> grader for this purpose the minute school is dismissed on the last day of school.

4) A student may not serve the second offense penalty until the first offense penalty has been completed.

5) Self-reporting is defined as contacting the principal within 72 hours of the initial infraction. Summer and winter break infractions must be reported on the first day of student contact.

6) Consideration for students in FFA will be based on the FFA Code of Conduct.

### Minor Infractions

As a member of the Bishop Garrigan community, conformance to school rules and regulations is necessary for the student's total growth and development, as well as for maintaining a good educational atmosphere. Some breaches of good conduct warrant a detention. One pink slip violation warrants a detention.

Situations which warrant assignment to detention are as follows:

- a) Grave disrespect to a teacher or guest or another student.
- b) Refusal to cooperate with a teacher.
- c) Damage to school property.



d) Violation of Hall Pass.

e) Vulgarity.

f) Tardies-the first three tardies warrant one detention. Every tardy after three warrants another detention in each semester.

g) When fines are levied, there are no detentions involved.

Mere Presence – Students found to be in the mere presence when illegal substances are being consumed, illegal activity (i.e. vandalism) takes place are vulnerable to good conduct violations.

#### Determination of Violation

- Admission of guilt by the student
- If the student has been charged by law enforcement agencies for a criminal offense
- If the student has been observed in possession or observed using health destructive drugs by school staff or administration
- Other occasions may arise when overwhelming evidence of violation of the conduct code has been brought to the attention of the administration by an adult in the community. Those situation will be investigated and if substantiated will fall under this code.

#### **Junior High Athletic Accountability**

The athletic program is built upon the Christian principles which underlie the entire Catholic school system. Every student in grades 7 and 8 who is eligible and who desires to participate in any athletic program is given the opportunity to do so. Participation in the athletic program depends on responsibility in the areas of academics and behavior. Eligibility requires adherence to certain principles of conduct and depends on certain standards and goals for those involved. All student athletes are required to have a current physical examination on file with the athletic coordinator.

Responsibility is a life skill which Junior High students are expected to learn and practice. Participation in the athletic program depends on responsibility in the areas of academics and behavior. Eligibility for participation is governed by the following rules:

1. A failure or deficiency slip requires that the grade/effort be raised within 2 weeks for all sports. Failure to bring the performance/effort up within the two week period will keep the student from participation in athletic contests until progress is shown. This includes poor performance/effort on the report card as well.
2. Six Accountability marks lost in a month cause a student to miss 1 athletic contest. Ten Accountability Club marks lost in the same month cause the student to miss 2 athletic contests, etc.
3. Each truancy or cutting of class requires that the missed time is made up, is the equivalent of a detention, and results in the loss of 1 athletic event.

4. Each detention results in the loss of 1 athletic contest.
5. Daily Attendance - students who are involved in any sport during the school year must be present the entire school day to be eligible to participate in practices or games. Exceptions would be specific appointments as approved by the administration, or attending funerals.

### **Technology and Social Media**

In light of each student's role as a representative of the school both on and off campus, evidence obtained through the student's use of technology may result in a violation of the Good Conduct Rule. Such violations may include but are not limited to the following: the inappropriate use of computers, cell phones, texting, e-mails; social networking sites to transmit, post or otherwise communicate speech that the school deems as harassing, threatening, lewd or obscene, and/or the transmission, posting or other communication of photographs, other images, or information that provides a basis that the student has violated some other portion of the Good Conduct Rule, to include, but not limited to the student's use of alcohol or tobacco. These actions are not representative of the education values of citizenship, character, and integrity espoused by our school.

## **Graduation**

In cooperation with the Iowa State Department of Public Instruction, Bishop Garrigan High School has set up certain requirements for graduation. The requirements for each class are spelled out in detail in the current Course Description Booklet.

The following include the requirements for graduation as determined by the State of Iowa as well as Bishop Garrigan High School.

Religion	8 credits
English	8 credits
Mathematics	6 credits
Health	1 credit
Science	6 credits
Social Studies	6 credits
Electives	<u>17 credits</u>
Total	52 credits

### **Special Notations:**

1. The 8 credits in Religion are related to attendance in Bishop Garrigan. A student must earn one credit for each semester of attendance in Bishop Garrigan.
2. The single credit in Physical Education is earned by participation in Physical Education each semester. One eighth credit is earned in each semester, totaling one full unit for four years. Medical excuses can dispose a student from this requirement.
3. Students should consult the Curriculum booklet to determine the specific requirements in the English, Mathematics, Science, and Social Studies Department.
4. In choosing electives, students should consider their educational plans or employment plans for post high school graduation.
5. Should a student desire to graduate early during his/her senior year, he/she must have earned a total of 52 credits. These 52 credits will include State of Iowa requirements, plus some Bishop Garrigan High School credits. While early graduation is possible, students are reminded that it is impossible to gain as much in a seven semester program as in an eight semester program; while State of Iowa requirements can be met, additional fullness in education experience can be lacking.
6. The basic requirements herein stated have been the requirements of Bishop Garrigan High School for many, many years. Specifics within departments have been adjusted occasionally to meet changing times.

## **Policies**

### **BULLYING AND HARASSMENT**

Bullying or harassment is not allowed on the basis of race, color, religion, sexual orientation, national origin, sex, disability, age, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons.

Violation of this policy shall result in appropriate penalties, up to possible suspension or termination in the case of employees and up to suspension and expulsion in the case of students.

First Offense: Completion of written report and offender and parent will sign report to be filed. Both offender and/or parent will meet with building principal. (Board Notification)

Second Offense: Same as the first, plus the offender and parent will meet with team of teachers to write a plan for improvement. (Board Notification)

Third Offense: Same as the second, plus consideration for school suspension and meet with the guidance counselor. (Board Involvement)

Fourth Offense: Same as the third, plus consideration for expulsion. (Board Involvement)

### **MANDATORY REPORTING OF SUSPECTED CHILD ABUSE**

It is the policy of Bishop Garrigan Schools that any certificated or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within 24 hours, and follow the verbal report with a written report on the appropriate forms. (See appendix for sample forms.) It is also the policy of Seton Grade School that reports of child abuse remain confidential, as required by the law.

Anyone making such a report on good faith evidence is immune from civil and criminal liability should the report prove unfounded. Failure to report is a misdemeanor and makes the person liable for civil damages.

Bishop Garrigan Schools shall provide the training required by law in the identification and reporting of child abuse to all mandatory reporters employed by the school within 6 months of initial employment. The school shall also provide each new employee who is a mandatory reporter with the legal requirements of child abuse reporting within one month of initial employment.

The Bishop Garrigan Schools administration and staff will cooperate fully with the DHS personnel in conducting a child abuse investigation by providing access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews. Bishop Garrigan Schools recognizes no obligation to contact the parents or guardians of a child suspected to be a victim of abuse.

### **MANDATORY INVESTIGATION OF ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

It is the policy of Bishop Garrigan Schools that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students in school or at school functions. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of Bishop Garrigan Schools to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any written allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

Bishop Garrigan Schools has appointed a level-one investigator and an alternate, and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate will be provided with training in the conducting of a investigation, at the expense of Bishop Garrigan Schools.

The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

(Level-one investigator and alternate are Mrs. Christy Peterson and Mr. John Byrkeland respectively. The level-two investigator is the Algona chief of police or Mrs. Christy Peterson.)

### **NON-DISCRIMINATION and EQUAL EMPLOYMENT**

It is the policy of the Educational System of the Diocese of Sioux City not to discriminate on the basis of race, color, sex, sexual orientation, gender identity, national origin, socioeconomic status, marital status, religion, creed, or disability in its educational programs and activities as such may apply to religious schools. However, nothing in this policy shall be construed as prohibiting the imposition of qualifications based on religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose. The educational programs of the schools of the Diocese of Sioux City will incorporate multiculturalism and gender fairness goals as follows: a. Multicultural

approaches to the educational program are defined as approaches which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, gender, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities shall be included. b. Gender fair approaches to the educational program shall be defined as approaches which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men to society. The program shall reflect the wide variety of roles open to both women and men and shall provide equal opportunity to both sexes. Rationale: Iowa Code 216.9 State Standard Iowa Administrative Code 281-12.1(1), 12.5(8)

### **Pregnancy/Abortion**

Pressures in our society influence young people toward choosing sex outside of marriage. This choice is never acceptable. Despite our best efforts to assist our young people in forming a conscience that is consistent with our Catholic values, it is a fact that some will make choices contrary to these values.

In cases where pregnancy occurs, students are in need of our best efforts to lend support to a decision affirming the value of life. The administrative staff recommends that students and parents contact a counseling agent consistent with the Catholic philosophy of life for assistance in considering their option of choosing adoption or single parenting. Regardless of the student's decision, if they choose to remain in school, they may do so without penalty. We need to respond with compassion to the birth mothers and fathers, letting them know they have our support, remembering always that when a student reveals his/her pending parenthood, he/she is demonstrating a commitment to the principle of right to life.

Society also approves and often encourages young people who experience a pregnancy to choose abortion. This option is never acceptable. In the event the administration becomes aware of a student who considering an abortion, or has obtained one, counseling consistent with Catholic pro-life principles will be provided. Despite the tragic error of judgment represented by the decision to abort the baby, it is our belief that the Catholic school remains the best and most supportive environment in which to continue education.

Due to the nature of the unique character of individuals and of each school environment, the integration of the student into the school must be handled on a case-by-case basis.

Finally, all of the above cited provisions concerning unwed mothers and the respective unwed fathers shall apply to married mothers and their respective spouses.

### **School Board**

Seton Grade School and the Bishop Garrigan Campus are governed by the central Board which was established in the 1991-92 school year (constitution and by-laws were adopted in 1999.)

The Board consists of the pastor and one lay representative from the member parishes of St. Joseph - Bode, St. Joseph - Wesley, St. Michael - Whittemore, and two lay representatives from the member parish of St. Cecelia. Ex officio members include the system president and the administrators involved in the system and a lay non-voting member from St. John the Baptist, Bancroft.

The Board meets regularly on the third Thursday of each month at Bishop Garrigan High School. All meetings are open to the public unless executive session is required because of the sensitive or personal nature of a discussion. The usual meeting time is 1:00 p.m., but varies according to the season.

Anyone wishing to have an item on the agenda may do so by submitting the item in writing to any Board member at least 10 days prior to the meeting.

## **School Spirit**

Bishop Garrigan school spirit may be divided into three categories:

- a) Courtesy--to all people, young and old; at all times, in school and out; and on all occasions.
- b) Pride--in everything our school endeavors to accomplish and has accomplished.
- c) Sportsmanship--the ability to win and lose gracefully, and to respect the decision of officials at athletic events.

School spirit means undivided loyalty to all functions of the school.

A loyal student supports his school and does his utmost to keep his scholastic, extracurricular activity and behavior standards at the highest possible level.

### **School Facts**

School Colors----Black and Gold

School Mascot---Golden Bear

School Song-----Washington and Lee Swing

We're going to FIGHT! FIGHT! FIGHT! for Garrigan.

We're going to WIN! WIN! WIN! this game.

We're going to show those----that they can't win,  
when they meet with Garrigan!

Hey! Rah! Rah! Rah! Rah!

Hey! Rah! Rah! Rah! Rah!

Hey! Rah! Rah! Rah! Rah!

Garrigan! Garrigan! Garrigan!