



BISHOP HEELAN CATHOLIC SCHOOLS

FAITH • FAMILY • KNOWLEDGE • SERVICE

TK-8 Student Handbook

Bishop Heelan Catholic Schools
Holy Cross School
Mater Dei School
Sacred Heart School



Dear Parents and Friends of Bishop Heelan Catholic Schools,

Welcome to our Catholic school community. As we begin the 2018-2019 school year, we ask you to carefully read our student handbook as it describes policies and procedures regarding academics and conduct. If you have any questions about the handbook, please contact the principal. Also, the principal may find reason to amend the handbook. Parents will be given prompt notice of any such revision.

The policies and procedures found in the handbook are intended to support our mission. At Bishop Heelan Catholic Schools, we strive each day to challenge our students to maximize the gifts given to them by God. We believe that policies grounded in our mission will help our students to be responsible members of the Church, the nation and the global community. Providing students a strong faith formation and giving them daily opportunities to express their faith makes a lifelong difference.

We begin the year with great enthusiasm and with gratitude for the privilege of working with our parent community. We believe that a productive partnership will best serve our effort to develop the skills and talents of your children.

May God bless the Bishop Heelan Catholic Schools in 2018-2019!

Timm Funk
Interim CEO

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Mission Statement

The Bishop Heelan Catholic Schools relates the total student to God through an excellent education leading toward a lifetime of service.

Philosophy Statement

The Bishop Heelan Catholic Schools system falls under the jurisdiction of the Bishop, through the Diocesan Board of Education, and the Bishop Heelan Catholic Schools Board of Education, which is made up of two area pastors and a lay representative from each of the area parishes. BHCS is an integral part of the Roman Catholic Church and works in partnership with parents to form students in Gospel values in a Catholic way of life. Bishop Heelan Catholic Schools is committed to the full human and spiritual development of students by promoting excellence in all academic and co-curricular areas. Bishop Heelan Catholic Schools integrates a community of faith and a community of learners in which all persons are valued and regarded with dignity. The purposes of Bishop Heelan Catholic Schools are to help students achieve spiritual, intellectual, and cultural literacy and synthesize faith and life from which students learn to penetrate the world with the life of the Gospel.

EQUAL OPPORTUNITY

Bishop Heelan Catholic Schools is an equal opportunity educational institution. It does not discriminate on the basis of race, color, national/ethnic origin, or sex in the educational programs or activities, which it operates.

Admissions

A great deal of the financial obligations incurred by the parish is for the support and maintenance of our schools. While all members are expected to contribute to the support of their parish, those whose children attend the school must in all good conscience extend every reasonable effort to meet the financial obligation if the schools are to be a success.

According to the School Law of Iowa, a child who is five years of age or who will reach the age of five years on or before September fifteenth of the current year may enter Kindergarten. (Iowa Code 282.3) A screening tool will be used prior to entering Kindergarten to help determine your child's readiness along with any preschool recommendation.

A copy of the birth and baptismal record, as well as a record of immunization, should be brought to the school when the child is registered. If the family is new to the Siouxland area a report card from the school of previous attendance shall be presented at the time of registration. A student's academic standing will be reviewed by the school administration. Where there is an indication of special need, the school will recommend alternative methods of education. Parents and students are expected to abide by Bishop Heelan Catholic Schools (BHCS) policies and procedures as well as those of the individual educational centers.

Bishop Heelan Catholic Schools operate on a philosophy that is firmly rooted in the social justice tradition of the Church. In keeping with this principle, Bishop Heelan Catholic Schools shall:

- Admit students without regard to race, gender, national origin or disability.
- Make a positive effort to attract and enroll Catholic students representing all racial and ethnic populations within the community.
- When faced with the necessity of limiting enrollment, Bishop Heelan Catholic Schools shall give priority in the following order to:
 1. Students of the Catholic Faith from families, which are actively supporting a Catholic parish.
 2. Other students of the Catholic Faith.
 3. 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.
 5. All students will be expected to participate in activities, including those of a religious nature, as part of the class day.

Tuition

Tuition is determined by the BHCS School Board. Information on tuition and tuition policies is available by contacting the BHCS Business Office at 712-252-1350 or visit the BHCS website at www.bishopheelan.org. The tuition program provides an effective way for the schools to collect tuition and for the parents to budget and pay for tuition.

Financial assistance through tuition grants can be applied for at the Catholic schools business office, 252-1350.

Refund Policy: Tuition refunds and/or charges will be determined on days attended.

Athletics

Student Eligibility

- A. *Probation Week:* Students failing “one” subject or receiving two or more “D’s” for a 4 ½ week period will be put on probation. Weekly academic progress reports will be made on the student. If a student shows considerable academic improvement on his/her weekly progress reports, they will regain eligibility for participation. (Students must attend practice during time of probation.)
- B. *Non-Participation:* Students that are failing “two” subjects will be ineligible for the rest of that quarter. At the end of each quarter students receiving three or more “D’s” or two or more “F’s” will be ineligible for participation in sports/activities during the next quarter of that school year. Students that are under a school suspension for disciplinary reasons are automatically ineligible for game/s during the time of suspension.
- C. The teacher and the principal will determine the participation of students, who are making an effort to succeed but continue to have difficulty.
- D. *Other:* Each student must have a doctor’s certificate of fitness and verify that they are covered by their own family insurance. This information will be handed in to the athletic director prior to being eligible to participate. Students must finish the activity to be eligible for any post-season events or honors. When a child is absent from school for illness, he/she is not to play in that night’s game. If a child is not in school, he/she is not expected to attend practice, unless they present a written excuse from the parent or guardian. Respect for self, each other, all team members, coaches and spectators must be shown during the contest and practice. Participants and spectators are expected to respect the rules and property both inside and outside the various gyms and school buildings.

Liability for Injuries

BHCS, employees, coaches, or delegated officers are not liable for student injuries while participating in practices, scrimmages, or games. Therefore, it is mandatory that parents have obtained insurance to cover their children while participating in school activities.

Good Conduct Provisions

- a. Any student who is observed by staff member or law enforcement official, or admits to, or is found by court of law to any of the following is in violation of the Good Conduct Provision. A student who voluntarily admits to breaking one of the good conduct regulations will receive the minimum penalty as listed in paragraph “B” of this section.
 - 1. Been in possession of or consumed alcoholic beverage.
 - 2. Been in possession of or used tobacco.
 - 3. Been in possession of or used controlled substances as defined by the Iowa Code.
 - 4. Committed any serious offenses, including those, which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of BHCS.
- b. Each sport will be considered separate when it comes to enforcing regulations pertaining to the good conduct rule. A student who has violated the Good Conduct Provision shall be penalized as follows.

1. First Offense - The student shall be suspended from participating in a third of that season's games or activities.
2. Second Offense - For the second offense in the same sport or activity within a given season, the student will be ineligible to participate in any competition for the remainder of that sport or activity. Students breaking good conduct rules a second time in a different activity but within a calendar year of the previous offense will receive the first offense suspension for the sport/activity but the second offense will be assessed to that student's record.
3. Third Offense - For the third offense within a calendar year, the student will be ineligible for participation for one calendar year.

Example: If the third offense happens May 20, 2015 the student will be ineligible until May 19, 2016.

(Students guilty of breaking the alcohol/drug provision twice in a calendar year will be required to complete rehabilitation program before being reinstated.)

Sportsmanship

The goals of games are character guiding, courtesy, poise, self-control and sportsmanship. Therefore, the behavior of students, parents, coaches and friends needs to include:

1. Courtesy by everyone to everyone: coaches, referees, and players.
2. Acceptance of winning and losing in a Christian manner.
3. Emphasis on enjoyment and friendship.
4. Christian language: foul or abusive language will not be tolerated.
5. Friendliness: greet and compliment the facilities and parents as well as the students of your own and other schools.
6. Follow all GYM RULES posted.

"Play like a Champion Today is a philosophy we have integrated into our BHCS philosophy that reminds our athletes, coaches, parents and fans to lead with their highest character and to be the best example. It is important that our young athletes see from those closest around them that athletics can be a driving force towards great things both on and off the field or court."

Purpose of Middle School Athletics

1. The purpose of the Bishop Heelan Middle School Athletic League is to offer a Christian atmosphere for growth, both physically and spiritually; to enhance each youth's knowledge of the proper methods of physical fitness; to assist in the understanding of what a Christian community is; as team members, enjoy victory, suffer defeat and frustration together, which contributes to the development of the whole person and community.
2. PARTICIPATION is of primary importance and WINNING should be secondary. Our objective must be to provide POSITIVE experiences that can be later utilized in the toughest game of all.....Life.
3. The Bishop Heelan Middle School Athletic League direction is educationally based and designed to enable the youth to express themselves through the development of their BODIES, MIND, and SPIRITS. Sports are considered to be extra curricular activities of our schools and should work to facilitate the athlete's total growth, both in the classroom and in competition. Many avenues of benefits can be derived from a well-rounded athletic program, and the Bishop Heelan Middle School Athletic Program encourages the fostering of sports to meet the needs and desires of young people.

****Saders is run by volunteers or parents. For inquiries regarding Saders, please refer to their website at www.saders.com. The Bishop Heelan Middle School Athletic League is run by the Bishop Heelan Catholic Schools. Information about this league is available from the Bishop Heelan Middle School Athletic Directors.**

Attendance (*Refer to Diocesan Policy Section*)

Education is an interactive process and therefore attendance for scheduled days of instruction is critical. In every instance where a student will be absent from school or late for school, the parent must notify the office by the start of the school day. If the office is not contacted regarding a student's absence, a call will be made to verify the reason for the absence. **A written excuse must be presented from the parents/guardian when the student returns to school.**

Any student who will be leaving school for any reason during the course of the day should inform the office that morning. The student must check at the office when leaving and returning.

Any student missing 15 days of school other than for extended illness, medical reason or family emergency shall meet with the administration and be placed on contract to assure the student's regular attendance. If a student misses more than 3 consecutive days, the administrator shall request a note from the doctor. Students who are absent from school for 30 days or more for any reason face the possibility of retention or removal from the BHCS system.

If a student is sick or on vacation, the necessary help, work, or tests will be given per teacher designated time. A student will receive an incomplete grade until the teacher accepts work.

Truancy: A student, who is absent from school or leaves the school property without a written excuse and the knowledge of the principal and his/her parents' permission, will be considered truant. A student absent from class, without leaving the school grounds and without the teacher's permission in writing, will be considered truant.

Iowa Code section 299.1A states a student of compulsory attendance age who has more than seven unexcused absences in any one quarter is deemed truant.

Tardiness

A student is tardy if not present in his/her homeroom for the opening of the school day. A tardy student must obtain an admit slip from the office. A student is marked tardy if he/she arrives before 90 minutes after the start of school. After 90 minutes, the student is marked ½ day absent. A student who leaves before noon is marked ½ day absent.

It is very important to develop and encourage students to take responsibility for being on time for school, work, and activities. A late bus, doctor/ dentist appointment, or extreme bad weather will be viewed as an excused tardy.

Weather

In case of severe weather, please listen to the local radio and/or watch local TV for information regarding school being cancelled, late starts, or early dismissals. The announcement will be made as Bishop Heelan Catholic Schools. (*Individual schools will not be named.*)

Safety Drills

Fire / Tornado / Violent Intruder

Fire and storm drills are conducted during each school year at unannounced times. All persons must leave quickly, quietly, and in an orderly fashion. After the students have evacuated the school (for fire) and have assembled at their assigned places, each teacher calls roll to account for each pupil in his/her classroom. Teachers also take roll for storm drills, after all are gathered in their assigned area. A violent intruder drill will consist of students and staff leaving the school grounds and meeting at a specified rally point and reunification site.

AEA (Area Education Association) Services

Northwest AEA offers a variety of services to local schools to improve instruction and curriculum planning. Some of the services offered to students include speech therapy, occupational therapy and assistance with classroom learning difficulty students may encounter. Parents need to work closely with teachers and administrators to identify the academic needs of their child. Contact the school to find out more about the services available to students and parents.

Possession and/or use of Alcohol and/or Illegal Substance

Any student on school property or adjacent areas and/or at a school-sponsored activity found to be in possession of an alcoholic beverage or other illegal substances may be subject to the following:

1. Be placed on a 3-day in-school suspension.
2. Be required to undergo a substance abuse evaluation prior to being admitted back into classes. Follow through with the recommendation from the evaluating agency. Have the evaluation submitted to the administration within 24 hours after completion of the report.
3. Be ineligible to perform at or attend any school-sponsored activity for thirty calendar days. (Attendance at practice is at the administrator's discretion.)
4. Community service of not less than 2 hours to be set by the Administration.
5. Take part in an education or counseling program (e.g., ADAPT, AA meetings, etc.)
 - Any student under the influence, using, or selling may be expelled on the first offense.
 - Any student with a second offense may be expelled.
 - Students involved in extracurricular activities will also be subject to the BHCS Eligibility Code for Activities.

Bus Transportation

Bus service is provided through the Sioux City Community School District. Those living over 2 miles will receive free bussing if the bus route is available. If it is not available, they may qualify for parent reimbursement. (Iowa residents only.)

Students who are transported to school on the Sioux City Community School buses are under the authority of their Transportation Office and the bus drivers. Parents should know the number of the bus their children ride to school in the morning and home in the afternoon. Children must ride on their assigned bus. Since Public School Transportation is responsible for students on a given bus, if your child is going to ride a different bus for a day or rides the bus and is going home with another bus student on a different bus, you must get permission from Transportation. Call them at 279-6743. A note from you without their OK is not sufficient.

Parents are urged to discuss with their children proper bus conduct. Please do this prior to the time the student rides the bus and from time to time during the school year. Cooperation with the bus driver is essential.

Bus Policy Regulations

1. The driver is in charge of the bus. Student must obey promptly.
2. Students may NEVER stand in the roadway while waiting for a bus.
3. The bus will not wait for tardy students.
4. All students must be seated before the bus will move and remain seated while the bus is in motion.
5. All personal items must be kept out of the aisle.
6. Students may not change seats while the bus is in motion.
7. Students must observe instructions from the driver when leaving the bus.
8. Students must be courteous to other students and the bus driver.
9. That student must pay for any damage to a bus, by a student.
10. Beverages, food and gum are not permitted on the bus.
11. Screaming or loud talking will not be allowed.

Identifying and Reporting Child Abuse

It is the policy of BHCS that any certified or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms.

It is also the policy of BHCS that reports of child abuse remain confidential, as required by law. BHCS shall provide the training required by law in the identification and reporting of child abuse, to all mandatory reporters employed by the school.

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

Legal References: Iowa Code# 232.68,.69,.70,71(6)

Procedures for Charging and Investigating Allegations of Abuse of Students

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

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

BHCS has appointed a level one investigator (principal) and alternate (BHCS Counselor), and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate will be provided training in the conducting of an investigation, at the expense of BHCS. The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out the policy.

*Legal References: Iowa Code 280.17
Iowa Admin. Code 281-102*

Copyright Policy

Bishop Heelan Catholic Schools shall abide by the Copyright Act of 1976 and accompanying guidelines: Prohibit copying not allowed by the copyright law, fair use guidelines, license agreements, or proprietor's permission; place the liability for willful infringement upon the person making or requesting the copy.

Curriculum

Bishop Heelan Catholic Schools' curriculum consists of religion, reading, language arts, mathematics, social studies, science, music, art, physical education, technology, guidance and EL.

Religion

The religion program is a Scripture based curriculum that teaches doctrine and prayers. It offers activities that encourage students to make religion an integral part of their daily life.

Language Arts *(includes reading, language, spelling, handwriting, listening, and writing)*

The language arts program nurtures the desire to read and enhances the ability of the student to become an independent reader. It is based on communication skills, namely reading, speaking, listening, writing, and using correct grammar and handwriting in written and oral work.

Mathematics

The math program is based on a skill continuum. Proficiency in basic math skills and relating math to the usefulness of daily life are stressed. Many manipulative devices are used so that the students see, feel, and hold objects in order to make a math concept more meaningful.

Social Studies

The social studies program is a study of peoples' relationships to each other and to the physical world around them. It incorporates the areas of geography, history, anthropology, economics, and political science. Christian understanding and concern, divergent thinking, and interpreting events in local and world societies receive emphasis.

Music

The music program includes fostering an open attitude toward all types of music, playing instruments, participating in-group singing, composing music, playing in a rhythmic ensemble, and studying areas of music theory. It also includes learning hymns for liturgical celebrations.

Science

The science program pursues a discovery and inquiry technique and stimulates the student's curiosity about him/herself and the world. It stresses the scientific method of problem solving, critical thinking, and experimentation.

Art

Art is integrated into most subject areas to provide creative expression in core subjects. In addition, color, form, and media are studied and expressed in class experience situations.

Physical Education

Skill development and efficiency of movement constitute a major part of the physical education program. The student learns to function in team and individual activities, learns what the body can do, and develops balance, coordination, and large and small motor skills.

Guidance

The guidance program is composed of Olweus Program, The National Catholic Education Curriculum, DARE, and Human Growth and Development.

Technology

The technology program is integrated throughout the curriculum to provide a broader understanding of the implications of all technology in the students' lives.

EL

An English Learner program is offered at all BHCS centers.

Programs for At-Risk Students

Students that are deemed at-risk (academically, behaviorally or socially) will be identified by the counseling staff or administration. The school will work with the student and parents to find a plan that will best enable the student to succeed at Bishop Heelan schools both academically and socially. Bishop Heelan schools will make accommodations to the point that school resources and funding will allow.

Discipline

Bishop Heelan Catholic Schools are dedicated to working with all students to provide a safe and positive environment that supports teaching and learning. The goal of BHCS is to provide a systemic approach to teaching self-discipline skills. Through professional assessment and parental involvement, students will be guided to develop the skills that are needed to become self-disciplined. The plan sets consistent guidelines for all staff and students to follow.

Learning to take responsibility is an important part of education. The following are daily obligations that should help each child to measure up to the expectations of those who work with the child:

- Regular attendance and punctuality
- Concern for personal appearance
- Adherence to uniform regulations
- Courteous respect for others
- Carefully prepared and completed assignments
- Care of books, desk and surroundings – Cooperation in the classroom
- Attention to classroom/school rules

Grades TK-8 General Rules

1. Homework

- Assignment due on time and on the date assigned.
- Use of proper heading.
- Assignment finished neatly.

2. Classroom

- Respect for teacher, self and others.
- Raise hand to ask questions or in answering questions.
- Listen and follow directions.
- Have the proper materials ready for each class.
- Need to request permission to leave room.
- Respecting of school property- no sitting on tables/desk tops.

3. Hallway

- No running.
- Keep hands and feet to yourself.
- Listen and follow the directions of the staff.
- Student should not disturb other classrooms. All messages are to go through the office, but should an emergency arise, always knock before entering.

4. Restroom

- Use proper behavior in the restroom.
- No loud noise in the restroom.
- Five people in the restroom at a time (depends on grade/school).

5. Lunchroom

- Keep your voice down to a comfortable level.
- Try different food available to you.
- No throwing of food and materials.
- Return materials to proper place when finished eating.
- Sit in your place until dismissed.

6. Recess

- Obey person in charge.
- No fighting, spitting, tackling, etc.
- Ask permission to get balls from street, yard, or alley.
- No food, gum, candy, radios, video games, cameras, CD player or balls from home.
- Use Christian Language and a Christian model for working or playing.

A. Study Hall

- Each student must have with them something to work on or to read at the beginning of study hall.
- Talking requires the teacher's permission.
- Respect the study time of others.
- Each student must ask for permission to leave study hall.
- Act like responsible young adults.

B. Hallways and Lockers

- When not using your locker, make sure your door is closed properly.
- Keep both your hallway and locker area clean at all times.
- Keep noise in the hallway to a minimum, no running in the hall.
- When dismissed for lunch, please move in an orderly fashion through hallway.
- Respect others' privacy and property, especially when sharing a locker.
- Use proper school entrances.

C. Cafeteria

- Once you have taken your seat at your assigned table, remain seated until dismissed.
- Keep your voices down.
- Don't be wasteful.
- Clean your area before you leave.
- Food will not be thrown.

D. Restroom

- Students must get the teachers permission to use the restroom.
- Teachers will monitor use of student breaks by having student sign classroom signout sheet.
- Students will only use the restroom during the last 10 minutes of class unless an emergency situation arises.
- Proper behavior is expected traveling to and from the classroom.

Fines

Grades K-5: There will be a \$1.00 fine for gum, candy, and for throwing snowballs.

Grades 6-8: There will be a \$5.00 fine for gum, candy, and for throwing snowballs.

Detention

Detention is a period of at least one-half hour before/after school. Ordinarily, students receiving a detention and his/her parents will be given a twenty-four hour notice in order for transportation home to be arranged. Parents must sign the detention notice and return it the next school day. Unless there is a serious reason, detention is to be served on the assigned day.

For 5th-8th grades if a student accumulates up to six (6) detentions during a school year that a student will have a one-day IN SCHOOL suspension (ISS). Parents will be notified of this in writing. If a student accumulates up to twelve (12) detentions during the school year the parent, teachers, student, and principal will have a meeting after school. The student will have a one day ISS plus the possibility of a fine. If a student accumulates more than 12 of these detentions during a school year, the severity of the punishment will increase.

Any of the following is considered sufficient reason for detention:

1. Refusal to conform to school rules and regulations, profane language, racial slurs, refusal to comply with the request or direction of teachers, administrators, other personnel and conduct which disturbs the orderly operation of the school.
2. Violation of the school dress code without permission of the principal.
3. Homework repeatedly not done.

Suspension

Suspension is the removal of a student from all classroom and extra-curricular activities for a designated period of time. The principal reserves the right to decide whether the period of suspension will be spent in school or at home plus the cost of \$90 fine. All classroom and

homework assignments missed by the suspended student must be made up before the student can return to classes. If a substitute is required by the administration, the student or parent may pay for the supervisor of the suspension.

Any of the following is considered sufficient reason for suspension:

1. Theft, vandalism and/or destruction of school or personal property. (Restitution must be made)
2. Physical assault and/or threats of physical attack to students, teachers, parents, etc.
3. Disobedience or disrespectful toward a staff member.
4. Forging of excuses, permission slips or notes from parents, teachers, etc.
5. Smoking while on school property or while in the immediate vicinity.
6. Any lewd or obscene acts of behavior including, but not limited to, possession of pornographic literature or objects, language, or immodest dress.
7. Possession, sale, distribution, purchase or use of matches, tobacco products, smoking paraphernalia, or weapons designed to do bodily harm.
8. Student's involvement in a public incident which is judged to be significantly detrimental to the image of the Bishop Heelan Catholic Schools and causes unfavorable criticism of the Bishop Heelan Catholic Schools in the community.

Any serious misconduct dealing with but not limited to the above may warrant suspension or expulsion. When a student is placed on an in-school or out of school suspension due to a "Physical assault and/or threats of physical attack to students, teachers, parents, etc.", the administration will contact the parents of the student and/or faculty member who was physically assaulted and/or threatened and notify them as to when the suspended student will be returning to the regular class schedule. This notification should be made at least one day prior to the date the suspended student will be returning to class.

Saturday School

Saturday school may be assigned by the principal for a variety of reasons. Saturday school is a supervised study time where students are required to be in dress code, ready, study school related materials, and/or perform other duties as assigned.

- It will be held on Saturday, as needed, and runs from 8:00-12:00 noon. Students who arrive late (after 8:00am) will not be admitted. Students who are disruptive or who are not studying and reading inappropriate materials will be asked to leave and the offense is moved to ISS.
- Students who are assigned to Saturday school must pay a \$90 fine and they must serve it when assigned by the principal.

Probation and Expulsion

Probation is a period of time, either definite or indefinite, during which the student is placed for behavior evaluation after a suspension or a warning for expulsion has been given. The decision to place a student on probation will be made by the principal. **SEVERITY CLAUSE:** For fighting, physically harmful activities, continuous negative behavior, etc. Student is sent to the principal's office immediately.

Due Process

If requested, the following elements of "due process" will be granted to student and parents in serious matters-expulsion or long-term disciplinary action:

1. Only parents or guardians may be present at the hearing.
2. Students and parents will be informed of the charges against him/her.
3. Student may testify in his/her own behalf and provide reasons for his/her conduct.
4. A fair and impartial decision will be made upon the evidence.

DIOCESAN POLICY

DISCIPLINE/PUNISHMENT

PROBATION, SUSPENSION AND/OR EXPULSION OF STUDENTS

Approved: July 1, 1998

Revised: June 4, 2014

Reviewed: June 4, 2014

Diocesan Board of Education

The principal has the authority to place a student on probation or to suspend a student temporarily. There is no appeal from the principal's decision. The principal shall inform the president/pastor of the decision. A discipline committee of the school, appointed by the principal, shall have the authority to expel a student. Upon recommendation of the principal, the discipline committee of the school may expel a student. The discipline committee is composed of members of the professional staff appointed by the principal, who is not a member of the committee. The principal also appoints a chairperson. The Superintendent of Schools shall be informed of the decision. It is recommended the principal establish a discipline committee at the beginning of each school year.

Cheating

STUDENTS FOUND CHEATING AND/OR ENABLING CHEATING

Grades 1-2

A student found to have cheated on an exam/worksheet would answer to the following: First Offense: Paper taken away, parents and principal notified. The student will be reprimanded and the teacher will have the option of their child retaking the exam/worksheet.

Second Offense: Paper taken away, parents and principal notified. Student meets with principal.

Third Offense: Paper taken away, parents and principal notified. Student meets with principal and parents.

Grades 3-8

First Offense: Parents and principal will be notified. The student will receive a detention and redo allowed at teacher discretion.

Second Offense: The student will receive a zero for that exam/worksheet. The parents will be notified and the student will meet with the principal.

Third Offense: The student will receive a zero for that exam/worksheet. The student, parents, teacher and principal will meet.

E-Mailing

To protect the instructional time with students, teachers will respond to e-mails when free from teaching duties or as soon as possible.

Gifts

Parents, alumni, or friends of the Bishop Heelan Catholic Schools wishing to donate money to the schools may do so throughout the year. These gifts will be used for further educational growth of the Catholic Schools. Please contact the Director of Institutional Advancement at 252-1350 for more information.

Grades

BHCS will use the A, B, C, D, and F grading system in grades 3-8 (including 8 th grade algebra) The numerical grade is converted to the letter equivalent for the report card, temporary record, and permanent record. The following are the equivalents:

A+ = 98, 99, 100	A = 95, 96, 97	A- = 93, 94
B+ = 90, 91, 92	B = 87, 88, 89	B- = 85, 86
C+ = 82, 83, 84	C = 79, 80, 81	C- = 77, 78
D+ = 74, 75, 76	D = 71, 72, 73	D- = 69, 70
F = Below 69%		

The report card for kindergarten and grades 1-2 will be marked in a manner suitable for these grade levels.

School Counselors

Diocesan Mission Statement

The mission of the Guidance Program in the Diocese of Sioux City is to provide preparation and assistance for all students, staff and parents, to live a mature and responsible Christian life by helping them to develop attitudes of respect, trust, self-discipline and self-esteem through counseling, information dissemination, and supporting agency referrals.

The Bishop Heelan Catholic Schools share guidance personnel. The counselors will teach classroom guidance units on a limited basis to support and expand the regular guidance curriculum. The counselors are available to visit with individual students or groups upon request, (teachers, parents or students themselves may make the request) and will serve as resource personnel for teachers and parents.

In order to provide a safe and nurturing setting for the student, a level of confidentiality must exist. The counselors will use their discretion to maintain confidentiality while striving to facilitate growth for the student. As a partner in the educational process, the counselors will attempt to actively involve the parents and teachers in addressing problems and concerns.

Homework

We believe that homework is necessary for a student's education. We need your help to be sure that the full value of it is gained by your child. Check to see that the work is neat and complete. Homework generally includes such assignments as the following:

1. Assignments not completed in school.
2. Projects connected with the subject being studied.
3. Memorization work (learning prayers and religion answers, math facts, spelling words, etc.)
4. Reading a book which is informational or recreational.
5. Studying (not all homework has to be in written form)

The time necessary for doing homework will vary according to the child and the grade level. It helps a great deal if your child has a quiet place in which to study and work. If a student is sick or on vacation, the necessary help, work, or tests will be given per teacher designated time.

Internet Access to Student's Academic Progress

Bishop Heelan Catholic Schools Infinite Campus is a student information system. Contact the administration office for log in information and support.

Homework, Make-up Work and Tests

Grades 6-8

Students who have difficulty with completion of assignment because of lack of understanding will be required to talk to the teacher before the class time the assignment is due. Homework and tests after absence:

1. If a student is sick or on vacation, the necessary help, work, or tests will be given per teacher designated time.
2. Make-up work will not be done during the regular instructional class time.
3. If a child leaves school during the day for an appointment and returns and misses a test, he/she will be required to make up the test that day.
4. If a child is absent only in the AM and misses a test, he/she will be required to make up the test that day. If the child is absent only in the PM and does not return to school, he/she will be required to make up the test the next day.
5. When a child is sick or on vacation, homework and tests will be made up within a time specified by the teacher/s.
6. If work or a test is not made up by the designated time specified by the teacher's, the grade is left up to the teacher discretion.
7. School administration reserves the right to make adjustments to this policy according to individual student needs/situations. Examples could include but not limited to after school study hall, Saturday school, etc.

Honor Roll

To encourage scholastic effort at the middle school level, an honor roll has been established. It is set up on grade point average with points received for every subject. If a student is ineligible for activities, they are not eligible for the honor roll either.

Example: 3.0 (all B's) to 4.0 (all A's)

Hot Lunch Program

A satisfying and healthy hot lunch program is provided for each child. **Fast food meals, pizza and pop are not allowed.** The government policy concerning free and reduced lunches is explained in a letter sent home to parents. **If you become eligible during the year, application can be made at any time.**

BULLYING AND HARASSMENT

Approved: July 11, 2007

Revised: June 4, 2014

Reviewed: June 4, 2014

Diocesan Board of Education

It is the policy of the Catholic Schools of the Diocese of Sioux City to maintain a learning and working environment that is free from bullying or harassment and to provide all students 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. No employee, volunteer or student shall engage in harassing or bullying behavior toward a

student based on this list of traits or characteristics.

It shall be a violation of this policy and state law for any employee, volunteer or student in a Catholic School of the Diocese of Sioux City 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.

All Catholic Schools of the Diocese of Sioux City 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.

Violations of this policy or procedure will be cause for disciplinary action as described in Section II below.

I. Definitions

- 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.
- b. "Harassment" and "Bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - i. Places the student in reasonable fear of harm to the student's person or property.
 - ii. Has a substantially detrimental effect on the student's physical or mental health.
 - iii. Has the effect of substantially interfering with a student's academic performance.
 - 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.
- 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.
- d. "Volunteer" means an individual who has regular, significant contact with students.

II. Procedure for Reporting/Action Regarding Allegations of Bullying or Harassment

- a. Any student, parent, or guardian of a student, of a Catholic School of the Diocese of Sioux City 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 the Superintendent of Schools for the Diocese of Sioux City immediately.

- b. 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.
- c. 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.
- d. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.
- e. 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.

Each Catholic School of the Diocese of Sioux City shall submit to the Department of Education annually a board-approved schedule of consequences.

- f. 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.
- g. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded.
- h. 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 the law.

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.

IV. Collection Requirement

Each Catholic School in the Diocese of Sioux City shall maintain a system to collect harassment and bullying incident data.

V. Integration of Policy and Reporting

Each Catholic School in the Diocese of Sioux City 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.

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).

BHCS Guidelines

1st Offense

- a. Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place.
- b. Administrator will determine consequences and notify harasser. Administrator shall communicate with parents of both the target and the offender general information regarding consequences and follow-up treatment.
- c. Consequences will be dependent upon severity of harassment and may include one or more of the following:
 1. Apology to victim, written or verbal.
 2. Apology to victim's parents, written or verbal.
 3. Apology to class.
 4. Write about good qualities the victim has.
 5. Write about how the harassment might affect the victim.
 6. Two-hour detention.
 7. Principal may determine other consequences.
 8. Referral to outside psychological or alternate suspension program.

2nd Offense

- a. Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place.
- b. Two-day suspension (in-school or out-of-school, to be determined by the Administrator). Administrator shall communicate with parents of both the target and the offender general information regarding consequences and follow-up treatment.
- c. Parents will be required to sign a relinquishment of information to the BHCS

Administrator regarding their child's behavior related to the harassment issue(s). Outside professional counseling may be required. The cost of such therapy will be paid by the student/harasser and/or parents of such student. The outside counselor/therapist/physician shall provide, in writing, recommendations regarding intervention and ongoing treatment of the student. Any recommendations resulting from the counseling will be communicated to the principal and followed through by the parents and school.

- d. Any consequences outlined above in "1st Offense" may also be required.

3rd Offense

- a. Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place.
- b. Five-day suspension (in-school or out-of-school, to be determined by the Administrator). Administrator shall communicate with parents of both target and the offender general information regarding consequences and follow-up treatment.
- c. Outside professional counseling may be required. The cost of such therapy will be paid by the student/harasser and/or parents of such student. The outside counselor/therapist/physician shall provide, in writing, recommendations regarding intervention and on going treatment of the student. Any recommendations resulting from the counseling will be communicated to the principal and followed through by the parents and school.
- d. Referral to outside psychological or alternate suspension program may be required. The cost of such program will be paid by the student/harasser and/or parents of such student.
- e. Any consequences outlined above in "1st Offense" and/or "2nd Offense" may also be required.
- f. If at the end of the school year, a student has accumulated three (3) harassment offenses, the student may be required to sign a conduct contract with the principal before the student is allowed to register for the subsequent school year.

4th Offense

- a. Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place.
- b. Expulsion from BHCS according to Diocesan Policies. Administrator shall communicate with parents of both target and the offender general information regarding consequences and follow-up treatment.
- c. Outside rehabilitation and a reconsideration hearing will be required before student applies for re-enrollment in BHCS in a subsequent school year.

II. Weapons Policy

BHCS has a ZERO TOLERANCE POLICY regarding weapons in school, as defined by Diocesan Policies. Accordingly, no weapons of any kind shall be brought to school or school properties or school activities.

III. Consequences for school employees committing acts of harassment towards a student, staff or others are covered by the Bishop Heelan Catholic Schools Employee Manual.

Health

When a child enters the BHCS system, a record of immunization is filed at the school and retained there until the student leaves. Annual checks of height, weight, vision and hearing screening are conducted. Parents are required to have their student's vision checked prior to kindergarten and third grade and provide the school with proof.

Immunizations

Iowa Law requires that all students be immunized for hepatitis B, varicella (chicken pox), polio, tetanus, pertussis (whooping cough), diphtheria, measles (rubella) and mumps prior to school entrance. Iowa law requires that all 7th grade students enrolled in a school in Iowa show proof of one Tdap vaccination. A student may not be admitted to school without these immunizations.

Medication

According to Iowa Law, the following stipulations for distribution of all medication are listed below:

- A doctor's prescription (written) and a parent permission form must accompany all medications (over the counter and/or prescription).
- All medications must come to school in the original container/package.
- Medicine will be kept in a locked cabinet/refrigerator in the secretary's office.

Medications must be given to the school secretary/administrator.

Note – All of the above rules apply to over the counter medications. Examples of over the counter medications are but not limited to: aspirin, Tylenol, cough syrup, Advil etc. Diabetic students or their parents will need to administer needed prescriptions. School personnel will handle emergency situations. Note - See reference page for the request form for giving medication at school.

Student Injury or Illness at School

When a student becomes ill or is injured at school, school personnel shall notify the student's parents, legal guardian or parental designee as soon as possible.

The BHCS system shall not provide medical treatment of an ill or injured student other than emergency or minor first aid. Parents shall be required to complete a medical emergency authorization form indicating whom to contact in an emergency involving their student. All parents shall update this form as needed.

Bishop Heelan Catholic Schools Policy

Policy adopted: January 1999

If parents cannot be reached, the person's name on the emergency sheet will be called. If the parents or emergency number cannot be reached, the school will make the necessary emergency arrangements. If you plan to be out of town for a few days, contact the school office. No student will be sent home without prior notification.

Library/Media Center Statement of Policy

It is the policy of the District to provide a wide range of instructional materials on all levels of difficulty, with diversity for appeal, and the presentation of different points of view and to allow review of allegedly inappropriate instructional materials. Fines will be given for overdue materials and misuse of materials.

Lost and Found

Please mark clothing and school supplies with your child's name. The lost and found department accumulates many articles of clothing that are never claimed. After one month, lost items that are not claimed will be given to the Bargain Center.

Parent School Organization

Parents are encouraged to be members of and to be involved in the school through the Parent School Organization. This group does many things that benefit the students and the school. This group operates under the auspices of the BHCS development office and the principal. If interested, please contact the office and you will be directed to the officers.

Parent/Teacher Conferences

Two parent/teacher conferences are held during the school year. These conferences are arranged to provide the opportunity for parents and teachers to assist progress in a way that cannot be accomplished with a grade marking.

Parent Newsletter

A newsletter is sent home for those who have requested or it may be accessed online at www.bishopheelan.org.

Procedure for Resolving Differences

Christian standards dictate that differences should be handled on a level where they can be resolved. The first contact should be with the person involved (e.g. teacher, coach, administrator) to resolve the conflict. If a satisfactory solution cannot be achieved, the parent should next seek help from the administrator. If a satisfactory solution is still not reached, BHCS president may be contacted.

Property

School Property

Each student is expected to care for the buildings, facilities, books, computers, and materials provided for use. Deliberate damage to school property (i.e., walls, floors, desks, tables, books, lockers, technology equipment and materials) will be repaired at the student's expense and appropriate disciplinary action can be expected. Care of property includes student lockers, keeping paper and other refuse off floors and grounds of the school.

Text books must be kept covered all year. At the end of the year, condition of books will be evaluated and fees assigned for damaged or lost books.

Personal Property

The school accepts no responsibility for the loss, damage, or theft of the personal property of students. Some examples of personal property include but are not limited to: technology devices, radios, video games, cameras, CD players, skateboards, in-line skates, scooters, yo-yo's or playground balls.

Cell Phones/Communication Device

Cell phones cannot be used from entry into the building until the dismissal bell. They must be turned off and in the student's locker/backpack during the day. The school accepts no responsibility for the loss, damage, or theft of the personal property of students. If caught using this during the day, it will be taken away. It may be picked up at the end of the school day.

Lockers

Students will follow rules and guidelines for proper use of the lockers. Students sharing locker space must respect their locker partners' personal items and space. Students must maintain proper care and maintenance of the school lockers and desks.

Student Search

The school is co-tenant with students where desks and lockers are concerned. As co-tenant, the school reserves the right to search lockers and desks without notice. If reasonable suspicion exists, the BHCS reserves the right to search the person and or bags when seeking illegal items.

Records

Records for each student are on file in the administrative offices. These records are private property and are submitted only when lawfully requested. Each cumulative record contains the attendance and tardiness records, promotion, retention, etc. Each student has a health record and an immunization card, as required by the state.

Transfers

If a student is going to transfer to another school, please inform the principal and the teacher as soon as possible. The parent must sign a "release form" before records can be released. Cumulative records will be forwarded directly to the new school system.

Reporting Systems

Report cards and progress reports are sent out quarterly. The explanation of the marking system is found on the report. The report, signed by the parent/guardian, should be returned in a week after it has been received.

Dual Parenting Reporting

In the case of students whose parents' marriage has ended in divorce, the names and addresses of both parents should appear in the student's file. A certified copy of the Order of Dissolution as well as any subsequent modification of the Order should be on file. Unless otherwise decreed in the order, information commonly made available to parents of any student in attendance, (i.e., notices of school functions, report cards, appointments for parent-teacher conferences, etc.) should be provided to both parents.

Diocesan Policy

Policy adopted: May 1999

Infinite Campus

Infinite Campus Parent Portal gives you access to a variety of information regarding your child(ren), including fees, student assignments grades, daily announcements and more.

Retention

No student will be retained without serious consideration. You will be notified as early in the year as possible that your child shows indication of not measuring up to his/her ability or grade expectation. If desirable progress has not been made by the end of the first semester, you will be called in for a conference with the teacher and/or principal regarding possible retention. (At this point, you may wish to secure a tutor) At the end of the third quarter, the teacher and/or principal will confer with you. In May, a last conference will be held and a decision will be made regarding the student's retention. You will receive a copy, and the original will be placed in your student's folder, as well as documentation pertaining to the student's retention.

Sacramental Program

Parents/Guardians are the primary teachers of their children and as role models should be involved in regular Mass attendance, prayers, and reception of sacraments. Parental involvement in preparation for the reception of Reconciliation and First Eucharist is expected. The school will provide information and suggested help for parents. The sacraments of Reconciliation and First Eucharist will ordinarily be received in second grade. Reconciliation will be offered periodically to the students during the school year. Students will attend Mass regularly and will be involved in liturgical celebrations. Each student returns to their home parish to receive these Sacraments.

Spiritual

Students participate in planning the Liturgy in weekly masses. They also have the opportunity to lector, cantor, serve, read petitions, and bring up the gifts.

Safety

The safety of each individual student is of primary importance to the Bishop Heelan Catholic Schools. Each center is on lock down during the school day. All visitors must enter through the main entrance, identify themselves, and stop in the office to sign in and get visitors ID.

Asbestos

Holy Cross School, Mater Dei School, Sacred Heart School have been inspected for asbestos-containing material. Friable and non-friable asbestos materials will be maintained in good condition and appropriate precautions will be followed when the materials are disturbed for any reason. It is important to note that not all asbestos materials need to be removed. All steps have been taken to comply with EPA regulations. An asbestos plan is on file in the administrative/custodial office. The designated person is the principal with the help and advice of the custodian. The latest EPA Inspection Test was in 2001.

Arrival/Dismissal and Leaving School Grounds

Parents must notify the school office if there is a change in the regular routine of picking up their child. All centers will open the doors at 7:30 A.M. Due to the supervision policy; all students must be off school grounds 15 minutes after dismissal.

Permission to Leave School Grounds

Students are not permitted to leave the school premises during school hours. If it is necessary for your child to leave, a written note, signed by the parent/guardian, must be sent to the principal. The school does not accept any responsibility for students who violate this regulation. When your child leaves the school, he/she needs to check out in the secretary's office. For the safety of all the children, you need to pick up your child in the school office. Upon arrival back at school, your child should check in at the secretary's office.

Playground/Parking Lot

To insure the safety of students, outdoor recess periods are supervised. Safety rules are set up for various groups. All are expected to know them and obey them with due respect for the one who supervises. Our recess policy is if the temperature and/or wind chill is 5 degrees or lower, recess will be held indoors.

Crossing Streets

Students are to cross at corners only – even to get to a parent’s car on the opposite side of the street. Students are required to obey the faculty/staff/school patrol members in leaving the parish/school property.

Bicycles

Students are to walk their bicycles when on school property. Each bicycle must be provided with a lock and kickstand. No student is to borrow another’s bicycle. The school is not responsible for stolen bicycles. Students should not ride mopeds, motorcycles, skateboards, scooters or rollerblades to school.

No Smoking Policy

All BHCS buildings will be designated as a “Smoke Free” environment. “Smoking,” means the carrying of or control of a lighted cigar, cigarette, pipe, or other lighted smoking equipment and the use of “smokeless tobacco.” This policy will ensure a healthy environment for all students, faculty, staff, parents, and guests at our schools. Signs will be posted at each school site stating it is a “Smoke Free Building.” The designated smoking area will be outside the building.

Student Activities

Field Trips

Field trips are encouraged as an educational experience that will enhance the learning taking place in the regular classroom. Only a licensed carrier will be used for the trip. Regulations regarding field trips are as follows:

1. Permission, in writing, must be obtained from parents of students who wish to go on each field trip during the school year.
2. A fee may be charged for each trip.
3. Seat belts are required when a student is being transported, by a parent, to a school approved function.
4. Any adult must provide a valid driver’s license, pass the diocesan on-line drivers course and provide proof of insurance when transporting students.

Field trips are a privilege. A student may be refused participation for disciplinary reasons. If a student is not current in serving his/her required detentions, he/she will not be able to participate in the field trip.

Music (Band/Vocal Music)

All students are given instructions in vocal classroom music. Students are required to participate in musical programs. Students not participating in the programs, have to make up equivalent time. In addition, opportunities for band lessons are available on a private/group lesson basis. Band instrument lessons are provided for students in grades 5-8.

Parties/Dances

BHCS, in conjunction with the Diocesan Office of Education, will not endorse or in any way promote or sponsor mixed parties or dances.

Parties

Parties should be kept simple. Room parents usually help with these parties. A fee may be collected to help pay for the parties.

Classroom celebrations: Classrooms may have Halloween, Christmas and Valentine’s Day parties during the school year.

Parties outside of School

If the classroom is to be used as a means for distributing invitations to parties, every boy or girl, as the preference may be, is to receive an invitation. If not, distribution other than here at school is a must.

Birthdays

Parents may recognize a child's birthday with a small treat for the classroom. Classroom teacher should be notified before the date. Birthday floral or balloon bouquets will not be delivered to the classroom.

Technology

Technology Policy

We are very pleased to be able to offer a rich technology environment for the students and staff of the Bishop Heelan Catholic Schools (BHCS). The purpose of this policy is to ensure the equitable and optimal use of all technology-related equipment at the school and to encourage the use of technology as a valuable learning tool. It is the policy of the BHCS to maintain an environment that promotes ethical and moral technology use. It shall be a violation of this policy for any employee or student to engage in any activity that does not conform to the established purpose and general rules set forth in this policy. Students in grades 6-8 are encouraged to bring their own device to school. BHCS is not responsible for the loss or damage of personal technology devices.

User Rights

All students will be granted free and equal access to as many technology services as possible. The use of technology at the BHCS is a **privilege**, not a right, and inappropriate use may result in cancellation of that privilege.

Usage Guidelines

All use of technology must be in support of education and research and consistent with the purposes and policies of the BHCS.

The illegal installation of copyrighted software for use on school computers is prohibited. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the computer network.

The use of profanities, obscenities, or other language which may be offensive or degrading to another user is strictly prohibited.

Malicious use of the computers to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. BHCS reserves the right to review, monitor, and restrict information stored on or transmitted via Bishop Heelan owned or leased equipment and to investigate suspected inappropriate use of resources.

Hardware or software shall not be destroyed, modified, or abused in any way. The system administrator has access to all files and electronic mail. Use of the technology for personal and/or private gain is prohibited. From time to time, the BHCS administration will make determinations on whether specific uses of the technology are consistent with the acceptable use practice.

Enforcement of Policy

Any user who does not comply with these Policies and Guidelines will have modified use of the technology at the BHCS. Repeated or severe infractions of the Policies and Guidelines will result in appropriate disciplinary action in addition to suspension or termination of access privileges.

BHCS Access Guidelines to the Internet

The BHCS is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individuals all over the world. This computer technology will allow our students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand the available information base.

On the Internet, students and staff may participate in activities that support learning and teaching. With access to people around the world, you might have access to information that may not be appropriate. The BHCS has taken measures to prevent access to inappropriate information; however, we cannot control all of the information available on the Internet. The school is not responsible for other people's actions or the quality and content of information available.

Users' Responsibilities

The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and opportunity for collaborative work. The BHCS reserves the right to monitor Internet activity and electronic correspondence to ensure proper use of the network. Access is a privilege, not a right. Access entails responsibilities. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. Unacceptable uses of the network will result in the suspension or revocation of network privileges. Additional disciplinary action may result; the inappropriate behavior will be judged as a normal disciplinary procedure – the involvement of technology equipment does not necessarily invoke a special set of procedures. When applicable, law enforcement agencies may be involved.

Guidelines for Network Access

Note: Users are defined as students, the BHCS staff or volunteers who have permission to use the schools' computer networks. The following guidelines are intended to help you use the network appropriately:

- Users will follow all the rules listed the BHCS Technology Policy.
- Students will access the Internet only when under the supervision of the BHCS personnel or a volunteer deemed qualified by the principal.
- Students will not reveal their personal home address, home phone number, cell phone number, or phone numbers of any other individuals.
- Users will not reveal their password to others.
- Users will not use fake names or pseudonyms.
- Users are expected to conduct themselves in a morally acceptable manner at all times while on the network.
- Users will not use profanity, obscenity, or other language which may be offensive to another user.
- Users will not use the network for illegal, inappropriate or obscene purposes.
- Users will not access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network.

- Users will not attempt to purchase or sell materials while on-line.
- Users will not use the network for financial gain.
- Users will not attempt to access unauthorized accounts or files.
- Users will not create or distribute computer viruses.
- Users will not modify the computing system or software or commit any vandalism.
- Users will not use software or files in a manner that will violate copyright laws.

Please note: The BHCS staff and students will have access to the technological resources at the BHCS as long as they signed the appropriate form* and they are on file at the school. However, students who do not have this form on file will not have access to the Bishop Heelan School computers.

Parent/Guardians need to discuss the Bishop Heelan Catholic School's Technology Policy with the student. The appropriate form* needs to be signed by the student and the parent/guardian and returned to the campus of the BHCS before access to the technological resources at Bishop Heelan are allowed.

The Bishop Heelan Catholic Schools reserve the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

If students violate the agreement, the following will happen:

First Offense: Device will be taken away by the teacher and the student can claim it at the end of the day.

Second Offense: Device will be taken and placed in office. Parents will be notified that they will need to come in and get the device. The teacher that has taken the device will need to contact the parents.

Third Offense: Student will not be allowed to bring any electronic device to school for the remainder of the school year. Parent will be notified that their student has reached their third offense.

Telephone

The office phone is primarily for the use of the administration and faculty members. Kindergarten through 8th grade students may use the phone only to call home due to illness or to notify their parents that they need to stay after school for assistance or to serve a detention. **Students will not use the phone to call home for forgotten homework, permission slips, or to ask to go to a friend's house after school.** Students or teachers are not called out of class to answer the phone except for emergencies. The message will be taken and given to the person.

Teacher Aides/Paraprofessionals

Teacher aides/Paraprofessionals employed by the BHCS are to assist teachers. Professional confidentiality is expected of aides/paraprofessionals in regarding pupil's performance and school issues.

Testing

The Cognitive Abilities test is given to students in Grades 2, 4, 7. This test measures verbal, non-verbal, and quantitative areas of learning.

Iowa Assessments are administered to students in Grades 2-8. This test measures student achievement in various basic skills areas.

Assessment of Catholic Religious Education is administered to students in Grades 5, 8 and 11. This test measures knowledge of Catholic principles and assessment of student Christian living.

STAR Reading and STAR Math testing will be done three times throughout the year in grades K-8.

Volunteer Program

Volunteers play an integral part of the learning program. Volunteers need to be trained in Virtus by the Diocese before allowed to assist. Of course confidentiality is expected of volunteers regarding pupils' performance and school issues.

Room Parent/Helper

Room parent/helper assists the teacher with educational outings, parties, and teacher designated activities. Room parent/helper will be contacted when his/her help is needed.

Teammates

Tom and Nancy Osborne founded the TeamMates Mentoring Program in 1991 in an effort to provide support and encouragement to school aged youth. The goal of the program is to see youth graduate from high school and pursue post-secondary education. To reach this goal, youth meet one hour per week with a caring adult who serves as a mentor. Mentors are volunteers from the community who have dedicated themselves to making a difference in the life of a young person. Mentors give youth a sense of hope, purpose and vision. The TeamMates Mentoring Program currently provides a mentor for over 7,500 youth across Nebraska and Iowa. BHCS TeamMates mentors have attended mentor training and Virtus training.

Visitors to School

Any person coming to the school is asked **to stop at the office** and sign in before making contact with a teacher or a student. When leaving other than at dismissal, student/visitor must sign out. If a visitor is going to be in the school, he/she will be given a name tag to wear.



Authorization/Permission for Administration of Non-Prescription Medication

Student Name _____ Birth Date _____

Medications and health care procedures required during school which cannot be managed otherwise shall be administered **when the following are on file at the school:**

1. Parent signed, dated authorization/permission given to administer the medication/procedure.
2. Medication/equipment delivered to school **by the parent** in the **original packaging**
3. Annual renewal of authorization/permission and/or immediate notification, in writing from the parent, and changes.

Medication/procedure shall be administered by designated staff and a record maintained.
Medication/equipment will be stored in a secure area.

Please administer the following to the above named student:

Please circle one or both *Tylenol* *Ibuprofen* *Other* _____

_____ medication

As Needed or every _____ *hours*

Route	Dose	Time given at school	Discontinue date/re-eval date
-------	------	----------------------	-------------------------------

_____ Reason for medication/procedure

_____ Anticipated reaction/possible side effects

Parent Authorization/Permission

I request the above pupil be given the medication/procedure while in school and school related activities. I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication/procedure where the person administering the medication/procedure acts as an ordinarily reasonable, prudent person would under the same similar circumstances. I agree to pick up remaining medication or it will be properly destroyed.

_____ Parent Signature

_____ Date

_____ Parent Address
Phone

_____ Work Phone

_____ Home Phone

_____ Cell



AUTHORIZATION/PERMISSION FOR ADMINISTRATION of
PRESCRIPTION MEDICATION or PROCEDURE TO STUDENTS

Student: _____ Birthdate: _____
School: _____ School Year: _____

Medication/Procedure, which cannot be managed at home, shall be administered at school when the following are on file at the school:

- Physician's signed and dated authorization which includes the: medication/procedure, dosage, route, time to be given at school, dosage repeat, symptoms, and side effects.
- Parent/Guardian signed and dated authorization.
- Medication/equipment delivered to school in the original packaging.
- A prescription label must be attached to the medication container(s).
- Authorization orders must match the prescription label on the medication container(s).
- Annual renewal of authorization and immediate notification, in writing, of changes.
- Medication/Equipment will be kept in a secured area and shall be administered by qualified staff.

PHYSICIAN AUTHORIZATION/PERMISSION SECTION (To be filled out by physician)

The above named student is under my medical supervision. I have prescribed the following:

Name of Medication and mg or Procedure	Dosage @ school	Route
--	-----------------	-------

Time(s) to be given @ school	Diagnosis /Reason for Medication
------------------------------	----------------------------------

Anticipated reactions/possible side effects

Physician Signature _____ Date _____
Phone _____

PARENT/GUARDIAN AUTHORIZATION/PERMISSION SECTION

I request the above pupil be given the following while in school and school related activities. I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication/procedure where the person administering the medication/procedure acts as an ordinarily reasonable prudent person would under the same or similar circumstances.

Name of Medication or Procedure	Dosage @ school	Time @ school	Route
---------------------------------	-----------------	---------------	-------

Child's Physician _____ (please print)

Parent/Guardian
Signature _____ Date _____

Phone: Home _____ Work _____ Cell _____



AUTHORIZATION/PERMISSION FOR INHALER/NEBULIZER ADMINISTRATION

Student _____ Birthdate _____ / _____ / _____
(First) (Last) Mo. Day Yr.

School _____ School Year _____

Inhalers/Nebulizers, which cannot be managed at home, shall be administered at school when the following are on file at the school:

- Physician's signed and dated authorization which includes the: medication/procedure, dosage, route, time to be given at school, dosage repeat, symptoms, and side effects.
- Parent/Guardian signed and dated authorization.
- Medication/equipment delivered to school in the original packaging.
- A prescription label must be attached to the inhaler and / or inhaler carton and / or medication container.
- Authorization orders must match the prescription label on the medication container(s).
- Annual renewal of authorization/permission and immediate notification, in writing, of changes.
- Inhaler/Nebulizer will be kept in a secured area and shall be administered by qualified staff.

PHYSICIAN AUTHORIZATION/PERMISSION SECTION (To be filled out by physician)

The above named student is under my medical supervision. I have prescribed the following:

Name of Inhaler or Nebulizer Medication	Dosage @ school	Route
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Time @ school	How soon can dosage be repeated?	Diagnosis
---------------	----------------------------------	-----------

Describe symptoms for when inhaler or nebulizer treatment is indicated

Anticipated reactions/possible side effects

Check blanks that apply:

- _____ Child is knowledgeable about the inhaler/nebulizer and how to administer it.
- _____ Child may self-administer inhaler/nebulizer.
- _____ Child may carry inhaler on person.

OR

- _____ Child needs supervision in administering inhaler/nebulizer.
- _____ Inhaler needs to be kept in school/nurse office.

Physician Signature _____

Date _____ Phone _____

PARENT/GUARDIAN AUTHORIZATION/PERMISSION SECTION

I request the above pupil be given the following while in school and school related activities. I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication/procedure where the person administering the medication/procedure acts as an ordinarily reasonable prudent person would under the same or similar circumstances.

Name of Inhaler or Nebulizer Medication	Dosage @ school	Time @ school	Route
---	-----------------	---------------	-------

Check blanks that apply:

- _____ Child is knowledgeable about the inhaler/nebulizer and how to administer it.
- _____ Child may self-administer inhaler/nebulizer.
- _____ Child may carry inhaler on person.

OR

- _____ Child needs supervision in administering inhaler/nebulizer.
- _____ Inhaler needs to be kept in school/nurse office.

Parent/Guardian Signature _____ Date _____

DIOCESAN POLICY

(Policies are always in review and may be subject to change during the school year)

Communicable Diseases

Rationale – by Most Reverend Lawrence D. Soens, April 1992

Any sickness or suffering deserves a dual response. We must ask how we can prevent it, which means dealing with the causes of the sickness. We must ask how do we deal with the sickness once it is present which means how do we care for the person(s).

It is to the latter of these responses that this policy addresses itself. We must be concerned about the person who suffers and those who significantly interact with that person.

The very nature of our Christian faith calls us to bring hope, comfort, and presence to those who suffer. Our assistance must reflect our belief in the dignity of the person and the sacredness of life, as well as the forgiveness and non-judgmental attitude of Christ.

Current knowledge and research regarding AIDS/HIV infection and transmission states that children infected with the Human Immunodeficiency Virus do not pose a threat to family members in the home, to fellow students in group residential care settings, to health care personnel in hospitals or clinics, to their classmates in regular school, or in daycare, preschool or any other type of group educational or care situation.

It has been firmly established that AIDS/HIV can only be transmitted in specific and distinct ways: through direct inoculation of blood, sharing of contaminated needles by drug users, by rectal or vaginal sexual intercourse (homosexual or heterosexual contact), or by transmission of the virus from an infected mother to her child (either during pregnancy or the birthing process.)

AIDS/Acquired Immune Deficiency Syndrome

Discrimination or violence directed against persons with handicapping or AIDS/HIV is unjust and immoral. Therefore, persons who are identified as being infected with the human immunodeficiency virus will be allowed to attend school in an unrestricted setting, unless conditions arise in the school that place the infected student at risk of special health hazards, or the student is too ill to attend.

No prescreening or testing for the purpose of detecting AIDS/HIV infection will be conducted by the school, nor will admission, enrollment or continued attendance of any student be conditioned on providing proof that the student is free from AIDS/HIV infection.

As members of the Church and society, all share the responsibility of standing in solidarity with those who have AIDS/HIV. We need to offer spiritual and pastoral care, along with the medical and social services extended to those who suffer from AIDS/HIV, and to their families and friends. Those who have been exposed to the virus are expected to live in a way that does not bring injury or potential harm to others.

Information regarding a student's AIDS/HIV status will be treated as confidential. This information will be released only with parental or eligible student's consent to staff or persons who have a need to know, as determined by the student, his/her parents or guardians, the student's physician, and school officials working in concert. All school personnel who receive confidential medical information regarding a student's AIDS/HIV status will maintain strict confidentiality of the data. Any staff member who unreasonably violates this policy is subject to disciplinary sanctions.

All school personnel will receive instruction in the proper handling, treatment and disposal of bodily fluids or wastes based upon universal precautions as recognized by medical professionals. These procedures will be followed for all students, regardless of AIDS/HIV status.

In-service education of all staff will be provided annually under the direction of the Diocesan Office of Education to ensure that current, accurate information about human immunodeficiency virus and AIDS/HIV is available.

Hygienic Practices

- Blood and certain body fluids of all persons are considered potentially infectious for human immunodeficiency virus (HIV), Hepatitis B virus (HBV), and other blood borne pathogens. Universal blood and body fluid precautions should be consistently used regardless of any person's blood borne infection status. These precautions are intended to prevent parenteral, mucous membrane and non-intact skin exposures of persons to blood borne pathogens.
- Universal precautions **apply** to blood and other body fluids containing visible blood. These precautions also apply to semen and vaginal secretions although those have not been implicated in occupational exposures.
- Universal precautions **do not apply** to feces, nasal secretions, sputum, sweat, tears, urine, or vomits unless they contain visible blood.

Use of Protective Barriers

- Gloves – should be worn for touching blood or body fluids containing visible blood, mucous membranes or non-intact skin and for handling items or surfaces soiled with blood or body fluids that contain visible blood. Gloves should be changed after each individual contact.
(Rubber gloves are recommended for cleaning any body fluid spills (i.e. – vomits, urine, or feces) because these body fluids commonly transmit other infections (Hepatitis A, salmonella).
- Hands, skin surfaces and clothing – should be washed thoroughly and as soon as possible if they become contaminated with blood or body fluids containing visible blood.
- Precautions should be taken to prevent injuries caused by needles or other sharp instruments or devices.

Minor Scrapes and Cuts

Whenever possible, students should be encouraged to take care of their own minor injuries. They can wash the cuts and apply bandages. Employees who help clean minor cuts and scrapes should remember that getting blood on their own unbroken skin is not a risk. AIDS/HIV cannot penetrate unbroken skin. Hands should be washed afterwards.

Large Blood Spills (as from serious nosebleeds or cuts)

Employees should provide a barrier between their skin and the blood of others. This can be done with rubber gloves. Teachers or coaches can also encourage students to apply pressure with their own hand over a bloody nose or wound, and adults can press down on the student's hand. A thick layer of paper towels or cloth can also provide a barrier.

Cleaning and Decontaminating Spills of Blood

All spills of fluids containing visible blood should be promptly cleaned up using an EPA-approved germicide or a 1:100 solution of household bleach in the following manner while wearing gloves.

- Visible blood should be first removed with disposable towels or other appropriate means that will ensure against direct contact with blood.
- The area should then be decontaminated with an appropriate germicide.
- Hands should be washed following removal of gloves.
- Soiled cleaning equipment should be cleaned and decontaminated or placed in an appropriate container and disposed according to school policy.
- Non-reusable contaminated items should be placed in a plastic bag and disposed as conventional garbage.
- Plastic bags should be available for removal of contaminated items from the site of the spill.

Disposing of Soiled Linen: Blood contaminated linens should be handled as little as possible. The linens should be placed and transported in bags that prevent leakage. Normal laundry cycles should be used according to the washer and detergent manufacturer's recommendations. Hot water is not necessary for decontamination purposes.

Staff/Personnel

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

It shall be the policy of the Diocesan Board of Education that these special conditions, the risk of transmission of the disease, and the effect upon the employee shall be considered in assessing the individual's continued employment and/or placement. Responsibility for this assessment rests with the building principal in consultation with the superintendent. The diocese reserves the right to require a physician's statement prior to a decision regarding continued employment and/or placement following contagious illness.

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

This policy is effective July 1, 1992. It will be reviewed annually.

Pregnancy/Abortion

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

In cases where pregnancy occurs, students are in need of our best efforts to lend support to a decision affirming the value of life. The administrative staff recommends that students and parent(s) contact a counseling agency consistent with a Catholic philosophy of life for assistance in considering their option of choosing adoption or single parenting. Regardless of the students' decision, if they choose to remain in school, they may do so without penalty. We need to

respond with compassion to the birth mothers and fathers, letting them know they have our support, remembering always that when a student reveals his/her pending parenthood, he/she is demonstrating a commitment to the principle of right to life.

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

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

Effective July 1, 1992.

Triduum Activities

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

Christmas Vacation: All BHCS elementary gyms will be closed during this time.

Reviewed and remains in effect, May, 1992.

Students Attendance in Catholic Schools

The Diocese of Sioux City maintains a system of schools accredited by the State of Iowa and the Diocesan Board of Education. The Diocesan Board respects the right of parents to educate their students at home (c.f. Iowa Code #299.1/SLF #299/Cannon Law #774). Parents choosing the Home-School option may not do so through the Catholic schools of the Diocese, but should contact the local public school district to receive approval to educate their children at home. Public school districts have primary authority in these programs, receiving financial aid and bearing reporting responsibilities.

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

Effective July 1, 1992.

Weapons Policy

NO WEAPONS IN SCHOOL-ZERO TOLERANCE POLICY

Joint Statement of Sioux City Schools Superintendent Elden Rogstad and Diocese of Sioux City Catholic Schools Superintendent Rev. Patrick O'Kane, made August 29, 1992 at the School Board Meeting Room, Administrative Service Center, 1221 Pierce Street, Sioux City.

All the children of our community have the right to attend schools and school activities that are safe. Parents have a right to expect that the schools they send their children to will be safe schools, and that all school activities they send their children to will be safe school activities. School teachers and all other school employees have this same right to safety.

Schools and school activities cannot be safe if a student brings a weapon. Our schools can be safe only when they are completely free of all weapons of every type.

We, the superintendents of all the public schools in Sioux City and all the Catholic schools in the Sioux City metropolitan area, have the obligation to do all that we can to see that all our schools and school activities are safe.

We also have an obligation to clearly inform all students, and to clearly inform all parents of students, of our policies promoting school safety.

To all of our students, and to all of the parents of the students in our schools, we announce today the “No Weapons In School - Zero Tolerance” policy for all of the Sioux City’s Public Schools and all the Catholic Schools in the Sioux City metropolitan area.

This policy means just what the policy’s title says.

“No weapons” means just that-no weapons of any kind may be possessed in our schools, on our school properties, or at our school activities. No loaded guns, no unloaded guns, no knives, no clubs, no nunchakus, and no other objects, which are used as weapons. No weapons, period.

“Zero Tolerance” means just that-the possession of weapons of any kind in our schools, on our school properties, or at our school activities, will not be tolerated to any degree. Zero tolerance, period.

Our “No Weapons In School – Zero Tolerance” policy will require school principals to be immediately informed if a student brings a weapon of any kind to school or to a school activity. The school principal will then be required to immediately contact a police department school liaison police officer. Most likely, the student will be immediately suspended from school by school officials, and the student may then be taken by a police officer to the county juvenile detection center for the overnight detention. Juvenile court officials and the county attorney’s office will then take the steps they believe will best prevent further danger to the community and to the child, up to and including requesting the continued detention of the student pending further court action.

We will strictly enforce the “No Weapons In School- Zero Tolerance” policy in all our schools. We expect all students to obey this policy, and we ask all parents of students to see that their children learn of the policy and obey it.

Laser Prohibition Policy

Students are prohibited from carrying laser pointers on school premises and as school sponsored activities. Staff are prohibited from using laser pointers. Students violating this policy shall be disciplined in accordance with their school’s individual procedures. Any laser pointer found on school premises will be confiscated.

The Bishop Heelan Catholic Schools prohibit possession, use, and transportation of any dangerous or potentially dangerous weapons including, but not limited to, the weapons described below on all school property:

1. Fixed blade knives concealed on the person or in vehicle (e.g., Bowie knives, knife, or instrument of like kind or description)
2. Pocket knives
3. Shot gun, rifle, or any other shoulder gun
4. Pistol or revolver
5. Air gun (e.g., air or gas powered rifle or pistol)
6. Bow and arrow (e.g., archery equipment)

7. Slingshots (including throwing weapons)
8. Swords
9. Crossbows
10. Brass knuckles
11. Fireworks or explosive devices
12. Look alike weapons

BHCS K-8 Dress Code

Members of the BHCS community believe performance in school is improved by setting standards of dress that reflect pride in one's self and in one's school. The dress code that has been established promotes unity in an equitable manner. It especially attempts to address equity from the standpoint of gender and socio-economic status.

ANY STUDENT WHOSE DRESS APPEARS TO CIRCUMVENT THE SPIRIT AND INTENT OF THE DRESS CODE IS NOT IN COMPLIANCE. Bizarre and unkempt appearance is not allowed. The Principal will determine issues of interpretation. Included in this section would be any type of chains being worn, as an attention-getting device. If a student is unable to comply with the dress code, that student should obtain an OUT OF UNIFORM PASS from the Principal's office BEFORE SCHOOL. This slip is to be presented to each teacher. In this situation, the student is expected to dress as closely as possible to the dress code. Parents will be notified when their child is not in compliance. This may result in disciplinary action. These students will need someone to bring them the needed clothing from home or borrow suitable clothing, if available, in the Principal's Office.

Enforcement

It is the parent's responsibility to have the student in uniform and dressed appropriately each day. If a child is out of uniform without permission they will need to obtain an out of uniform pass from the office before school. This is to be given to each teacher the child may have that day.

1st occurrence

Parent will be notified and a copy of the dress code policy will be sent home and needs to be returned signed by the parent.

2nd occurrence

Parent will be notified and will be expected to bring correct clothing to school.

3rd occurrence

Child will be given a detention after notification to the parents. K-4 missed recess

Shirts/Turtlenecks/T-Shirts

Short sleeved or long sleeved shirts with collars, oxford or polo, which are solid color white or dark navy blue or light blue shall be worn. Shirts shall be plain except for the Bishop Heelan High School crest. *(A logo less than the size of a 50 cent piece is also acceptable i.e. the American Eagle logo)* Shirts must be tucked in at all times (standing, sitting, or walking). Turtlenecks, white or dark navy, may be worn under a long sleeved shirt or sweater. All undergarments must not be visible from under the shirt and must not extend beyond the sleeves of the shirt unless it is the same color as the outside shirt.

Sweaters/Sweater Vest

Solid plain sweaters, which are white, gray or dark navy blue, (buttoned cardigans, crew, v-neck, or vest) may be worn. Only the Bishop Heelan crest (or appropriate Bishop Heelan emblem or name) may appear on the sweater. Uniform shirts/turtlenecks must be worn under the sweater. Sweaters must be properly worn, not draped or tied and may not have a hood.

Sweatshirts

Any Elementary/Middle school BHCS school sweatshirt without a hood is allowed with a uniform shirt. Only approved Bishop Heelan High School sweatshirts/fleeced pullover and $\frac{3}{4}$ zip pullover.

Socks

Socks of solid white, navy blue, black or gray must be worn with all footwear. Socks must be visible above the top of the shoe. Tights can be worn under a skirt, but they must be plain navy blue or gray with no pattern.

Shoes

Dress shoes, dress boots, or mules in black and/or brown tones, clean, neat, and unadorned shall be properly worn (No visible fur or faux fur). Boots must be worn under the pant leg and will not be worn with skirts or shorts. During winter months you must have an alternative shoe to wear out to recess. Black and/or brown tone sandals, solid leather covering the toes, with a strap, may be worn. The strap must be buckled and worn behind the heel. Slippers, moccasins, are not considered appropriate footwear. Tennis shoes clean, neat, and unadorned may be properly worn.

Grooming

K-5 make-up is prohibited. No unusual or distracting hairstyles, hair accessories and/or hair colors. Students' hair must be out of their eyes. Male students' hair must not touch the eyebrows, not touch the collar of the shirt while standing and may touch but not cover the ear (flipping the hair up to circumvent male hair cut items will result in a fine). Male students must be clean-shaven and may not have sideburns below the ear lobe, nor may sideburns be excessive. Facial paint, glitters, sparkles, etc are forbidden. A temporary hair style to circumvent the intent of this policy is forbidden.

Jumpers

Only Girls K-5 will wear the plaid jumper from Dennis Uniform Company. Plaid color is listed below.

Skirts

Girls K-8 may wear the plaid skirt from Dennis Uniform Company. The plaid uniform skirt must be purchased through the Dennis Uniform Company. Skirts must be worn at the waist and the length must be no shorter than a hands length from the knee when standing. Plaid color is listed below.

Skorts

Girls K-8 may wear khaki, plaid or navy blue skorts. The skort is acceptable for year round wear. The plaid uniform skort must be purchased through the Dennis Uniform Company. Skorts must be worn at the waist and the length must be no shorter than a hands length from the knee when standing. Plaid color is listed below.

Shorts

Khaki or navy walking shorts may be worn (from the beginning of the academic year until October 31st, and from April 1st until the closing of the school year). If shorts have belt loops, a black or brown leather, canvas, unadorned belt must be worn. Shorts must be clean and neat, unfrayed, uncut, unadorned. Shorts must be worn at the waist and the length must be no shorter than a hands length from the knee when standing. Snaps/Rivets and zippers on pockets are prohibited, the pockets must be on the inside. K-2 belt is optional.

Slacks/Pants

Khaki or navy dress slacks/pants shall be worn. If slacks/pants have belt loops, a black or brown leather, canvas belt, unadorned in any way, must be worn for Grades 3-8. Note well: dress slacks are defined as slacks/pants with pockets on the inside and legs that are not excessively tapered or close fitting. Slacks/pants must be clean and neat, unfrayed, uncut, unadorned. Slacks/pants shall

be worn at the waist. The pant leg shall reach the top of the shoe. Snaps/Rivets and zippers on pockets are prohibited. K-2 belt is optional.

Body Piercing/Jewelry

Girls

Small close fitting/ post type style earrings are acceptable. Two earrings per ear are permitted. May wear watch and/or rings in moderation. If wearing a necklace, it should be small chain type. Simple bracelet may be worn.

Boys

No earrings or excessive jewelry shall be allowed. If wearing a necklace, it should be small chain type. Simple bracelet may be worn.

Note: Other body piercing is forbidden. Any student whose dress appears to circumvent the spirit and intent of the dress code is not in compliance. Bizarre and unkempt appearance is not allowed. The Principal will determine issues of interpretation.

Physical Education Dress Code

Grades 6-8

May wear appropriate length athletic shorts. Sweatpants when teacher requested. T-shirts shall be appropriate.

All students

Regular tennis shoes, without thick soles must be worn.

All logos, brand names, and advertisements prohibited. Students will be expected to wear proper PE attire during all of regularly scheduled PE classes. Curriculum grading will be affected by adhering to the PE dress code policy.

Note: Jumpers, skirts, and plaid skorts must be purchased through Dennis Uniform Company to meet the K-8 dress code. Other clothing may be purchased through Dennis Uniform but is not required.

PLAID: #201-535

PLAID 00

Dennis Uniform Company

726-740 N. 109th Court

Omaha, NE 68154

Phone (402) 496-9911

Fax (402) 496-9162

1-888-496-9911

- **BISHOP HEELAN
CATHOLIC SCHOOLS**

Approved BHCS Uniform Shirts & Sweatshirts!



**Short-sleeved
CH polo**



**Long-sleeved
CH polo**
(Available in white or
navy)



**Navy or Gray
Heelan Fleece
zip-up**



**Gray or
Navy
Heelan
sweatshirts**



The *Bishop Heelan Crusaders* gray & navy sweatshirts are still approved for uniform

Head Lice Guidelines

Head lice are a concern to us all, but we need to remember that is it not considered a health hazard. Bishop Heelan Catholic Schools will follow these guidelines:

- The school nurse will check any child suspected, found, or referred for head lice.
- The parents of any child with live lice or nits will be called and informed that the child needs the appropriate treatment to rid them of the lice. The parent has to treat them before returning to school the next day. If they prefer to wait until after school, the child may stay in school the rest of that day.
- The child will be checked upon return to the school after the treatment.
- If there are still live lice, the child will be sent home.
- Classrooms will not be routinely checked. It is proven that it does not decrease the incidence of lice in the school. Each case will be assessed individually and handled by the school nurse in a manner consistent with these guidelines, and in the best interest of the students.

Please read closely the following points from a publication by entomologist, John F. Burger, University of New Hampshire, regarding updated information on head lice.

- Head lice are not a serious medical problem.
- Over-treatment with lice shampoo is more serious than the lice are.
- Fumigated classrooms, buses, and homes are expensive and unnecessary.
- Transmission by clothing, hats, furniture, carpets, desks, etc is not likely.
- Lice are fragile; the chances of being passed on by hats and combs are unlikely.
- Hair length and thickness has nothing to do with transmission of lice.
- It is unlikely that a nit on a stray shaft of hair will hatch because the only optimal conditions for hatching are the human scalp.
- Stray lice that fall off are either injured or dying and are incapable of infesting someone else.
- In time, inbreeding of lice on a person's head will cause the lice to die.
- The average case of head lice is 3-4 months old before it is detectable.
- Although schools, day care centers, etc. are often blamed for lice outbreaks, it is the family unit that maintains cases leading to outbreaks in schools.
- It is never necessary to shave a child's head to get rid of lice.
- A child should never be treated "just in case".
- If a child has head lice, the possibility of spreading it to others has existed for at least one month.

If you have any questions or concerns, please feel free to contact the school principal.

Bishop Heelan Catholic Schools Christian Courtesy

The three primary categories for our emphasis are CHURCH, SCHOOL, and HOME, with subdivisions as deemed appropriate.

We know that this School Guide does not cover every area for Christian Courtesy, but it is a good foundation. We will be conscious of improvements. Thank you for your part in forming all our students K-8 into courteous Christians.

Christian Courtesy Is

- C** Courageous in the cause of Christ
 - H** Honest in word and deed
 - R** Ready to lend a helping hand
 - I** Interested in each member of family, class, etc.
 - S** Sensitive to the feelings of others
 - T** Truthful and trustworthy
 - I** Identifiable as a follower of Christ
 - A** Alive and anxious to spread the "Good News"
 - N** Never too busy or tired to respond to the needs of others
-
- C** Compassionate to those in sorrow or trouble
 - O** Ongoing throughout our entire lives
 - U** Universal, regardless of age, color, creed
 - R** Respectful of the rights of others
 - T** Thoughtful and tactful
 - E** Eager to be of service
 - S** Sympathetic to other's pain
 - Y** Yielding when necessary to preserve unity and harmony

Each teacher has a copy of the acrostic so he/she can spend a few minutes during Religion reviewing it to see if students understand what the words mean and how they apply it to their own lives.

Christian Courtesy

In our day to day lives

= Church

- Out of respect for the presence of the Blessed Sacrament in our Church, we will come properly dressed
- Make the Sign of the Cross with Holy Water upon entering and exiting the Church.
- Greet our Lord with a complete and reverent genuflection (right knee should touch the floor for all of school age).
- Kneel down for a brief chat with your best friend, Jesus.
- Kneel, sit and stand straight (both feet on floor, not on kneelers).
- Keep eyes centered on the priest at the altar, as he offers the Holy Sacrifice of the Mass with and for you. (Do not be distracted by background noise in Church).
- Listen carefully and answer clearly all responses. (This applies especially to Altar servers and those groups invited to be in the sanctuary during school Masses. You are closest to the altar and we expect you to appreciate that privilege).
- Join whole-heartedly in the singing, keeping in mind that “to sing is to pray twice”.
- Replace the music books quietly! (Father should not have to delay the Mass waiting for prolonged noise to stop.)
- Have envelopes ready for Offertory collection of Sunday and Holy Days.
- Receive the host reverently. Keep hands folded when going to and returning from receiving Holy Communion.
- Face the altar and genuflect together before leaving Church.
- Hold the door open for others, especially adults.
- After Mass has ended, continue to show respect by being quiet in Church because the Blessed Sacrament is still present. As you leave Church, make the Sign of the Cross with the Holy Water.
- Do not put kneelers up until the last song is finished.

= School

Courtesy in Speech

- “Good Morning, Father, Sister, Mrs.____, Mr.____, Miss____”.
- “May I carry your books (or whatever looks burdensome)”?
- “May I please
 - a) Sharpen my pencil
 - b) Speak to____about an assignment
 - c) Be excused” (when necessary outside of regular break)
- “Thank you” for
 - a) Special help
 - b) Returned tests etc.
- “Excuse me” when
 - a) Passing in front of another
 - b) Causing disturbance
 - Dropping books with a bang
 - Loud sneezing or coughing (use tissues so as not to spread germs)
 - Interrupting while a teacher or student is speaking
- “Would you please repeat the questions or direction” – if not clear.
- Raise your hand if you have a question or have an answer to a question.

Courtesy in Action

- Step aside on the sidewalk, at entrance, and on the stairs to let adults go first.
- Wait quietly outside the office door until the principal or secretary is free. Only one person enters at one time so there can be some privacy.
- No reading, writing, or talking during P.A. announcements or when being addressed by someone in charge.
- Help pick up things dropped by someone near your desk, your locker, or when walking through the halls.
- Contribute to the upkeep of your classroom and entire school building by:
 - Keeping your books covered and unmarked, (Do not use them for “catch-alls” or doodle on covers).
 - Cleaning erasers properly by clapping together (not on walls or sidewalks).
 - Proper use of gym and lavatory.
- Anything on or in the teacher’s or classmate’s desk is personal property (not to be taken or used by anyone else without the owner’s permission).
- Be sensitive to one another’s feelings by treating them as you want to be treated. This means welcoming newcomers into your school and helping them adjust. Never be guilty of shutting them out of your circle of friends, refusing to sit near them in Church, cafeteria, etc. Remember Christ’s words: “Whatever you do to them, you do to me”.
- Show respect toward adult employees of our school: Priests, Sisters, Principals, Teachers, Aides, Secretaries, Cooks, & Custodians, as well as visitors.

Possible Mini-skits or role playing in the classroom to use as an example during Friendship Rooms.

Playground and gym

- Participate in whatever activity is decided upon, excluding no one. (We each have our unique gifts. Not all are born athletes, but we learn to accept one another for who we are).
- Watch your language. Your tongue has been made holy by Holy Communion, so keep it clean.
- Reserve God’s name (Jesus Christ) for prayer. Second commandment, “Thou shalt not take the Name of the Lord, thy God in vain”.
- Everything on the grounds is Parish property, paid for and kept in repair by your parent’s money, so treat it with respect. (No writing on walls, sidewalk etc.).
- Be proud of your parish and your school and make both proud of you, especially in public places, such as games or other forms of entertainment.
- When participating in group activities on the playground, be careful not to run into other students when playing.
- Follow the directions of the teachers on duty during recess, even if it is not your homeroom teacher.
- When the bell rings to end the recess period, stop immediately and follow the teacher’s instructions.

Cafeteria

- Make a special effort to use the magic words, “Please” and “Thank You”.
- Eat whatever is served with gratitude to God and the staff for providing it.
- Compliment the cooks occasionally. “That was a good lunch”. “I really enjoyed that”.
- Refrain from derogatory remarks about the food or when something you don’t care for

is served. Just remember that there are many children who don't have a choice but are lucky to have "daily bread or rice".

- Listen carefully and follow directions for returning plates when meal is finished.
- All students have a right to:
 - Sit at any vacant spot at their assigned table without being told "this place is saved".
 - Eat their own lunch without interference from others.
 - Participate in friendly controlled conversation during the meal.
- Adults in charge have a right to:
 - Respectful listening to and following direction.
 - Orderly conduct so they can enjoy their lunch without having to police tables.
 - Expect each group to leave its table, bench, and floor ready for the next group.

Bus Students

- Be ready to get in line when your bus is called.
- Older students, let younger ones on first, helping them when necessary.
- Take your seats without pushing or shoving and remain in them until your final destination.
- Keep your voices down (no loud yelling). The bus driver needs to concentrate on your safety, so do not hinder that.
- Be courteous to your driver (greet on entering bus and say good bye and thank you when leaving).

= Home

- Home should be a happy place, and it can be if everyone does his/her part. The first important rule of good manners is kindness and consideration of others.
- Here are some helpful reminders:
 - "Good morning" to parents and all others on first meeting of the day.
 - "Please" and "Thank You" for all favors asked and received.
 - "I'm sorry" for:
 - being late
 - neglecting responsibilities
 - offending another by word or action
- "Goodbye" when leaving for school. If elsewhere, ask permission and add information as to where you are going and how long you will be gone.
- After school, find out whether there are any errands to be done before beginning homework, TV or playtime.
- Remember to ask God's blessing on your meals and conversation. During mealtime conversation, be careful not to interrupt.
- Offer to help clean up after meals without being forced.
- If asked to baby sit while parents need to be away on business or socially, do so willingly. They do a lot for you.
- Don't expect your parents to pick up after you or keep your room in order. That's your job.
- Don't forget to say "good night" to the family and to God (in your night prayers).
- Do something the first time you are told.

= Telephone

- Give your full attention to the message. If the call is for someone at home, say “just a minute, please”, then inform the person requested, without shouting.
- If the person is not at home, say “_____ cannot come to the phone right now, may I take a message?” If message is given write it down, giving time of call and put it where that person will see it on his/her return.
- When your number is called by mistake, say “I’m sorry, but I think you have the wrong number”.
- If you are doing the calling and that person is not in, give your name and ask what would be good time to call again.
- Unless you have your own private phone, keep your phone calls brief out of consideration for others waiting to make a call.
- Never use the phone for practical jokes.

= At The Door

- When the doorbell rings, look to see who is there. Get the person wanted and have the adult invite him or her in the house.
- If a stranger comes to the door, ask your parents how they would like this handled (but do not open the door until you have notified the one in charge). If you are home alone, it is best not to open the door.
- Never ring a neighbor’s doorbell and run. You may alarm them or take them away from something important.