

# Parent/Student Handbook 2022-2023



## GEHLEN CATHOLIC SCHOOL SYSTEM

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Le Mars, Iowa 51031

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*Gehlen Catholic School strives to promote an openness to God, to provide a quality education, and to instill Catholic values in a caring, challenging, and prayerful environment.*

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–INTRODUCTION–

## MISSION

Gehlen Catholic School strives to promote an openness to God, to provide a quality education, and to instill Catholic values in a caring, challenging, and prayerful environment.

## PHILOSOPHY OF GEHLEN CATHOLIC SCHOOL

1. WE BELIEVE that Jesus Christ and the teachings of His Church are the basis for the development of the whole Christian person and that Gehlen Catholic School should provide an atmosphere in which each person is enabled to incorporate the principles of Christian living into daily life.
2. WE BELIEVE that the educational process should provide the opportunity to develop the basic skills and values necessary for survival and growth in tomorrow's world. This includes the ability to make choices of lifestyle, goals and careers consistent with the personal talents, abilities and obligations of the student. We believe it is essential to develop lifelong learning skills which will prepare the student for his/her role in the future.
3. WE BELIEVE that at Gehlen Catholic School students and professional staff should strive to be a Christian community which responds to individual needs. This community provides an atmosphere within which the student is able to develop his/her potential, express himself/herself creatively, search for truth and come to a knowledge and understanding of faith.
4. WE BELIEVE that parents are the primary educators of the students. Therefore, it is essential that there be an open and active communication with the parents. We believe that in the task of education, parents and the school must be involved in an active and mutually beneficial partnership with the larger community.
5. WE BELIEVE that a student from Gehlen Catholic School should be able to make responsible decisions based on Christian values that help to benefit humanity and shape a future that improves on the past.
6. RESPECT FOR PERSONS: At all times, students must be courteous and considerate in their attitudes toward other people. Courteous consideration and respect should be demonstrated to fellow classmates and staff members. Cutting or unkind remarks, deliberate selfishness and lack of charity, exclusive friendships that isolate some students from the "in groups" and ridicule of the seeming shortcomings of others are among the most serious ways in which students can fail to show proper respect and concern for others. Deliberate disrespect and insolence will never be tolerated, especially when directed toward a member of the staff or faculty. Physical attack on another person will be grounds for immediate and stringent disciplinary action. Respect for school personnel is expected of students at all times. In speaking to those in authority, the proper title should be used, e.g. "Father", "Sister", "Mrs.", "Miss.", Ms., "Mr.", or "Coach"

**GEHLEN: A CATHOLIC SCHOOL** Gehlen Catholic School is a Catholic school. As such, the school places the highest possible priority on the spiritual growth and development of the students, parents and faculty/staff making up the Gehlen Catholic community. Being a Catholic school places an obligation on Gehlen that goes well beyond offering courses in religious topics. Gehlen Catholic strives to provide a thoroughly Christian environment in which education takes place, rather than an educational environment in which religion is one of the subjects taught. Gehlen Catholic strives to provide only those programs - social, educational, or athletic - which are of the very highest caliber and which meet the highest expectations of our students, staff/faculty and parents. We will never be satisfied with achievement of any kind which is less than Christian in its origin and orientation. Gehlen Catholic's character is evident in two especially significant ways: the program for spiritual growth and development and the character of its students.

**SPIRITUAL GROWTH AND DEVELOPMENT** Gehlen Catholic offers a number of positive opportunities for the spiritual betterment of faculty/staff and students. Among them are the following:

**LITURGY:** Weekly Masses for the PK-6 students and 7-12 students will occur with All School Masses for feast days and events of local significance. . Liturgical celebrations relate to Church seasons and special occasions such as Thanksgiving, Christmas, Easter, homecoming, and graduation. Students plan the liturgies/prayer services. Students in TK and Kindergarten attend a Junior Jays Prayer time during the first semester as they are taught important pieces and significance of the Mass. During the second semester, students join the elementary during weekly Mass.

**THE SACRAMENTS:** In addition to the frequent opportunities for reception of the Eucharist, opportunities for the Sacrament of Reconciliation are also offered two times per year – Advent and Lent. In addition, reconciliation services are often a part of the high school retreat schedule. Sacramental preparation for First Reconciliation and First Eucharist are part of the second grade curriculum. Confirmation preparation is part of the high school curriculum with Confirmation held annually.

**ANNUAL RETREAT:** All grades 7-12 have a shared retreat day which retreat directors provide thoughtful reflection, special opportunities for prayer, individual counsel, and reception of the sacraments. Service projects may also be part of the retreat experience. Seniors have their own special retreat experience. Because of the strong goals of these retreats to help students deepen their relationship with Christ any missed retreat experience must be made up. Mr. Haefs will facilitate this process.

**RELIGIOUS INSTRUCTION:** All Gehlen Catholic School students receive daily instruction in the truths of the Catholic faith. Over and above an understanding of our Church's beliefs and teachings, the religious instruction provides direction and incentive in the daily living of a Christian person.

**DAILY PRAYER:** Each school day begins with PreK-12 prayer via the intercom system. Elementary students join in classroom prayer throughout the day (before and after lunch, at the end of the day, etc.). Classes for 7-12 students' begin with prayer. Prayer services for special occasions and liturgical seasons occur throughout the school year. These experiences include prayer services in individual classrooms as well as in larger group settings. Student-led prayer is encouraged. The school chapel is open throughout the day for private prayer.

**FIRST FRIDAY ADORATION:** Students visit St. Joseph's for First Friday adoration and students are invited to spend time with Christ during their open periods as well.

**SEARCH FOR CHRISTIAN MATURITY, STUEBENVILLE:** Many Gehlen Catholic students have availed themselves of the benefits of participating in this Diocesan program for the spiritual growth of people of high school and college age. Dates for upcoming Search and Discovery weekends are regularly announced and participation is strongly encouraged. The annual attendance at Diocesan Catholic Youth Rally is encouraged as well.

**INDIVIDUAL COUNSELING:** In addition to the career and educational counseling expected in any school, Gehlen Catholic makes available a spiritual dimension to counseling. Students are free and encouraged to speak to their counselor and principal not only about future plans and educational goals, but about their relationship with God and their personal efforts to grow in the depth and understanding of their personal faith.

**STUDENT CHARACTER:** The other most obvious element of Gehlen Catholic's personality must be the character of its students. At all times, students are expected to conduct themselves in a way that gives evidence of the Christian values and beliefs that are theirs. This is an expectation made of them not only by their parents and the school, but by the community which identifies Gehlen Catholic as a private, religiously-oriented school. Many people will take whatever Gehlen Catholic students do or say as a measuring stick of the Christian character of the school and its student body. Past generations of Gehlen Catholic students have upheld the tradition of solid moral character, and nothing less is expected from the present students. Students are expected to reverently and respectfully participate in liturgies and prayer services.

**RESPECT FOR PERSONS:** At all times, students are expected to be courteous and considerate in their attitudes and interactions toward/with other people. Insulting or rude remarks, deliberate selfishness and lack of charity, exclusive friendships that isolate some students from the "in groups" and ridicule of the seeming shortcomings of others are among the most serious ways in which students can fail to show proper respect and concern for others. Physical attacks on another person will be grounds for immediate and severe disciplinary action. Deliberate disrespect and insolence will never be tolerated especially when directed toward a member of the staff or faculty. In speaking to those in authority, the proper title shall be used, i.e. "Father", "Sister", "Mrs.", "Miss.", Ms., "Mr.", or "Coach". Visitors in the building, volunteers as well as guest (substitute) teachers are to be afforded the utmost of respect as the school's Christian image

and mission are to be reflected in student conduct. Respect for all extends to the use of technology (social media, email, text messages and electronic communications) as well. Communications and work in/with technology resources is expected to be courteous and considerate, positive and Christ-like at all times.

**RESPECT FOR PROPERTY:** All students are expected to be respectful of their belongings and that of others. It is the individual and collective responsibility of students to take proper care of school buildings, equipment, technological resources and school supplies. School supplies distributed to students are to be returned at the appointed time without damage, other than the normal wear and tear. Defacing or destruction of school property is unacceptable behavior. This includes the taping or hanging of any pictures on or in the lockers as it damages the finish. Each incident of destruction or misuse of school property will be reported to the principal. As Gehlen Catholic does not have a book rental fee, students are expected to take extra care while using Gehlen School property. Books should always be covered and carried to and from school in some type of waterproof bag. Students who lose or damage books or equipment will be assessed the full replacement cost of the items.

**HONESTY AND INTEGRITY:** It is taken for granted that a Gehlen Catholic School student recognizes the need to be completely honest in every situation. Lying or cheating are never acceptable. 4 Updated: 3/12; 7/15 Students will find that an honest admission of misconduct on their part will result in a gentler and more understanding response from a teacher than will an attempt to lie one's way out of the situation. Cheating in order to perform better on a test or assignment does nothing to improve the lot of the student, but simply puts his or her moral character in serious question. One of the surest signs of real growth and maturity is the ability to own up to one's actions, even when there may be a temporary disadvantage in doing so. One of the most complimentary remarks that can be made about a person is, "You can trust him or her."

**GENEROSITY:** The generous person is the person whose time, talent and interest are always at the disposal of others, the person who thinks first of others. Many times, the success of efforts at Gehlen Catholic depend on the generosity of students who are willing to serve in jobs that others avoid and to take care of details that others leave undone.

**MORAL CHARACTER:** Gehlen Catholic School students are expected to exemplify, at all times, good conduct, both in speech and action that grows from a real appreciation of the "Good News of Jesus Christ." Gehlen Catholic expects constant effort to do, not what is popular or most socially acceptable, but rather what is the right thing to do. St. Paul describes this ideal by saying, "Have in you the mind which is Christ Jesus." This is the ultimate goal of Christian growth and development. **PRIDE:** The pride Gehlen Catholic is concerned with is the effort to do at all times the very best one is capable of doing. It is a matter of recognizing the great gifts God has given each person and doing the most to use these gifts well. Misunderstood, pride is one of the greatest of moral faults. That false kind of pride, which is made up of conceit, bragging, self-centeredness and belittling of others, is out of place at Gehlen Catholic. 5 Updated: 3/12; 7/15

## THE GEHLEN CATHOLIC ORGANIZATION

Gehlen Catholic School is a complete PK-12 school system accredited by the Iowa Department of Education. Located in the Northwest Iowa City of LeMars, Gehlen Catholic serves families of the area in and around the city. While primarily intended to serve the Catholic youth of this area, Gehlen Catholic School welcomes students of all religious, national and ethnic groups without sacrificing its Catholic character and philosophy. The Gehlen Catholic Corporation is made up of five member parishes: All Saints Parish, Le Mars (with sites at St. Joseph and St. James) of LeMars, and St. Joseph's of Ellendale. With the unification of Spalding Catholic High School with Gehlen Catholic High School in 2013, the cluster parishes of St. Mary's, Alton, St. Joseph, Granville and St. Anthony, Hospers are also part of the school corporation, St. Catherine's of Oyens is an associated parish. Gehlen Catholic is staffed by fully certified faculty of laymen and laywomen. Overall administration of the program is under the direction of a priest-president, with an elementary principal (PK-6) and secondary principal (7-12). A twelve-member board of education composed of lay and priest- representatives of the corporation parishes serves as an advisory body to the administrative staff. As part of the Diocesan school system, Gehlen Catholic School follows and implements the guidelines and policies established by the Bishop, Diocesan Office of Education and Diocesan School Board of the Diocese of Sioux City. (GCSB Policy #2470)

## SCHOOL BOARD:

Gehlen Catholic School is served by a board of twelve voting members (lay person members and pastors) representing the parishes and associate parish of the corporation. School administrators are non-voting members of the board. The board conducts monthly meetings for the formation and review of policy within the system, the making of decisions on financial matters and to conduct general business necessary to the maintenance and improvement of the educational program. As a committee-driven board, subcommittees meet on a bimonthly basis to establish, review and update the school's long range plan, to set goals for the coming year based upon the long range plan, and to complete work to fulfill the goals. Each committee communicates progress and shares information with the full school board. The subcommittees are composed of school board members, parent representatives, community members and school staff. Reports of each committee's work and needed actions are provided to the school board for consideration.

- Catholic Identity Subcommittee: Monitor and suggest Catholic identity activities for the year (ex.: additional prayer services, service opportunities, gospel value themes and other faith focused events) and collaborate/coordinate with parishes to strengthen school-parish relationships.
- Governance and Leadership Subcommittee: Schedule and monitor the review of school policies in compliance with state, diocesan and local board requirements; recruit members for other committees and the board; evaluate the local board and its functioning; organize professional development/retreats for the board/committees; and develop initiatives for the year while maintaining ongoing efforts that have proved successful.
- Marketing/Enrollment Subcommittee: Review enrollment data and establish enrollment goals annually; create a list of potential families as well as a plan to recruit those families; provide updated marketing/enrollment/financial assistance materials; and develop enrollment procedures and tracking tools
- Academic Excellence Sub Committee: Serve as the state-mandated School Improvement Advisory Committee (SIAC); annually review data (Iowa Assessment, ACT, ACRE, FASTbridge, SWIS, 6 Updated: 3/12; 7/15 etc.) collected concerning student academic performance and make recommendations to the board concerning goals for the Gehlen Catholic academic program; review the teacher professional development (PD) plan and its alignment with student academic needs as well as develop plans for an annual PD initiative while maintaining ongoing efforts which have been successful. Finance Subcommittee: Create a multiyear budget projections as well as annual budget; set goals for teacher/staff compensation/benefits; establish goals for special projects (technology, capital improvements); coordinate with marketing/enrollment committee upon which to base future long range budgeting; establish an annual initiative while maintaining ongoing efforts that have proved successful.
- Buildings and Grounds Subcommittee: Monitor the status of the school building, campus and property of the school; prioritize areas of need for repair or update; collaborate with the finance committee and development office to establish plans of action to assure a safe and pleasant environment for teaching/learning/activities.

Board meetings are regularly held at 6:00 P.M. on the second Thursday of the month (August through June) in the school library/media center. School board meetings are open to parents of Gehlen Catholic students and members of the parishes. Guests and parents may address the board during the first 15 minutes of the board meeting (open forum). Board responses are not made at this time, but issues may be addressed at a later date. Individuals or groups wishing to address the Board on items of business are required to contact the Board president a week in advance of the meeting in order to be included in the meeting's agenda. Business may also be referred to the Board through contact with the member(s) representing any of the parishes.

Funding: Gehlen Catholic School operates a two million dollar budget which is supported by parish investments, student tuition, and development/fundraising. Tuition Assistance is provided to qualifying families through a variety of sources. Families are provided information and are encouraged to annually apply for tuition assistance through the Monsignor Lafferty Tuition Foundation. Additional assistance for families may be available through various grants and scholarships as well as local tuition assistance. Families seeking tuition assistance are required to complete the application process of the Diocese of Sioux City as well as Gehlen Catholic School's tuition assistance application.

## PERSONNEL

**PRESIDENT** of Gehlen Catholic is a diocesan-appointed priest who serves the school as the school's official spokesperson in major events or concerns that affect the school and/or parish communities. His involvement in day-to-day operations is minimal.

**SECONDARY ADMINISTRATOR** serves as principal for grades 7-12. The administrator facilitates the development of the school faith community, provides instructional leadership, manages the 7-12 school program, maintains respectful public relations, supervises 7-12 faculty and staff, and arranges for use of facilities, enforces the student code of conduct for grades 7-12, among other duties.

**ELEMENTARY ADMINISTRATOR** serves as principal for grades PreK-6. The administrator facilitates the development of the school faith community, provides instructional leadership, manages the PreK-6 school program, maintains respectful public relations, supervises PreK-6 faculty and staff, arranges for use of facilities, enforces the code of conduct for grades PreK-6, among other duties.

**DIRECTOR OF CAMPUS MINISTRY** serves to create and maintain faith formation and faith experiences of students, faculty/staff. Working with the Spiritual Life Committee (composed of various faculty members, students and administration), he/she plans the liturgical calendar for the school year and works to carry out the gospel value focus for the year through liturgies, environment, and service opportunities for students. The DCM serves as the sponsor for the Christian Leadership Team (CLT), a group of high school students who serve as student faith leaders.

**DEVELOPMENT DIRECTOR** of the school serves to ensure the future of Gehlen Catholic through leadership efforts. The development director works with parishes, school board, administrators, alumni, and interested individuals and businesses of the larger community in efforts to promote the mission of the school. In addition, he/she works closely with the endowment fund committee, the enrollment management and marketing subcommittee, annual fund drives, and donors to secure the financial future of the school. He/she also serves as the school's official spokesperson in releasing information of day-to-day interest or importance to the local community. Official statements of school policy and items of significance which originate from the administrators' offices are provided to the public through the development director's office.

**BUSINESS MANAGER** is responsible for all financial transactions of Gehlen Catholic School. It is the business manager's task to monitor the budget for the school system, manage sales of goods or services to the school and maintain records of parish investments, parental investments and students' activities.

**ATHLETIC DIRECTOR** is responsible for scheduling of athletic contests, providing information about athletic programs or policies, and the use of athletic facilities. Gehlen Catholic School has one athletic director for both high school and junior high athletics.

**COUNSELORS:** Counselors are responsible for providing support and assistance to students in the area of academics, testing and interpretation, group and personal guidance. The counselors work with parents, students, administration and staff in providing necessary support for student well being. The high school counselor is responsible for issues related to the academic program, scheduling of classes, arranging for student activities and recording quality point average. In addition, the high school counselor assists students in regard to college preparation, financial aid, testing and interpretation, career information, academic status and job interviews. The elementary counselor provides instruction in class and small group settings, offers counseling to individual students as well as serves on student assistance teams.

**LEADERSHIP TEAM:** composed of teachers from the elementary and 7-12 staff along with administrators serves to establish goals and lead professional growth opportunities for the TK-12 teachers based upon student achievement data and state and diocesan requirements. Gehlen Catholic's Leadership Team will work collaboratively and comprehensively with staff, students, parents and the community to strengthen a learning environment focused on raising the achievement of students and preparing them for success in college and career.

PBIS “BIRDS” and TIER TEAMS: composed of elementary teachers and staff, a parent representative, Area Education Agency representative, elementary administrator and guidance counselor direct, monitor and support the elementary discipline plan entitled “BIRDS.” The PBIS team trains teachers and staff in the PBIS school expectations, leads training of students in the same, monitors student behavior data and 8 Updated: 3/12; 7/15 organizes positive behavior celebrations. The Tier II & III teams work with teachers and families to increase the success of those students struggling with behavior challenges.

INDIVIDUAL TEACHERS: are responsible for the students within their assigned classes. Each is fully-certified, experienced faculty of laymen and laywomen who are well trained and expected to provide quality educational experiences and positive, respectful relationships with students while modeling the gospel values.

SUPPORT STAFF: include paraprofessionals, secretaries, cafeteria, technology, library, maintenance and janitorial staff who are responsible for the carrying out duties assigned by the administration and provide a critical base for the rest of the work of the school to function from.

OFFICES: The main office of Gehlen Catholic School is located within the main entrance to the school off Plymouth Street. Business handled in the main office includes financial transactions (payment of fees, purchase of lunch tickets, etc.), and parent and/or student communication (messages, admission, reporting of illnesses and appointments, etc.). Other routine matters, including issuing of tardy and readmit slips, checking in and out of the building during the day, reporting of illness or injury, etc., is conducted in the main office. Business requiring a meeting with an administrator is also conducted in the main office. Certain faculty members (band, chorus, coaching staff, counselor, Director of Campus Ministry) maintain separate offices for business pertaining to their area. Students are to enter their offices only if they have legitimate business there and only with the knowledge and explicit consent of the faculty member. No students are to be in any office without authorization.

## Support Organizations

Gehlen Catholic School benefits from the efforts of a number of adult organizations whose members promote the welfare of the school in a variety of ways.

JAY CLUB: is an athletically oriented booster organization which works to promote the various sports and to provide the necessary funding to carry on the fine tradition of Gehlen Catholic athletics. Parents take the lead in various sports committees to provide the support (gate personnel and sales, booster memberships, etc.) for athletic programs. As part of families’ commitment to athletics for their children, each family whose children participate is expected to provide service hours for Jay Club events. This volunteer assistance helps to defray costs of the programs and offers opportunities for students to enjoy a variety of athletic programs. 9 Updated: 3/12; 7/15

FINE ARTS BOOSTERS: work with the instrumental music director, vocal music director, visual arts director, theater, and speech departments for continued excellence and improvement of the fine arts program. Members of the organization raise funds through the selling of refreshments at athletic contests, sponsor an annual fine arts dinner, and meet regularly for planning and discussion of matters of interest and importance to the fine arts program. As part of families’ commitment to fine arts for their children, each family whose children participate is expected to provide service hours for fine arts events. This volunteer assistance helps to defray costs of the programs and offers opportunities for students to enjoy fine arts programs.

ENDOWMENT FUND TRUSTEES: The Gehlen Catholic School Endowment Fund is managed by a Board of Trustees whose responsibilities are to solicit money for the fund, to safeguard and invest the funds, and provide Gehlen Catholic with income from the fund. The Endowment Board uses the services of a professional money manager and follows a policy of conservative investments. The Gehlen Catholic School Endowment Fund is a legal, tax-exempt entity. The Gehlen Catholic School Endowment Fund is a fund of which the principal is not spent. Only the income from investments is used to support and assist Gehlen Catholic. As the fund grows it becomes an important help to Gehlen Catholic’s operating budget. It keeps tuition costs down; it lessens the financial burden on parishes and it assists families in securing a

Catholic education at a reasonable cost.

FRIENDS OF GEHLEN BALL COMMITTEE: This committee is a group of adults who plan and organize outside activities to raise money for the Gehlen Catholic School budget. Their primary activity of the committee is a community celebration held each spring.

### LONG-RANGE GOALS

Pending new Meitler study and development of new goals for Gehlen

## ACTIVITY CODE (7-12)

An important part of students' education is their voluntary participation in many extra-curricular activities offered. Students who choose to participate accept the responsibilities and rules associated with each activity. The school regards participation in any of the extra-curricular activities as a privilege, reflecting Gehlen's values as a Catholic School. Parents should make sure that students balance their time and energy so that participation in extracurricular activities does not become a detriment to the student's education, family, and parish life.

**Academic Eligibility:** To be eligible to participate in any activity, a 7th - 12th grade student cannot have a failing grade in their courses.

- a. Weekly ineligibility list will be compiled each Wednesday by 9 AM, beginning with the third week of the quarter. 7th grade students will begin being notified at this time but will have 2 weeks "grace" before actually becoming ineligible for 1st quarter only.
- b. The period of ineligibility will run for one week, starting the Wednesday the report has been run. Students are ineligible Wednesday through Tuesday of the next week.
  - If grades improve and the student meets our eligibility requirements after one week, the student will be reinstated.
- c. Once a student is deemed ineligible, the student, parent/guardian, Activities Director, and coach will be notified by administration or their designee.
- d. If a student fails a semester the state associations require a 30 day suspension starting immediately if in season or with the first eligible date of competition if not currently in a sport.

Work must be completed and turned in on Mondays by the end of the school day to allow teachers sufficient time to grade student work prior to the ineligibility list being compiled.

**Attendance Eligibility:** A student must be no more than 15 minutes late to 1st period and present for the remainder of the day in order to participate in competition that night. A student must be in school by 4th period and remain the remainder of the day in order to participate in practice. Any exception must be approved by administration, ex. Doctor's appointment with a doctor's note.

**Medical Eligibility:** No student shall participate in an athletic activity without filing a completed physical clearing the student for participation. The physical is valid for 12 months.

**Concussion Policy:** Every athlete must be in 100% compliance with Iowa Code, Section 280.13C. This means free to participate with no concussion restrictions.

## ACTIVITY PASSES

Activity passes are available for purchase for students in grade 1-12 for \$40 annually. This pass is admission to all home events that are not part of the state qualifying schedule for any sport. The pass must be presented for admission.

## ADMISSIONS

- **INTRODUCTION:** Gehlen Catholic School places the highest possible priority on the spiritual growth and development of its students, faculty, parents and other supporters making up the Gehlen Catholic Community. Academic excellence is part of the Christian environment which one will find at Gehlen Catholic. At all times, students of Gehlen Catholic are expected to conduct themselves in a way that gives evidence of the Christian values and beliefs which permeate the halls and classrooms of this educational institution.
- **NOTICE OF NON-DISCRIMINATION:** Applicants for employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment of Gehlen Catholic School are hereby notified that Gehlen Catholic School does not discriminate on the basis of race, color, national origin, gender, age, marital status, or disability or access to, or treatment or employment in their programs and activities. (GCSB Policy #5111)
- **ADMISSIONS:** As a Catholic school of the Diocese of Sioux City, Gehlen Catholic operates on a philosophy that is firmly rooted in the social justice tradition of the church. In keeping with this principle, Gehlen Catholic will: 1. Admit students without regard to race, gender, national origin or disability. 2. Make a positive effort to attract and enroll Catholic students representing all racial and ethnic populations within the community. 3. When faced with the necessity of limiting enrollment, Gehlen Catholic shall give priority in the following order to: a. Students of the Catholic faith from families who are actively supporting a Catholic parish b. Other students of the Catholic faith c. Other students in the order of date of completed application, as space allows. 4. Firmly resist efforts of families to enroll students as a means of avoiding racial integration. (GCSB Policy #5111.14)
- **REGISTRATION:** The registration process is completed in two phases: enrollment and registration. Enrollment (or re-enrollment): is held in the spring. It involves completion of the tuition assistance application and agreement of each family to a tuition payment plan. Financial accounts with payment arrangements for parental investments, lunch, etc., are forwarded to parents/guardians at that time through mailing or home folders. The deadline for the return of these documents is early June in order to allow the tuition assistance committee adequate time to review requests for additional tuition assistance. Tuition payment agreements returned after the deadline will be assessed a late fee.
- **TRANSFERS:** Parents transferring PreK-12 students to Gehlen Catholic School are asked to contact the elementary or 7-12 principal. An interview with the parent and child and a request for student records transfer are required for enrollment. Students transferring from a "state approved" high school program may be admitted with credit for work completed which is equivalent to work accredited by Gehlen Catholic School.
  - The following are those procedures expected of all 9-12 transfer students in order to become a student at Gehlen Catholic School during the course of an academic year. These procedures will allow the administration to examine closely those wishing to participate in Gehlen Catholic's program. The secondary principal of Gehlen Catholic must approve any deviation to these entrance procedures. To enroll, the student will be required to complete/provide:

- An interview of said student with his/her parents or guardians with the principal and the guidance counselor of Gehlen Catholic.
    - A letter of recommendation from the guidance counselor or principal from the school which the student is leaving.
    - A written essay by the student stating why he/she wants to be a student at Gehlen Catholic High School.
    - A copy of his/her transcript of classes with present grades included.
  - After the above have been completed, the 7-12 principal will review the material and interviews and make a recommendation. Students who ask for admittance to Gehlen Catholic and are under disciplinary, academic or athletic probation of any kind at their previous school will fulfill said probation at Gehlen Catholic once accepted as a student. Athletic eligibility will be enforced according to the rules established by the Iowa High School Athletic Association.
- PARENTAL INVESTMENT: It is the aim of the Catholic community of LeMars to provide quality Catholic education to all those who wish to be a part of this blessed ministry. Every effort will be made to provide this education at a level of expense that is possible for all families. The parishes continue to accept the responsibility for up to 40% of the per pupil cost. The families, seeing that they are the ones who benefit most from this ministry, are expected to be willing to assume 50% or more of the cost. The payment of parental investments helps to cover the costs of the education of each child. Gehlen Catholic School expects parents to pay their investments in the manner that best fits their family needs. Payment may be made annually, quarterly or monthly by automatic withdrawal, check or credit card. A 5% fee is assessed on all credit card payments.
  - Tuition Assistance: Gehlen Catholic will do its best to make Catholic education affordable to those families who seek Catholic education for their children. When a family requests to be a part of the system and can prove financial need, that need may be met through one or more means. Requests for tuition assistance will require a family to apply through the Monsignor Lafferty Student Tuition Organization (MLTF). If additional assistance is needed, those requesting a reduction in their tuition investment will be asked to complete a local (Gehlen Catholic) tuition assistance application. They will also be highly encouraged to apply for free and reduced lunch. The school's local tuition assistance committee will work with families to determine assistance. Full cooperation from all families is needed, meaning families struggling to meet their financial responsibilities are to provide open communication with the business office. Children of families who do not abide by the plans for payment (or the arrangements determined by the local tuition assistance committee) will not be able to attend the following year until a plan for completing payments has been arranged with the school president. Repeated failures to comply will result in referral to a collection agency.
  - Any family unable to pay tuition according to the program or experiencing financial difficulty during the school year needs to request a review of their investment payment by the school tuition assistance committee. Any family requesting a reduction in their investment would be asked to complete a tuition assistance application. This is an objective standard that gives the business manager a clear understanding of the family's financial condition. When it has been established that a family should be given a reduction in its investment for the year, the family will be referred to the local tuition assistance committee who will then determine the family's investment expectation and the manner of payments. 13 Updated: 3/12; 7/15 The request for review of financial status may be made as the need arises. Families who do not demonstrate a need will be expected to follow the established investment fee scale and time schedule.
  - Monsignor Lafferty Student Tuition Assistance Organization: Since the 2007-2008 school year, a diocesan tuition assistance program has been available to families attending Catholic schools in the diocese. Based upon state law changes, the MLTF will offer tuition assistance to those families who qualify according to the established guidelines of the organization. Parents will be required to complete an application to PSAS (3rd party financial reviewing group similar to FAFSA) at an annual fee. Families qualifying for assistance may be provided up to 75% of tuition costs through this program. (GCSB Policy #3240.1) Families needing additional assistance beyond that provided through Monsignor Lafferty STO are encouraged to apply for free and reduced lunch program. Those who qualify will not only receive school lunches at a free or reduced rate, but may also qualify for additional tuition assistance through local sources. Parents are also encouraged to submit bills for tuition assistance and school supplies to their tax preparer to claim the Iowa Tuition Tax Credit. A tax credit of 25% of these expenses from the first \$1,000 spent up to a limit of \$250 annually per child is allowed.
- COLLECTION OF PAST DUE ACCOUNTS:
  - Parental investments: All parental investments must be paid in full by the end of the school year or it will be considered past due. If a family has not paid in full by the end of the school, the school president will be notified. All parental investments must be paid or arrangements to pay made with the school business office prior to student attendance the following year. (GCSB Policy #3240.1)
  - Lunch Accounts: Each family has a student lunch account. When student lunch accounts grow low, parents will be notified. It is the expectation that parents/guardians will provide needed funding to bring the account back into good standing and provide for upcoming lunches. Families who need assistance are encouraged to apply for free and reduced lunches through the USDA program. (Forms are available on the school website.) If communication and/or payments continue to fail, the account is subject to submission to a collection agency
- FOREIGN EXCHANGE PROGRAMS: Gehlen Catholic School welcomes students participating in established foreign exchange programs. In recent years, students from a number of countries have been enrolled at Gehlen Catholic. Foreign visitors, hopefully, will find Gehlen Catholic a warm, friendly environment in which to spend their year in America. Gehlen Catholic students benefit from this contact with young people with a different cultural heritage. Host families are encouraged to contact the school to arrange for an exchange student in their homes. Foreign exchange students are expected to pay tuition according to the parental investment schedule of Gehlen Catholic. Foreign exchange students will not be included in normal class rank developed from grade point averages unless they will be receiving a diploma from Gehlen Catholic School. Foreign exchange students will not receive a diploma from Gehlen Catholic unless: 1) their home school and country request such; and 2) only then if they have been at Gehlen Catholic for an entire school year. Senior class foreign exchange students will, however, be allowed to participate in all other aspects of graduation.
- IMMUNIZATION RECORDS: As a matter of law, no student may be in attendance at Gehlen Catholic (or at any other school) without a record of required immunization on file in the school. The forms for this required record are available through the public health services or a family physician. Incoming students must request that this record be forwarded from their last school of attendance before 14 Updated: 3/12; 7/15 being admitted. Students whose parents object to the required immunization on ethical grounds may be excused by following

the procedures defined by the law.

- **MEDICAL PHYSICALS:** All new students entering Gehlen Catholic School must provide a record of a medical physical examination from a licensed physician. Preschool, newly-enrolled TK and newly enrolled kindergarten students must present a physical which is current within 6 months of the date of enrollment. Forms may be obtained from family physicians or may be found on the school's webpage.
- **DENTAL SCREENING:** K and 9th grade students are required to complete a dental screening prior to the start of school (Iowa law). Forms are available from dentists or may be located on the school's website. These forms are due the first day of school. **STUDENT HEALTH**
- **EMERGENCY INFORMATION:** Each PK-12 student must have health emergency information form on file in the main office. This information is provided by the student's parent/guardian and could prove vital in case of accident or illness during the school day. The information required includes phone numbers of persons to be contacted in case of an emergency, instructions which the parents wish to be followed if the persons listed cannot be contacted and information related to chronic health conditions or physical impairment which could affect treatment of an emergency or which should be considered in the student's daily schedule of activities (i.e. medications taken, etc.). It is very important that the school be notified immediately of any changes in information contained on the health emergency form. Emergency health information is updated annually as part of fall registration.
- **FACEBOOK/SOCIAL MEDIA/PICTURE OPT-OUT:** Gehlen Catholic takes pictures of our school and students regularly. These pictures may be used in print or digitally. Gehlen also provides a social media presence with a Facebook page. The page provides communication of Gehlen Catholic's Mission and vision to a wide audience and provides an avenue to communicate news and announcements relative to the school in addition to daily postings on the school's webpage.
- **DIVORCED OR SEPARATED PARENTS:** The Diocese of Sioux City and Gehlen Catholic School require the following information be made available to school officials in order to provide separated and divorced parents with appropriate access to educational records of their child(ren) and access to their child(ren) during school hours: names and addresses of both parents certified copy of Order of Dissolution subsequent modifications of the Order of Dissolution. In the case where a stepparent or other adult sets to act on behalf of a natural parent, an authorization signed by both natural parents is required. In the case of conflicting instruction or requests which the school is not clearly authorized to honor, the school may request both parents to seek appropriate court instructions for the school. Gehlen Catholic does not allow "visitation" on school premises during school hours. By exception, the parent responsible for the child's physical care may, with the permission of the principal, have access to the child during school hours for such things as doctor or dental appointments. 16 Updated: 3/12; 7/15 Unless decreed otherwise in the Order of Dissolution, the following information is commonly made available to parents of any student in attendance: notices of school functions, report cards, attendance records, and appointments for parent-teacher conferences. The school will respect and comply with lawful court orders. In the event that the parent with primary care does not wish the other parent to have access to such information, said parent shall provide a certified copy of that portion of the Dissolution Decree or Order that prohibits the other parent access. Failure to provide said certified copy will result in continued access to school related information by both parents. (GCSB Policy #5124)
- **ATTENDANCE - HOME SCHOOLING POLICY:** 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. Parents choosing the home schooling 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. (GCSB Policy #5117). Only those students enrolled at Gehlen Catholic School may participate in school-sponsored activities. (GCSB Policy #5117a)

## AGENDAS/PLANNER

Each student in grades, 4-12 receives an agenda/planner at the beginning of the school year. The purpose of the agenda is to help students be organized, manage time wisely, and provide communication about assignments among students, teachers, and parents. Students are to carry and use their agendas on a daily basis. A \$5 fee will be charged for a replacement agenda.

## ALCOHOL, TOBACCO, VAPE, TOBACCO LOOK ALIKE PRODUCTS, ILLEGAL DRUGS AT SCHOOL

Any use of alcohol, tobacco, controlled substances or tobacco look alike products (including vapes and e-cigarettes) for school age children is illegal. The use of these substances is recognized as being extremely dangerous to persons of school age. It is the responsibility of the administration to enforce this policy. Hence, the following shall be regarded as serious violations and are subject to disciplinary action.

- 1) Possessing, using or distributing any tobacco or tobacco look alike products in school vehicles, on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.
- 2) Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.
- 3) Possessing, distributing, using, or being under the influence of illegal drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.
- 4) Possessing, distributing, or using drug paraphernalia on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

A student who is suspected of using drugs may be required to take a drug test. The cost of the test will be assessed to the student. The appropriate administrator shall review each case within a reasonable time after the alleged violation. Disciplinary action may include external suspension, in-school suspension, counseling, school or community service, or expulsion. Students would also be subject to eligibility penalties found in the Exemplary Conduct Code. Students may be expelled from Gehlen Catholic School for repeated violations of this code.

## ALERT SYSTEM

Gehlen Catholic School System implements a school alert system to inform parents and students about weather announcements, upcoming events, schedule changes, etc. The school primarily uses text alerts (you can sign up with the LeMars Sentinel, look for textcaster). Local radio stations will generally carry announcements as well as local television.

## APPOINTMENTS WITH COUNSELORS, TEACHERS, AND COLLEGE REPRESENTATIVES (Grades 9-12)

Students should make arrangements using a pre-signed pass in order to meet with counselors, teachers, or administrators during study hall. Students who wish to visit with a college representative must sign-up in the counselor's office.

## ASBESTOS

In all schools in the Diocese of Sioux City friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. The school will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required. The school will appoint and train the appropriate person to be the on-site asbestos manager.

## ATTENDANCE

Regular school attendance by all students is essential. Students are unable to obtain the maximum opportunities from the educational program offered without regular attendance at scheduled classes and activities. If a student will be absent from school, parents should notify the school secretary as soon as the parent knows the child will not be attending school that day. If the school has not been notified, the secretary or school nurse will contact the home to verify the absence.

Student absences may be excused by the principal. Excused absences shall count as days of attendance for purposes of the truancy law. Examples of Acceptable Absences for grades 9-12 are found in #'s 1-7 below. Students whose absences are approved shall make up the work missed and receive credit. It shall be the responsibility of the student to complete the work missed. See Make-up Work.

1. Excused Absences (Grades PK-6)
  - a. Absence from classroom activities significantly diminishes student learning. When a student's total absences reaches 10 days, the parent/guardian may be contacted by the principal to discuss and plan for the student's future educational placement.
2. Absences (Grades 7-12)
  - a. The following absences will be excused if the excuse is provided by the parent/guardian in advance of the absence or on the day of personal illness or by 10:00 a.m. the next school day. Written notes, emails, or phone calls from parents/guardians are acceptable. Although these absences are 'excused'.
    - 1) Personal illness.
    - 2) Family illness or emergency.
    - 3) Funerals. A written parental request must be presented to the office at least 24 hours in advance and arrangements must be made with teachers in each class that will be missed. Advance make-up slips will be required and must be turned in before leaving for the funeral.
    - 4) Medical appointments which must be made during school time.
    - 5) Court appearance if a summons or subpoena has been issued by court and the appearance is validated by the Clerk of the Magistrate Court. (Appearances to enter a plea or pay a fine will not be excused; this can be done after school.)
    - 6) Family vacations are excused with advance notice, although we strongly recommend vacations be scheduled when school is not in session. Please see the policy below on make up work.
    - 7) High school students may be excused to work for the immediate family in rare circumstances.
    - 8) College visits for juniors and seniors must be arranged at least 7 days in advance with the Guidance Counselor. Non- school days should be used when possible for these visits. See note below for more information.
    - 9) State-level tournament games, or sessions, in which Gehlen Catholic High School students are participating. Prior arrangements must be made at school and it must be excused by a parent no later than the day before the event. For certain events, students must be expected to check in with the administrator present at the event in order to be counted as excused.

Extended absences due to chronic illness or health condition will be handled on an individual basis involving the nurse and the principal.

Following an excused absence, the student will be responsible for completing make-up work. Previously assigned work or tests due on the day of the absence will be due on the day the student returns. Work assigned or done the day of the absence will be due one day after the student returns. Students will be allowed one day for each missed day to make up work missed during their absences.

When an absence is pre-planned the student is expected to make up the work before the student is absent, the only exception to this expectation is if the teacher determines that it is in the student's academic best interest to do the work upon return.

## COLLEGE VISITS

- Seniors may be permitted two days of absence during their senior year for the purpose of visiting a school they plan to attend after graduation or to interview for permanent employment upon graduation. Arrangements must be made with the counselor at least one week in advance of the day of absence. Final discretion as to the number of days needed depends on each individual's circumstances and the Guidance Counselor's discretion. The following conditions apply:
- Permission is given to visit schools which the student is planning to attend or seriously considering.
- A maximum of five students will be extended this privilege on any one school day.
- The final three class days of any quarter may not be used for a college day or for business interviews.
- The final day that seniors may use for a college visitation day is April 30 unless extraordinary conditions exist

#### Unexcused Absences

The following list of unacceptable reasons for missing school includes, but is not limited to:

- 1) Any absence not properly excused before the occurrence, or at the time in the case of personal illness
- 2) Leaving the building during the day without parental permission and authorization from the office
- 3) Work for an employer
- 4) Aesthetic appointments, nail, hair appointments etc.
- 5) Oversleeping
- 6) Car trouble, service appointments
- 7) Shopping trips
- 8) Senior pictures
- 9) Missing a class or study hall while being somewhere else in the building without a teacher's permission
- 10) False excuses provided by parent/guardian
- 11) Attending a state-sponsored activity (IHSAA, IGSAU, IHSMA, IHSSA, ISDTA) when a Gehlen individual or team is not participating

#### Consequences for unexcused absences

- 1) FIRST unexcused absence from a class or classes during a semester:
  - a) The principal will meet with the student to problem solve the behavior.
  - b) The student may earn a detention.
  - c) The student will lose check out privileges from all classes.
- 2) SECOND unexcused absence from a class (or classes) during a semester:
  - a) The student will earn a detention.
  - b) Absences are posted on the Infinite Campus Parent Portal.
- 3) THIRD unexcused absence from a class (or classes) during a semester:
  - a) The student will be assigned an in school suspension
  - b) A conference will be scheduled with the student, the parent/guardian, and an administrator or counselor.
- 4) FOURTH unexcused absence from a class (or classes) during a semester:
  - a) The student may be removed from the class with loss of credit and assigned to the study hall.
  - b) Additional suspensions will be assigned.

The parent/guardian shall be given proper notification that all credit for the class (or classes) has been lost and they have a right to appeal the decision to the Review Board.

If a student accumulates a combination of 7 excused or unexcused absences from any class per semester, the student family will be notified by email. Similar notices will be sent at 10 absences. At 12 absences a formal letter is sent by the school indicating a meeting with the family is necessary to problem solve and also discuss potential consequences for continued absences.

The Administration reserves the right to assess more serious consequences to students who skip all or part of Mass, retreat days, or other special assemblies, regardless of parental consent.

Leaving during the School Day - The main entrance to each center should be the only entrances and exits used during the school day.

The parent/guardian is responsible for notifying the school (principal or designee) if a student must leave the school during the day. If approved, the student will be issued a pass to leave the building, indicating the time of departure and destination. Before leaving, the student must sign out in the main office. When returning, the student must sign in at the main office.

Leaving the building without permission is forbidden

Any student leaving the building at any other time will be considered absent without permission. Students may not leave the building during lunch.

## BULLYING / HARASSMENT

### GEHLEN CATHOLIC SCHOOL

- i. It is the policy of Gehlen Catholic School to maintain a learning and working environment that is free from bullying or harassment and to provide all persons with a safe and civil school environment in which all members of the school community are treated with dignity and respect. No student of the school shall be subjected to bullying or harassment on the basis of actual or perceived traits or characteristic: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. No employee, volunteer or student shall engage in harassing or bullying behavior based on this list of traits or characteristics.
- ii. It shall be a violation of this policy and state law for any employee, volunteer or student in Gehlen Catholic School to bully or harass any student on school property, school-owned and school-operated vehicles and at any school function, or school-sponsored activity regardless of its location. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.
- iii. Gehlen Catholic shall be responsible for promoting the understanding and acceptance of, and assuring compliance with, applicable laws and board policy and procedures governing bullying or harassment within the school setting. The school will annually provide all school employees, volunteers and students training on the anti-harassment and anti-bullying policy of the Diocese and the school subject to available funds. To the extent that funds are available, the school will also adopt and provide programs to school employees, volunteers and students, parents and guardians with the skills and knowledge to help reduce incidents of harassment and bullying.
- iv. Violations of this policy or procedure will be cause for disciplinary action as described in Section II below.

#### I. Definitions

- v. a. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, Internet-based communications, pager service, cell phones, and electronic text messaging.
- vi. b. "Harassment" and "Bullying" shall be construed to 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 and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - vii. i. Places the student in reasonable fear of harm to the student's person or property.
  - viii. ii. Has a substantially detrimental effect on the student's physical or mental health.
  - ix. iii. Has the effect of substantially interfering with a student's academic performance.
  - x. iv. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- xi. c. "Trait or characteristic of the individual" includes but is not limited to actual or perceived traits or characteristics of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- xii. d. "Volunteer" means an individual who has regular, significant contact with students.
- xiii. II. Procedure for Reporting/Action Regarding Allegations of Bullying or Harassment
- xiv. Any student, parent, or guardian of a student of a Gehlen Catholic School who feels that the student has been bullied or harassed or who feel they have witnessed incidents of bullying or harassment shall contact the building principal or any other staff member. Any staff member to whom an incident of bullying or harassment has been reported shall contact the principal/school administrator immediately. Claims made against a principal/school administrator shall be reported to the Superintendent of Schools for the Diocese of Sioux City immediately.
  - xv. a. To facilitate a prompt investigation, the principal/school administrator will have the person making the claim fill out the form for reporting bullying or harassment and instruct the person to recall and record as many details as possible, including identifying any witnesses to the incident.
  - xvi. b. The principal/school administrator will then interview any witnesses, having them fill out a report form as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.
  - xvii. c. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.
  - xviii. d. All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the local board approved schedule of consequences, which may include expulsion. (Gehlen Catholic School shall submit to the Office of Education annually a board-approved schedule of consequences.)
  - xix. e. All founded cases of bullying or harassment by a school employee or volunteer will be subject to the disciplinary actions outlined in the school's Employee or Personnel Manual and/or the Administrative Manual of the Office of Education, as applicable.
  - xx. f. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded within ten (10) school days after the submission of the written complaint form.
  - xxi. g. All claims of bullying or harassment, the supporting documentation, final disposition and disciplinary actions shall be filed in the principal/school administrator's office. The principal/school administrator will report a summary of these claims and resulting actions to the Office of Education annually on a form provided to them by the Office of Education. The school will also

- provide summary information regarding bullying and harassment to other agencies as required by law.
- xxii. III. IMMUNITY. The law provides immunity from civil or criminal liability to a school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy. This immunity extends to participation in any administrative or judicial proceeding resulting from or relating to the report.
- xxiii. IV. COLLECTION REQUIREMENT. Gehlen Catholic School shall maintain a system to collect harassment and bullying incident data.
- xxiv. V. INTEGRATION OF POLICY AND REPORTING. Gehlen Catholic School shall integrate its anti-harassment and anti-bullying policy into the comprehensive school improvement plan required by the Iowa Department of Education and shall report data collected under Section IV above, to the local community.
- xxv. VI. NOTIFICATION. This policy shall be provided to school employees, volunteers, students, and parents or guardians through the Staff and Student/Parent Handbooks. This policy may also be published in official school communications, as appropriate (i.e. school newsletter, school website, or public media).

## BUS RULES

### Riding to and from School

Gehlen Catholic School follows all Le Mars Community School District bus rules and regulations. If a concern arises about the ride on a LCS bus, call Codie Kellen at 712-539-1654. If a concern arises about a Gehlen Catholic bus, call the Gehlen administration. Student safety is of paramount importance when using the district's transportation system. The following rules are implemented for the purpose of getting students to and from school safely:

1. Students will wait in the designated area for buses to arrive at the school bus stop.
2. Students will allow the bus to stop completely before approaching.
3. Students will walk in the designated walking lane; there will be no running or pushing when moving to the bus.
4. Students will find a seat on the bus and stay in it.
5. Students will visit with friends quietly. Yelling and screaming is unacceptable.
6. Food/drink is not to be consumed on the bus.

### Activity/Pep Bus Regulations

Students must conduct themselves properly in the interest of safety for everyone. Students traveling to a school event by bus should return on the bus. If a parent/guardian wants to take their child from the site of an activity in a private vehicle, they must make the request in writing to the coach/moderator on their form. An exception is that the parent must make a request to the principal or designee 24 hours in advance (in writing) for the student to ride home with another adult. Automobiles (SUV or Van) used to transport students will be driven by a school employee or an adult approved by the principal or designee. All non school owned vehicles must be pre-approved by the diocese. All drivers who are not school employees must also be pre-approved by the diocese.

## CAFETERIA

**CAFETERIA:** Gehlen Catholic participates in the government sponsored hot lunch program. Students are free to bring their own sack lunch, though the school prepared meal is a nutritionally balanced meal served at a very reasonable cost. The Gehlen Catholic cafeteria uses an automated system for accounting of individual student lunch balances. Each student is assigned a code upon enrollment. Students/families may prepay for lunches in the main office. This should be done before 8:25 a.m. on school days. Families are notified when account balances are low or depleted. Student conduct in our cafeteria is to be orderly at all times. The school reserves the right to require disorderly students or students wasting food to eat privately in an area designated by the principal.

**SCHOOL LUNCHES:** All PK-8 students are required to eat either a hot lunch or their own sack lunch each day. Lunch menus are printed in the monthly newsletter, announced over the local radio station and posted throughout the school building. Students in grades 4-12 may purchase an additional entrée on most days by notifying their teachers when lunch counts are taken. Extra milk is available for purchase by all students. The lunch program follows current USDA guidelines for serving sizes and offerings. In addition to the main entrée and side options, milk is served daily. A salad bar is offered daily for all students. Because it is a self-serve option, all food taken at the salad bar is expected to be consumed.

**BREAKFAST PROGRAM:** The cafeteria staff provides a breakfast program for interested students from 7:45-8:15 a.m. Students are expected to remain in the cafeteria to consume the food items and to clean up after themselves. Breakfast will be charged to the student's lunch account.

**REDUCED-PRICE AND FREE MEALS:** Free and reduced meals are available to students whose family income falls within guidelines established by the federal government. Confidential forms are available in the business office and on the school website to apply for this program. Those who qualify are encouraged to apply as this can help the school as many government programs are based on the percent of students on free or reduced lunches.

## CAMPUS MINISTRY

Gehlen Catholic School regularly provides its students with opportunities for spiritual growth and expression. All of the campus ministry programs are under the direction of the principal and Theology department. Students and parents should feel free to contact the Campus minister, or their building's principal or their child's religion teacher with questions.

Spiritual opportunities available include the following: annual class retreat, the Sacrament of Reconciliation, prayer to begin and end each school day, the Rosary, Stations of the Cross, prayer to begin each class, special devotions during the Lenten and Advent seasons, leadership training programs,

## CELL PHONES (Grades 7-12)

*(Grades K-6 student cell phones must remain in the student's bag during the school day. Please note the use of the term cell phone is somewhat general, any electronic communication device including smart watches are governed by this policy)* Parents please understand that phones are not allowed during the day so if you plan to use it to contact your student during the day please emphasize they should only check/reply during allowed times. The office is always happy to relay messages for you as well.

1. Student's cell phones should be silenced during the school day and should not be used in any way that disrupts the learning environment.
2. Student cell phones MUST be turned into the teacher before each class (teachers will have pouches for this purpose).
3. Students cannot make phone calls on their cell phone during the school day unless approved by the office.
4. Students can check their phones at passing time or during lunch. Examples of unacceptable use of cell phones include but not limited to the following:
  - a. Using a cell phone/mobile device during class time without the stated permission of the classroom teacher
  - b. Placing or receiving phone calls without the stated permission of the classroom teacher
  - c. Using a cell phone to cheat on assignments/tests
  - d. Taking pictures, texting, video, etc. in restroom or locker rooms with cell phones
  - e. Taking a picture or video of any student/staff member without their knowledge and consent
  - f. Using the cell phone to harass another person
  - g. Using a cell phone to stream music or video without stated permission of the classroom teacher
  - h. Using a cell phone to create false profiles or websites defaming someone
  - i. Using a cell phone in any manner which is contrary to school rules and expectations
5. Disciplinary action for unacceptable use of cell phones may include detentions, suspensions, parental involvement and referral to the proper authorities.
  - a. 1<sup>st</sup> Offense
    - i. The cell phone will be taken from the student and picked up at the end of the school day in the office..
    - ii. Rule clarification and warning given to the student. A detention may be earned.
    - iii. A parent conference may be required.
  - b. 2<sup>nd</sup> Offense
    - i. The cell phone will be taken from the student.
    - ii. A detention may be earned.
    - iii. The students must notify their parent by phone (or the office if necessary) that the next offense means a parent must pick up the phone.
  - c. 3<sup>rd</sup> Offense
    - i. The cell phone will be taken from the student.
    - ii. A detention may be earned.
    - iii. A parent must pick up the phone from school, the student may not do so.
  - d. 4<sup>th</sup> Offense
    - i. Cell phones must be turned in to the office (verifying service on the phone) at the beginning of each day for the remainder of the semester or eight weeks (whichever is longer)
    - ii. A detention will be earned and parents notified if a student violates this rule by using another device.
    - iii. Possible in-school suspension.

## CHEATING

Cheating is defined as an attempt by a student to get something by dishonest or deceitful means. Cheating attacks the very heart of the educational process and the moral virtue of honesty. Therefore, cheating and/or plagiarism will not be tolerated in any form. A possible penalty may be a "0" for the test or paper. Repeated violations may result in a more severe penalty. Parents will be notified should a violation occur.

## CHILD ABUSE

Abuse by a School Employee

Any person who feels that he/she is the victim of such abuse or harassment by any person associated with Gehlen Catholic School should report such incidents to, (there is also a form in the appendix if needed):

- Level One Investigator: Mr. Pete Haefs, Principal of Gehlen Catholic High School, 546-4181
- Level Two Investigator: Catholic Schools Office, Mrs. Patty Lansink 712-233-7589

In all situations and at any point, know that you can choose to contact an attorney, the police, the State Department of Education, the State Department of Human Rights, or the Office of Civil Rights.

Mandatory Reporting Status

All licensed staff at Gehlen Catholic are mandatory reporters of child and adult dependent abuse and as such, under Iowa law any staff member that becomes aware of any possible abuse must report such abuse to DHS. Such investigations are highly confidential.

#### Abuse by a Non-School Employee

Teachers, by law, must report any suspected incidents of child abuse to the Department of Human Services at 877-683-0323. In fulfilling their obligation to maintain a positive and productive environment, administrators, counselors, and teachers are expected to immediately halt any harassment of which they become aware by emphasizing school policy and when necessary, by more direct disciplinary action described in the Harassment Procedure Plan.

## COLLEGE CREDITS

Students have the option of earning college credits while enrolled at Gehlen High School. Students must meet the prerequisites for the course indicated in the course description book, or a minimum GPA of 3.00 to apply for these classes; whichever is more strict. Additional fees may be assessed. See the school counselor with questions.

1. Concurrent Enrollment Courses
  - Concurrent enrollment allows students to earn course credit at both Gehlen Catholic High School and Western Iowa Tech (WIT) Depending on enrollment, courses are taught at Gehlen or can be taken online.
2. Dual Credit
  - Students can earn both high school and college credit for classes through an agreement with Briar Cliff University. These courses are taught onsite by a Gehlen High School teacher.
3. Independent Classes
  - Students may take classes from WIT that meet after school and in the evening. The classes are typically independent of high school classes and credit, and are at the expense of the student's family.

## COMMUNICABLE DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" means an infectious or contagious disease spread from person to person, animal to person, or as defined by law. A student will be excluded from school and school activities when the student's condition has been determined to create a health risk to others in the school environment or when the student is too ill to attend school. Such determination shall be made by administration, in conjunction with the school nurse, student's physician, and possibly the State Department of Public Health.

## CONDUCT AND CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

### Christian Behavior

Students are expected at all times to maintain and exhibit good Christian behavior and courtesy. Included in this is respect for teachers and other school personnel, both in action and words; respect for fellow classmates and self; and respect for both school and personal property. Behavior that will not be tolerated includes abusive language, serious acts of disrespect to teachers, school employees, other students, self, physical or verbal assaults, etc. The penalty for such behavior may begin with immediate external suspension from school.

The dignity of the staff, as individuals, and the respect for the staff in their professional capacity is an important part of the school system. Members of the staff shall have the authority necessary to carry out such school procedures, including the use of reasonable restraint to prevent and to stop any act of interference with the academic, disciplined atmosphere of the school and school environment.

### Suspension

Suspension is the removal of a student from all classroom and extracurricular activities for a designated period of time. Suspensions will be used only when all other available school resources are unable to cope constructively with student misconduct, or in cases of significant misbehavior.

A student may be suspended up to five school days by the administration for committing gross or repeated infractions of school rules or when the presence of the student will cause substantial interference with the normal operation of the school. The administration may suspend such students after conducting an investigation of the charges against the student and giving the student an opportunity to respond to these charges. Parents will be notified by phone or personal contact with an explanation of the circumstances and school rules pertaining to the suspension.

If practical, efforts shall be made to continue the student's educational program or an alternative program so that after the matter has been resolved, there will be minimal harm to the student's future. School work missed during the suspension period will be due on the day the student returns to school. Projects that would become due during the suspension would either be due or made-up upon return to school.

### Internal Suspension

Internal suspensions are assigned to students for serious Student Handbook violations or conduct that disturbs the orderly operations of Gehlen Catholic School System. Students will not be permitted to take quarter or semester exams until all fines are paid. Students will receive assignments from their teachers and must have all work completed by the end of the internal suspension in order to receive credit for what they missed in classes on the day of suspension.

#### External Suspension

External suspensions are assigned to students for serious behavior violations, serious acts of disrespect, or threats to other students or faculty. Parents will be notified by the administration explaining the length of the external suspension. Students should take their books with them when they are suspended since they will not be allowed on the school grounds while suspended. Students may make-up the school work they miss while suspended. It is the student's responsibility to contact teachers by email for make-up assignments. To receive credit for these assignments, all make-up work must be turned in to their classroom teachers on the day they return to school.

#### Eligibility

Students are not eligible to participate, practice, or be present at practice for extra-curricular activities (on or away from school grounds) on the days they serve an internal or external suspension.

#### Review Board

A Review Board is used in cases of serious violations that involve the possibility of removal of the privilege to attend GHS. The review board is called to provide the student, accompanied by parents or guardians, with an opportunity for a fair and just hearing. The Review Board is made up of three teachers from the student's attendance center. One of these teachers will be chosen by the student.

#### Expulsion

In cases of more serious offense or in cases of repeatedly unacceptable behavior, expulsion from Gehlen Catholic School is a possibility. Expulsion means that students may no longer attend Gehlen and will lose all credits for the current semester. In no case will students be expelled without being allowed to appeal their expulsion before the Review Board with the option of being accompanied by their parents or guardians. Students have three calendar days after the day the principal notifies them of their expulsion to initiate an appeal. After the third day, students forfeit the right to appeal. Students will be considered expelled during the process of an appeal.

#### Due Process

Students are afforded procedural due process in all disciplinary actions. At a minimum this means the right to notice of charges against them and the right to present their side of the incident to the principal.

### CORPORAL PUNISHMENT

Corporal punishment may not be used to discipline students. However, reasonable restraint may be used upon a student with or without advance notice when the use of such restraint is deemed essential by a reasonable person for self-defense, to preserve order, to end an action that is threatening to others, to protect school property, or to protect others located on school property.

### DANCES / SOCIAL EVENTS / ACTIVITIES (Grades 9-12)

School-sponsored dances, social events, and activities are open to students enrolled at Gehlen Catholic High School. All dances are open to students in Grades 9 through 12, with the exception of Junior/Senior Prom which is restricted to grades 11 and 12. (See "Prom" below.) Alumni (max age of 20) or students who do not attend Gehlen Catholic High School, may attend social events as the date of a Gehlen student. Dates must be of the opposite sex. Students enrolled in grades below grade 9 from any school may not attend Gehlen Catholic High School dances or social events. Registration of individuals who are not Gehlen students is required for all dances. Each student must register his/her guest's name and phone number on a sign up list in the main office prior to the event. Students attending dances must stay in the building once they arrive. Parents may be notified if students leave early. Administration and supervisors will use a breathalyzer to randomly test students as they enter a dance. School sponsored dances and social events must have prior approval from the principal and be placed on the school calendar before they can be announced publicly. The length of time for school-sponsored dances will be set by the principal.

#### Junior/Senior Prom

Attendance at Prom is restricted to juniors and seniors and their dates. Other individuals, such as alumni or students who do not attend Gehlen, as long as they are juniors, seniors, or older (max age of 20), and are of the opposite sex, may attend Prom as dates of Gehlen students with prior approval from the principal. Freshmen and sophomores are not allowed under any circumstances to attend the Junior/Senior Prom. Parents will be notified if students choose to leave thirty minutes before the end of Prom.

### DETENTION

Grades 7-12

When a detention is earned, the student will be required to serve a detention period outside the school day. Following are the rules for detention:

1. Detentions may be assigned for either after or before school and be served in the high school office.
2. Students may serve their detention time by working with or for a teacher or other school employee after school. A detention to be served in this manner will require prior administration approval.
3. The Detention Room is a place of quiet study just as in the study hall. Students must bring books to detention and keep themselves busy. No talking or sleeping will be allowed.
4. No food, pop, or gum will be allowed in the detention room.
5. Repeated failure to report for detention may result in suspension.
6. No technology is allowed except for academic purposes.

## DRESS CODE

IN FORCE DURING THE ENTIRE SCHOOL DAY 8:25 – 3:20 In all cases, Gehlen Catholic administration reserves the right to determine what constitutes proper dress code in the spirit of its intent and in accordance with good taste and modest contemporary standards for a Catholic school. Special days of dress must be approved by administration.

1. Shirts
  - Shirts must be (button) polo or oxford style: short or long sleeve: solid black, white, Gehlen yellow, Gehlen green
  - If an undershirt is worn, it must not be visible through the polo.
  - Shirts must not be form fitting or oversized.
  - Gehlen logos (only those approved through school which are no larger than 4" by 4" and placed on the front left corner only), no wording or design anywhere else on the shirt.
  - All shirts must be tucked in at all times. Shirts must be long enough to be tucked in even when sitting or when hands are raised over the head.
  - A maximum of two buttons may be unfastened from the neck down.
2. Pants/Shorts/Skirts/Skorts
  - Navy blue, black or khaki trouser style pants, dress slacks or capris (no jogger or elastic ankle bands, drawstrings should not be visible if present)
  - Navy blue, black or khaki walking shorts, uniform style skirts or skorts of appropriate length (should be long enough that when standing normal with arms hanging they reach the fingertips)
    - i. PK-6 Shorts acceptable before November 1st and after March 15th
    - ii. 7-12 Shorts and skirts can be worn year round with parental discretion
  - Navy, khaki or black jumpers for PreK – 6 girls only
  - Foundation garments (underwear) should not be visible at any time
  - Solid black, white or navy leggings may only be worn under skirts, skorts or jumpers
3. Sweatshirts
  - ALL crewneck sweatshirts with a logo must be no larger than 4" x 4" and placed on the front left corner no wording or design anywhere else on sweatshirt
    - i. Gehlen crewneck sweatshirts in white, Gehlen yellow, Gehlen green, or black If sweatshirts are removed, the shirt beneath must meet code
  - Quarter Zip Pullovers .
    - i. Quarter zip pullovers can now be worn in black, white or green with Gehlen Logo.
  - Sweaters
    - i. Only approved Gehlen sweaters (cardigans, crew, v-neck or vest)
    - ii. If sweaters are removed, the shirt beneath must meet code
  - Neckties
    - i. Neckties may be Gehlen yellow, Gehlen green or black
    - ii. Special neckties may be approved by the administration
    - iii. Ties must be tied appropriately
  - Footwear
    - i. Dress shoes, athletic wear, or sandals with back strap
    - ii. Socks, tights or hose must be worn

- iii. Leggings or tights worn under skirts, skorts or jumpers must be solid black, white or navy blue only
- o Grooming
  - i. Students are to be neat and clean at all times.
  - ii. Boys clean-shaved and with well groomed hair off the collar and not covering the ear (no ponytails), and out of eyes with sideburns no lower than the lobe of the ear.
  - iii. No body piercing other than ears and no
  - iv. unnatural or distracting hairstyles and or hair colors.
  - v. Boys 7 – 12 may have a single stud earring in one ear.

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

Winter: during winter months, snow boots, hats, gloves/mittens and snow pants are required attire for students in grades PK – 6.

ACCEPTABLE JEAN DAY ATTIRE Only items listed below are acceptable.

- Regular dress code is always acceptable.
- Any acceptable dress code length jeans: Capri, full length, shorts when in season. No holes in jeans.
- Tops: Gehlen attire (Gehlen t-shirts, Gehlen jerseys, Gehlen sweatshirts) Items not listed within the approved attire list are not acceptable. following:

UNACCEPTABLE DRESS FOR ALL STUDENTS • Denim • Flannel or flannel look-alikes • Bibbed garments • Sleeveless garments • Garments with rivets • T-shirt as outer garment • Athletic wear such as sweatpants • Tattoos Unacceptable dress includes, but is not limited to the • No body piercing (no clear studs) except earrings; boys with one stud is acceptable. • Faded, badly-worn, torn, frayed or fringed garments • Garments designed primarily for outerwear (hats, coats, hooded sweatshirts other than Gehlen Catholic non- zippered sweatshirts), nylon or fleece • Oversized garments • Nylon or silk pants or leggings as main pant • Mid-riff baring garments • Make-up for elementary students

If a student in grades 7 through 12 violates the dress code policy a staff member will report the violation to the office.. Once notified, a student may be sent to the office to change in order to meet the dress code. The office will keep track of all violations. Repeated offenses may earn the student a detention.

Parents of elementary students out of code will be advised of the violation by written notice from the principal. (Revised 7/1/21)

## DROPPING OFF / PICKING UP STUDENTS

PK-6 students may be dropped off starting at 8:00 to Door A (main entrance) or Door Q. Students may eat breakfast starting at 7:45am. Supervision for students not eating breakfasts begins at 8:00 in their classrooms.

Gehlen High School students should ONLY enter and exit the high school through the front (main) doors of the building by the high school office during the school day. At the beginning and end of the day other doors on the first floor hallway may be used.

## ELECTRONIC DEVICES

1. Students are encouraged to bring their own electronic devices to school in grades 7-12 for classroom use only. These devices are the students' responsibility in cases of theft or damage. They should be in a protective case or sleeve. Students will be required to use the Gehlen wireless network and filters while online at school.
2. Students may also use devices provided by Gehlen Catholic School for classroom use. These devices may not be taken outside of the school. These devices must be properly returned at the end of the day for charging and inspection. Students are responsible for all damage to devices once checked out. Students are responsible for the device in their locker if they forget to turn it in as well. Students will be responsible for the cost in parts to repair or replace damaged devices.
3. Gehlen Catholic School does not assume any responsibility for the loss or theft of any electronic device brought to school. The faculty has the authority to confiscate any item brought to school that is disruptive or dangerous.
4. Student use of personal devices or school devices are governed by the following points. Students must read and sign this agreement with his/her parents and return it to school before any technology is used by the student.
  - a. The student takes full responsibility for his/her personal device and keeps it in his/her possession at all times. The school is not responsible for the security of the device. The school is not responsible if the device is lost, stolen or broken. The student and his/her parents/guardians are responsible for the proper care of his/her personal device, including any cost of repair, replacement or any modifications needed to use the device at school.
  - b. The student takes full responsibility for his/her school device and will not remove it from the school building. The school is not responsible for the security of the device when checked out. The school is not responsible if the device is lost, stolen or

broken while it is in the student's care. The student and his/her parents/guardians are responsible for the proper care of his/her school device, including any cost of repair, or replacement.

- c. The school reserves the right to inspect a student's personal or school device if there is reason to believe that the student has violated school policies or regulations or has engaged in other misconduct while using a school or personal device.
  - d. The student must comply with all teacher and administrator requests related to the use of personal or school devices. This may include the installation of software on personal devices for use in the classroom.
  - e. The student may not use the personal or school device to record, transmit or post photos or video of a person or persons on campus without their permission. Images or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.
  - f. The student should only use his/her personal or school device to access relevant files, software, email, apps and Internet content necessary for instructional use and appropriate and authorized personal use. Confidential files and student records may not be accessed.
  - g. Students and parents should not use personal technology to circumvent school rules on excuses, dismissals, absences and the like. Parents/guardians should call the School Office rather than contacting their children directly.
  - h. Students are discouraged from sharing personal devices or profiles. If a student uses the personal technology device of another student and commits a violation of school policy, both students may be liable for consequences resulting from such use.
  - i. Students may not utilize any technology to harass, threaten, bully, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated.
  - j. Students must be aware of the appropriateness of usage and communications when using any device. If a student is told to stop inappropriateness of usage, that student must cease the activity immediately.
  - k. The use of any personal or school technology is prohibited in locker rooms, restrooms or any other area where an individual would have a reasonable expectation of privacy.
  - l. Students may not use any technology for any unlawful activity.
  - m. Violations of any school policies involving a student's personally owned device or school device may result in the loss of use of the device in school and/or disciplinary actions.
5. Disciplinary action for unacceptable use of school or BYOD (Bring Your Own Device) devices may include detentions, suspensions, parental involvement and referral to the proper authorities.

## EMERGENCY OPERATION PLAN

The school has developed a high-quality Emergency plan that includes drills throughout the year for various emergency annexes. This plan is reviewed annually.

## EXEMPLARY CONDUCT POLICY

Gehlen Catholic students shall hold themselves to the highest standards of behavior, and illegal behavior reflects not only poorly on them but also the school they attend. Students shall not possess, use, be under the influence or sell alcohol and/or, as defined by current law or legal practice, illegal drugs and/or controlled substances. Students cited by civil/proper authorities with use, possession, sale, being under the influence or other related violations of alcohol/illegal drug and/or controlled substance laws on or off school property, at school activities, or any other place during any time of the year are subject to consequences of the school.

Consequences shall be both educational and punitive and may include, but are not limited to, one or more of the following: In-school suspension (ISS), out-of-school suspension (OSS), suspension or expulsion from extra-curricular activities, service hours, required drug treatment, or behavioral contracts.

If a student is found to be selling and/or buying a controlled substance on or off school property, they will be subject to an out-of-school suspension. The buyer will receive a minimum 5 day out-of-school suspension. The seller will receive a minimum 10 day out-of-school suspension.

The school will cooperate with the recommendations of the local law enforcement officials, court and/or drug treatment center's recommendations in supporting student treatment and recovery.

Gehlen Catholic supports immunity from liability to a school employee, or volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of alcohol/drug policy violations in compliance with the procedures in this policy. This immunity extends to participation in any administrative or judicial proceeding resulting from or relating to the report.

### PROCEDURES

Students cited by civil/proper authorities with any violations of laws (other than minor traffic violations) will face disciplinary consequences.

### CONSEQUENCES

- First Offense: Conference with student, parent/guardian, principal and coach/sponsor. A behavior contract will be presented and

signed at this time.

- Suspension for 1/3 of the season for all \*Category 1 activities or next Category 1 activity in which he/she is involved and suspension from 1 performance for all \*Category 2 activities. Suspension from athletic events or from other activities will begin immediately and continue through consecutive games or performances until suspension is completed.
- For students not committed to any activities, 20 hours of supervised service work as assigned by the principal.
- Second Offense: occurring at any time during the eligibility of a Gehlen Catholic student: Conference with student, parent/guardian, principal and coach/sponsor. A second behavioral contract will be presented and signed at this time.
  - Suspension for 2/3 of the season for all \*Category 1 activities or next Category 1 activity in which he/she is involved and suspension from 2 performances for all \*Category 2 activities.
  - During this time the student (a) must be evaluated by a school approved agency and must act on the recommendations given; (b) must either attend one educational session or write a 1,000 word hand-written report with documentation including an interview with either a person involved in the counseling or care of an alcoholic or a recovering alcoholic.
  - Suspension from athletic events or from other activities will begin immediately and continue through consecutive games or performances until suspension is completed.
  - For students not committed to activities, 40 hours of supervised service work as assigned by the principal. During this time the student (a) must be evaluated by a school approved agency and must act on the recommendations given; (b) must either attend one educational session or write a 1,000 word hand-written report with documentation including an interview with either a person involved in the counseling or care of an alcoholic or a recovering alcoholic.
- Third and Subsequent Offenses: occurring at anytime during the eligibility of a Gehlen Catholic student
  - Conference with student, parent/guardian, principal, and coach/sponsor. A third behavioral contract will be presented and signed at this time.
  - Suspension for 2/3 of the season for all \*Category 1 activities or next Category 1 activity in which he/she is involved and suspension for 2 performances for all \*Category 2 activities.
  - During this time the student must enter an approved alcohol/drug treatment program. The student will not be allowed to participate in any activities until he/she shows positive progress and receives approval from the secondary principal, coach/sponsor, and parent/guardian.
  - For students not involved in activities, 40 hours of supervised service work as assigned by the principal. During this time the student must enter an approved alcohol/drug treatment program and show positive progress or other consequences may result.

#### \*CATEGORIES OF ACTIVITIES

<u>Category 1</u>	<u>Category 2</u>
Athletics	Drama/Speech
Cheerleading	Quiz Bowl
Dance Team	Honor Band
Jazz Band	Honor Choir

#### VOLUNTARY REQUEST FOR ASSISTANCE:

The purpose of this provision is to allow a student to receive help while having suspension from activities and service hours waived. An alcohol/drug abuse problem may be reported by a student or by a concerned party. A student may also self-report any instance of alcohol/drug use. (This excludes any instances in which legal charges have been filed or are pending.) The reporting may be to any faculty member or any responsible adult who will then immediately contact the school. The consequences will be at the discretion of the principal after considering the factors involved in each individual case.

#### BEHAVIORAL CONTRACT: A behavioral contract shall include:

- Name of party
- Offense
- Specifics of consequences, i.e. type of service work and supervisor of; type of education such as working in soup kitchen, attend A meeting, attending a program; etc.
- Time frame for completion of contract
- Provision for documentation of the completion of each consequence prescribed
- Signatures of all involved parties prior to the contract going into effect, indicating understanding of and agreement to its contents.
- Signatures of all involved parties at the conclusion of the contract, indicating completion. A copy will be provided to the student as proof he/she has fulfilled all requirements prescribed.

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

Gehlen Catholic School shall provide parents and students access to records directly related to the student; shall permit parents and students to

challenge these records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; shall obtain written consent of parents and students before releasing personally identifiable information about the students contained in education records; and shall notify parents and students of these rights.

Student records are confidential records. Parents or guardians have the legal right to inspect the records of their children in accordance with the provisions of the Right and Privacy Act of 1974. Personally identifiable information about students will not be released by Gehlen Catholic School without prior written consent of parents.

The following information may be released to the public in regard to any individual students of the school system as needed: name, address, telephone listing, grade level, enrollment status, participation in officially recognized activities and sports, weight and height, members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness, and other similar information. Any student over the age of 18 or parents not wanting this information released to the public may make an objection in writing by the first Friday in September to the principal. The objection needs to be renewed annually.

## FAMILY NIGHT

Wednesday nights are reserved for family activities. The school buildings will not be available after dismissal for rental by groups where students are involved.

1. Grades 7-12 guidelines
  - a. Practice for all activities will end by 6:15 p.m. so that students are gone from the building by 6:30 p.m.
  - b. Practice for activities prior to a scheduled performance may be allowed with advance approval by administration. (For example, students may be allowed to rehearse on the Wednesday night before musical production weekend.)
  - c. Activities scheduled by a state organization will be honored.
  - d. Concerts are also allowed as scheduling can be challenging.
  - e. Exceptions may be allowed at administrative discretion

## FOOD

For sanitary reasons, no open food or drink may be stored in lockers. Open food or drink found in a locker may be disposed of without warning. Additionally, food should not be ordered/delivered to school for or during school lunches.

## FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. Student expressions made on school premises or as a part of a school-sponsored activity may be attributed to the school; therefore, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the school. This includes the posting of materials on the internet with school computers or personal computers brought into the school. Students who violate this policy may be subject to disciplinary measures.

## FUNDRAISING

All fundraisers must be approved in advance by the administrative team. Funds earned by classes, clubs and other student organizations using the name of Gehlen shall remain under the jurisdiction of the business office.

## GEHLEN CATHOLIC HONOR SOCIETY

The purpose of the Gehlen Catholic Honor Society is to promote scholarship, to provide service, to grow in leadership, and to further develop the character of students of Gehlen Catholic. Eligible candidates must be entering their junior or senior year at Gehlen Catholic and have a minimum grade point average of 3.500 or higher. Those eligible for membership are asked to complete a candidate application which is reviewed by a five member faculty board which is appointed by the principal. Once selected, members are required to follow chapter bylaws and participate in monthly meetings, service projects, and fundraisers. More information about the society and eligibility criteria can be found in the chapter's bylaws and application materials from the chapter's moderator.

## GRADING POLICY (Grades 7-12)

1. Infinite Campus is the GCSS student management system. Student grades, pertinent academic information as well as important announcements can be found on your Infinite Campus Parent Portal. Gehlen's grading system makes use of "A" through "F" on quarterly and semester reports to express the quality of academic work achieved by students. In some courses, a "P" (passing) is used. The grading policy does not indicate a specific number of A's, B's, etc., to be given.
  - a. A+: Extraordinary mastery of the subject  
A, A-: Mastery of the subject

- B+, B, B-: Above average achievement
- C+, C, C-: Average achievement
- D+, D, D-: Minimum requirements fulfilled
- F: Failure to meet minimum requirements
- P: Passing
- I: Incomplete

2. If a student has been absent and unable to complete his/her work before the grading period ends, an incomplete (I) grade may be given. Incomplete grades are NOT to be given simply because a student has failed to do the assigned work; an appropriate letter grade will be given. The guideline for make-up work allows one day for each day missed for an approved absence. Students are expected to complete all work within one week of the end of the grading period.
3. As stated above, the letter grade system is used for progress reports sent to parents. The following scale is used to grade a student's work:

<u>LETTER GRADE</u>	<u>NUMERICAL AVERAGE</u>
A+	98 to 100
A =Outstanding work	95 to 97
A-	93 to 94
B+ =	91 to 92
B = Above avg. work	88 to 90
B - =	85 to 87
C + =	83 to 84
C =Average work:	80 to 82
C - =	77 to 79
D + =	75 to 76
D =Below avg. work	72 to 74
D - =	70 to 71
F = Failure	00 to 69
I = Incomplete: Students must complete work before grade will be assigned.	

The incomplete is assigned only to students who, because of extenuating circumstances (e.g. serious illness), lacked reasonable opportunity to complete the work of the grading period within the allotted time. Students receiving incompletes at the end of the grading period must complete the required work within the first three weeks of the next quarter in order to receive a grade for the class. All teachers will use the above system when awarding letter grades at the end of each of the four quarters.

4. A grade report is communicated to the parents via the Infinite Campus Parent Portal at the completion of each quarter.
5. The following grade points are used for averaging at Gehlen Catholic High School, these are based on semester grades:
  - a.   A+, A 4.00           B+ 3.33           C+ 2.33           D+ 1.33
  - A- 3.67           B 3.00            C 2.00            D 1.00
  - B- 2.67           C- 1.67           D- 0.67

## GRADUATION REQUIREMENTS

Students graduating from Gehlen Catholic High School must pass a minimum of 25 units in full credit courses (this includes  $\frac{1}{4}$  unit of PE every year). An English and Religion class must be taken every semester. Every student must be enrolled in six full unit courses plus P.E. every semester, regardless of units already accumulated. A full unit course is one which grants  $\frac{1}{2}$  unit per semester, equaling a full unit for the entire academic year

Seniors will not be able to participate in Commencement if they do not have enough credits, have not paid their bills, or have not completed disciplinary consequences including Exemplary Conduct Violations. Seniors with outstanding bills or incomplete disciplinary consequences may not participate in Baccalaureate.

## GRIEVANCE PROCEDURE

Students have the right and the responsibility to express school-related concerns and grievances in a proper manner and through established channels. It is the goal of Gehlen Catholic School to resolve concerns and grievances at the lowest level. Students and parents are encouraged to address problems to the student's teacher or other licensed employee, other than the principal, for resolution. If the teacher cannot resolve the complaint, the student and/or parent may, within 3 days of contact with the teacher, discuss this matter with the principal. If the principal's decision is questioned, the student and/or parents may, within 3 days, bring the matter to the president for a final resolution.

## HAZING

A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student. A person who commits an act of hazing is guilty of a simple misdemeanor. Hazing is considered an act of bullying/harassment and disciplinary action will apply.

## HEALTH SERVICES

Nursing services are available for sick or injured students during the school day. Students should report to the office for assistance. In case of an emergency, school personnel will make decisions including emergency care until parents can be reached. Any medication (prescribed or over the counter) that a student is to take must be dispensed in the office by the nurse or approved staff member. All medication must be in a correctly labeled bottle for the individual with specific instructions for time and amount.

## HOMEWORK

Homework is assigned to reinforce student learning. The following are ways to help complete homework successfully:

1. Write daily assignments in your agenda and check off each assignment as you complete it.
2. Establish a period of time for homework and complete your homework during this time every day.
3. Study in an area that is quiet, comfortable, and free of distractions.
4. Put your completed homework in the appropriate notebook or folder so you can find it.
5. Place all of your school books and papers together in a prominent place so you will take everything to school the next morning.

Homework varies with each teacher, student, and class. Frequently, students will have time in class to begin assignments. Often, homework can be completed during class time and study periods if time is used wisely. Questions regarding homework should be directed to your child's teacher.

## INSURANCE

The Gehlen Catholic School does not offer or provide student accident insurance. The following are guidelines:

1. Athletes will need to provide proof of insurance before he/she can participate. The basic way is to sign off that he/she has health and accident insurance by way of a family policy.
2. If there is no family policy to cover the student, there is an option: Students who qualify based on need can purchase Hawki Health-care. Go to [www.dhs.iowa.gov/hawki](http://www.dhs.iowa.gov/hawki) to obtain information.

There is no school requirement that a student show proof of insurance if he/she does not participate in athletics. However, having family medical and health coverage is always a good idea for active, young people, and the purchase of Hawki or a short term medical policy is totally optional for these families.

## INTERNET AND COMPUTER NETWORK

Because technology is a vital part of the local school curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

As per school policy, students may be able to access the Internet. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the school, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Students' Internet activities will be monitored by the school system to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school system will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records.

The school system will monitor the online activities of students and will educate students about appropriate online behavior, including

interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;

Student safety with regard to:

- o safety on the Internet;
- o appropriate behavior while on online, on social networking Web sites, and
- o in chat rooms; and
- o cyberbullying awareness and response.

Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations.

Acceptable use of the internet shall be consistent with the philosophy, goals, and objectives of Gehlen Catholic School. Exploration of the Internet is encouraged, but with rights and privileges come responsibility. Any use of the network which adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of network privileges.

1. User Responsibilities:

- a. Users are reminded that they are representatives of Gehlen Catholic School. They must conduct themselves in accordance with the policies thereof.
- b. Use language that is appropriate for school situations.
- c. Avoid offensive, obscene, threatening, or inflammatory speech.
- d. Access only materials appropriate for fulfilling school assignments. Users are cautioned that there may be materials on the Internet which may be deemed inappropriate for young people, and access to this type of material for any reason is unacceptable.
- e. Adhere to copyright rules and licensing agreements when accessing materials.
- f. To reduce the risk of spreading computer viruses, import files from only known or reputable sources.
- g. Impersonation and anonymity are prohibited.
- h. Any use of the network or Internet for illegal activities is strictly prohibited.

2. Restrictions

- a. Gehlen Catholic School utilizes network filtering. It is the critical component of the Internet protection package since it allows valuable on-line Internet access while restricting access to specific unwanted categories. This filtering is updated on a regular basis to keep the restriction list as current as possible. The use of anonymous proxy servers to circumvent our filtering service is not allowed under any circumstance. Students will have limited access to email through Gmail for educational purposes only. Inappropriate use will result in limitation or cancellation of user privileges and possible disciplinary actions. Social networking sites are prohibited unless approved by a teacher for appropriate school use. Food and drink are not allowed in the computer areas.

3. Network Etiquette - Users must:

- a. Be polite; rudeness is never acceptable
- b. Use appropriate language: do not swear, use vulgarities or other abusive or inappropriate language.
- c. Do not reveal personal addresses or phone numbers.
- d. Do not disrupt the use of the network.
- e. Assume that all communications and information accessible via the network is private property.

4. Privileges

- a. The use of Gehlen's network and the Internet is a privilege not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible disciplinary actions.

5. Security

- a. Security on any computer network is a high priority, especially when the network involves many users. Attempts to tamper with the program, access the network as any other user, or to share a password will result in cancellation of user privileges. Electronic mail is not guaranteed to be private; network administrators have access to any mail. Messages relating to or in support of illegal activities may be reported to the authorities, and disciplinary action may follow.

6. Vandalism

- a. Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the network. This includes, but is not limited to uploading, creating, or transmitting computer viruses.

7. Disclaimer

- a. Gehlen will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained via the

Gehlen network and the Internet.

8. Agreement

- a. Students agree to abide by the school's expectations for internet usage at all times when using school resources.. Login name and password are not to be shared with anyone. The student is responsible for his/her account.

## INTERROGATION BY AN OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside the school system. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the principal's office. A request will only be granted under the principal's discretion when such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the student and inform them of the request and ask if they wish to be present.

## KOLKER LIBRARY/MEDIA CENTER

The media center is a PK-12 facility that provides books, periodicals, pamphlets, computers, other materials and equipment. Students who damage or lose materials must pay to have them repaired or replaced.

The media center is intended to be a quiet place for learning. Observing the media center rules will ensure a proper atmosphere for its use. The purposes of the media center are:

- Class research, either print or electronic
- Classroom instruction
- Obtaining leisure reading materials
- Individual study

## LETTERING SYSTEM (Grades 9-12)

Students may earn a letter (chenille "G" or music lyre) for participation and achievement in various high school activities (music, sports, speech, etc.) The student receives a pin that represents the activity, plus one service bar. Additional service bars may be earned each year for that activity. Each activity has its own lettering requirements which are determined by a joint effort of the head coach/moderator and the administration. The criteria should be communicated to all participants.

## LOCKERS

Students are assigned lockers for the storage of their books and coats. Lockers remain the property of the school and are subject to inspection of contents at any time by school authorities, following federal law. Items that students would not want examined by school officials should be kept in the personal possession of the student or should not be brought onto school property. Lockers are to be kept in a neat and uncluttered condition. Photographs, pictures, drawings, images and symbols inappropriate for Gehlen Catholic Schools will not be permitted in or on the lockers. Do not leave book bags or classroom materials on the floors or the hallways.

## MATERIALS SELECTION

Any person may raise objections to instructional materials or to library materials. An objection is defined as a verbal or written statement of opposition to instructional or library materials, requesting that the item be excluded or restricted. The complainant shall first contact the teacher for instructional material or the librarian for library material. If the complainant desires to file a formal complaint, she/he will be asked to contact the building principal to begin the formal complaint process. . Use of any questioned material shall not be restricted during the reconsideration process. The process of reconsideration may include a committee appointed by the principal to make a recommendation on the request. This process is governed by Diocesan policy 6130.

## MOTOR VEHICLES / MOPEDS

1. Mopeds:
  - a. If a student rides a moped, the parent/guardian must contact the school prior to its use. Additionally, students must park their moped in the designated area.
2. School Permit:
  - a. The high school principal will not sign school permit forms until the day after a student's last day in 8<sup>th</sup> grade.
  - b. Reminders for a school permit a student must be at least 14 ½ years old, have had their permit and a clean driving record for at least 6 months, and live at least 1 mile from the school and no more than 50 miles from the school.
3. Other Motor Vehicles:
  - a. 9-12 students who drive motor vehicles must park only in the designated areas.
  - b. They may not loiter around or be in the vehicles nor leave the school grounds in their vehicle during the school day without permission from the administration.
  - c. Students who fail to follow the rules set by the administration will forfeit the privilege of bringing a motor vehicle to Gehlen and

may also be subject to additional discipline, including the following fines:

- i. \$5.00 for each violation.
- ii. \$10.00 for any violation that occurs before paying a previous fine.
- iii. Vehicles will be towed at the owner's expense for failure to pay fines, or for repeated or flagrant disregard for rules that govern the use of motor vehicles at school.

4. Vehicle Search:

- a. School administration and/or their designated representatives possess the authority to conduct a reasonable search of student vehicles when on school property and/or on property being used by the school.

## PHYSICAL EDUCATION POLICY

According to the Healthy Kids Act (Senate File 2425), all physically able students in kindergarten through grade 5 shall be required to engage in a physical activity for a minimum of 30 minutes per school day. Students in grades 6 through 12 shall be required to engage in a physical activity for a minimum of 120 minutes per week.

Grades 7-12: Students are required to enroll in eight semesters of physical education, unless the student is scheduled in academic courses for all eight periods of the school day. The grade earned will be computed in the student's GPA. The program is adapted for students whose physical status will not permit them to participate in the regularly scheduled activities. The school provides transportation to and from physical education activities. Students may not ride in cars to or from physical education activities without permission from the administration. All students are required to fill out a physical activity form to verify the 120 minutes per week as certain weeks there will only be 2 days of PE.

Students are required to wear shorts and t-shirts that are in good taste. Failure to wear suitable clothing for physical education class will result in an unexcused absence. Any clothing that depicts or promotes the use of alcohol, drugs, or tobacco, is contrary to the values promoted by Gehlen, or demeans any person may not be worn to school or in a physical education class. Lockers are not available. Students are discouraged from bringing valuables such as money, watches, etc., to class.

Students who miss physical education classes will have their absences marked excused or unexcused by the administration. The teacher will arrange makeup classes with the student for excused absences. Unexcused absences cannot be made up. Students are allowed two excused absences per quarter that do not need to be made up. Work missed after these two absences must be made up by either attending additional physical education classes or activity completed outside school time as approved by the physical education instructor.

## PLAYGROUND RULES

Student safety is our primary concern on the playground. Organized games are encouraged. Activities that threaten the health and safety of students will not be permitted. Activities not allowed include bullying, pushing, tripping, wrestling, fighting, tackling, or throwing any objects other than playground balls and frisbees. Students are to remain within the designated boundaries of the playground and are to enter the building at the designated door in an orderly manner. Students are to get permission from the playground supervisor to enter the building during a recess.

## PREGNANCY / ABORTION

Pressures in our society influence young people toward choosing sex outside 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 agency consistent with a Catholic philosophy of life for assistance in considering an option of adoption or single parenting. Regardless of the student's decision, if she/he chooses to remain in school, she/he 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 students reveal their pending parenthood, they are 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 is considering an abortion, or who has obtained one, counseling consistent with Catholic pro-life principles will be provided. Despite the 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 the student's education.

Due to the nature of the unique character of individuals and of each school environment, the integration of student(s) into the school must be handled on a case-by-case basis as determined by the principal. Failure to comply with the terms of this agreement may result in expulsion.

## RESIDENCE

Constant adult supervision of young people is most conducive to a quality learning environment. Students attending Gehlen Catholic Schools should live with parents or guardians who have a vested interest in their student's success. The principal may grant an exception to this rule to a

student, not of legal age, who takes up residence for a compelling reason outside the home of their parent or legal guardian. Such an arrangement will be revoked if the interest of the student is put in jeopardy. A change of residence must be immediately reported to the principal. Students of legal age can live independently if approved by the principal. Due to the beliefs and principles of the GCSS, unmarried couples living together will not be considered acceptable.

## SCHEDULING OF COURSES (Grades 7-12)

Students register in January or February of each year for classes for the next year. The school's counselor and registrar assist in this important decision making process. In certain cases, the school may require the taking of a certain course on the basis of a student's obvious academic needs or abilities. Registration is considered a final decision not easily reversed.

If a student requests a course change after final registration, he/she must realize that the request may not be honored. The course change requires the written approval of his/her parent(s), the signature of the counselor and instructors involved. This procedure may be modified if a student fails a course, which is a prerequisite for the one for which he/she has registered, a teacher recommends the change because of a situation which developed after final registration or there is a medical excuse. No course changes will be allowed after the first week of each semester.

## COURSE LOAD

Gehlen Catholic School admits only full-time students. Full-time students are in attendance for a full day of classes throughout the entire school year. All Gehlen students are required to take 6 full-credit classes each semester. Students whose activity must be limited because of serious medical circumstances may be exempted from this requirement by making proper arrangements with the school's administration

## SCHOOL DAY

The school day begins at 8:25 for all students. The elementary schedule is based upon ensuring all students have access to quality core instruction as well as exposure to areas of interest through special

Students in grades 7-12 will follow one of these following schedules:

### 7-12 Regular JAYS Schedule – 415 Minutes/392 Instructional

8:25-9:10	Period 1 (45)		
9:13-9:55	Period 2 (42)		
9:58-10:40	Period 3 (42)		
10:43-11:25	Period 4 (42)		
11:28-12:10	Period 5 (42)		
12:10-12:35	A Lunch	12:13-12:55	B
Period 6			
12:38-1:20	A period 6 (42)	12:55-1:20	B
Lunch			
1:23-2:05	Period 7 (42)		
2:08-2:50	Period 8 (42)		
2:53-3:20	JAYS (27) (362, plus 30 minutes passing time)		

### 7-12 Mass Day Schedule – 415 Minutes/390 Instructional

8:25-10:04	Mass and 1st Period		
10:07-10:46	Period 2 (39)		
10:49-11:28	Period 3 (39)		
11:31-12:10	Period 4 (39)		
12:10-12:32	A Lunch	12:13-12:52	
	B Period 6		
12:35-1:14	A Period 6 (39)	12:52-1:14	
	B Lunch		
1:17-1:56	Period 5 (39)		
1:59-2:38	Period 7 (39)		
2:41-3:20	Period 8 (40)		

### 7-12 2 Hour Early Out – 295 Minutes/271 Instructional

8:25-8:59	Period 1 (34)		
9:02-9:33	Period 2 (31)		
9:36-10:07	Period 3 (31)		
10:10-10:41	Period 4 (31)		
10:44-11:15	Period 5 (31)		
7-12 2 Hour Early Out cont			
11:18-11:49	Period 7 (31)		
11:49-12:11	A lunch	11:52-12:23	B Period 6
12:14-12:45	A Period 6 (31)	12:23-12:45	B. Lunch
12:48-1:20	Period 8 (32) (247, plus 24 minutes passing time)		

### 7-12 2 Hour Late Start – 295 Minutes/270 Instructional

10:25-10:59	Period 1 (34)		
11:02-11:33	Period 2 (31)		
11:36-12:07	Period 3 (31)		
12:07-12:30	A lunch	12:10-12:41	
	B Period 6		
12:33-1:04	A Period 6 (31)	12:41-1:04	
	B Lunch		
1:07-1:38	Period 4 (31)		
1:41-2:12	Period 5 (31)		
2:15- 2:46	Period 7 (31)		
2:49-3:20	Period 8 (31)		

**1 Hour Early Out – 355 Minutes/330 Instructional**

8:25-9:03	Period 1 (38)
9:06-9:44	Period 2 (38)
9:47-10:25	Period 3 (38)
10:28-11:06	Period 4 (38)
11:09-11:57	Period 5 (38)
11:57-12:18	A Lunch
12:04-12:48	B Period 6
12:21-12:59	A Period 6 (38)
12:48-1:10	B Lunch
1:02-1:40	Period 7 (38)
1:43-2:20	Period 8 (37)

**TWO-HOUR EARLY OUT/K-12 MASS SCHEDULE – 295**

Minutes/272 Instructional

8:25-9:57	Period 1/Mass
10:00--10:23	Period 2 (23)
10:26:10:49	Period 3 (23)
10:52-11:15	Period 4 (23)
11:18--11:41	Period 5 (23)
11:44-12:07	Period 7 (23)
12:07-12:29	A Lunch
	B Period 6
12:32-12:55	A Period 6 (23)
12:57-1:20	Period 8 (23)

**K-12 Mass 1 Hour Early Out – 355 Minutes/330 Instructional**

8:25-9:56	Period 1/Mass (91)
9:59-10:30	Period 2 (31)
10:33-11:04	Period 3 (31)
11:07-11:38	Period 4 (31)
11:41-12:12	Period 5 (31)
12:15-12:37	A Lunch
11:33-12:15	B
Period 5 (31)	
12:40-1:11	A Period 6 (31)
12:18-12:43	B
Lunch	
1:14-1:45	Period 7 (31)
1:48-2:20	Period 8 (32)

**12:00/12:20 Dismissal**

Per 1	8:25-8:50 (25 min)
Per 2	8:53-9:17 (24 min)
Per 3	9:20-9:44 (24 min)
Per 4	9:47-10:11 (24 min)
Per 5	10:14-10:38 (24 min)
Per 6	10:41-11:05 (24 min)
Per 7	11:08-11:32 (24 min)
Per 8	11:35-12:00 (25 min)
JAYS	12:03-12:20 (20 min)

**SCHOOL-SPONSORED ACTIVITIES**

School-sponsored activities can be defined, in general, as activities that take place or are planned on school time or on school premises, when the name of the school or school services are used, or when an activity involves staff and/or students of the school. The exception to this would be when the school issues a disclaimer stating a particular activity is not being sponsored by the school. Generally, all rules that are in effect during the school day also apply to school-sponsored activities. Safety is the primary concern.

**SEARCH AND SEIZURE**

School authorities may, without notice or a search warrant, search a student, student lockers, desks, work areas, book and book bags, purses, clothing, or student vehicles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action. The faculty has the authority to confiscate any item brought into school that is judged to be disruptive, dangerous, or contrary to the rules in this handbook.

**SHARED-TIME PROGRAMS (Grades 9-12)**

A variety of programs in vocational and other subject areas are available to Gehlen Catholic students from LeMars Community High School. Students registering for shared time classes agree to the following:

- Gehlen Catholic students attending shared time classes are responsible to both Gehlen Catholic School and LeMars Community High School for adherence to all policies and regulations in effect for students at both institutions.
- Shared time students must appear for all shared time classes which meet on days when Gehlen Catholic School is not in session, unless a clear and explicit exception is announced. Failure to do so will be judged a truancy.
- Shared time students are responsible for providing their own transportation to and from the shared time facility. Travel is to be made by the most direct route available with no intervening delays or stops. Students who are tardy in reporting for shared time classes or in returning to Gehlen Catholic are subject to detentions for each violation.
- Shared time students are graded in their shared time classes according to the grading policies in effect at LeMars

Community High School.

- Students who seriously or consistently abuse the shared time privilege by their conduct at the shared time site or by their misuse of travel time are subject to having the shared time privilege revoked.
- Out-of-district students admitted to shared time classes may be subject to fees for such classes, as determined by the LeMars Community School District.
- Shared time students must attend K-12 Gehlen Catholic liturgy services.
- If a shared time student needs to clean up or change clothes after a class at LeMars Community School, they must do so at Gehlen Catholic. The student is not allowed to go home before returning to Gehlen.

## SNACKS & TREATS BROUGHT TO SCHOOL

The Gehlen Catholic School System informs all staff, guests and parents that a significant number of students in attendance have allergies and these allergies have different origins. We also support the goals of the Healthy Kids Act. Thus some general guidelines are necessary with respect to snacks, treats and general food items brought to school.

*Guidelines:*

1. Teachers in Grades PK-6 will make it clear to parents that there is a student in their son/daughter's room/class with an allergy.
2. The GCSS strongly suggests using non-food items for rewards or birthdays. Examples are pencils, stickers, silly bandz and bookmarks.
3. Snacks and treats brought to school must be prepackaged and have a label so that school employees can read and identify ingredients. Thus no homemade or bakery/commercially made snacks or food items without a label are allowed.
4. Celebrating a birthday is approved. Other classroom parties are to be kept to a minimum. Advanced approval of the principal is required.
5. Major parties like Mardi Gras, Bake Sales and Special Tournaments, (i.e. Dodgeball, Volleyball) will have staff direction and principal approval. Food items will be kept in the cafeteria.
6. The GCSS recognizes that Concession Stand and Booster Club functions outside the academic day are not part of these guidelines.

## SPORTS CAMPS / ALL-STAR GAMES

Gehlen Catholic School does not sponsor nor is affiliated with all-star games, AAU events, non-school teams, or any travel team or club. Solicitation for support for such teams/events shall not be done in the name of Gehlen Catholic School or any of its organizations. School equipment or uniforms shall not be used. Such groups wishing to use the GCSS facilities must complete the appropriate application for use of facilities and pay the required fee. The school does not encourage participation on a non-school team, an all-star activity, or any camp that interferes with the sport in season.

1. For Grades 7-12 teams or groups, the words Gehlen or Jays as well as a pictorial display of the school mascot may not be used on uniforms, or within printed material, or in any publicity.
2. For teams or groups below the 9<sup>th</sup> grade, the word Gehlen or a pictorial display of the school mascot can never be used. The word Jays may be used.

## SPORTSMANSHIP

It is the clear obligation of contestants and spectators in all interscholastic competitions to practice the highest principles of sportsmanship and ethics of competitions. Here at Gehlen we embrace the Play Like a Champion program from the University of Notre Dame. Our goal is to win the game, while treating game officials and opponents with respect. Losing a game with dignity and respect is also an important lesson to be learned. All cheering should be in support of the Gehlen Knights. Use of profanity, vulgarity, taunting opponents, and taunting officials is never acceptable. Students and adult spectators may be denied attendance privileges to sporting events because of their behavior.

When a spectator is ejected from an interscholastic contest:

1. The individual will not be permitted to attend the next game or meet in that sport.
2. Gehlen Catholic School may impose additional penalties.
3. If ejected a second time, the individual will not be permitted to attend the next four games or meets in any sport.
4. If ejected from the last game or meet of the season, the penalty carries over in that sport/activity to the next school year.
5. The consequence for anyone ejected for 3 or more games will be determined by administration and may include a permanent ban from activities.

## STATE COMPETITION

Spectator attendance is an exempt absence when a student, group of students, or a team representing Gehlen Catholic High School participates in state competition. Gehlen Catholic High School reserves the right to establish the time of dismissal for students attending a state competition as spectators. Students wishing to attend a state competition as spectators must present a written parental request 24 hours in advance.

## STUDENT COUNCIL

The purposes of this organization are to promote better relations between the student body and the administration, to serve as a means of presenting problems of the student body to the administration, to organize student and school activities, and to promote better citizenship and better school spirit. Student council provides a method through which the student body may communicate with the administration. Positive student leadership is an essential element of a successful school.

## STUDY HALL (Grades 7-12)

The study hall supervisor will be responsible for taking attendance at the beginning of each study hall period. Students are to sit where instructed by the study hall supervisor. No wandering or seat changing will be permitted. Students are responsible for knowing their assigned seat for each study hall. A pass must be presented to the study hall supervisor if a student wishes to leave the room (go to the restroom, locker, etc.) There should never be more than two students released at a time from a study hall for these reasons. Students must "sign out" on the pad located on the teacher's desk. Students must return to the study hall before the end of the period. Each student must bring study and/or reading materials. The general study hall atmosphere must be such that each student is afforded the opportunity to study quietly. No game playing is allowed. This type of atmosphere should create an environment conducive to helping more students learn to use their study time wisely.

## SUNDAY ACTIVITIES

Sunday practices and open gyms cannot be held at any Gehlen facility. The only exception might be when the team/group has a state qualifying or state level competition on a Monday night. Rehearsals are allowed the week of performances with administrative approval. All exceptions must be cleared by the Administration.

## TARDY

Any student who is tardy will need to go directly to the office to get a tardy slip to give the teacher to enter the room. Any teacher who has held his/her class longer will notify the office or give the students a pass to class. During the day a teacher pass will admit a student to class the same as the office pass. At the high school, a student will earn a detention for 4 tardies in a single class in a semester and for each subsequent tardy in that class. A student with 10 cumulative tardies (regardless of period), will earn a detention for each following tardy. A parent conference may be held to develop a behavior modification plan that will encourage more prompt attendance.

## TELEPHONE USE

With permission during school hours, students may use the school phone or personal cell phones in the main office to call home or make emergency phone calls. Calls may be monitored.

## TEXTBOOKS

Textbooks and workbooks are provided by the school. Students are expected to exercise care in handling books. If a student damages a book, the student will pay for the damage. If a book is lost or damaged beyond repair, full payment for the book will be required.

## TRIDUUM ACTIVITIES

It shall be the policy of the Diocese of Sioux City and Gehlen Catholic School that no school sponsored activities or practices are conducted after 5:00 p.m. on Holy Thursday and the entire days of Good Friday, Holy Saturday, and Easter Sunday. Such policy shall provide students and employees the freedom to participate in parish liturgies and family activities on these sacred days.

## VANDALISM

1. Respect for property, both public and private, is an important Christian value taught at Gehlen.
  - a. 1st Offense: May result in a minimum \$25 fine plus restitution when damage is done to school property.
  - b. 2nd Offense involving school property is the same as the first offense with the exception that a review board hearing is held and the penalty may be extended to six months probation or the privilege of attending GCSJ may be revoked.
  - c. Vandalism to a teacher's property will result in a one-day internal suspension and restitution for damages to property.
2. False alarms, tampering with fire safety devices and equipment, smoke bombs, and chemical sprays shall be regarded as very serious acts of vandalism. The penalty for such behavior shall be immediate external suspension from school. Readmission will be considered only after a conference between school officials, the student, and their parents. The school may refer students to legal authorities for appropriate action.

## WEAPONS

The possession or use of any weapon, whether manufactured or homemade, real or simulated, is prohibited at school, on school grounds, on school buses, at school activities, and in vehicles that students drive to school and park in the school parking lot or park within two blocks of school. This includes firearms and knives of any kind, regardless of their size or the purpose for which they are designed. Dangerous weapons will be taken from students who bring them onto school property and the parents will be contacted. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action which may include suspension or expulsion for up to one year. The faculty has the authority and duty to confiscate any item brought into school that is judged to be disruptive or dangerous.

Situations that are not explicitly covered in this handbook will be resolved by the Gehlen Administration Team. Rulings will be determined based on the discipline philosophy of the Gehlen Catholic School System. The latest version of this handbook can be found at [www.gehlencatholic.org](http://www.gehlencatholic.org)