

# GEHLEN CATHOLIC SCHOOL

Excellence in Education.  
Leadership Through Christ.



Family Handbook

## **MISSION STATEMENT**

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

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### **PHILOSOPHY OF GEHLEN CATHOLIC SCHOOL**

**WE BELIEVE** that Jesus Christ and the teachings of His Church are the basis for the development of the whole Christian person and that Gehlen Catholic School should provide an atmosphere in which each person is enabled to incorporate the principles of Christian living into daily life.

**WE BELIEVE** that the educational process should provide the opportunity to develop the basic skills and values necessary for survival and growth in tomorrow's world. This includes the ability to make choices of lifestyle, goals and careers consistent with the personal talents, abilities and obligations of the student. We believe it is essential to develop lifelong learning skills which will prepare the student for his/her role in the future.

**WE BELIEVE** that at Gehlen Catholic School students and professional staff should strive to be a Christian community which responds to individual needs. This community provides an atmosphere within which the student is able to develop his/her potential, express himself/herself creatively, search for truth and come to a knowledge and understanding of faith.

**WE BELIEVE** that parents are the primary educators of the students. Therefore, it is essential that there be an open and active communication with the parents. We believe that in the task of education, parents and the school must be involved in an active and mutually beneficial partnership with the larger community.

**WE BELIEVE** that a student from Gehlen Catholic School should be able to make responsible decisions based on Christian values that help to benefit humanity and shape a future that improves on the past.

## **GEHLEN: A CATHOLIC SCHOOL**

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

### **SPIRITUAL GROWTH AND DEVELOPMENT**

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

**LITURGY:** Typically K-12 Masses or prayer services are offered weekly (typically Wednesdays) 3-4 times per month. Liturgical celebrations relate to Church seasons and special occasions such as Thanksgiving, Christmas, Easter, homecoming, and graduation. Students plan the liturgies/prayer services. Kindergarten students participate in 2-3 services per month while TK students join in celebrations once monthly beginning second semester.

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

**ANNUAL RETREAT:** Each 7-12 class is given the opportunity for an annual retreat during which retreat directors provide thoughtful reflection, special opportunities for prayer, individual counsel, and reception of the sacraments. Service projects may also be part of the retreat experience.

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

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

**FIRST FRIDAY ADORATION:** The school chapel is prepared monthly during the school year for First Friday Adoration of the Eucharist with students praying in the chapel throughout the school day.

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

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

## **STUDENT CHARACTER**

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

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

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

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

**HONESTY AND INTEGRITY:** It is taken for granted that a Gehlen Catholic School student recognizes the need to be completely honest in every situation. Lying or cheating are never acceptable.

Students will find that an honest admission of misconduct on their part will result in a gentler and more understanding response from a teacher than will an attempt to lie one's way out of the situation. Cheating in order to perform better on a test or assignment does nothing to improve the lot of the student, but simply puts his or her moral character in serious question. One of the surest signs of real growth and maturity is the ability to own up to one's actions, even when there may be a temporary disadvantage in so doing. One of the most complimentary remarks that can be made about a person is, "You can trust him or her."

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

**MORAL CHARACTER:** Gehlen Catholic School students are expected to exemplify, at all times, good conduct, both in speech and action that grows from a real appreciation of the "Good News of Jesus Christ." Gehlen Catholic expects the constant effort to do, not what is popular or most socially acceptable, but rather what is the right thing to do. St. Paul describes this ideal by saying, "Have in you the mind which is Christ Jesus." This is the ultimate goal of Christian growth and development.

**PRIDE:** The pride Gehlen Catholic is concerned with is the effort to do at all times the very best one is capable of doing. It is a matter of recognizing the great gifts God has given each person and doing the most to use these gifts well. Misunderstood, pride is one of the greatest of moral faults. That false kind of pride, which is made up of conceit, bragging, self-centeredness and belittling of others, is out of place at Gehlen Catholic.

## **THE GEHLEN CATHOLIC ORGANIZATION**

Gehlen Catholic School is a complete PK-12 school system accredited by the Iowa Department of Education.

Located in the Northwest Iowa City of LeMars, Gehlen Catholic serves families of the area in and around the city. While primarily intended to serve the Catholic youth of this area, Gehlen Catholic School welcomes students of all religious, national and ethnic groups without sacrificing its Catholic character and philosophy. The Gehlen Catholic Corporation is made up of five member parishes: All Saints Parish, Le Mars (with sites at St. Joseph and St. James) of LeMars, and St. Joseph's of Ellendale. With the unification of Spalding Catholic High School with Gehlen Catholic High School in 2013, the cluster parishes of St. Joseph, Alton, St. Joseph, Granville and St. Anthony, Hospers are also part of the school corporation, St. Catherine's of Oyens is an associated parish.

Gehlen Catholic is staffed by fully certified faculty of laymen and laywomen. Overall administration of the program is under the direction of a priest-president, with an elementary principal (PK-6) and secondary principal (7-12). A twelve-member board of education composed of lay and priest- representatives of the corporation parishes serves as an advisory body to the administrative staff.

As part of the Diocesan school system, Gehlen Catholic School follows and implements the guidelines and policies established by the Bishop, Diocesan Office of Education and Diocesan School Board of the Diocese of Sioux City. (GCSB Policy #2470)

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

**Catholic Identity Subcommittee:** Monitor and suggest Catholic identity activities for the year (ex.: additional prayer services, service opportunities, gospel value themes and other faith-focused events) and collaborate/coordinate with parishes to strengthen school-parish relationships.

**Governance and Leadership Subcommittee:** Schedule and monitor the review of school policies in compliance with state, diocesan and local board requirements; recruit members for other committees and the board; evaluate the local board and its functioning; organize professional development/retreats for the board/committees; and develop initiatives for the year while maintaining ongoing efforts that have proved successful.

**Marketing/Enrollment Subcommittee:** Review enrollment data and establish enrollment goals annually; create a list of potential families as well as a plan to recruit those families; provide updated marketing/enrollment/financial assistance materials; and develop enrollment procedures and tracking tools

**Academic Excellence Sub Committee:** Serve as the state-mandated School Improvement Advisory Committee (SIAC); annually review data (Iowa Assessment, ACT, ACRE, STAR, SWIS,

etc.) collected concerning student academic performance and make recommendations to the board concerning goals for the Gehlen Catholic academic program; review the teacher professional development (PD) plan and its alignment with student academic needs as well as develop plans for an annual PD initiative while maintaining ongoing efforts which have been successful.

**Finance Subcommittee:** Create a multiyear budget projections as well as annual budget; set goals for teacher/staff compensation/benefits; establish goals for special projects (technology, capital improvements); coordinate with marketing/enrollment committee upon which to base future long range budgeting; establish an annual initiative while maintaining ongoing efforts that have proved successful.

**Buildings and Grounds Subcommittee:** Monitor the status of the school building, campus and property of the school; prioritize areas of need for repair or update; collaborate with the finance committee and development office to establish plans of action to assure a safe and pleasant environment for teaching/learning/activities.

**Personnel Subcommittee:** Supports administration in teacher/staff recruitment and retention; provides input in innovative means to secure staff/teacher positions in order to meet educational needs of students.

Board meetings are regularly held at 6:00 P.M. on the second Thursday of the month (August through June) in the school library/media center. Bimonthly, subcommittee meetings are held on that date and time with the school board meeting to follow at 7:00 p.m. School board meetings are open to parents of Gehlen Catholic students and members of the parishes. Guests and parents may address the board during the first 15 minutes of the board meeting (open forum). Board responses are not made at this time, but issues may be addressed at a later date. Individuals or groups wishing to address the Board on items of business are required to contact the Board president a week in advance of the meeting in order to be included in the meeting's agenda. Business may also be referred to the Board through contact with the member(s) representing any of the parishes.

**Funding:** Gehlen Catholic School operates a two million dollar budget which is supported by parish investments, student tuition, and development/fundraising.

Tuition Assistance is provided to qualifying families through a variety of sources. Families are provided information and are encouraged to annually apply for tuition assistance through the Monsignor Lafferty Tuition Foundation. Additional assistance for families may be available through various grants and scholarships as well as local tuition assistance. Families seeking tuition assistance are required to complete the application process of the Diocese of Sioux City as well as Gehlen Catholic School's tuition assistance application.

## **PERSONNEL**

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

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

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

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

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

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

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

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

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

**PBIS and TIER II TEAMS:** composed of elementary teachers and staff, a parent representative, Area Education Agency representative, elementary administrator and guidance counselor direct, monitor and support the elementary discipline plan entitled "BIRDS." The PBIS team trains teachers and staff in the PBIS school expectations, leads training of students in the same, monitors student behavior data and



organizes positive behavior celebrations. The Tier II team works with teachers and families to increase the success of those students struggling with behavior challenges.

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

**SUPPORT STAFF** include secretaries, cafeteria, technology, library, maintenance and janitorial staff who are responsible for the carrying out duties assigned by the administration.

**OFFICES:** The main office of Gehlen Catholic School is located within the main entrance to the school off Plymouth Street. Business handled in the main office includes financial transactions (payment of fees, purchase of lunch tickets, etc.), and parent and/or student communication (messages, admission, reporting of illnesses and appointments, etc.). Other routine matters, including issuing of tardy and re-admit slips, checking in and out of the building during the day, reporting of illness or injury, etc., is conducted in the main office. Business requiring a meeting with an administrator is also conducted in the main office.

Certain faculty members (band, chorus, coaching staff, counselor, Director of Campus Ministry) maintain separate offices for business pertaining to their area. Students are to enter their offices only if they have legitimate business there and only with the knowledge and explicit consent of the faculty member. No students are to be in any office without authorization.

## **ADULT ORGANIZATIONS**

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

**T.E.A.M.** (Together Everyone Achieves More) is the home/school organization of adults which encourages the cooperative effort of home, school, and community in providing a quality Catholic education for Gehlen Catholic students. Membership consists of parents/guardians, faculty/staff, and adults interested in Gehlen Catholic School. The executive board and committee chairs meet quarterly to plan and carry out various activities to support their mission to promote communication among families, faculty/staff, and administration, provide families and teachers with educational opportunities regarding student growth and development, promote good will between and among families, faculty/staff, administration, school board, parishes and community, promote the cooperative efforts in support of the school and its mission, and to promote legislative actions which could affect Catholic schools, students and families.

Standing committees of T.E.A.M. include the following: Home/School Activities, Education Committee, Hospitality Committee, Legislative Committee, and Family/School Activities Committee, Playground and V.I.P.S. (Volunteers) Committee. The Prayer and a Pot Roast Committee provides meals and prayer support for those families facing catastrophic situations. All parents are encouraged to participate in T.E.A.M. activities.

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

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

**ENDOWMENT FUND TRUSTEES:** The Gehlen Catholic School Endowment Fund is managed by a Board of Trustees whose responsibilities are to solicit money for the fund, to safeguard and invest the funds, and provide Gehlen Catholic with income from the fund. The Endowment Board uses the services of a professional money manager and follows a policy of conservative investments. The Gehlen Catholic School Endowment Fund is a legal, tax-exempt entity.

The Gehlen Catholic School Endowment Fund is a fund of which the principal is not spent. Only the income from investments is used to support and assist Gehlen Catholic. As the fund grows it becomes an important help to Gehlen Catholic's operating budget. It keeps tuition costs down; it lessens the financial burden on parishes and it assists families in securing a Catholic education at a reasonable cost.

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

## **ADMISSIONS POLICIES**

**INTRODUCTION:** Gehlen Catholic School places the highest possible priority on the spiritual growth and development of its students, faculty, parents and other supporters making up the Gehlen Catholic Community. Academic excellence is part of the Christian environment which one will find at Gehlen Catholic. At all times, students of Gehlen Catholic are expected to conduct themselves in a way that gives evidence of the Christian values and beliefs which permeate the halls and classrooms of this educational institution.

**NOTICE OF NON-DISCRIMINATION:** Applicants for employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment of Gehlen Catholic School are hereby notified that Gehlen Catholic School does not discriminate on the basis of race, color, national origin, gender, age, marital status, or disability or access to, or treatment or employment in their programs and activities. (GCSB Policy #5111)

**ADMISSIONS:** As a Catholic school of the Diocese of Sioux City, Gehlen Catholic operates on a philosophy that is firmly rooted in the social justice tradition of the church. In keeping with this principle, Gehlen Catholic will:

1. Admit students without regard to race, gender, national origin or disability.
2. Make a positive effort to attract and enroll Catholic students representing all racial and ethnic populations within the community.
3. When faced with the necessity of limiting enrollment, Gehlen Catholic shall give priority in the following order to:
  - a. Students of the Catholic faith from families who are actively supporting a Catholic parish
  - b. Other students of the Catholic faith
  - c. Other students in the order of date of completed application, as space allows.
4. Firmly resist efforts of families to enroll students as a means of avoiding racial integration. (GCSB Policy #5111.14)

### **ONLY STUDENTS LIVING IN THE HOME OF A PARENT OR GUARDIAN MAY ATTEND GEHLEN CATHOLIC SCHOOL.**

**REGISTRATION:** The registration process is completed in two phases: enrollment and registration.

- **Enrollment (or re-enrollment):** is held in the spring. It involves completion of the tuition assistance application and agreement of each family to a tuition payment plan. Financial accounts with payment arrangements for parental investments, lunch, etc., are forwarded to parents/guardians at that time through mailing or home folders. The deadline for the return of these documents is early June in order to allow the tuition assistance committee adequate time to review requests for additional tuition assistance. Tuition payment agreements returned after the deadline will be assessed a late fee.

<u>Forms</u>	<u>Notes</u>	<u>New Student</u>	<u>Current Student</u>
Tuition Payment Information Form		X	
MLTF Application Form	If requesting tuition assistance. Deadlines are March 15 & Aug 20	Deadline March 15 OR August 20	Deadline March 15
Tuition Assistance Application	Only if need additional assistance after MLTF/BEF	X	Due early June –check mailing for exact deadline

- **Registration:** Final registration for the new school year is completed in August. Documents to be completed include verification of student data and health information, free and reduced lunch applications are due to the school's main office at Open House/Orientation Day.

<u>Forms</u>	<u>Notes</u>	<u>New Student</u>	<u>Current Student</u>
Admissions Form		X	
Transcript Request Form	If transferring from another school	X	
Health & Safety Information		X	X
In-town Busing Form	in town residents desiring bus service - forms available in August	X	X
Internet Permission Form		X	X
Home Language Survey Form		X	
Dental Screening Form	K & 9th grade only	X	X
Facebook & Social Media Opt Out Form		X	
Physical Activity Form	7-12 Students Only	X	X
Eye Exam Form	K & 3rd Grade Only - green cards provided from school or eye doctor	X	X
Athletic Physical Form	7-12 students participating in extra-curricular activity	X	X
Scrip Enrollment Form	Only if interested in purchasing Scrip	X	X
Student Activity Pass	Grades 7-12 invoiced Grades 1-6 if planning to attend activities	X	X
Free/Reduced Lunch Form (USDA)	If need assistance with lunch both English and Spanish instructions and forms on school webpage	X	X
Adult Booster Pass Form	If interested; available in main office	X	X
Writers Inc Form	High School only	X	X
Concussion Form	7-12 Students participating in sports	X	X

Lunch account balance information may be obtained from the main office. All accounts are expected to have a positive balance **prior to the first day of school.**

Families may locate the school calendar, dress code, and PK-8 student supply lists, as well as the registration documents on the school website.

Parents enrolling students at Gehlen Catholic for the first time are encouraged to visit with the principal to receive information concerning the school's program and services as well as enrollment/registration policies and procedures.

**TRANSFERS:** Parents transferring PreK-12 students to Gehlen Catholic School are asked to contact the elementary or 7-12 principal. An interview with the parent and child and a request for student records transfer are required for enrollment.

Students transferring from a "state approved" high school program may be admitted with credit for work completed which is equivalent to work accredited by Gehlen Catholic School. The following are those

procedures expected of all 9-12 transfer students in order to become a student at Gehlen Catholic School during the course of an academic year. These procedures will allow the administration to examine closely those wishing to participate in Gehlen Catholic's program. The secondary principal of Gehlen Catholic must approve any deviation to these entrance procedures. To enroll, the student will be required to complete/provide:

1. An interview of said student with his/her parents or guardians with the principal and the and guidance counselor of Gehlen Catholic.
2. A letter of recommendation from the guidance counselor or principal from the school which the student is leaving.
3. A written essay by the student stating why he/she wants to be a student at Gehlen Catholic High School.
4. A copy of his/her transcript of classes with present grades included.

After the above have been completed, the 7-12 principal will review the material and interviews and make a recommendation. Students who ask for admittance to Gehlen Catholic and are under disciplinary, academic or athletic probation of any kind at their previous school will fulfill said probation at Gehlen Catholic once accepted as a student. Athletic eligibility will be enforced according to the rules established by the Iowa High School Athletic Association.

**PARENTAL INVESTMENT:** It is the aim of the Catholic community of LeMars to provide quality Catholic education to all those who wish to be a part of this blessed ministry. Every effort will be made to provide this education at a level of expense that is possible for all families. The parishes continue to accept the responsibility for the up to 40% of the per pupil cost. The families, seeing that they are the ones who benefit most from this ministry are expected to be willing to assume 50% or more of the cost.

The payment of parental investments helps to cover the costs of the education of each child. Gehlen Catholic School expects parents to pay their investments in the manner that best fits their family needs. Payment may be made annually, quarterly or monthly by automatic withdrawal, check or credit card. A 5% fee is assessed all credit card payments.

**Tuition Assistance:** Gehlen Catholic will do its best to make Catholic education affordable to those families who seek Catholic education for their children. When a family requests to be a part of the system and can prove financial need, that need may be met through one or more means. Requests for tuition assistance will require a family to apply through the Monsignor Lafferty Student Tuition Organization (MLTF). If additional assistance is needed, those requesting a reduction in their tuition investment will be asked complete a local (Gehlen Catholic) tuition assistance application. They will also be highly encouraged to apply for free and reduced lunch. The school's local tuition assistance committee will work with families to determine assistance. Full cooperation from all families is needed, meaning families struggling to meet their financial responsibilities are to provide open communication with the business office. Children of families who do not abide by the plans for payment (or the arrangements determined by the local tuition assistance committee) will not be able to attend the following year until a plan for completing payments has been arranged with the school president. Repeated failures to comply will result in referral to a collection agency.

Any family unable to pay tuition according to the program or experiencing financial difficulty during the school year needs to request a review of their investment payment by the school tuition assistance committee. Any family requesting a reduction in their investment would be asked to complete a tuition assistance application. This is an objective standard that gives the business manager a clear understanding of the family's financial condition. When it has been established that a family should be given a reduction in its investment for the year, the family will be referred to the local tuition assistance committee who will then determine the family's investment expectation and the manner of payments.

The request for review of financial status may be made as the need arises. Families who do not demonstrate a need will be expected to follow the established investment fee scale and time schedule.

**Monsignor Lafferty Student Tuition Assistance Organization:** Since the 2007-2008 school year, a diocesan tuition assistance program has been available to families attending Catholic schools in the diocese. Based upon state law changes, the MLTF will offer tuition assistance to those families who qualify according to the established guidelines of the organization. Parents will be required to complete an application to PSAS (3<sup>rd</sup> party financial reviewing group similar to FAFSA) at an annual fee. Families qualifying for assistance may be provided up to 75% of tuition costs through this program. (GCSB Policy #3240.1)

Families needing additional assistance beyond that provided through Monsignor Lafferty STO are encouraged to apply for **free and reduced lunch** program. For those who qualify will not only receive school lunches at a free or reduced rate, but may also qualify for additional tuition assistance through local sources.

Parents are also encouraged to submit bills for tuition assistance and school supplies to their tax preparer to claim **the Iowa Tuition Tax Credit**. A tax credit of 25% of these expenses from the first \$1,000 spent up to a limit of \$250 annually per child is allowed.

### **COLLECTION OF PAST DUE ACCOUNTS:**

- **Parental investments:** All parental investments must be paid in full by the end of the school year or it will be considered past due. If a family has not paid in full by the end of the school, the school president will be notified. All parental investments must be paid or arrangements to pay made with the school business office prior to student attendance the following year. (GCSB Policy #3240.1)
- **Lunch Accounts:** Each family has a student lunch account. When student lunch accounts grow low, parents will be notified. It is the expectation that parents/guardians will provide needed funding to bring the account back into good standing and provide for upcoming lunches. Families who need assistance are encouraged to apply for free and reduced lunches through the USDA program. (Forms are available on the school website.) If communication and/or payments continue to fail, the account is subject to submission to a collection agency

**FOREIGN EXCHANGE PROGRAMS:** Gehlen Catholic School welcomes students participating in established foreign exchange programs. In recent years, students from a number of countries have been enrolled at Gehlen Catholic. Foreign visitors, hopefully, will find Gehlen Catholic a warm, friendly environment in which to spend their year in America. Gehlen Catholic students benefit from this contact with young people with a different cultural heritage. Host families are encouraged to contact the school to arrange for an exchange student in their homes. Foreign exchange students are expected to pay tuition according to the parental investment schedule of Gehlen Catholic.

Foreign exchange students will not be included in normal class rank developed from grade point averages unless they will be receiving a diploma from Gehlen Catholic School. Foreign exchange students will not receive a diploma from Gehlen Catholic unless: 1) their home school and country request such; and 2) only then if they have been at Gehlen Catholic for an entire school year. Senior class foreign exchange students will, however, be allowed to participate in all other aspects of graduation.

**IMMUNIZATION RECORDS:** As a matter of law, no student may be in attendance at Gehlen Catholic (or at any other school) without a record of required immunization on file in the school. The forms for this required record are available through the public health services or a family physician. Incoming students must request that this record be forwarded from their last school of attendance before

being admitted. Students whose parents object to the required immunization on ethical grounds may be excused by following the procedures defined by the law.

**MEDICAL PHYSICALS:** All new students entering Gehlen Catholic School must provide a record of a medical physical examination from a licensed physician. Preschool, newly-enrolled TK and newly enrolled kindergarten students must present a physical which is current within 6 months of the date of enrollment. Forms may be obtained from family physicians or may be found on the school's webpage.

**ATHLETIC PHYSICAL FORMS:** Every year each student (grades 7-12) who wishes to participate in athletics must present to the principal a certificate signed by a licensed physical and surgeon, osteopathic, physician and surgeon, osteopath, advanced registered nurse practitioner, physician's assistant, or qualified doctor of chiropractic, to the effect that the student has been examined and may safely engage in athletic competition. The certificate is valued for the purposes of this rule for one (1) calendar year. A grace period, not to exceed thirty (30) days, is allowed for expired certifications of physical examination. Students participating in any athletic activity must have completed a physical and provide proof of such prior to participation in any practice. Forms and options for completing the physical are made available from the main office each spring.

**CONCUSSION FORMS:** Effective July 1, 2011 as per Iowa law students and parents of students in grades 7 – 12 who participate in extracurricular interscholastic activities must be provided and sign an acknowledgment of brain injuries policy before they may participate.

**DENTAL SCREENING:** K and 9<sup>th</sup> grade students are required to complete a dental screening prior to the start of school (Iowa law). Forms are available from dentists or may be located on the school's website. These forms are due the first day of school.

**STUDENT HEALTH EMERGENCY INFORMATION:** Each PK-12 student must have health emergency information form on file in the main office. This information is provided by the student's parent/guardian and could prove vital in case of accident or illness during the school day. The information required includes phone numbers of persons to be contacted in case of an emergency, instructions which the parents wish to be followed if the persons listed cannot be contacted and information related to chronic health conditions or physical impairment which could affect treatment of an emergency or which should be considered in the student's daily schedule of activities (i.e. medications taken, etc.).

It is very important that the school be notified immediately of any changes in information contained on the health emergency form. Emergency health information is updated annually as part of fall registration.

**PHYSICAL ACTIVITY CONTRACT:** In 2008, the Iowa Legislature enacted "the Healthy Kids Act," requiring that all students in grades 7 – 12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that schools monitor how students fulfill this requirement. At Gehlen Catholic the students can fulfill this state mandate through a combination of Physical Education/Wellness classes and through other activities during the school day. These will result in 120 minutes of physical activity per week. In addition to the curricular experiences offered at school, students may not be able to fulfill the 120 minute requirement without involvement in other extra-curricular and/or non-school activities. Therefore Gehlen Catholic School requests that all families complete a Physical Activity Form listing the other activities which will lead to the completion of the law's requirement. Both student and parent/guardian are to sign and return the form to the school by the first day of each school year.

**HEALTH AND ACCIDENT INSURANCE:** Gehlen Catholic School cooperates with a local insurance agency each year in making available a policy covering accidental injury to the student during the school year. A variety of plans are available, including special coverage for those involved in athletic programs. Participation is strictly voluntary and the school is not the agent. Information and enrollment forms are made available to the students at the beginning of each school year. Forms for reporting claims are available in the main office. Any injury covered by the policy is to be promptly reported to the main office so required notice can be given to the insurance company. Parents sign a waiver if they choose not to participate.

**PICTURE PERMISSION:** On numerous occasions, students do outstanding work or are involved in an event which is noteworthy of publicity. On these occasions, Gehlen Catholic may wish to publish a photo. Gehlen Catholic may release the names and photos of students participating in officially recognized activities of the school without the consent of parents. Parents/legal guardians have the right to ask that some or all of this information not be released. Those who prefer to do so must notify the principal, in writing, of such a request. (GCSB Policy #2463)

**FACEBOOK/SOCIAL MEDIA OPT-OUT:** Gehlen Catholic provides a social media presence with a *Facebook* page. The page provides communication of Gehlen Catholic's Mission and vision to a wide audience and provides an avenue to communicate news and announcements relative to the school in addition to daily postings on the school's webpage. The *Facebook* page is monitored for content by school staff and includes:

- The Magical Mondays: Focus on school liturgies and service
- Teachable Tuesdays: Focus on academics from preschool-12th grade \
- Winning Wednesdays: Focus on extra- and co-curricular activities; faculty, staff, and school's honors; grants and awards; improvements/enhancements
- Throwback Thursdays: Focus on alumni, past faculty and staff
- Faith-filled Fridays: Focus on our Catholic Identity with posts from the Bishop, Pastors, deacons, etc.

Parents/guardians who have any concerns about pictures of their child/ren (relative to their involvement in school activities) being posted by the school on the school's *Facebook* page, may complete and return to the Development Office in order to opt out.

**DIVORCED OR SEPARATED PARENTS:** The Diocese of Sioux City and Gehlen Catholic School require the following information be made available to school officials in order to provide separated and divorced parents with appropriate access to educational records of their child(ren) and access to their child(ren) during school hours:

- ✓ **names and addresses of both parents**
- ✓ **certified copy of Order of Dissolution**
- ✓ **subsequent modifications of the Order of Dissolution.**

In the case where a stepparent or other adult sets to act on behalf of a natural parent, an authorization signed by both natural parents is required.

In the case of conflicting instruction or requests which the school is not clearly authorized to honor, the school may request both parents to seek appropriate court instructions for the school.

Gehlen Catholic does not allow "visitation" on school premises during school hours. By exception, the parent responsible for the child's physical care may, with the permission of the principal, have access to the child during school hours for such things as doctor or dental appointments.



Unless decreed otherwise in the Order of Dissolution, the following information is commonly made available to parents of any student in attendance: notices of school functions, report cards, attendance records, and appointments for parent-teacher conferences.

The school will respect and comply with lawful court orders.

In the event that the parent with primary care does not wish the other parent to have access to such information, said parent shall provide a certified copy of that portion of the Dissolution Decree or Order that prohibits the other parent access. Failure to provide said certified copy will result in continued access to school related information by both parents. (GCSB Policy #5124)

**ATTENDANCE - HOME SCHOOLING POLICY:** The Diocese of Sioux City maintains a system of schools accredited by the State of Iowa and by the Diocesan Board of Education. The Diocesan Board respects the right of parents to educate their students at home. Parents choosing the home schooling option may not do so through the Catholic Schools of the Diocese, but should contact the local public school district to receive approval to educate their children at home. Public school districts have primary authority in these programs, receiving financial aid and bearing reporting responsibilities. Catholic Schools of the Diocese may not enter into a dual enrollment arrangement with non-accredited schools for any portion of the day. (GCSB Policy #5117). Only those students enrolled at Gehlen Catholic School may participate in school-sponsored activities. (GCSB Policy #5117a)

# **SCHOOL PROCEDURES**

## **SCHOOL DAY SCHEDULE**

**The school day begins at 8:25 a.m. and ends at 3:20 p.m.  
All school doors are locked during the school day hours.**

PK-12 students are expected to arrive by 8:20 a.m. at which time a warning bell is sounded. Students are expected to be in their classrooms ready for class before the 8:25 a.m. bells sounds. Students with business to conduct in one of the offices or with faculty members are expected to arrive before 8:20 a.m. The building is open on school days by 7:45 a.m..

**TK-6 Students:** Students may report directly to classrooms after 8:15 a.m., entering the building by the front lobby door. Students reporting to classrooms after 8:25 will be noted as tardy. Parents are asked to avoid sending students prior to 8:15 a.m. Bus students and those who have no choice but to arrive earlier than 8:15 are expected to report to the cafeteria and remain there until they are directed to the gym, outside or dismissed to classrooms.

School dismisses at 3:20. As per diocesan requirements, students are expected to go home immediately unless they are working with and supervised by a teacher.

### **Regular 7-12 Class Schedule**

7:30 – 8:15	0 Hour		
8:20	Go to 1st Period		
8:25 – 9:10	Period 1		
9:14 – 9:57	Period 2		
10:01 – 10:44	Period 3		
10:48 – 11:30	Period 4		
11:33 – 11:58	<b>A</b> Lunch	11:33 – 12:15	<b>B</b> Period 5
12:01 – 12:43	<b>A</b> Period 5	12:18 – 12:43	<b>B</b> Lunch
12:46 – 1:28	Period 6		
1:31 – 2:13	Period 7		
2:16 – 2:57	Period 8		
3:00-3:20	Homeroom		

**Planned Schedule Changes** to the length of the school day or due to special events occurring during the day may result in changes in the day's class schedule. The typical schedule changes are listed below and are, on occasion, open to adjustment.

## **Special 7-12 Schedules**

### **Mass Schedule**

8:25—8:35	Period		
8:45-9:55	Mass		
10:00-10:24	Period 1		
10:27-10:57	Period 2		
11:00-11:30	Period 3		
11:33—11:58	A Lunch	11:33-12:15	<b>B</b> Period 5
12:01—12:43	<b>A</b> Period 5	12:18—12:43	<b>B</b> Lunch
12:46—1:16	Period 4		
1:19-1:49	Period 6		
1:52—2:22	Period 7		
2:25—2:55	Period 8		
2:58-3:20	Homeroom		

### **2 Hour Early Out**

8:25-9:02	Period 1		
9:05-9:35	Period 2		
9:38-10:08	Period 3		
10:11-10:41	Period 4		
10:44-11:14	Period 6		
11:17-11:47	Period 7		
11:50-12:14	<b>A</b> Lunch	11:50—12:20	<b>B</b> Period 5
12:17-12:47	<b>A</b> Period 5	12:23—12:47	<b>B</b> Lunch
12:50-1:20	Period 8		

### **1 Hour Late Start Schedule** (for Iowa Assessments and other weather/schedule-related events)

8:25-9:35	Iowa Assessments		
9:40-10:14	Period 1		
10:18-10:52	Period 2		
10:56-11:30	Period 3		
11:33-11:58	A Lunch	11:33-12:15	<b>B</b> Period 5
12:01-12:43	A Period 5	12:18-12:43	<b>B</b> Lunch
12:46-1:16	Period 4		
1:19-1:49	Period 6		
1:52-2:22	Period 7		
2:25-2:55	Period 8		
2:58-3:20	Homeroom		

### **Reconciliation**

High School Grades 9-12

8:30-8:58	Period 1		
9:02-9:30	Period 2		
9:34-9:57	Period 3		
10:01-10:21	Period 4		
10:25	Dismiss to Church		
10:30-11:30	Reconciliation		
11:33-11:58	Lunch A	11:35-12:15	Period 5
12:01-12:43	Period 5	12:18-12:43	Lunch B

Follow Regular Schedule Including Homeroom

## Reconciliation

Junior High 7-8

8:25-8:38	Period 1	
8:38	Dismiss to Church	
8:45-9:30	Reconciliation	
9:34-9:57	Period 3	
10:01-10:24	Period 4	
10:28-10:56	Period 1	
11:00-11:30	Period 2	
11:33-11:58	Lunch A	11:33-12:15 Period 5
12:01-12:43	Period 5	12:18-12:43 Lunch B

Follow Regular Schedule Including Homeroom

**ANNOUNCEMENTS for 7-12 STUDENTS:** Announcements are made over the P.A. system twice daily (8:25 a.m. following prayer and at 2:16 p.m.) Students are responsible for all information announced and are expected to obtain information from friends in the event they are out of the building during announcement time. Students with announcements relating to student activities must submit the information in a form ready for announcing to the main office well in advance of the announcement time.

**SCHOOL DISMISSALS:** Morning announcements related to weather are aired on the local radio station (KLEM 1410 AM or KKMA 99.5 FM) beginning at 6:05 a.m. If threatening weather occurs before the school day begins or during the school day, please listen to the radio station for school-related announcements or check the Gehlen Catholic web page at [www.gehlencatholic.com](http://www.gehlencatholic.com) for updates. **Please do not call the school or the radio station.** When school is dismissed early due to weather, extra-curricular activities scheduled for that evening are typically canceled as well. Listen to the radio or check the web page for announcements related to such activities. Parents may also sign up with the *Le Mars Daily Sentinel Textcaster\** to receive announcements concerning school related announcements.

(\*To sign up for *Textcaster*, go online to the *LeMars Daily Sentinel* homepage; click on Text Alerts; follow directions to receive alerts desired.)

**PLANNED CHANGES IN SCHEDULE:** At various times throughout the school year, in-services resulting in late starts and early dismissals may occur. Typically these are scheduled in conjunction with Le Mars Community School and therefore bus service is available. On the rare occasions that Gehlen Catholic's school day schedule would not coordinate with the public school schedule, Gehlen Catholic parents will be responsible for transportation of students.

Announcements related to planned schedule changes are printed on the school calendar, in the newsletter, in the local paper, in the weekly *News from the Nest* (elementary principal's newsletter) aired on the local radio station and noted on the school's webpage.

## STUDENT ARRIVAL AND DISMISSAL

All school doors are locked during school day hours.

**WALKERS:** Parents/guardians of in-town children are responsible for the safety of their children in route to and from school. Walkers are reminded to use sidewalks when traveling to and from school and to respect school and neighbors' lawns and property. Students are also expected to cross streets at the crosswalks only. (Crossing in the middle of the street is prohibited due to the danger of vehicular traffic.) Teachers will cooperate with the home by teaching basic safety rules and discussing with children the safest way home. Supervision at crosswalks in front of the elementary building will be provided after school only.

**BICYCLES:** Bicycles may be ridden to and from school by any student in grades 3-12 whose parents feel he/she is properly able and adequately responsible. Due to the heavy traffic and the need to assure safety, students in grades PK-2 are **not** permitted to ride bikes to and from school. Bike riders are reminded to follow bike riding courtesy and safety rules. Helmets are encouraged. Students are expected to park bikes in racks provided on school grounds immediately upon arrival at school and are to leave them there until school is dismissed. Riders are expected to walk (rather than ride) bikes while on the school property and while in school cross walks to assure the safety of walkers. Crosswalks are to be used when crossing the street. Bicycles are to be taken home each night rather than be left overnight or on weekends.

**SKATE BOARDS/MOTORIZED SCOOTERS/MOPEDS/MOTORCYCLES:** For the safety of all, students are not allowed to ride skate boards and motorized scooters to and from school. Students licensed to ride mopeds or motorcycles must park them in the areas designated for such vehicles.

**VEHICLES/PARKING:** Students who are eligible to ride busses to school are strongly urged to do so, both as an economic consideration and to avoid traffic congestion in the school vicinity. Students driving to school must park their vehicles in the designated parking lots.

Students are forbidden to return to their vehicles during the school day except with the explicit permission of the principal. Students parking in a restricted area will be asked to move their vehicles. Subsequent infractions will result in disciplinary actions. Towing of the vehicle, with the student responsible for paying the towing, may result.

Because of the large number of small children in the vicinity of the school, students driving in a careless or reckless manner in the vicinity of the school are subject to severe disciplinary action. Students driving on or parking on the school lawn are subject to a heavy fine.

**BUS:** The public school system provides busing for Gehlen Catholic students within the Le Mars Community School District. Gehlen Catholic provides busing for students coming from the Spalding Catholic area. Bus stops for the Gehlen bus include Hospers and Alton sites and Granville site as needed.

LCS provides schedules and route information directly to parents. Students living within the city of LeMars have the opportunity to ride a town bus for a nominal fee per quarter. Fees may be paid to Gehlen Catholic School as part of fall registration. Students will be issued bus passes which each is expected to present upon boarding.

In the interest of bus safety, bus students are to follow certain rules and regulations provided by the public school. If a serious or continual problem occurs, bus reports are sent home explaining the consequences of the rule violation. Gehlen Catholic students are expected to conduct themselves appropriately on the bus and at bus stops to assure the safety and comfort of all riders. Students who fail to conduct themselves appropriately will serve the following consequences:

1. Written warning and parent notification (First referral)
2. Parent notification and loss of bus privileges for one week (Second referral)
3. Parent notification and loss of bus privileges - the length of time to depend upon the seriousness of the infraction. A parental conference must be held before riding privileges are resumed. (Third referral)

Further problems will result in permanent suspension of riding privileges for the year. Every school bus and driver have been supplied with a School Bus Incident Reporting System which reflects the rules of student conduct. Students will be cited for the following activities:

- |                          |                    |
|--------------------------|--------------------|
| Failure to remain seated | Smoking on the bus |
|--------------------------|--------------------|

Refusing to obey the driver  
Fighting  
Profanity  
Lighting matches  
Spitting  
Vandalism

Throwing objects out of the bus  
Throwing object on the bus  
Hanging out of the windows  
Disobeying the bus monitor  
Bothering others

**BUS PASSES:** Bus passes will only be issued in the case of emergency and may only be obtained from a Gehlen Catholic principal. **In keeping with the LeMars Community School policy, students who do not ordinarily ride the bus will not be allowed to ride. No birthday parties or overnight guests will be allowed on the bus. This is for the safety of the children to eliminate overcrowding.**

**PRIVATE VEHICLE DROP OFF:** Private vehicle drop off of students may occur in the angled parking on the south side of the building or in the north parking near Door G. **TO ASSURE STUDENT SAFETY, NO STUDENT SHOULD BE ALLOWED TO EXIT A VEHICLE AND WALK ACROSS PLYMOUTH STREET except in designated crosswalks.** Visitors needing to enter the school are asked to park in the angled parking located in front of the school.

**BUS STOP:** Buses will drop off and pick up students in the All Saints Parish- St. Joseph center in the loading zone parallel to the sidewalk south of the church entrance. Private vehicle pick up or drop off in the All Saints Parish – St. Joseph Center is prohibited to assure the safety of students.

Reminder: All vehicles (moving in either direction) must stop for buses when red lights are flashing and the STOP arm is extended or face a traffic violation.

**HIGH SCHOOL DRIVERS:** Student drivers are asked to exercise caution around the school area to protect pedestrians. Special attention must be paid to crosswalks, with vehicles stopping **behind crosswalks** to allow for the safe crossing of pedestrians.

**VISITORS TO THE BUILDING:** Private vehicles may use angled parking on the south side of the school along Plymouth St.

To assure the safety of all students and staff, **all visitors to the building (students entering after school begins, parents, grandparents, volunteers, delivery person, etc.,)** are required to be admitted into the building by using the intercom system located at Door A. Once inside, each is required to report to the main office to sign in and out and obtain a visitor's name tag. Deliveries to students or staff are to be brought to the main office from where they will be forwarded to students/staff. Notices are posted at all entrances.

**CAFETERIA:** Gehlen Catholic participates in the government sponsored hot lunch program. Students are free to bring their own sack lunch, though the school prepared meal is a nutritionally balanced meal served at a very reasonable cost. (GCSB Policy #3412)

The Gehlen Catholic cafeteria uses an automated system for accounting of individual student lunch balances. Each student is assigned a code upon enrollment. Students/families may prepay for lunches in the main office. This should be done before 8:25 a.m. on school days. Families are notified when account balances are low or depleted.

Student conduct in our cafeteria is to be orderly at all times. The school reserves the right to require disorderly students or students wasting food to eat privately in an area designated by the principal.

**PEANUT PRODUCT POLICY:** Peanut allergies may cause injury or death. All food products being brought into the building for student or staff consumption must be pre-packaged with labels absent of the following: "Contains peanuts, peanut oil or is produced in a factory where peanuts may be processed."

**No homemade goods are allowed.** Cleaned fruits and vegetables are allowed. Packaged crackers, dairy products (yogurt, cheese) without peanut product contents are also acceptable.

Gehlen Catholic cannot guarantee a peanut-free environment. Food products will be monitored to the best of the school's ability during the school day.

**SCHOOL LUNCHES:** All PK-8 students are required to eat either a hot lunch or their own sack lunch each day. Lunch menus are printed in the monthly newsletter, announced over the local radio station and posted throughout the school building. Students in grades 4-12 may purchase an additional entrée on most days by notifying their teachers when lunch counts are taken. Extra milk is available for purchase by all students. Due to peanut allergies, all cold lunch items must be prepackaged and peanut free. **No homemade foods are allowed during school hours.**

The lunch program follows current USDA guidelines for serving sizes and offerings. In addition to the main entrée and side options, milk is served daily. A salad bar is offered daily for all students. Because it is a self-serve option, all food taken at the salad bar is expected to be consumed.

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

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

**FOOD, POP, GUM, and CANDY:** The consumption of food and beverages is prohibited (lockers, classrooms, restrooms, hallways, etc.) outside the cafeteria. Chewing gum, pop and candy are not allowed during the school day. A \$1 fine and/or detention will be assessed students who violate this policy. Fine monies will be forwarded to the missions. Teachers may permit snacks for special occasions.

# **EXPECTATIONS OF STUDENTS**

## **PreK-12 DRESS CODE**

**GROOMING:** Students are to be neat and clean at all times.

**WHY A DRESS CODE?:** Good grooming and neatness in dress is a compliment both to the student and to the people with whom the student comes into contact. As an adult, the student will be expected to dress and be groomed in a manner that is tasteful, modest and appropriate to the activity in which he or she is engaged. School is essentially a business environment, and the student's attire is expected to reflect that. Dress that is appropriate for leisure and recreational activity is out of place in the classroom. Within the environment of a Catholic school, manner of dress and grooming is an external expression of the dignity and worth of the individual and the people to whom he or she presents himself or herself. Styles of dress that lack modesty and give evidence of an overly sensuous concept of a person are especially inappropriate at Gehlen Catholic School.

### **2015 – 2016 PreK – 12 DRESS CODE POLICY IN FORCE DURING THE ENTIRE SCHOOL DAY 8:25 – 3:20**

In all cases, Gehlen Catholic administration reserves the right to determine what constitutes proper dress code in the spirit of its intent and in accordance with good taste and modest contemporary standards for a Catholic school.

Special days of dress must be approved by administration.

#### **Shirts**

- Shirts must be (button) polo or oxford style: short or long sleeve: solid black, white, Gehlen yellow, Gehlen green
- If an undershirt is worn, it must be white and without writing
- Shirts must not be form fitting or oversized.
- Gehlen logos (only those approved through school which are no larger than 2" by 2" and placed on the front left corner only), no wording or design anywhere else on the shirt.
- All shirts must be tucked in at all times. Shirts must be long enough to be tucked in even when sitting or when hands are raised over the head.
- A maximum of two buttons may be unfastened from the neck down.

#### **Pants/Shorts/Skirts/Skortts**

- Navy blue, black or khaki trouser style pants, dress slacks or capris
- Navy blue, black or khaki walking shorts, uniform style skirts or skortts of appropriate length (no shorter than 4" above the knee) Shorts acceptable before November 1<sup>st</sup> and after March 15<sup>th</sup>
- Navy, khaki or black jumpers for PreK – 6 girls only
- Belt on all garments with belt loops for grades 7 – 12
- Foundation garments (underwear) should not be visible at any time
- Solid black, white or navy leggings may only be worn under skirts, skortts or jumpers

#### **Sweatshirts**

- Gehlen crewneck sweatshirts in white, Gehlen yellow, Gehlen green, or black
- New sweatshirts purchased beginning 2015 – 2016 with logos must be 2" x 2" on the front left corner only.
- If sweatshirts or sweaters are removed, the shirt beneath must meet code



- Beginning with the 2018-2019 school year, ALL crewneck sweatshirts with logos approved through the school must be no larger than 2" x 2" and placed on the front left corner, no wording or design anywhere else on sweatshirt

### **Fleece Pullovers**

- Only approved Gehlen fleeced pullover **sold ONLY** at the **Birdhouse** will be allowed

### **Sweaters**

- Only approved Gehlen sweaters (cardigans, crew, v-neck or vest) **sold ONLY** in the **Birdhouse** will be allowed

### **Neckties**

- Neckties may be Gehlen yellow, Gehlen green or black
- Special neckties may be approved by the administration
- Ties must be tied appropriately

### **Footwear**

- Dress shoes, athletic wear, or sandals with back strap
- Socks, tights or hose must be worn
- Leggings or tights worn under skirts, skorts or jumpers must be solid black, white or navy blue only

### **Grooming**

- Students are to be neat and clean at all times. No body piercing other than ears and no unusual or distracting hairstyles and/or hair colors. Boys are required to be clean shaven, sideburns may be no longer than the bottom of the ear with hair styles of moderate length and neatly trimmed (no pony tails). Boys 7 – 12 may have a single stud earring in one ear.

### **Winter**

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

### **ACCEPTABLE JEAN DAY ATTIRE**

Only items listed below are acceptable. Regular dress code is always acceptable.

- Any acceptable dress code length jeans: Capri, full length, shorts when in season. No holes in jeans.
- Tops: Gehlen attire (Gehlen t-shirts, Gehlen jerseys, Gehlen sweatshirts without hoods)

**Items not listed within the approved attire list are not acceptable. Unacceptable dress includes, but is not limited to the following:**

### **UNACCEPTABLE DRESS FOR ALL STUDENTS**

- Denim
- Flannel or flannel look-alikes
- Bibbed garments
- Sleeveless garments
- Garments with rivets
- T-shirt as outer garment
- Athletic wear such as sweatpants
- Tattoos

- No body piercing (no clear studs) except earrings; boys with one stud is acceptable.
- Faded, badly-worn, torn, frayed or fringed garments
- Garments designed primarily for outerwear (hats, coats, hooded sweatshirts other than Gehlen Catholic non-zippered sweatshirts), nylon or fleece
- Oversized garments
- Nylon or silk pants, leggings as main pant
- Mid-riff baring garments

**Dress Code Violations:** If a student in grades 7 through 12 violates the dress code policy a staff member will report the violation to the office. The staff member may or may not notify the student of their violation. Once notified, a student may be sent to the office to change in order to meet the dress code. The office will keep track of all violations. Upon the 2<sup>nd</sup> offense, the student will serve a detention. Any additional dress code violations in the same semester will result in additional detentions. All students begin each new semester with 0 violations.

Parents of elementary students out of code will be advised of the violation by written notice from the principal.

(Revised 4/29/15)

**OUT-OF-UNIFORM PERMITS:** In the exceptional case in which a student is unable to come to school properly attired, the student must present a written note to the principal before the beginning of the school day explaining the circumstances. A permit allowing attendance for the day will be issued. The permit is to be shown to each of the student's teachers at the beginning of classes.

**LOCKERS:** Students are assigned lockers for the storage of their books and coats. Lockers remain the property of the school and are subject to inspection of contents at any time by school authorities, following federal law. (GCSB Policy # 5145.2) Items that students would not want examined by school officials should be kept in the personal possession of the student or should not be brought onto school property. Lockers are to be kept in a neat and uncluttered condition. Photos or pictures of movie stars, models, etc., are not to be hung in student lockers. These promote worldly images inappropriate for a Christian school.

Students are strongly discouraged from using the lockers as a place to store valuable items. If it is necessary to store an item of value during school time, the item may be brought to the main office for safekeeping. Students are discouraged from allowing others to borrow items routinely from their lockers. Many "lost" and "stolen" items eventually turn up in the hands of friends who presumed the privilege of borrowing from a locker.

**ENVIRONMENTAL QUALITY:** Gehlen Catholic strives to achieve an environmentally sound curriculum. Safe lab activities and a safe handling of any and all waste are promoted. The education of students to be environmentally aware in order to reduce, re-use and re-cycle is important and stressed.

**Recycling:** Recycling totes are located at various locations throughout the building. Both cardboard and paper may be recycled. Students are asked to be conscientious in the use of paper and avoid waste.

**Garbage disposal:** Receptacles are found in each classroom and in the hallways for paper and other waste materials. There are also receptacles near some exterior doors for disposal of trash. Students are asked to use them for the proper disposal of waste

**PARKING:** Students must park in the student parking lot. Students are not allowed to park on sidewalks, grass, or in any other restricted area for any reason.

1<sup>st</sup> Violation: Warning and 45 minute detention

2<sup>nd</sup> Violation: \$5.00 fine

Any further violations will have the same consequences as a 2<sup>nd</sup> violation!

**NEIGHBORHOOD PROPERTY:** Gehlen Catholic School wishes to maintain good relations with people living in the area of the school. Students are asked to be conscious of the rights of property owners in the area of the school. Littering on private property, trespassing on lawns, loud and offensive language, careless driving, defacement or destruction of private property, and other behavior of this type is a serious injustice to people in the neighborhood. It is contrary to the philosophy of a Catholic school and its student population to violate the rights of our neighbors. Students guilty of such misconduct are subject to detention, suspension or expulsion, depending upon the seriousness and frequency of complaints about their behavior.

**SNOWBALLS:** Throwing of snowballs on or in the vicinity of school property is strictly forbidden and result in a fine of \$5.00 for 7-12 students and \$1 for PK-6 students. This money will be put in the mission fund. Students responsible for accident, personal injury, or destruction of property as a result of throwing snowballs will be held legally responsible.

**REIMBURSEMENT FOR DAMAGES:** Students responsible for deliberate damage or destruction on the school premises, whether to school-owned property or to property of those legitimately present on the premises, are liable for full restitution. Students responsible for damage or destruction through carelessness or willful neglect are similarly responsible. All damage to school property is to be reported immediately in the main office. In cases where school property or personal property located on the school premises is damaged, destroyed or stolen, and evidence clearly indicates that students are responsible, the cost of the repair or replacement will be withdrawn from the class treasuries if the guilty party or parties cannot be identified.

**PLAGIARISM:** Plagiarism by any method may result in a failing grade on the assignment without the opportunity to revise the work. The consequences for cheating or plagiarism will depend upon the severity involved and the number of times the student has demonstrated this behavior. Consequences range from detention to a recommendation for suspension or expulsion. Loss of credit for the material that was compromised would be automatic. English courses review the problem of plagiarism and its consequences; therefore, no student may excuse him/herself from this policy.

## **TECHNOLOGY RESOURCES AND INTERNET RESPONSIBLE USE AND**

**SAFETY**(GCSB Policy #6142.1) Gehlen Catholic strives to provide students with the opportunity for access to a wide a variety of resources within the school learning community. Gehlen Catholic will educate students in the proper use and access to Internet and other technological resources, teach safety precautions in the use of technology and strive to protect students from inappropriate materials found within these resources including interacting with other individuals on social networking sites and chatrooms, cyber bullying awareness and response.

While the benefits of the Internet and other technological resources are enormous, the Internet is an open system which contains materials that we be considered of NO educational value in a school setting. Therefore, Gehlen Catholic School reserves the right to terminate a student's privilege to use these resources if abused or use inappropriate. Gehlen Catholic will do its best to prevent students' access to inappropriate material, but cannot totally guarantee that students will no encounter text or pictures that are objectionable. Parents are asked to assist in developing responsible attitudes, reinforce appropriate behaviors and supporting the school staff. Gehlen Catholic makes no warranties of any kind, whether expressed or implied for information or services provided through the school's Internet server. Gehlen Catholic School will not be response for any damages. This could include the loss of data or an interruption in service.

Annually, parents and students will be provided a copy of the *Technology Resources and Internet Responsible Use and Safety Policy for Students*. By signing and returning the form, parents indicate their permission to allow their child(ren) to use the Internet and other technological resources of the school within the guidelines established and to support school policies in the event that their child(ren) fail to comply with established rules and expectations. Each family need only complete one form with their signature and that of each child. A child's signature indicates that the guidelines have been shared with the child and that he/she will comply with school guidelines, rules and expectations in the use of technology and the Internet.

**Technology Resources and Internet Use Terms and Conditions:** The purposes of providing technology resources and the Internet are to advance and promote education at Gehlen Catholic School. It is intended to assist in the collaboration and exchange of information among all who are concerned with education. Use of technology resources and the Internet are privileges provided to those students who have agreed to the terms of its proper use and abide by the regulations established for its appropriate educational use.

**Privilege:** The use of the technological resources/Internet is a privilege and NOT a right. Any student using these resources must have a signed *Responsible Use Policy* on file in the library/media center prior to use. Any and all inappropriate use will result in immediate cancellation of privileges for a period time which may extend to the limit of the rest of the user's educational years at Gehlen Catholic. Any staff member has the right to revoke the privilege.

**Responsible Use:** The use technology resources (computers, laptops, Ipads, Chromebooks, cell phone, printers, projectors, etc.) must be in support of education and research consistent with the objectives of education at Gehlen Catholic. Any transmission or use of technology resources/Internet which violates the school's policies or U.S. or state laws are prohibited. These transmissions include, but are not limited to copyrighted materials, threatening or obscene material, crude and rude language or any other actions that indicate the lack of respect for another.

Proper use of technological equipment is expected of all users. The settings, network connections and the data on a computer are to be respected and untouched by other users. The user is responsible for damage.

**Technology Resources and the Internet:** Computer and other technological resources and the Internet are to be used for educational purposes. Use of the Internet by students must be under the direct supervision of a school staff member at all times. The school provides a firewall to prevent viewing and use of inappropriate sites.

**E-MAIL:** The use of E-mail is a PRIVILEGE, not a right. Elementary students are prohibited from viewing personal email at school. Students may access their school email as needed for class with teacher approval. Personal email may only be used by 7-12 students before and after school hours in the library /media center.. Students will be required to have a signed permission slip, which will include the user's login name and password for any and all e-mail accounts accessed via school.

**NETIQUETTE:** Certain behaviors have gained acceptance in the use of technology resources/Internet. As a user joins the online community, he/she is expected to practice appropriate behaviors such as:

- a. Avoid the use of sarcasm which may be misinterpreted.
- b. When quoting another, always list the source. Failure to do so is a violation of copyright laws.

- c. Write only those messages which can be shared with the world...as the Internet makes that a reality. Users are responsible for what they say and do.

**TECHNOLOGY VANDALISM:** Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user. This includes, but is not limited to: the erasing of data from the hard drive that belongs to another, changing connections to the server, destroying another user's bookmarks, creating or downloading viruses, trashing any program or part of a program that is not one's own, tampering or altering programs or settings on the system including desktop icons. Vandalism of a technology resources/data result in the loss of Internet privileges and/or use of technology resources.

**PROCEDURE:**

1. Students planning to use the Internet must have a responsible use policy signed by parent/guardian and him/her and on file in the library/media center.
2. Students wishing to use the library computers for class work must present a note, to the librarian, from the teacher for whom the work is being required before using the computer for such work. Students with such passes will be given priority in use of computer. The computers are used primarily for educational purposes. If a student is just "surfing" and another person needs the computer for educational purposes, the "surfing student" will have to relinquish the computer to that person.
3. Students may use computers and/or the Internet only under the direct supervision of a school staff member.

**USE OF THE BUILDING:** Students are to be in the school building only during those times when school is in regular session. Use of the building at other times must be under the direct supervision of a faculty member/coach who assumes responsibility for the students and their conduct.

**GYMNASIUM USE:** The use of the gymnasium is restricted to physical education classes and scheduled activities. At all times, students are to refrain from walking on the playing floor in ordinary street shoes. The use of the gym for practice by cheerleaders, drill team members, dance, or students planning or preparing for an event to take place in the gym must be with the explicit approval and supervision of the faculty person in charge of the activity. All other parties interested in using the gym must make request through the building principals in order to be reserved on the calendar to avoid conflicts.

**TELEPHONES:** A telephone is available for student use in the main office with permission only. Cell phone use by PreK-6 students is forbidden before and during the school day.

**ELECTRONIC DEVICES:** Electronic devices (electronic game devices or other types of electronic games, laser lights, beepers, I-PODS and other similar electronic devices) that have no school-related purpose are prohibited during the school day.

**Elementary** (PreK-6) students are expected to leave electronic devices (games or game systems, cell phones, tablets, headphones, portable music devices, etc.) at home. The school provides needed I-pads, computers, etc., for elementary student instruction. Students bringing electronics or using electronics at school will have the item confiscated. The item may be released by the principal to the student at the end of the day. Repeated violations will result in confiscation and release of the item to the parent only. Loss of privileges (recess, detention, in-school suspension) may be assigned to repeated violators with release of the device only after the consequence has been served. Students who refuse to turn over their cell phone will also face discipline for insubordination. The school will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school.

Students in grades 7-12 may make limited use of approved electronic devices as per school-approved use. Cell phones, pagers, 2-way radios, headphones, portable music devices and portable games devices are not be used or operational during academic class time unless the instructor gives permission to use the device for school-related work. Students are expected to follow classroom rules on where cell phones are to be kept. Exceptions will be made for students with specific needs which require such devices. Cell phones may be used between classes and during lunch.

At no time are student authorized to video, photograph or audio record others in the school building or at school activities without the consent of the other party.

Devices may be used in case of emergency when 911 needs to be called.

The school will not be responsible for loss, damage, destruction or theft of any electronic device brought to school.

Consequences for 7-12 violation of electronics policy:

- 1<sup>st</sup> Offense – 45 minute detention and the item will be confiscated and can be picked up by the student in the principal's office at the end of the day.
- 2<sup>nd</sup> Offense – 45 minute detention and the item will be confiscated and will be returned only to parent/guardian after the detention time has been served.
- 3<sup>rd</sup> Offense – Will result in an in-school suspension and the item will be confiscated and will be returned only to a parent/guardian after the suspension has been served.

Students who refuse to turn over their cell phone will also face discipline for insubordination.

**MESSAGES:** Messages received for students will be kept in the main office. Students (7-12) will be notified of such messages during the regular announcements. Students are interrupted during class only for genuine emergencies. Messages to be picked up by students before the end of the class day must be called into the school no later than 2:15 p.m. in order to be included in the final announcements. Messages for elementary students will be passed onto teachers. Since teachers are instructing during the school day and may not have access to computers and email during instructional time, parents would be best served by sending emails or written messages with students at the beginning of the day. Staff will do their best to deliver messages. Parents and others are asked not to burden the office with messages which may be handled outside of school time.

Elementary students asked to return telephone calls are to use the phone available at the window of the main office. Please limit such events as this interferes with learning time.

**STUDENT SUPPLIES:** Parents/guardians of PK-8 students will be provided with a supply list of those items needed for school. These will be available at registration as well in local businesses. PK-6 students are expected to bring supplies the first day of school. Each item should be labeled with the student's name.

High school students are asked to come prepared with typical school supplies - notebooks, pens/pencils, glue, scissors, markers, colored pencils, rulers, paper, folders, etc. Each classroom teacher will determine the types of other items needed specific to the class being taught.

**TEXTBOOKS:** Textbooks are issued to students at the beginning of their classes. The textbooks remain the property of the school, and students are responsible for their condition. Fines will be assessed to cover repair or replacement of books damaged or lost by the student. Books left lying about the building will be taken to and may be claimed at the main office. Students are to sign their name in

the inside front cover of all texts as soon as they are issued and must return the same copy to the teacher upon completion of the course. Students are to keep all textbooks covered.

**LOST AND FOUND:** Lost and found items are to be presented/claimed outside the main office or the outside the nurse's office. Monthly, unclaimed articles are given to the Christian Needs Center, Goodwill, or used for other good purposes. It is recommended that articles brought to school (bags, boots, books, glasses, etc.) be clearly labeled with the student's name.

**RECYCLING:** Recycling totes are located at various locations throughout the building. Both cardboard and paper may be recycled. Students are asked to be conscientious in the use of paper and avoid waste.

**LITTERING:** Receptacles are found in each classroom and in the hallways for paper and other waste materials. Students are asked to use them for the proper disposal of waste. Students littering in the building or on the premises will be assigned one or more after-school detentions to be spent cleaning school property.

**PHYSICAL EDUCATION CLASSES:** All 7-12 students participating in a physical education class, except when engaged in an off-campus indoor activity such as bowling, must dress in athletic shoes and stockings and the regulation physical education outfit. Students appearing for physical education in their classroom clothes or without athletic shoes and stockings will not be allowed to participate in class and will make up class as a penalty.

Students (TK-6) are expected to change into appropriate athletic shoes for physical education classes. Shoes are to be labeled with the student name and are to remain at school. Fifth and sixth grade students will change into appropriate T-shirts and shorts for PE classes.

**PUBLIC CONDUCT ON SCHOOL PREMISES - SPECTATOR POLICY:** School-sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend school sponsored or approved activities only as guests of Gehlen Catholic School, and accordingly as a condition of such permission, they must comply with Gehlen Catholic School's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive, but embarrassing to the students, Gehlen Catholic School and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical contact with spectators directed at participants, officials or sponsors of sponsored or approved activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, officials or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed from the event by the principal, activity director or individual in charge of the event, and the administrator may recommend the exclusion of the spectator at future sponsored or approved activities. (The War Eagle Athletic Conference has approved this policy for conference-wide implementation.)

Upon recommendation of the administration, notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school's right to exclude the individual from Gehlen Catholic School activities/events and the duration of the exclusion. If the spectator disobeys the school official, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities. (GCSB Policy #5145.5)

**SPORTS ETIQUETTE FOR JAY FANS:** Student attendance at Gehlen Catholic School sponsored activities is encouraged as it is a means through which to support other students and programs. In addition, it promotes school pride. **Students in grades four (4) and under are expected to sit with and be supervised by their parents.** For the safety of the spectators, players, and officials, all students are expected to SIT and WATCH athletic events. Students are not allowed to play inside or outside of the buildings or fields, in the cafeteria or concession stand area, in the halls, lobby or restrooms. Spectators are not allowed to sit on the stage in the gym or in the west bleachers near the goal posts at the football field. Trips to the restrooms and concession are to be limited to quarter breaks and between games.

All fans are expected to cheer positively, and show Gehlen Catholic pride by being respectful of all players, cheerleaders, coaches, officials, and guests. To show respect includes:

- Standing still and singing the national anthem;
- Clapping for both teams as players are introduced;
- Following the lead of the cheerleaders in cheering;
- Being silent while free throws are being shot;
- Following the guidelines for leaving the gym or playing field;
- Cleaning up after oneself in the cafeteria and concession stand areas;
- Using trash bins for disposal of garbage;
- Staying in the stands during the game;
- Accepting wins and losses with grace and dignity.

Good Sportsmanship is expected of students, parents, faculty/staff and players both on and off the field.

**CONCERT ETIQUETTE:** Good audience participation enriches the quality of any performance. Students are taught appropriate behavior in concerts wherein they are participants. Parents, students and other guests are encouraged to follow appropriate concert behavior to assure that those performing may present their best efforts and that the concert may be enjoyed by all listeners. Following are ways through which to promote an excellent concert environment:

- Arrive and be seated prior to the start of the concert. If arriving late, please wait to be seated at appropriate times. Usually, this occurs between musical selections or at the conclusion of an ensemble's performance.
- Remain silent and seated during the performance to avoid distracting performers or other guests.
- Turn off cell phones and disable the alarms on watches, pagers, etc. If absolutely necessary to leave during the concert hall, do so quietly between musical selections or at the conclusion of an



ensemble's performance. Young children may become noisy or restless. Parents may feel free to move with them to the lobby to avoid disruption of the program.

- Applause at the appropriate times is welcomed and encouraged at the conclusion of performances and for outstanding solo performances. Shouting and whistling such as that at athletic events is not appropriate at concerts.
- If videoing or taking photographs of the program, be sensitive to those around you. Refrain from the use of flash equipment and/or video lights.
- Remain for the entirety of the concert as each is designed for a complete purpose. Often the final concert selection serves as a culmination of the total presentation.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

**PUBLIC RELATIONS:** Gehlen Catholic School is well aware of their dependence upon the good will and support of the local and regional community for the success of the overall program. (GCSB Policy 1100) Students, parents and faculty conduct programs that are for the good of the surrounding community. Gehlen Catholic School is grateful for the welcome and support traditionally received from the people of this area and will continue its tradition of being a private school in the public service.

Persons interested in Gehlen Catholic School and its educational opportunities are welcome to call or visit the school. A number of times each year the building is open to visitors for the purpose of explaining and displaying the educational efforts made at Gehlen Catholic. Open house, parents/guardians' nights, parent/teacher conferences and observances of Catholic Schools Week are among those special occasions.

**COMMUNICATION:** Gehlen Catholic utilizes a variety of communication platforms including print, radio, electronic, and social media. Some platforms are used for general audiences while others are used for specific target audiences. The monthly newsletter is distributed ten times a year via print and through the school's website for all current Gehlen Catholic families. Notice of any changes of address are appreciated. Specific communication pieces or questions regarding communications may be directed to the Development Office.

**SOCIAL MEDIA:** Gehlen Catholic utilizes several social media platforms to communicate to respective audiences. Parents/guardians with concerns about pictures of their child/ren (relative to their involvement in school activities) being posted by the school on the school's *Facebook* page or any and all social media tools of the school are asked to complete the Social Media Opt Out form and return it to the school main office.

**CLASSROOM NEWSLETTERS:** TK-6 classroom teachers provide monthly (or weekly) newsletters which may be accessed electronically. A paper format will be provided for those without access to the Internet. The newsletters summarize upcoming topics of study, homework assignments and other pertinent information. Additional memos with special information will be sent as needed.

**HOMEWORK FOLDERS:** Students in grades TK, K and 1 bring home folders each day with work and important information for parents. Students in grades 2-6 make use of homework folders which are sent home each Tuesday of the week. Parents are asked to check and sign homework folders weekly before sending them back to school with students.

**ONLINE GRADES:** Parents and students may view grades online through Gehlen Catholic's student information system, Infinite Campus. Parents will be provided student IDs and pin numbers from the school in order to gain access to their grades.

**PARENT-TEACHER CONFERENCES:** TK-12 parent teacher conferences are scheduled twice during the school year - once after first quarter and again in the spring. Conferences for students in grades TK-6 are scheduled in the fall for all students and upon teacher and/or parent request in the spring. Notices are communicated via homework folders for Grades TK-6. Teachers of 7-12 students are available for conferences in the fall within the gymnasium open setting and in their classrooms in the spring. Additional conferences for any student may be scheduled at any time as needed upon request by either parent/guardian or teacher.

**CONTACT WITH THE SCHOOL:** Because of the wide variety of reasons for which people wish to contact the school, the following information is offered as a guideline in reaching the person most helpful in a particular situation. Because of commitments, faculty/staff are often unable to come to the phone during the school day. Messages will be conveyed to them and calls will be returned at the earliest opportunity.

- Student academic progress or classroom behavioral concerns or questions are to be directed first and foremost to the classroom teacher. The principals, and/or counselors intervene only when a serious problem exists which cannot be satisfactorily dealt with between the teacher and interested parties.
- Co-curricular or extra-curricular activities (athletics, fine arts, etc.) concerns or questions are to be directed to the person(s) most directly responsible for the activity. Unresolved concerns and questions are directed to the athletic director, department chairs or administrators (in that order) only if pursuant efforts are unsuccessful.
- Financial concerns or questions related to parental investments, lunch accounts, etc., are to be directed to the business manager.

<b><u>ISSUE</u></b>	<b><u>CONTACT PERSON #1</u></b>	<b><u>CONTACT PERSON #2</u></b>
Student Academic Progress	Classroom Teacher	Principal
Student Conduct	Classroom Teacher	Principal
Lunch Accounts	Business Manager	7-12 Principal
Parental Investment Payments	Business Manager	7-12 Principal
Extra-Curricular Activities	Athletic Coach	9-12 Athletic Director 7-8 Athletic Director
Investments/Fund Raising	Development Director	7-12 Principal
Alumni Information	Development Director	7-12 Principal
Medical Information	School Nurse	PreK-6 or 7-12 Principal

**CONCERNS ABOUT INSTRUCTIONAL MATERIALS:** It is recognized that opinions differ concerning appropriateness of instructional materials. Occasionally an individual or group may find instructional materials used in the school program in conflict with their views.

Gehlen Catholic School will follow the procedures established by the Diocesan Office of Education in regard to handling written complains about instructional materials used in the classrooms. These procedures include the following outlined procedures in receiving, considering and acting upon written complaints concerning instructional materials. A detailed explanation is available from the school office.

1. Complaints must be present in writing to the principal specifying the materials in question.
2. The principal will acknowledge receipt of the complaint and answer questions regarding procedures, as well as notify the instructor and the Diocesan Office of Education.
3. A student may be excused from the using the challenged material.
4. If appropriate, a local review committee will establish a timetable for review to the materials and render a decision, in writing, regarding the complaint.

5. If the complaint is unresolved, any of the parties may take the problem to the local board of education for a decision.
6. Unresolved appeals may be take to the Diocesan Board of Education.  
The decision of the Diocesan Board of Education is final. (GCSB Policy #6145)

## **ATTENDANCE**

**TO THE STUDENTS:** Students are expected to give the same priority to regular attendance at school that a wage earner gives to the job. An attendance record is a permanent part of the school record and is often used by prospective employers to indicate reliability. Many classroom experiences cannot be made up outside the actual class. Often activities are planned for which attendance is necessary. Attendance, regularly and on time, for all classes will serve the student well in developing an adult sense of responsibility. (GCSB Policy #5144.1)

**TO THE PARENT/GUARDIAN:** Assistance in implementing attendance policies is vital. Cooperation in avoiding all absences except those absolutely essential is encouraged. Students more readily see the importance of school if parents refuse to lightly excuse them from attendance. Efforts to schedule dental and medical appointments outside of school time will be much appreciated. Parents/Guardians are expected to avoid requests for students to be absent to attend business errands, shopping, etc., as these matters can well be taken care of outside of school hours.

**EXCUSED ABSENCES:** Students are excused from attending school for personal illness, family emergencies, (death/illness), funeral, medical/dental appointments and for circumstances that both the parents/guardian and school officials judge serious enough to warrant the absence. Parental notification to the school prior to the absence either by phone, email or in writing is requested.

**UNEXCUSED ABSENCES:** Absence from school without the knowledge and consent of both parents/guardian and school officials will be regarded as unexcused and will be entered on the student's attendance record as truancy. Truancy time will be made up before or after school. Students absent from their regularly assigned class or study hall without permission and remaining within the building will be assigned detentions or in-school suspensions.

### **ATTENDANCE MINIMUMS:**

A student who misses (10) individual classes in one school semester will be considered to have excessive absences and will be in violation of Gehlen Catholic's Attendance policy. Students who reach 10 days per semester will place themselves in jeopardy and will have academic consequences.

On the 5th absence in one semester from any individual class, the student's parents will be notified. At the 8th absence in one semester from any one individual class, the student, parent, and counselor will be required to attend an administrative staffing called by the principal. The staffing will include dialogue to decide the proper course of action for the future academic success of the student. If a 7-12 student goes beyond the 10th absence for one individual class he/she will be liable for a disciplinary board hearing for absenteeism and loss of academic credit for the semester's work.

Students who become excessively absent are subject to any or all of the following:

- a. Graduating seniors may not be allowed to graduate with their class or may receive a blank diploma and be required to make up excessive days absent during the summer before receiving their diploma;
- b. Non-seniors (9th, 10th, 11th graders) may have their report cards held and/or second semester credits withheld until absent days are made up during the summer.
- c. The student does not receive credit for the class and must retake the course;
- d. Expulsion.

**PLANNED ABSENCES:** Absences, which can reasonably be foreseen, require prior approval. Dental and medical appointments that can be conducted only during the school day are examples. Students are not excused for shopping, errands or to work in a place of business. Extended, planned absences must

be pre-approved by the principal. Students will not be excused from school, and time will be made up, if students miss school to travel out of town to an event without parental supervision.

**GRADES PK-6:** Students must present a note of planned absence to the classroom teacher at the beginning of the day.

**GRADES 7-12:** Students must bring a note from a parent(s) to the main office several days in advance of the absence. The student will be issued a permit to present to his or her teachers. All class work associated with planned absences should be completed prior to the absence.

**SCHOOL RELATED ABSENCES:** Students participating in a school-sponsored event (i.e., field trip, athletic contest, speech or music competition, etc.) are excused from classes for these events. It is not necessary to notify the principal's office since these absences are not entered on the school's attendance record. However, completion of assigned class work beforehand may be a requirement for participation in the activity.

**COLLEGE DAY AND JOB INTERVIEWS:** Seniors may be permitted two days of absence during their senior year for the purpose of visiting a school they plan to attend after graduation or to interview for permanent employment upon graduation. Arrangements must be made with the counselor and the principal at least one week in advance of the day of absence. Final discretion as to the number of days needed depends on each individual's circumstances and the guidance counselor's discretion. The following conditions apply:

1. Permission is given to visit schools which the student is planning to attend or seriously considering attending.
2. A maximum of five students will be extended this privilege on any one school day.
3. The final three class days of any quarter may not be used for a college day or for business interviews.
4. The final day that seniors may use for a college visitation day is April 10.

**DEPARTURE DURING THE SCHOOL DAY:**

1. Grade 7-12 students who must leave during the school day for a dental or medical appointment, etc., must present a note, from a parent(s), in the main office at the beginning of the school day. A pass to leave the building will be issued.
2. Students becoming ill during the school day must report to the nurse's office. The nurse will contact a parent(s) by phone before the student is permitted to leave the building.
3. Students asked to leave the building for school-related errands must first obtain permission from the principal's office.

**SIGNING IN AND OUT:** All students in grades 7-12 students leaving the building during the school day, must sign out on the sheet provided in the main office. Upon re-entering the building, they are to sign in on the same sheet and obtain a tardy slip, if necessary, for re-admission to class. Students with senior privilege must sign in and out before and after returning to school during those periods. Students taking shared-time classes must also sign in and out when leaving or returning from classes at Le Mars Community School.

**MAKEUP FOLLOWING ABSENCES:** All students absent from regular class for any reason are responsible for making up the work missed. The responsibility for arranging to take tests or making up any missed work **RESTS SOLELY WITH THE STUDENT**. This includes those students whose absence was in connection with a school-sponsored activity. Individual teachers have their own policies regarding make-up of work which students are expected to follow.

**EXTENDED ABSENCES:** In cases of absence longer than three days, parents are urged to make arrangements with the principal to have work sent home to the student to keep the student current in his/her classes. Assignments may be picked up in the main office by a parent or another student.

**PROCEDURES IN CASE OF ABSENCE:** Except for planned absences, the school is to be notified of a student absence by a telephone call to the school by a parent between 7:45 and 9:00 a.m. on the morning of the absence:

**Grades PreK-6:** All students returning from an absence other than for school-related events must bring a written note from a parent to the classroom teacher explaining the absence.

**Grades 7-12:** All students returning from an absence, other than for school-related events must bring a written note from a parent to the main office for a re-admit slip. The re-admit slip must be presented to each classroom teacher.

**TARDINESS:** Students are required to be in their classrooms and prepared to begin the class by the time the tardy bell rings. Students failing to enter the room before the bell will be regarded as tardy.

**Grades PreK-6:** All students tardy will be entered on attendance. Parents/guardians of students who are repeatedly tardy (more than four per quarter) will be contacted and a plan to address the problem will be determined and implemented. Repeated tardiness by 5/6 students may result in detention.

**Grades 7-12:** All students in grades 7-12 who are tardy for first period classes must report to the main office for a tardy slip. The names of students tardy during other periods of the day will be entered on the attendance for the period. Students are not excused for tardiness which could reasonably have been avoided.

**HALL PASSES:** Between 8:25 a.m. and 3:20 p.m., except for transition between classes and lunchtime, 7-12 students are to be in the rooms to which they are assigned for classes or study halls. In the event a student must be out of a room during a class period, the student must first obtain a hall pass from the teacher. The student is to display the pass to all teachers met in the hallway. The pass entitles the student to be out of his or her assigned room only for the purpose for which the pass was issued and only for the time necessary to accomplish that purpose. Any misuse of a hall pass will result in a minimum of one detention.

**SENIOR PRIVILEGE:** Gehlen Catholic School's policy on senior privileges is reconsidered on a year to year basis. If senior privilege is granted during any given school year, the day(s) and times or periods will be determined by the principal. Seniors not assigned to class during the approved times may be permitted to be absent from the building. In order to avail themselves of the privilege, seniors must fill out and have signed by their parents/guardian, the form supplied by the principal. The principal reserves the right to revoke privileges at any time for sufficient reasons. Students who have earned senior privilege must sign out of the office before leaving and upon returning to class.

## **ACADEMIC POLICIES**

The educational program for Gehlen Catholic students is designed to meet the individual needs of students, whereby they might attain the knowledge and skills necessary in church, society and for enriching the human family. As a state accredited school system, Gehlen Catholic is required to meet the educational standards of the State of Iowa. In addition, Gehlen Catholic complies with the policies and standards of the Diocese of Sioux City. Teacher certification, hours of the school day, attendance, required school subjects, as well as records and reports are all regulated by the state and diocese. (GCSB Policy #6120)

Students in K-6 receive daily instruction in the following areas in the regular classroom:

Religion/ Faith Formation	Science
Reading	Social Studies
Mathematics	
Literacy (i.e. phonemic awareness, phonics, spelling, reading comprehension, writing, fluency and handwriting K-4)	

In addition K-6 students receive instruction in the following areas:

Visual Arts	Technology
Vocal Music	Library
Instrumental Music (4-6)	Physical Education/Health

Time allotments may vary depending on the grade level.

Gehlen Catholic's 7-12 program offers a complete curriculum for college preparatory, vocational and business-oriented students. Courses are offered in the following areas: Art, Business Education, Communication Skills, Family and Consumer Science, Foreign Language, Mathematics, Music, Physical Education, Religion, Science, Social Studies, Vocational Agriculture, Vocational Trades and Industry and Industrial Arts. A variety of Advanced Placement (AP), on-line and dual credit courses are available to Gehlen Catholic students. In addition, by arrangement with the LeMars Community School District, a limited number of these classes are offered by way of shared-time classes in facilities provided by the LeMars Community system. The Le Mars Community School system also offers driver's education during the summer months.

**INDEPENDENT STUDY:** Independent study is any course that is offered and administered by Gehlen Catholic or a secondary or post secondary institution other than Gehlen Catholic. Independent studies will include courses taught by Gehlen Catholic faculty or correspondence courses (Internet, ICN, etc.). Students will be responsible for all fees, tuition, materials and other costs associated with the course. It will be the student's responsibility to ensure that the correspondence institution sends an official transcript to Gehlen Catholic. High school credit will not be issued until official transcript has been received. The guidance counselor, prior to enrollment in the course, must approve all independent study courses.

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

1. Gehlen Catholic students attending shared time classes are responsible to both Gehlen Catholic School and LeMars Community High School for adherence to all policies and regulations in effect for students at both institutions.
2. Shared time students must appear for all shared time classes which meet on days when Gehlen Catholic School is not in session, unless a clear and explicit exception is announced. Failure to do so will be judged truancy.
3. Shared time students are responsible for providing their own transportation to and from the shared time facility. Travel is to be made by the most direct route available with no



- intervening delays or stops. Students who are tardy in reporting for shared time classes or in returning to Gehlen Catholic are subject to detentions for each violation.
4. Shared time students are graded in their shared time classes according to the grading policies in effect at Le Mars Community High School.
  5. Students who seriously or consistently abuse the shared time privilege by their conduct at the shared time site or by their misuse of travel time are subject to having the shared time privilege revoked.
  6. Out-of-district students admitted to shared-time classes may be subject to fees for such classes, as determined by the Le Mars Community School District.
  7. Shared time students must attend all Gehlen Catholic liturgy services.
  8. If a shared-time student needs to clean up or change clothes after a class at LeMars Community School, they must do so at Gehlen Catholic. The student is not allowed to go home before returning to Gehlen.

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

**REGISTRATION FOR COURSES:** During the winter season of each school year, students register for classes for the next year. The school's counselor and assigned faculty advisors assist in this important decision making process. In certain cases, the school may require the taking of a certain course on the basis of a student's obvious academic needs or abilities. Registration is considered a final decision not easily reversed. In the event that a student is clearly misplaced and is not capable of the work required in a particular course, the student and his/her parents may make an adjustment to the student's schedule following consultation with the principal and the counselor.

If a student requests a course change after final registration, he/she must realize that the request may not be honored. The course change requires the written approval of his/her parent(s), the signature of the counselor and instructors involved as well as a \$10 fee. This procedure may be modified if a student fails a course which is a prerequisite of the one for which he/she has registered, a teacher recommends the change because of a situation which developed after final registration or there is a medical excuse. No course changes will be allowed after the first week of each semester.

**FOUR YEAR PLANS:** Students in grade 8 will be guided through a four year course planning procedure in compliance with state mandates for the purpose of increasing their future academic and post-secondary educational success. The guidance counselor, parents and students will assist students in creating their 4 year plan. These plans will be kept on file for future reference and planning.

**GRADUATION REQUIREMENTS:** Students graduating from Gehlen Catholic High School must pass a minimum of 25 units in full credit courses, of which includes 0.5 units of humanities and an additional unit of Physical Education (1/4 unit earned every year). Physical Education must be taken every semester. An English and religion class must be taken every semester. Every student must be enrolled in six full-unit courses every semester, regardless of units already accumulated. A full unit course is one which grants 1/2 unit per semester, equaling a full unit for the entire academic year.

**Graduation Requirements:** Students graduating from Gehlen Catholic School shall successfully complete the following academic program:

## Graduation Requirements:

English	4.0 Units
Theology	4.0 Units
Social Studies	3.0 Units
Mathematics	3.0 Units
Science	3.0 Units
Speech	0.5 Unit
Fine Arts	0.5 Unit
Phys. Eds	1.0 Unit
Humanities	0.5 Unit
Electives	5.5 Units
TOTAL	<u>25 UNITS</u>

**REQUIREMENTS BY GRADE LEVEL:** Students are required to register for at least six (6) academic courses per semester plus physical education regardless of units already accumulated. Full-unit course loads in excess of the required six will be approved solely by the counselor or the secondary principal.

### **FRESHMAN REQUIREMENTS**

English I	1
Theology I	1
Physical Science	1
World Geography	1/2
Algebra I or Geometry or Pre-Algebra1	1
Speech 9	1/2
Physical Education	1/4
Elective	1

### **SOPHOMORE REQUIREMENTS**

Am Lit/Comp	1
Theology	1
Mathematics	1
Science	1
World History	1
Physical Education	1/4
Electives	1

### **JUNIOR REQUIREMENTS**

World Literature	1/2
English Comp	1/2
Theology	1/2
Church History	1/2
Modern US History	1
Math	1
Science	1
Physical Education	1/4
Electives	1

### **SENIOR REQUIREMENTS**

British Lit	1/2
English Comp	1/2
Theology	1
Government	1/2
Physical Education	1/4
Electives	3-1/2

\* The Fine Arts and Humanities graduation requirements of 0.5 Units each must be met at some time during the four years of high school.

**FAILED COURSES:** Students (7-8) who fail a core course must repeat that course the following summer or the following school year. A student must repeat one or two semester of the course depending on the number of semesters failed. Any cost incurred are the responsibility of the student. (GCSB Policy #5128)

Students (9-12) failing to pass required courses make up the requirement by taking the class a second time at Gehlen Catholic, by arrangement with the counselor and the principal to enroll in Gehlen's summer school at the students expense, or by enrollment in an independent learning center approved by the school.

Diplomas from Gehlen Catholic School are presented only upon satisfactory completion of the above requirements. Payment of all fees is due in the business office of the school prior to graduation. Except in the case of transfer students from other "state approved" high school programs, Gehlen Catholic will accept a maximum of 2 units of credit gained through other institutions (e.g. correspondence courses or independent learning centers).

**STUDY HALLS AND LIBRARY:** Students are required to use assigned study halls as times of study. In the event a student has no assigned work to complete, the study hall is to be used for independent reading of an educational or recreational nature. Students are not to converse with others in the study hall or to act in a way disruptive to the atmosphere of study.

Any student receiving a "D" or lower at the 3 week grading period, must remain in the study hall classroom during assigned study halls until the next 3 week grading period is over. For those with a "D" or lower, all passes to leave the study hall must be pre-approved by the principal before the bell rings to start the class period. Any faculty member has the right to suspend study hall privileges for any instance of misconduct in any class or activity.

Students may use study hall time to visit with the counselor or to meet with a faculty member who is free during that period. In order to do so, the student must obtain a pass from the counselor or teacher he or she wishes to see. This must be done in advance of the study hall, preferably in the morning before the start of classes.

A tutor for students in grades 7-12 is available to students who are referred to such assistance by classroom teachers, parent(s), the counselor or principal. Students with D's and F's may be automatically referred. The tutor will be available to assist students during a study hall (24 hour notice needed).

Students are required to be in their classrooms and prepared to begin the class by the time the tardy bell rings. Students failing to enter the room before the bell will be regarded as tardy. Students wishing to study together in a particular subject matter or wishing to work together in a group study project may do so with a pass issued by the instructor who made the assignment. The pass must be issued in advance of the assigned study hall and will entitle students to use an area of the building under the direct supervision of the teacher issuing the pass. Students must first report to their assigned study hall to present the pass. A strict study environment must be maintained in the room being used. The presence of personal radios, technological equipment or other items of a recreational nature are strictly forbidden, and any use of the time for work other than that for which the pass is issued will result in revocation of the pass and refusal to extend similar privileges in the future.

Students with research work requiring the use of the library must first report to the study hall. The study hall moderator will issue permission for the students to go to the library. Students using the library to do work not requiring library materials or disturbing others by their conduct will be returned to the study hall. At the discretion of the librarian, they may be denied the use of the library for a period of time. Study hall moderators will not issue passes to leave the study hall, except in cases of emergency (e.g. to use the restroom). Students are reminded that business in the main office is to be conducted before and after school only and not during study hall.

## **COMPUTER USE**

Students are not allowed to use computers without direct supervision of an instructor. Students wishing to use the library computers for class work must present a note to the librarian, from the teacher for whom the work is being required, before using the computer for such work. Students with such passes will be given priority in use of the computers.

**STUDENT BOOK SELECTION:** Though teachers and librarians assist and guide students in book selection, it is the policy of Gehlen Catholic School that the staff will not censure materials that students choose to read. Students may, on occasion, choose books within their reading level which may contain content matter of a nature that is intended for more mature readers.

Parents do have the right and responsibility to censure what their children read. Parents are asked to check their student's reading materials regularly. If there is a concern with a book, parents are free to contact the child's classroom teacher to discuss the matter. Parents/legal guardians may request that the child not read the book. If a teacher has a concern, he/she may contact the parent asking for parental input.

**HOMEWORK/HOME STUDY:** To assure a quality education, Gehlen Catholic School believes that the education of the student is a continuing process and should not be limited to school hours. Both parents and teachers share the responsibility of providing a continuous educational experience. If a student is to be a success in school, a certain amount of home study is essential. Homework is assigned for reinforcement or enrichment of skills taught during the day. It may involve review of the day's lesson, reading, projects, preparation for tests, or written work.

A good guideline for homework is 10 minutes x the grade level ( Examples: Grade 3: 3x10= 30 min.). Homework may include reading time (suggested 10-15 minutes minimum per night) and/or review of the day's lessons. To assist students, assignment notebooks are required and provided in grades 4-6. Agendas are also provided for students in grades 7-12. Homework assignments are to be written into the notebook daily and checked off when complete. Teachers will work with students in the proper use of assignment notebooks. Parents are encouraged to review student assignment notebooks daily to assure student completion of work.

Homework needs to be completed neatly at home and handed in on time to allow students to move to the next level of study. Each teacher has his/her own policy in dealing with late assignments.

- \* Lower elementary students may be required to stay in at recess or stay after school to complete late work.
- \* Students in grades 4-6 who fail to complete work on time will be required to remain after school on the day of the incident to complete work. The student will be required to remain until 3:45 or longer (until the late work is completed). The student will be required to contact his/her parent/guardian by 2:30 p.m. to inform parents of the situation and make transportation arrangements.
- \* Teachers of grade 7-12 have their own policies in regard to late work which will be shared with students.

**REPORT CARDS:** Report cards serve as a means of informing students and parents/guardians of student academic progress. These reports are intended as a guide through a student's educational experiences. TK-12 reports cards are issued quarterly with semester reports also available for 9-12 students.

**EFFORT AND CONDUCT MARKS:** In addition to an academic grade, students may receive effort and conduct marks in each class. The effort mark reflects the degree to which the student, in the instructor's judgment, exercises his/her ability in that particular subject. The conduct mark reflects the student's general behavior, as determined by the instructor, within each classroom.

### **EFFORT and CONDUCT**

S - stands for SATISFACTORY

I - stands for INCONSISTENT

U - stands for UNSATISFACTORY

**GRADES AND THEIR INTERPRETATIONS:** Report cards provide information on student academic progress as well as student conduct and effort. Parents are encouraged to contact teachers if they are in need of a more complete explanation of a student's progress.

Transitional Kindergarten and Kindergarten report cards change each quarter, reflecting the knowledge and skills expected of students during each grading period.

Grade 1-2 report cards list student progress as follows:

E - Exemplary	S - Satisfactory	P - Progressing
NI - Needs Additional Practice		U - Unsatisfactory

Grade 3-6 report cards list student progress on an A, B, C, D, F-system based in percentages as follows:

A	95-100	C	80-82
A-	93-94	C-	77-79
B+	91-92	D+	75-76
B	88-90	D	72-74
B-	85-87	D-	70-71
C+	83-84	F	1-69

Grades 7-12 report cards use the following letter grade system. The grades assigned and their interpretation are as follows:

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

The incomplete is assigned only to students who, because of extenuating circumstances (e.g. serious illness), lacked reasonable opportunity to complete the work of the grading period within the allotted time. Students receiving incompletes at the end of the grading period must complete the required work within the first three weeks of the next quarter in order to receive a grade for the class. All 7-12 teachers will use the above system when awarding letter grades at the end of each of the four quarters.

**NOTE: IT IS POSSIBLE FOR A STUDENT TO FAIL AS A RESULT OF POOR PERFORMANCE IN CLASSES AFTER THE NOTICES HAVE BEEN MAILED. THE ABSENCE OF A NOTICE DOES NOT GUARANTEE A PASSING GRADE FOR THE QUARTER.**

**QUALITY POINT AVERAGE:** At the end of each quarter, a quality point average for each 7-12 student is calculated. This is used to establish an honor roll to recognize those students who have distinguished themselves academically. The Gold Honor Roll lists those students who achieved a quality point average between 3.500 and 4.000. The Green Honor Roll lists those students who achieved a quality point average between 3.000 and 3.490. At the end of each semester the semester quality point

average is also calculated. The semester quality point average is used to determine class rank. Cumulative class rank is the mathematical average of all semesters. The following quality points will be used for each letter grade given.

<u>LETTER GRADE</u>	<u>QUALITY POINTS</u>	<u>LETTER GRADE</u>	<u>QUALITY POINTS</u>
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

**SPECIAL NOTE: ALL COURSE GRADES ARE INCLUDED WHEN FIGURING A STUDENT'S QUALITY POINT AVERAGE.**

**TESTING:** In addition to classroom assessment in each subject, Gehlen Catholic uses several methods of testing academic achievement through standardized tests. In keeping with state requirements and in an effort to determine instructional needs, Gehlen Catholic School also provides alternative assessment of student progress in reading comprehension, math and science.

- The **Assessment of Catholic Religious Education (ACRE)** is administered to students in grades 5, 8 and 11 in the spring of the year. The test measures student knowledge of the faith, as well as provides information on student attitudes and practice of the Catholic faith.
- The **Iowa Assessments** are administered to grades 3-12 in the fall of each year. These tests assess reading, language, math, social studies, science, etc. Results of these tests are used in determining student academic growth.
- The **STAR Reading Assessment** or **STAR EARLY LITERACY Assessment** (for kindergarten early readers) is administered three times per year for grades K-8. It is administered to grade 10 annually each spring.
- The **STAR MATH Assessment** is administered once annually to grades K-8 and 11 each spring to measure student achievement and progress.
- The **TREASURES Benchmark Assessment** is administered annually in the spring to students in grades K-6 to measure student achievement in literacy.
- The **SAXON END-OF-YEAR ASSESSMENT** is administered to students in grades 3-6 annually in the spring to determine student achievement and progress in math.
- The **AEA Physical Science Assessment** is used to measure student science knowledge. It is administered to freshmen students annually each spring.
- The **ACT** is an optional test battery used for college entrance. Gehlen Catholic high school students are encouraged to take this test. Upcoming test dates are printed in the monthly school newsletter and relayed to students through announcements and postings outside the counselor's office.

## **ACADEMIC SUPPORT SERVICES**

**NORTHWEST AREA EDUCATION AGENCY 12** (AEA) serves Gehlen Catholic students, providing consultation and testing services in the areas of speech and language, hearing, and psychological testing. Requests for these services may be initiated by parent or classroom teacher through the principal. Testing services require parental and school approval.

**TITLE I:** A Title I reading program is provided to Gehlen Catholic students in grades 1-5 through the public school district. Services are provided on campus. Students qualifying for assistance meet daily with the instructor in an effort to improve reading skills. Parental approval for participation is required prior to service.

**SUCCESS CENTER:** Elementary students with special learning challenges are offered additional services through the efforts of the Success Center staffed by a resource teacher trained in special education. Students needing additional services may be referred by a teacher or parent, must meet qualifications and, upon, approval would be provided services to meet his/her particular educational needs. Efforts to provide services will involve parents, teachers, the principal and the Success Center teacher.

A para-educator is available to 7-12 students throughout the school day in Success Center II on an as needed basis. Students may request assistance with academics. Teacher, parents, the counselor or principal may refer students to the center. Some students may be required to report to the center due to poor academic performance. The para-educator may provide assistance with academics as well as study skills.

**ENGLISH AS A SECOND LANGUAGE:** Gehlen Catholic School provides English Language instruction to students who qualify according to federal and state guidelines. Parents of every child enrolling at Gehlen Catholic School must complete a home language survey, allowing the school to identify those students who might qualify for ESL services. Students will be assessed as to their English skills. Qualifying students will be provided instructional services which will focus on listening, speaking, reading and writing skills in an effort to increase student achievement. Parents of ESL students are provided information about the program and services provided to their child(ren). Annually, students whose home language is other than English will be assessed using a state- approved test to determine their progress in the English language and to guide their instructional program.

**LIBRARY MEDIA CENTER:** The Kolker Library/Media Center is a K-12 facility with thousands of volumes from which students may choose. Multimedia programs, computer access, Internet access, magazines, and other resources are also available. The library/media center is open throughout the school day for student use. Teachers often bring classes to the library to research topics related to class content and projects.

K-6 students have library classes on a regular basis during which time library skills and reading promotional activities take place. Students also have access to check out and return books throughout the day. Eighth grade students receive intense instruction in library skills during their language class.

## **STUDENT RECORDS**

### **FAMILY RIGHTS AND PRIVACY ACT AND RELEASE AND CLASSIFICATION OF INFORMATION:**

Gehlen Catholic School shall provide parents and students access to records directly related to the student. Gehlen Catholic shall permit parents and students to challenge these records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; shall obtain written consent of parents and students before releasing personally identifiable information about the students contained in educational records; and shall notify parents and students of these rights.

Parents and students have the right to inspect and review personal records, ask for an explanation of any item in the record, ask for an amendment of any record which is inaccurate, give or withhold consent to disclose personal records, be told to whom information has been disclosed, and to be informed before information in any file is to be destroyed. Parents have a further right to have notice and give consent for their child to be evaluated and placed in special educational program or to have the child's current special education program amended. (GCSB Policy#5125.2)

**PERMANENT RECORD:** Every student's permanent record is kept in the main office. The permanent record contains the TK-8 grades and semester grade received in each class taken during the student's high school career, scores achieved on all standardized tests administered by the school or taken by the student for college entrance, i.e., IQ, ITED, SAT, ACT, etc., a quality grade point average for each semester of 9-12 attendance, an attendance summary for each semester, a record of transcript requests and basic biographical data, i.e., place and date of birth, parents names, etc. (GCSB Policy#5125)

**TO THE STUDENT:** A permanent record is just that, **permanent**. Once it is written it can never be revised or destroyed. It may open (or close) many doors for students in their adult lifetime. As that record is written, students are encouraged do all they can to make it the very best record they're capable of achieving. It may seem like just another piece of paper, but many people will make important judgments about students on the basis of what is written in the permanent record.

**TEMPORARY RECORDS:** A number of records are kept during the school year which do not enter the students permanent file, but are disposed of either at the end of each school year or at the end of the students high school career. These include a detailed day-by-day record of attendance, listing all absences and morning tardies, a listing chronic conditions of which the school should be aware, notes received from parents in connection with absences or other similar circumstances, a citizenship report which includes incidents of a disciplinary nature for which the student was referred to the principal and the student's current schedule of classes. These records are kept on file in the main office.

**ACCESS TO RECORDS:** All student records are confidential. They are open to inspection only by members of the faculty with a professional need to obtain information concerning a student. Students and their parents are entitled to examine all personal records kept by the school. All other persons, including social, educational and law enforcement agencies, have access to students files only with the approval of the parents or, in the case of a student attaining adult age, the student. A signed release is required to make the records available. (GCSB Policy#5125.2)

**TRANSCRIPTS:** Throughout the year copies of a students permanent record (transcripts) may be required for a number of reasons: transfer to another school, application to a college, job application, etc. The school may only release transcripts after the parent (or the student, if he or she has reached his/her 18th birthday) signs a written release. Copies of the release form are available in the main office of the school and may also be provided by the agency or institution requesting the transcript. The first two



transcripts requested will be honored free of charge. Additional transcripts require the payment of \$3.00 in the main office of the school, prior to the transcript being issued. (GCSB Pollicy#5125.3)

**STUDENT DIRECTORY:** Directory information, as approved by the Gehlen Catholic Board of Education, includes the names and photos of student participating in officially recognized activities of the school as well as the height and weight of members of athletic teams. This information may be made available for release unless written documentation of a parental/guardian request to withhold part of all of this information is on file in the main office. Each year parents/guardians will be notified of this policy. Gehlen Catholic School has adopted a standing policy of not releasing other information concerning students to any agency outside the school. (GCSB Policy#2463)

## **DISCIPLINE AND CODE OF STUDENT CONDUCT**

*"Let no one look down on you because of your youth, but be a continuing example of love, faith and purity to believers...1Tim. 4:12*

Gehlen Catholic's greatest hope is that every one of its students is a young person who **respects** and **cares** for others at school and every place the student goes. The challenge and expectation of each student is a demonstration of this respect and caring for all despite grade level, interests, color, abilities, ethnic background, country of origin, or school affiliation. Once a student enters Gehlen Catholic, the student is responsible for all actions both in and out of school. Any serious violation of school policy and/or any legal or moral laws could result in serious disciplinary action, especially in cases where the good reputation of the school with the surrounding community is placed in jeopardy. Students are responsible for their behavior and are expected to accept the consequences of their actions.

High school students are preparing for adult roles and responsibilities. While a good deal of maturing remains, basic adult attitudes and behavior are expected. Elementary students are moving toward greater maturity as well. Students are considered responsible for their actions, to be praised when they do well and corrected when they do not. This basic presumption is a compliment to the students, an implicit recognition of their emerging adulthood. Gehlen Catholic School is rooted in the teachings of Jesus Christ in the Catholic tradition. The conduct and behavior of students must reflect that tradition. Gehlen Catholic is a school system dedicated to the spiritual, intellectual, physical, and social development of its family of students. The following guidelines have been designed to ensure that these goals may be reached for those students who choose this type of environment.

### **GENERAL RULES OF CONDUCT**

Gehlen Catholic students use God's gifts wisely.

Gehlen Catholic students respect persons in authority.

Gehlen Catholic students settle conflict through non-violent means.

Gehlen Catholic students complete their own work, taking pride in doing their best.

Gehlen Catholic students demonstrate their faith through reverent participation in worship.

Gehlen Catholic students respect a teacher's right to teach and all students' right to learn.

Gehlen Catholic students treat others with respect and care in their language and actions.

Gehlen Catholic students take good care of their possessions and those of the school and others.

Gehlen Catholic students keep our school safe by following the rules of the church, classroom, hallways, playground, restroom, lunchroom, gymnasium and other campus areas.

**PARENTAL ROLE:** The school is not a substitute for parental authority and guidance. School and parents are engaged in a cooperative effort, supporting and assisting one another in the important task of helping young men and women attain full adulthood. It is vitally important that parents of Gehlen Catholic students acquaint themselves fully with the policies and rules in effect at the school, and that full compliance with these guidelines is consistently encouraged at home as well as at school. Communication between the school and parents by phone calls, letters, or personal visits, is often a key factor in successfully resolving difficult situations. **Parents who enroll their students in Gehlen Catholic are agreeing to abide by this code of conduct.**

**SCHOOL BOARD AFFIRMATION OF DISCIPLINE POLICY:** The Gehlen Catholic School Board affirms its intent to support the school policies, its intent to support school staff who enforce the discipline policies, and its intent to hold the school staff accountable for implementing the discipline policy. (GCSB Policy #5144)

Updated: 3/12; 7/15

**RESPONSIBILITY FOR DISCIPLINE:** Usually, the necessary discipline for effective education is a matter of cooperation and mutual respect between the student and the individual classroom teacher. Minor disruptions or misbehavior will be resolved between the student and the teacher.

The principals will deal with more serious situations. The most serious cases of misconduct will come before a review board, as explained below. In all cases, it is the school's intention to keep parents fully informed and to enlist their assistance in dealing effectively with disciplinary matters.

**MISCONDUCT LEADING TO DISCIPLINARY ACTIONS:** The discipline plan used by Gehlen Catholic is intended to be developmentally appropriate for students at the various grade levels. Student misconduct includes, but is not limited to the following behaviors:

- Classroom misbehavior
- Improper behavior at liturgies or other school functions
- Failure to abide by corrective measures
- Disruption of school activities
- Bullying/harassment
- Writing and passing notes
- Inappropriate behavior at school sponsored activities and events
- Cheating or assistance with cheating
- Defiance of authority
- Unsportsmanlike conduct
- Physical altercation or assault on students
- Physical assault on a teacher/staff member
- Planning, provoking or inciting physical assaults
- Theft
- Failure to tell the truth
- Improper use and/or abuse of technology (computer/Internet, etc.)
- Creating unsafe conditions (behavior which could lead to injury or harm to others)
- Obscenity, vulgarity or pornography
- Sexual misconduct/harassment
- Use or possession of tobacco, alcohol and other illegal drugs
- Threats directed toward students, school, property or staff
- Unexcused absences/truancy
- Violation of rules/regulations of the school
- Weapons possession/use

Because it is not possible to list every misbehavior that may occur, the principals and staff reserve the right to respond to misbehaviors not included in this listing.

The consequences for misbehavior described are designed to be fair, firm, and consistent for all students at Gehlen Catholic. They apply to all students in any building on school property, school vehicles or school buses, and at school or school events. The principals have the latitude to modify penalties. The principals will consider all extenuating circumstances before implementation of any punishment. Depending on the nature and frequency of misconduct, a variety of disciplinary measures are in use at Gehlen Catholic. They include, but are not limited to, the following:

re-teaching of appropriate behavior with practice	fines
warning to change behavior	community service
removal from class	make-up equal time
denial of special privileges	reimbursement
detentions	in-school suspension
behavior modification plans	student behavior contracts

parent conference  
referral to outside agencies  
referral to law enforcement agency

referral to counselor  
out-of-school suspension  
expulsion.

Corporal punishment is not an acceptable means of discipline at any time and will not be endorsed or tolerated by the school.

**COMPREHENSIVE ANTI-HARASSMENT:** Gehlen Catholic strives to afford students the best climate for spiritual, physical, intellectual and social growth. Misbehavior and serious misconduct or criminal activity is in direct conflict with this goal. Any student who teases, hazes, harasses, or disrespects another person is standing in direct opposition to this goal. This type of behavior is sometimes seen in physical or verbal confrontation, but more often is seen in a subtle and silent form of snobbery or unfriendliness. In either case, the result is the same - the recipient feels alienated, angry and hurt.

The affect of such behavior jeopardizes the success and safety of other students, the reputation of the school and the relationship with the surrounding community. Because Gehlen Catholic is a unique and privileged community, built on the sacrifices of others who share a common belief, each of us is called upon to model and bear witness to the gospel teachings. Behavior in opposition to this goal will not be tolerated.

## The Elementary Discipline Plan

### Positive Behavior and Intervention Support (PBIS)

Gehlen Catholic Elementary School is a PBIS school. PBIS is a program which provides the structure to create a positive behavior learning climate for all students based upon five clearly defined school-wide behavior expectations. Gehlen Catholic's PBIS Team composed of teacher representatives, the guidance counselor, a parent representative and external coach (NWAEA staff member) and the principal leads the operation of the PBIS program at Gehlen Catholic, establishing the school-wide goals, creating lesson plans, in-servicing teachers/staff in regard to the program, planning celebrations and reviewing referral data. The Gehlen Catholic PBIS Team meets monthly in an effort to sustain fidelity to the BIRDS' discipline plan.

The PBIS expectations of Gehlen Catholic School students are known as BIRDS. Students are taught and practice appropriate behaviors in the locations around the school and as noted on the behavior matrix. Students are recognized for making good choices through tokens (bird tracks) and celebrations throughout the school day/year.

As positive behaviors allow for the best educational use of time and learning, parents are encouraged to discuss, with their children, the BIRDS behavior expectations and to promote students' positive behavior in all school settings. By enrolling a child in Gehlen Catholic School, parents are agreeing to abide by the discipline code established by the school, its implementation and behavioral consequences, supporting the learning of all students.



## Expectations by Settings

	Classroom	Playground	Lunchroom	Bathroom/Locker Room	Hallway	Church/Prayer Service	Bus Dismissal
<b>Expectations:</b>							
Be Positive	Use kind words Compliment and encourage others	Get along Use good sportsmanship	Compliment the lunch staff Be patient	Use manners	Use a quiet friendly greeting	Use manners	Use friendly greeting to driver and other riders
Imitate Jesus	Pray respectfully	Invite others to join in	Courtesy to all Give thanks for the food	Honor privacy	Christian courtesy	Be aware of God's presence Participate and be respectful in all aspects of the Mass	Be a model of Christian behavior
Respect Self and Others	Talk with permission Actively listen Keep appropriate noise level Use manners Be kind Take care of materials and supplies	Follow directions of recess moderator Appropriate use of hands and feet Silence in lines Polite language	Single file line Say please and thank you Clean up after self and each other Try everything Stay seated while eating Inside Voices	Keep area clean Wash hand with soap and water Wait your turn Inside voices	Stay to the right Walk single file Hands and feet to self Honor learning settings	Be attentive Move kneelers quietly Return missals quietly Genuflect towards the altar	Hands and feet to self Single file line Obey staff Stay seated on the bus Inside voices Share your seat
Do your best	Participate Work Quietly	Solve small problems yourself an get help for bigger ones Show good sportsmanship	Use good table manners Use good manners in line	Get in and get out Use scheduled breaks	Keep the hallway clean	Participate	Know where you need to go
Show Responsibility	Hand completed work in on time Follow Directions Be prepared – have materials and supplies Be on time	Dressed appropriately Care for equipment Follow playground rules	Clean up your area Stay in your own space	Flush Practice good personal hygiene Use supplies (soap, water, towels) appropriately	Keep moving Appropriate materials when switching classes Close lockers quietly	Leave no trace – take things with you	Take care of your things Be on time Follow bus rules

**BIRDS and Behavior Referrals:** Teachers establish classroom expectations, teach and practice these expectations with students. In addition, and with the help of the PBIS Team, teachers teach (and if necessary, re-teach) the school-wide behavior expectations as noted on the BIRDS matrix.

If student behavior becomes a problem, teachers have a plan of action to deal with that within the classroom. Use of *Love and Logic* and *APL* principles and strategies are a foundation for teacher classroom management. Typical steps to be followed at grades TK-6 in dealing with minor student misconduct are as follows:

1. Teacher intervention through a verbal or written warning.
2. Teacher individual conference with the student after class, at recess time or after school and notification of parents by the teacher.
3. Parent notification and after school detention (Grade 4-6)
4. Principal referral

If, after multiple attempts of the teacher to bring about the desired change in behavior, the student continues to exhibit the undesirable behavior, the teacher shall complete a behavior referral (Bird Tracker) which shall be forwarded to the elementary administrative assistant for data entry in the PBIS data base, SWIS (*School Wide Information System.*)

In the cases where students violate BIRDS' expectations at a level which requires administrative intervention, an administrator (typically the principal) addresses the issue and provides corrective consequences. The information regarding the referral and consequences are shared with the parent. The administrator has the right to adjust consequences depending upon the age of the student, the type of behavior, repetitiveness of the behavior, severity of behavior and the number of referrals the child has accumulated. Office managed behavior consequences may include one or more of the following: conference with the student, re-teaching with practice, apologies to others impacted, loss of privileges, time out or detention, restitution, school counseling referral, parent/student conference with principal, behavior plan, in-school suspension, out-of-school suspension, out-of-school counseling or other professional referral, expulsion and/or state-reporting (required by law for bullying incidents).

**BIRDS Tier II TEAM:** The PBIS Tier II Team composed of teacher representatives, school counselor, external coach (NWAEA staff member), and principal meets twice monthly to address students with classroom referrals beyond 6 or office referrals of two or more. The team works with the classroom teacher to develop interventions to address the issue which may include one or more of the following strategies: Check-in/Check-out, Social Skills Training, and Organizational/Study Skills, Behavior Management Plans, Mentoring, etc.

Discipline for misbehavior has as its goal a change of behavior on the part of the student. Discipline is meant to deter repetition by the offender or other students. In rare cases, behavior is so destructive as to require separation of a particular student from the rest of the student body for the good of the school.

### **GRADES 7-12 Possible Disciplinary Consequences**

**SIGNING IN AND OUT:** All students in grades 7-12 leaving the building during the school day, must sign in and out in the main office. This applies to all shared time students.

Students in grades 7-12 must obtain an excused or unexcused tardy slip, for re-admission to class.

- |                           |  |
|---------------------------|--|
| 1 <sup>st</sup> Violation | 45 minute detention                    |
| 2 <sup>nd</sup> Violation | Will result in an in-school suspension |

Any further violation will have the same consequence as a 2<sup>nd</sup> violation!

All seniors leaving the building for senior privilege must sign out on the sheet provided in the main office. Upon reentering the building, they are to sign in as well. Any violation will result in losing senior privilege for an amount of time determined by the administrator.

### **Grades 7-12 Possible Disciplinary Consequences**

<u>VIOLATION</u>	<u>CONSEQUENCES</u>
Late to School	Detention and Parent Contact
Tardy to Individual Classes After period 1	4+ violations in a semester = detention and parent contact Habitual tardiness may lead to ISS, parent conference, review board and possible expulsion.
Truancy All Day or Individual Class	All schoolwork missed will result in a "0" grade. <b>1<sup>st</sup> Offense</b> = 2 detentions plus 42 minutes of service time for each class missed <b>2<sup>nd</sup> Offense</b> = ISS plus 42 minutes of service time for each period missed <b>3<sup>rd</sup> Offense</b> = 2 days of ISS plus 42 minutes of service time for each period missed
Absences From Individual Classes	<b>5<sup>th</sup> Absence</b> = Parent Notification 8 <sup>th</sup> Absence = Parents, counselor, principal and student meet 10 <sup>th</sup> Absence = Review board, loss of credit. See "Attendance" section for more details

**DETENTIONS:** The principal or any teacher may assign a student one or more detentions as penalty for misconduct. The principal may also assign detentions based on tardies or dress code violations. Teachers who assign detentions for misconduct will have the student serve the detention with them.

Students in grades 4-6 typically serve detentions beginning at 3:20 and will remain in detention until 4:00 p.m. on the day assigned. Students at the 7-12 level will complete detentions at the time assigned by the teacher or principal.

Students reporting for detention are to report with writing materials and study materials. The supervising faculty member will determine whether the student will be allowed to study during the detention or will be required to do other work. At times, detention students will be assigned to perform simple maintenance tasks on school property.

Failure to report for an assigned detention will result in detention time being doubled. Three detentions for the same rule or policy violation will result in one half day spend in in-school suspension. Any additional violations of the same rule will result in a full day in-school suspension. Violations and detention are calculated on a semester basis.

**SUSPENSION:** Students guilty of a serious infraction of the school regulations may be suspended for a period of time from their regular classes. Suspensions for less serious offenses will be of a shorter duration and will, when possible, be of the in-school variety (ISS). More serious offenses merit longer periods of suspension, often out of the school (OSS). Students given an in-school suspension (ISS) will be assigned work to be completed in a designated study area and will eat separately from the rest of the students. Students suspended out of school may request assignments through the principal. The days of suspension are entered on the student's records as unexcused absences. However, on transcripts, they are recorded as an absence only.

**DUE PROCESS:** The normal channels for complaints concerning the school shall be from a parent or student to the teacher or person directly involved. Gehlen students will be given the opportunity to be aware of the code of conduct, including consequences of their actions. Students will be made aware of the matters leading to the proposed discipline and may provide their perspective on a situation which may result in disciplinary action. The principal may recommend that a student withdraw from the school. Students or their parents may appeal disciplinary actions to the principal. A review board may be appointed to consider the case/incident. Only the board of education may expel a student. Expulsions are permanent. (GCSB Policy#5144.5)

**7-12 REVIEW BOARD:** If a review board is called upon, the board shall consist of:

- A. Guidance Counselor
- B. Director of Campus Ministry
- D. Development Director
- E. Faculty Member (Rotate on a semester basis)

The principal will notify the parents and student of the final decision by the review board.

**APPEAL PROCEDURE:** Appeals concerning disciplinary actions shall be handled by an administrative team consisting of the principal and the school president. All appeals must be in written form to the principal within seven days of the incident.

**SCHOOL SAFETY:** Threats of violence toward Gehlen Catholic School property or person shall result in severe disciplinary action to be determined by the principal and which may include detention, suspension or expulsion from school.

**BOMB THREAT:** A Gehlen Catholic student who is determined to be actively involved with making a bomb threat will face the following consequences:

- The student will immediately be expelled from the school.
- The student will be billed for all expenses related to the bomb threat, including the school's expenses for adding an additional school day (noted below).
- After a full calendar year, if a family wants their child to be able to return to Gehlen, the student must make an appeal before the Gehlen Board of Education during Executive Session. The Board will then make determination about whether or not to allow that student to return to Gehlen.
- Gehlen Catholic School will cooperate fully with law enforcement officials and legal professionals. It is critically important that parents visit with your children about the following fact: If a student is found guilty in a court of law for his/her involvement in a bomb threat, by law the student will permanently lose his/her privilege to vote, carry a gun, travel in an airplane, and attend a post-secondary institution (whether a technical school, college, or university).

In the event of a bomb threat in which Gehlen Catholic students must be evacuated from the school for any portion of a school day, the lost educational time will be made up by adding an additional day to the school calendar. (GCSB Policy5146.3)

**WEAPONS:** Any student who is determined by school authorities to have brought a weapon onto school property or who knowingly possesses a weapon at Gehlen Catholic School shall be expelled immediately for a period of no less than one year. (GCSB Policy #5146.2)

**THEFT:** The minimum penalty for 7-12 students found guilty of theft from the school, other students, or teachers will be a one-day in or out of school suspension and restitution.. More serious penalties (up to and/or including notification of law enforcement officials) will apply to repeated or serious offenses. The suspected theft of property should be reported to the principal as soon as the loss is detected. Students and faculty members recovering lost items are to bring them to the main office where they may be reclaimed.



**VANDALISM OF SCHOOL AND STUDENT PROPERTY:** Students deliberately misusing, damaging, defacing or destroying school property are responsible for immediate payment of repair or replacement costs. Deliberate vandalizing of the school building or its contents by 7-12 students will result in a suspension or expulsion, depending upon the extent of the damage done, and will require full restitution to the school before re-admission is considered.

**ELECTRONIC DEVICES:** Students in grades 7-12 who violate the electronic device policy will earn the following consequences:

- 1<sup>st</sup> Violation: 45 minute detention and the item will be confiscated and can be picked up by the student in the principal's office at the end of the day.
  - 2<sup>nd</sup> Violation: 45 minute detention and the item will be confiscated and will be returned only to a parent/guardian after the detention time has been served.
  - 3<sup>rd</sup> Violation: Will result in an in-school suspension and the item will be confiscated and will be returned only to a parent/guardian after the suspension has been served.
- Any further violations will have the same consequences as a 3<sup>rd</sup> violation!

**SEARCH AND SEIZURE:** School authorities may search students' lockers, desks, work areas, books and duffel bags, clothing, or student vehicles based on a reasonable suspicion under the circumstances and in the manner reasonable in scope to maintain order and discipline the school, promote the educational environment, and protect the safety and welfare of student and school personnel. School authorities may also seize illegal, unauthorized or contraband materials discovered in the search. Possession of such articles will be grounds for disciplinary action. Once parents and students have been notified of this policy by school authorities, no further notice or search warrant is necessary. (GCSB Policy #5145.2)

**BULLYING AND HARASSMENT:** (GCSB Policy 5145.3) Gehlen Catholic School strives to maintain a learning and working environment that is free from bullying or harassment and to provide all persons with a safe and civil school environment in which all members of the school community are treated with dignity and respect. No student of the school shall be subjected to bullying or harassment on the basis of actual or perceived traits or characteristic: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. No employee, volunteer or student shall engage in harassing or bullying behavior based on this list of traits or characteristics.

It shall be a violation of Gehlen Catholic School Board 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.

Gehlen Catholic School shall promote the understanding and acceptance of, and assuring compliance with, applicable laws and board policy and procedures governing bullying or harassment within the school setting. Gehlen Catholic will annually provide all school employees, volunteers and students training on the anti-harassment and anti-bullying policy of the Diocese and the school. To the extent that possible, Gehlen Catholic School will also adopt and provide programs to school employees, volunteers and students 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.

**Definitions:**

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

**Procedure for Reporting/Action Regarding Allegations of Bullying or Harassment**

1. 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.

2. 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.

3. 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.

4. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.

5. All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the schedule of consequences, up to and including expulsion.

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.

6. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded within ten (20) school days after the submission of the written complaint form.

7. 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.

**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.

## **ACTIVITY ELIGIBILITY**

If a student is struggling at the midterm of any of the 4 quarters or at the end of quarters 1 and 3, the student is put into an academic recovery program (study table) whereby the student, in order to remain eligible to participate in extra-curricular events and contests, must attend a daily study table. Students required to attend study table are:

- students who receive 3 or more D's at the midterm or quarter;
- students who are failing one or more classes at midterm or quarter.

Study table will begin the first school day after the midterm grades, and 1<sup>st</sup> and 3<sup>rd</sup> quarter grades are finalized. The student will continue to participate fully in their extra-curricular activities as long as they are attending study table, working in study table, and have not failed a semester class. The student will attend study they are passing or until the end of the grading period or until the end of their activity, whichever comes first. Students assigned to the study table at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters are required to attend study table for two weeks upon which time their progress will be reviewed and their performance assessed. At that time, their need to continue in the study table will be determined.

If the student is failing one or more courses at the end of a semester the student will be ineligible for 30 days in their current or next extra-curricular event. (see Scholarship Rule 36.15(2)).

\*The 30 day rule does not apply to junior high students. A junior high student will only be ineligible if they do not fulfill the requirements of study table.

Students with 3 or more D's will remain in study table until they no longer have any D's, or until the end of the grading period or the end of the end of their activity, whichever comes first. The student will continue to participate fully in their extra curricular activity as long as they are attending and working in study table.

If a student misses a study table for reason other than family emergency or a school activity or does not make any effort to us the study table program in a constructive way, then the student is ineligible to participate in public contests or events until the end of the grading period.

Study table will be held after school from 3:25 – 3:45. Study table will be held in the classroom of the teacher wherein the student is failing in. If that teacher is part-time or coaching, study table will be before school from 8:15 – 8:30. Students participating in extra-curricular activities must meet the following criteria for participation:

**Peer Tutoring or Study Table:** Peer tutoring or the study table are available for those students and parents who request it. A student may be required to attend study table.

**Student conduct:** Student conduct must conform to all Gehlen Catholic policies and behaviors expectations in order to maintain eligibility. This includes conduct during vacation periods and non-school hours.

**Suspended Students:** Students suspended from school (either out-of-school or in-school suspension) are ineligible to participate in any Gehlen Catholic School extra-curricular activities during the suspension period and are not to be in attendance at any such activities during the period of suspension. The principal and/or review board will determine ineligibility beyond the period of suspension.

**Class Attendance:** Students are required to be in school for at least five (5) class periods on the day they are to participate in an extra-curricular activity or performance. (GCSB Policy #5144.4)

## **TRAINING RULES AND REGULATIONS FOR EXTRA-CURRICULAR ACTIVITIES**

(Extra-curricular activities include Athletics, Cheerleading, Drill Team, Speech, National Honor Society, Swing Choir, Jazz Band, and Pep Band).

These guidelines have been adopted for the purpose of assuring that students of Gehlen Catholic School who participate in an extracurricular activity represent themselves and their school in a responsible and commendable manner. Any student involved in an extracurricular activity is expected to conduct himself or herself in a way which will serve as a good example to others and which will favorably reflect upon the good name of the school.

**PROHIBITED CONDUCT:** Any student involved in an extracurricular activity who engages in conduct, which makes this student unworthy to represent the ideals, principles, reputation, and standards of his or her school may be denied the privilege to participate in the activity on a temporary or permanent basis.

Among the kind of conduct, which is hereby prohibited, is any unlawful activity or any activity that violates the rules of the school, coach or moderator. This includes, but is not limited to, use or possession of tobacco, and use or possession of alcohol, or any controlled substance, as defined by Iowa law.

**POLICY FOR NATIONAL HONOR SOCIETY:** All members of the National Honor Society are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as a basis for their selection. Students not maintaining NHS standards are allowed limited warnings during their membership, but in the case of flagrant violation of school laws or civil laws a warning is not necessarily required. Furthermore, a student who is dismissed or who resigns may never again become an Honor Society member. For further information concerning specific dismissal policy students are encouraged to contact the chapter advisor.

**POLICY FOR ALL OTHER EXTRA-CURRICULAR ACTIVITIES:** (e.g. Science and Math Day Competitions, Quiz Bowl Competitions, Speech and Drama, etc.) Any student involved in the previously mentioned activities or similar activities who has been placed on academic or disciplinary probation or suspension shall, at the discretion of the moderator, continue to practice for the activity. However, the student **will not** be able to publicly participate in the activity.

## **GEHLEN CATHOLIC ALCOHOL/DRUG AND TOBACCO POLICY**

**PURPOSE:** To educate and to help any student who has a problem with alcohol/drug or tobacco use while maintaining the student's responsibility for his/her behavior (choices) and for his/her acceptance of the consequences which may result.

It should be emphasized that this is a school code and not a legal code. Therefore, this code will be applied separately and independently of any legal or court decision on the basis of the evidence of the infraction as determined by the school authorities. (GCSB Policy #5146)

**ALCOHOL/DRUG POLICY:** Students observed by Gehlen Catholic staff or by a Gehlen Catholic school board member using or possessing alcohol/drugs, students charged with any violations of alcohol/drug related laws or students attending functions where alcohol/drugs are made available to minors will face the following consequences:

**First Offense:** Conference with student, parent/guardian, principal and coach/sponsor. A behavioral contract will be presented and signed at this time.

Suspension for 1/3 of the season for all \*Category 1 activities or next Category 1 activity in which he/she is involved and suspension from 1 performance for all \*Category 2 activities. Suspension from athletic events or from other activities will begin immediately and continue through consecutive games or performances until suspension is completed.

For students not committed to any activities, 20 hours of supervised service work as assigned by the principal.

**Second Offense** occurring within the student's high school career: Conference with student, parent/guardian, principal and coach/sponsor. A second behavioral contract will be presented and signed at this time.

Suspension for 2/3 of the season for all \*Category 1 activities or next Category 1 activity in which he/she is involved and suspension from 2 performances for all \*Category 2 activities. During this time the student (a) must be evaluated by a school approved agency and must act on the recommendations given; (b) must either attend one educational session or write a 1,000 word hand-written report with documentation including an interview with either a person involved in the counseling or care of an alcoholic or a recovering alcoholic. Suspension from athletic events or from other activities will begin immediately and continue through consecutive games or performances until suspension is completed.

For students not committed to activities, 40 hours of supervised service work as assigned by the principal. During this time the student (a) must be evaluated by a school approved agency and must act on the recommendations given; (b) must either attend one educational session or write a 1,000 word hand-written report with documentation including an interview with either a person involved in the counseling or care of an alcoholic or a recovering alcoholic.

**Third and Subsequent Offenses** occurring at anytime during the eligibility of a Gehlen Catholic student: Conference with student, parent/guardian, principal, and coach/sponsor. A third behavioral contract will be presented and signed at this time.

Suspension for 2/3 of the season for all \*Category 1 activities or next Category 1 activity in which he/she is involved and suspension for 2 performances for all \*Category 2 activities. During this time the student must enter an approved alcohol/drug treatment program. The student will not be allowed to participate in any activities until he/she shows positive progress and receives approval from the secondary principal, coach/sponsor, and parent/guardian.

For students not involved in activities, 40 hours of supervised service work as assigned by the principal. During this time the student must enter an approved alcohol/drug treatment program and show positive progress or other consequences may result.

**\*CATEGORIES OF ACTIVITIES**

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

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

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

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

**TOBACCO POLICY:** Students observed using or possessing tobacco products of any kind on the Gehlen campus, on any Gehlen-sponsored transportation, at any Gehlen activity (including those not held on the Gehlen campus), or found guilty by law will face the following consequences:

**First Offense:** Written notice to parent/guardian. A behavior contract will be presented and signed, indicating the student's choice of and commitment to Option A or Option B given below.

Option A: Suspension from the next Category 1 and/or Category 2 public appearances.

Option B: Five hours of supervised service work as assigned by the principal.

N.B. Those not involved in activities and those "in-between" seasons and thus not currently involved in Category 1 and 2 activities must take Option B for both first and second offense.

**Second Offense:** Conference with student, principal, coach/sponsor, and parent/guardian. A second behavior contract will be given at this time, again indicating the student's choice of and commitment to Option A or Option B as follows:

Option A: Thirty calendar-day suspension from all Category 1 and/or Category 2 public appearances.

Option B: Five hours of supervised service work as assigned by the principal and a 1000-word handwritten report with documentation, including an interview a health-care official with experience with tobacco-related illnesses or with someone suffering with a tobacco-related illness.

**Third Offense:** Conference with student, principal, coach/sponsor, parent guardian. A third behavioral contract will be made at this time, although options no longer apply.

For students involved in activities, a sixty calendar-day suspension from all Category 1 and/or Category 2 public appearances.

For all, ten hours of supervised service work as assigned by the principal. The student must also actively seek methods to stop tobacco use.

### **ALCOHOL AND DRUGS/SCHOOL SPONSORED EVENT:**

Students who, while in attendance at school, on school premises/property or any school sponsored event, if is reasonably suspected of being in possession, using, selling or under the influence of alcohol, or other drugs as defined by current law or legal practice, illegal drugs and/or controlled substances will be referred to the principal. If the principal also has reasonable suspicion thereof, the following steps will be taken:

1. The police will be called. (Required as per Iowa Code 280.94)
2. All reasonable attempts will be made to contact the student's parents/guardians.
3. If the suspicion is confirmed, the student will be held to the consequences of school activity policies in regard to extra and co-curricular participation

## **STUDENT SERVICES**

**WELLNESS** Gehlen Catholic School promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the comprehensive learning environment for developing and practicing lifelong wellness behaviors. Gehlen Catholic has established a local wellness policy committee comprised of representatives of the board, parents, and leaders in food/exercise authority, community wellness experts and employees. The local health/wellness committee has developed a plan to implement, measure, and monitor the effectiveness of the school wellness policy. The committee's plans will address nutrition education and promotion, physical education, other school-based activities that promote students wellness, and nutrition guidelines for all foods available on campus. (GCSB Policy #5142)

### **HEALTH SERVICES** (GCSB Policy #5140)

- **Physical growth records** of students in grades TK-6 are enclosed in report cards at the end of the school year. Records include results of weight and height measurements completed at the beginning and end of the school year.
- **Hearing tests** are typically administered to students in grades TK-6 and 8 as well as to students referred for such testing. Tests are handled through a visit by a hearing clinician who tests all new students and students known to have hearing loss. This information is used to provide whatever special arrangements are needed in order to assure maximum educational benefit for the student. Special services are also available to Gehlen Catholic School students with hearing or other physical impairments through a number of agencies who are regularly in contact with the school
- **Vision tests** are provided to elementary students and those referred by teachers.
- **Athletic physicals** are required all Gehlen Catholic students participating in athletics through requirements of the boys and girls state athletic associations. Athletes must have a current physical exam on file at the school before being allowed to participate. The Gehlen Catholic athletic department arranges with local doctors to provide the required exam in the spring of each year. The cost of the exam, through this arrangement, is minimal. A student wishing to participate in a sport who cannot attend the physicals arranged by the school must obtain the required form from the athletic department and arrange for their own exam with their family physician.

**SCHOOL NURSE:** The school retains the services of a fully qualified nurse. The nurse maintains the medical and immunization records of students, provides health and safety information to the student body, coordinates health services for students and staff, cooperates with the teachers in providing for health education and assists in evaluating the potential seriousness of illness or accidents that arise during the school day.

**MEDICATION DURING THE SCHOOL DAY:** No medications shall not be administered to students without written authorization from parent or legal caretaker. Medications must be delivered to the nurse in their original containers with original labeling. Prescription medication labels must include the name of student; name of the medication; and administration instructions to include frequency, dosage, and duration. Medications will be appropriately and securely stored. Students may **not** carry nor store in their possession, medications.

Parents/guardians are advised that the school **WILL NOT** provide nonprescription medications such as Tylenol, Advil, etc. for students. These medications must be included under the same regulations that govern school administration for prescription medications.



**ILLNESS:** Students who are ill are not able to learn at their greatest potential. To prevent exposing others to their illnesses and to assure the best experience for learners, students are to be **free of any symptoms of illness for at least 24 hours (without medication)** before returning to school. Among symptoms for which students are to be free are the following:

- \* temperature over 100 degrees (without medication)
- \* skin dry or hot, profuse sweating (without medication)
- \* skin rash that is spreading
- \* pain in throat, chest, abdomen, ears or joints
- \* stiff neck or back
- \* convulsions - spells when a child gets stiff and twitches

**A rule of thumb: A student who is too sick to go out for recess, is too sick to go to school.** Students who have been absent for some time with a communicable disease should have a doctor's written note of permission to reenter school or should be checked against a communicable disease chart to determine isolation periods required.

Parents of ill students are asked to call school (712) 546-4181 to report their sick child between 7:45 and 9:00 a.m. on the day of the absence. Upon returning to school, students who have been absent from school due to illness are expected to bring a dated, written excuse from parents/guardians indicating the reason for the absence. This is in addition to phone calls directed to the school and is part of the record keeping process of Gehlen Catholic School. Elementary students are expected to present these notes to their regular classroom teacher. 7-12 students are expected to present them to the main office upon their return.

**AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME):** As Christians 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. Therefore, discrimination or violence directed against persons with handicaps or AIDS/HIV is unjust and immoral. Thus, 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. 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 or her parents or guardians, the student's physician, and school officials working in concert.

**UNIVERSAL PRECAUTIONS:** All school personnel at Gehlen Catholic will receive instruction in the proper handling, treatment and disposal of bodily fluids or wastes based upon "Universal Precautions" as recognized by medical professionals. Blood and certain body fluids of all persons are considered potentially infectious for blood borne pathogen, including Hepatitis B Virus (HBV) and human

immunodeficiency virus (HIV). 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 parental, mucous membrane, and non-intact skin exposures of persons to blood borne pathogens. Therefore, every effort will be made to achieve a safe and healthy school environment. As members of the Church and society, all share the responsibility of standing in solidarity with those who have AIDS/HIV. It is a Christian responsibility to offer spiritual and pastoral care, along with the medical and social services to those who suffer from AIDS/HIV, and to their families and friends. (GCSB Policy #5141.2)

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

In cases where pregnancy occurs, students are in need of our best efforts to lend support to a decision affirming the value of life. The administrative staff recommends that students and 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. Gehlen Catholic will respond with compassion to the birth mothers and fathers, letting them know they have 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 school remains the best and most supportive environment in which to continue education. Gehlen Catholic will integrate unwed students into the school through means which best assure the interest of the students involved. (GCSB Policy# 5140.1)

## **SAFE ENVIRONMENT POLICY**

In keeping with the United States Council of Catholic Bishops and the Diocese of Sioux City, Gehlen Catholic Schools strives to provide a safe environment for the students it serves. Therefore, the school complies with the Diocesan Safe Environment Policy which requires the following:

**Prior to** working at Gehlen Catholic, each employee or volunteer must:

- successfully complete a background check,
- read and sign an acknowledgement of the Code of Ethics for Those Ministering on Behalf of the Diocese of Sioux City, and

**Within 90 days** of the first day of service, each employee or volunteer must:

- complete a one-time training session called *Virtus* entitled "Protecting God's Children," an educational program with its aim to:
  - Increase awareness of child sexual abuse
  - Understand a 5-step process to prevent child sex abuse from occurring in our schools and parishes
  - Allow you to be apart of a community that will protect all of God's children.

**Continuing Education:** All employees and volunteers must complete continuing educational component of *Virtus* through on-line bulletins in keeping with diocesan policy.

Parents/guardians are encouraged to become Safe Environment certified in order that each would be prepared to volunteer in the classroom or elsewhere at Gehlen Catholic School. To register for a *Virtus*

session, please register on-line by going to [www.virtusonline.org](http://www.virtusonline.org). Those who do not have access to the Internet are asked to contact the principal at 546-4181 for assistance. (GCSB Policy#4111.31)

**IDENTIFYING AND REPORTING CHILD ABUSE:** It is the policy of Gehlen Catholic as well as a legal mandate 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 24 hours and follow the verbal report with a written report. The failure on the part of the employee who is a mandatory reporter to make a report as required by the law may subject the employee to disciplinary sanctions up to and including discharge.

It is also the policy of Gehlen Catholic School that reporters of child abuse remain confidential, as required by law. Gehlen Catholic School shall provide the training required by law in the identification and reporting of child abuse to all mandatory reporters employed by the school within six months of initial employment. The school shall also provide each new employee, who is a mandatory reporter, with legal requirements of child abuse reporting within one month of initial employment.

Gehlen Catholic school 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. Gehlen Catholic recognizes no obligation to contact the parents or guardians of a child suspected to be a victim of child abuse. (GCSB Policy #4116.3)

### **ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL PERSONNEL**

Employees of Gehlen Catholic School will 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.

Gehlen Catholic School will 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 reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Gehlen Catholic School will appoint a level-one investigator(s) and alternate(s). The diocese will contract with a trained, experienced professional to serve as the level-two investigator. (GCSB Policy #4116.3a)

#### **LEVEL I INVESTIGATORS: GEHLEN CATHOLIC SCHOOL:**

Mrs. Lorie A. Nussbaum, Elementary Principal  
School Phone (712) 546-4181  
Home phone (712) 541-0209

#### **LEVEL II Investigators:**

Le Mars Police Chief Steward Dekkenga  
(712) 546-8191  
Superintendent Dr. Dan Ryan for more information (712) 255-7933

**ASBESTOS STATEMENT:** Gehlen Catholic has asbestos in certain areas of the learning environment, but has met federal government criteria for removal and maintenance of this substance. GCSB Policy#7113)

## **CRISIS MANAGEMENT**

**BUILDING SECURITY:** In an effort to better assure the safety of students at Gehlen Catholic School, school building doors will be locked throughout the school day. Anyone wishing to enter the school between 8:25 and 3:20 must use the intercom system found near Door A to request entry. The individual(s) will be asked to state their name and business prior to entry. Once allowed to enter, the individual(s) must sign in and out in the main office – date, time, contact person. Signs are posted at all doors directing guests to do so. All guests must wear a “visitor” badge while in the building. This will be provided upon sign-in and returned at sign-out in the office.

**EMERGENCY SITUATIONS:** A critical ingredient in a safe school is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration. Any time emergency conditions exist, absolute silence is to be maintained in the building so that essential information may be conveyed. In the event of an emergency, information will be provided to parents via the news media via school officials.

Gehlen Catholic has expanded its safety program to include Standard Response Protocol (SRP) to be used in the event of an emergency. SRP is based upon four actions:

- **Lockout** (“Secure the Perimeter”) Lockout is called when there is a threat or hazard outside of the school building.
- **Lockdown** (“Locks, Lights Out of Sight”) Lockdown is called when there is a threat or hazard inside the school building.
- **Evacuate** (“To the Announced Location”) Evacuate is called to move students and staff from one location to another
- **Shelter** (“Using Announced Type and Method”) Shelter is called when the need for personal protection is necessary.

In the event of an emergency, the action and appropriate direction will be provided to students, teachers and staff. Directions for emergency situations are posted throughout the building, with the proper exit and routing plan for each classroom posted. Students and staff will be trained and drills will be provided over the course of the school year.

**Fire drills: Evacuate:** The fire alarm is a loud, steady wail with the flashing of the fire alarm lights. When fire alarm rings, all students, teachers, and staff must exit the building according to instructions and arrangements made by the teacher. Fire extinguishers and warning alarm switches are stationed throughout the building.

**Storm Drills: Shelter** When warned of an approaching dangerous storm, school officials will direct occupants of the building to take shelter in designated areas. An intercom announcement followed by an intermittent wailing horn indicates a tornado/serve storm. When the weather signal is sounded, all students, teacher and staff must proceed to their assigned areas and assume the proper posture for that area.

**FALSE ALARMS:** Individuals guilty of deliberate false alarms are subject to an immediate one-day, in-school suspension. In the event the false alarm results in emergency equipment being dispatched, the guilty party may incur a heavy fine.

**SAFETY PRECAUTIONS:** In the interest of safety and accident prevention, students and parents are reminded of the following:

1. No student is permitted to use the physical education or athletic facilities (especially the weight lifting equipment) without the specific authorization of the staff responsible for those facilities. Adequate supervision must be provided at all times.
2. Students are strictly prohibited from operating any machinery or electrical equipment owned by the school without proper authorization and supervision by a faculty member.
3. All defective equipment which poses a potential health hazard is to be reported immediately to the main office so effective correction may be made.
4. All accidents involving personal injury must be reported at once to the main office.
5. Students must be supervised at all times and therefore, shall not be in the school building at any time without the supervision of a school employee.

## **STUDENT ACTIVITIES**

**CHRISTIAN LEADERSHIP TEAM:** A number of students in the junior and senior years find deep satisfaction in taking active roles in Christian leadership. This leadership can be in the form of assisting in retreat-giving (local or diocesan level), and extensive planning of and responsibility for school liturgies, prayer services, retreats, service projects as well as other commitments to active Christian leadership made on an individual basis.

**GEHLEN CATHOLIC MISSION HONDURAS:** Gehlen Catholic students who have completed three years of Spanish may apply to participate in the annual mission trip to Honduras each spring over Holy Week. Students are responsible for their own expenses.

**THEN FEED JUST ONE:** Annually, Gehlen Catholic K-12 students participate in a food packing event known as Then Feed Just One. Held the first Friday of May, students contribute funds to pack a rice-based food product which is then sent to Third World countries in an effort to relieve the hunger crisis of the children and families of those countries.

**NATIONAL HONOR SOCIETY:** The Gehlen Catholic Chapter of the National Honor Society is one of many high school chapters throughout the nation that recognizes those sophomore, junior and senior students who maintain outstanding qualities of scholarship, leadership, service, and character. The following is the society's membership selection process.

1. To be eligible for National Honor Society, a student must be a junior or senior with a cumulative grade point average of 3.000 or better
2. Students meeting this criteria are then rated by faculty members in the areas of leadership, service, and character. The rating is based on a scale of one through four points, with the total possible being 12. An average score of eight points is required for membership.
3. Eligible students are invited to complete a student activity form which provides information concerning their involvement in school, extra-curricular, and community activities.
4. The NHS faculty board (appointed by the secondary principal) reviews completed forms, interviews students, and selects worthy candidates.
5. New members are inducted into the society during a special ceremony held in the spring.

Once inducted, members are expected to contribute their time and talents to service projects of the society, attend meetings regularly, and to choose a personal service project to complete, based on their particular talents and interests.

**NEWSPAPER:** The **GEHLEN AIRE** is a segment of the LeMars Daily Sentinel newspaper, and has for its purpose the promotion of journalism, the development of creative and independent writing, and the reporting to the community of school activities, projects and accomplishments. It is printed quarterly.

**ROSARIAN:** Students enrolled in Journalism class prepare and publish the yearbook each school year. Staff membership is open to anyone grades 9-12. Work on the book is begun in the fall of the year, but the bulk of book production is done during the second semester. All students are encouraged to purchase a yearbook as a reminder of the year's activities.

**ACADEMIC CONTESTS:** Gehlen Catholic students may participate in local AEA contests in (math (6-8) and science. High school math students have the opportunity to compete in the following: Creighton Math Day, U.S.D. Math Day, and the American Math Exam. Other competitions will be scheduled if interest exists. A computer-based contest called *Knowledge Master* is held twice a year for students in grades 7 and 8. Junior high and high school Quiz Bowl competition is available with

competitions at various locations around the state and nation. The Knights of Columbus hold an annual spelling bee and free-throw contest in which students may participate. Students may also participate in *Sumdog* (math competition sponsored at AEA and national levels) competitions when offered.

**MUSIC DEPARTMENT:** 7-12 Band and Vocal Music are recognized as co-curricular activities placed within the academic curriculum as credited course work. To be eligible for participation in band or vocal the following guidelines must be met:

1. Enroll in "Band" or "Chorus" with acceptance to be determined by the band or choral director.
2. Attend all required rehearsals and performances as outlined by the band or choral director.

**PEP BAND** - Pep Band is composed of all band members and performs during varsity football and basketball home games.

**JAZZ BAND** is a select ensemble with specific instrumentation to be determined by the director. Students will perform a variety of jazz styles and participate in concerts and state contests. Rehearsals will be twice each week before school.

**SOLO/ENSEMBLE CONTEST** - Band students are encouraged to participate in the state solo/ensemble contest each year. Students may elect to perform an instrumental solo or play in an ensemble.

**HONOR BAND FESTIVALS** - Excellence in instrumental music is stressed and rewarded through audition and acceptance in various honor band festivals and/or All-State Festivals.

**LARGE GROUP CONTESTS** - All band students may participate as a group in the State Large Group Band Festival in the spring.

**GRADES 7-8 MUSIC** - Students in grades 7 and 8 have a choice of general music, chorus or band. Students enroll in band, general music and chorus for the full school year and may not drop out without the permission of the instructor. Students are expected to participate in concerts must inform their band or music instructor if they will be absent from a concert, and the teacher can then excuse them. A make-up assignment may be assigned to make up for the concert experience the student missed.

**GRADES 5-6 BAND:** Students in 5<sup>th</sup> grade will be introduced to band and offered the opportunity to audition instruments. A parent/student band night will be provided to inform parents of instrument rental/purchase options. Students will be provided small group instruction by the band director(s) weekly. They will typically perform their first concert in December with another in the spring.

**SELECT CHOIR:** Students in grades 4-6 may audition for this choir which sings at various special events under the direction of the elementary music instructor.

**STUDENT GOVERNMENT:** In the spring of each school year elections for 7-12 student council-class officers will be held. These students actually become the new governing body on the first day of summer break.

The 9-12 elections, usually held in May, result in the selection of three students from each class to fill the offices of, president, vice president, secretary, and treasurer. The sixteen class officers automatically become the student council. This group is involved in a variety of projects of interest and concern to the entire student body. Not only will the elected officers represent the entire student body, but they will be responsible for all class projects within their own individual classes. Each class will have faculty sponsors throughout the year. No class meeting is allowed without the presence of at least one of the sponsors. All individual class projects must be approved in advance by the student council, the student council sponsor and the principal.

Student government opportunities are also provided to students in 5-8, with representatives selected to organize various student activities throughout the school year under the supervision of faculty sponsors.

**FIELD TRIPS:** Field trips are intended to be a definite learning experience as well as a happy occasion. The students are prepared for experiences and observations anticipated on the trip. Permission slips will be sent home for parents/guardians to sign informing of time and location of upcoming field trips.

**CHEERLEADING:** Cheerleading at Gehlen consists of two varsity squads. One squad cheers during the football season, the other during the basketball season. In order to be eligible for a position on the squad, the candidate must be a member in good standing of one of the high school classes at the time of selection.

**DANCE TEAM:** The dance team is open to all girls in grades 9 through 12. The team performs during the basketball season. Tryouts are held in late winter/early spring of each year.

**ATHLETICS:** Gehlen Catholic offers athletic activities on an inter-scholastic basis with its membership in the War Eagle Conference. Opportunities for student participation are provided in each of the following: For 9-12 boys: cross country, football, basketball, track, baseball, and golf. For 9-12 girls: volleyball, cross country, basketball, track, golf and softball.

Students in grades 7/8 are offered interscholastic athletics through the War Eagle Conference. Girls may participate in volleyball, basketball and track. Boys may participate in football, basketball and track.

Coaches for junior high and high school athletics must hold a coaching endorsement and must have met all Safe Environment requirements.

Gehlen Catholic School also offers elementary students opportunities to participate in athletics. Parent volunteers serve as coaches and are not required to hold coaching endorsements. Each, must however, have met all Safe Environment requirements.

**SPEECH AND DRAMATICS:** Gehlen Catholic School is a member of the "Iowa High School Speech Association." This membership allows students in grades nine through 12 to participate in large group and individual speech contests. These contests are held January through March. The contests are divided into district and state competitions. Students can be entered in two events on the district level. Students earning 'one' ratings then advance to state competition.

Every year Gehlen Catholic High School puts on one major drama production open to all students in grades 9 through 12. Students may letter in speech and drama by accumulating points for public performances in large group speech, individual speech, or drama productions.

Students in grades 7/ 8 participate in speech contest at the local level. Participants may move onto a competition provided by area diocesan schools.

**SPECIAL PROJECTS:** All groups or organizations within the school wishing to sponsor a project or activity requiring the use of school facilities or being promoted as a Gehlen Catholic sponsored event must obtain prior permission from the principal. All fund raising projects are coordinated through the development office and require the approval of the principal one year in advance.

**FUND RAISERS:** Fund-raisers are one way through which educational programs and special activities are financed at Gehlen Catholic. Student participation in fund raising allows students the opportunity to demonstrate stewardship, doing their part in helping to defray the cost of their education.



Each fall students in grades K-8 sell World's Finest Chocolate. Students in grades 9-12 participate in a one major fundraising project each year as well. Profits become part of the general budget to support and enrich the educational curriculum. Other school groups raising funds must clear proposed projects with the appropriate principal in consultation with the development director before proceeding. Projects must be pre-approved one year in advance. This provides a means to coordinate the fund raising activities of all groups.

**PARTIES:** Occasional/seasonal elementary classroom parties are to be limited and with pre-approval of the principal. Individual invitations to parties to be held outside of school should not be distributed at school unless all of the children (all girls, all boys) in the classroom are invited. Boy-girl parties of any kind at the TK-8 level are discouraged. Parents are asked to cooperate and support the school and one another in this view. Gehlen Catholic will take no part in sponsoring such parties.

**SCHOOL DANCES:** In compliance with the diocesan school policy, school-sponsored dances are not allowed for students in grades TK-8. Individual high school classes and organizations sponsor a number of dances during the school year. The officers of the sponsoring class or organization are to establish dates for such events with the approval of the principal. The sponsoring group is responsible for all arrangements, including contacting chaperones, obtaining change from the main office, setting up and cleaning the gym afterwards, having someone on hand to sell admissions at the door and the general conduct of the evening. The sponsoring class or group must have a student council dance form completed and submitted to the principal one week prior to the dance. The sponsoring group should also distribute the rules for chaperones. These rules should be given to prospective chaperones when they are contacted.

Students attempting to enter the gym in street shoes will be asked to remove their shoes or leave the premises. Students attending dances are reminded that they are school events and are subject to the regulations covering controlled substances. Doors close one hour after the dance begins. Anyone leaving the dance will be refused re-admission.

**PROM:** Gehlen Catholic will annually sponsor a junior/senior prom. Only juniors, seniors and persons under the age of twenty-one (21) years of age may attend. Gehlen Catholic students who invite students from other schools must sign up in the school office. (GCSB Policy #5148)

**DRIVERS FOR SCHOOL ACTIVITIES:** Drivers of students for any school sponsored event must have completed the safe driving course and been pre- approved by the Diocese of Sioux City as well have completed all requirements for the Safe Environment program.

**GEHLEN CATHOLIC SCHOOL SONG**  
**Loyalty/Hats Off To You (Minnesota Rouser)**

We're loyal to you, Gehlen High,  
We're green and we're gold, Gehlen High,  
We'll back you to stand against the best in the land,  
For we know you will stand, Gehlen High, Rah! Rah! Rah!

So show us your might, Gehlen High,  
Go fighting tonight, Gehlen High,  
Our team is the very best and from you we do expect,  
A victory tonight, Gehlen High.

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Gehlen, Gehlen, hats off to you,  
To our school we'll always be true,  
Let's give a cheer for the one we all love to hear,  
G-E-H-L-E-N, Gehlen High School, onward to victory.

Fight, fight, fight, fight, our team will win,  
Over, over, over again,  
Let's give a cheer for the one we all love to hear,  
G-E-H-L-E-N, Gehlen High School, onward to victory.

SCHOOL COLORS:       Green and Gold  
SCHOOL NICKNAME:     The Jays  
SCHOOL LOGO:         Jaybird