

BISHOP GARRIGAN SCHOOLS

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ALGONA, IA 50511

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2013-2014 STUDENT HANDBOOK



*Bishop Garrigan
Golden Bears*

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

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

Philosophy **of** **Bishop Garrigan High School**

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

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

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

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

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

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

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

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

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

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

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

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Telephone Numbers

Bishop Garrigan Jr/High School.....295-3521

Administration

President.....Mr. Lynn Miller
millerl@bishopgarrigan.org
Principal.....Mrs. Christy Peterson
petersonc@bishopgarrigan.org
Activities Director.....Mr. Ron Patterson
pattersonr@bishopgarrigan.org
Summer Activities Director.....Mr. Rob Meister
meisterr@bishopgarrigan.org
Registrar.....Sr. Janet Goetz
goetzj@bishopgarrigan.org
Head Custodian.....Mr. Mark Johnson
johnsonm@bishopgarrigan.org

Bishop Garrigan Department Heads

Science.....Mrs. Greg Ahlers	Talented and Gifted.....Mr. David Burrow
Guidance.....Mr. John Byrkeland	Band.....Mr. Ken Ferjak
Choir.....Mrs. Linda Ferjak	Library.....Mrs. Tricia Greteman
Math.....Mr. Daryl Kohlhaas	English.....Miss Mary McCall
Theology.....Mr. Robert Meister	Social Studies.....Mr. Ron Patterson
Foreign Language...Mrs. Linda Peterson	Business.....Mrs. Annette Vaske
Physical Education...Mr. Marty Wadle	

Catholic Identity: Worship Centers

St. Cecilia – Algona <http://www.stceceliaalgona.com/>
St. Michael’s – Whittemore <http://bishopgarrigan.org/stmichael/>
St. Joe – Bode <http://bishopgarrigan.org/stjoe/>
St. Joe – Wesley <http://www.parishesonline.com/scripts/hostedsites/Org.asp?ID=8376>
St. John the Baptist - Bancroft <http://www.stjohnbancroft.org/>

Attendance

Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from instructional programs. A ten-day absence policy per semester has been adopted based on the fact that something important happens in class every day. A semester absence of ten days in a class may cause a student's grade to be affected for that semester. The only exceptions to the policy are cases of hospitalization or confinement due to injury or serious illness that requires on-going treatment and an exemption applied for special educational experiences. Colds, headaches, sore throats, flu, doctor appointments, dental appointments, and vacations are examples that count toward the maximum ten-day or parent/guardian sanctioned absences. All pre-scheduled absences require written permission/notification in advance. The day of the absence creates a problem for the student and the teacher and therefore, the student needs to complete assigned work prior to his/her absence. If it is to be an extended absence, parents need to notify the school office and teachers well in advance to facilitate arrangements for completing missed work.

All doctor and dental appointments should be made after school hours or on free days whenever possible. Whenever a student will not be in attendance, the school should receive a parental telephone call prior to 10 a.m. If the office is not contacted, the parent/guardian will be called to verify the reason for the absence. A written excuse must be presented from the parent/guardian when the student comes back to school. Forged notes will incur a one-day school suspension. If the student does not present a note from the parent/guardian or the parent/guardian knows nothing of the absence when called, it will be considered truancy.

College Visitation

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

PERMISSION TO LEAVE THE SCHOOL:

If for some reason a student needs to leave the school grounds during the class day, he/she should bring written permission from his/her parents or from the teacher. The office staff will thereupon issue a pass to leave the grounds. If the student becomes ill, he/she should contact the office staff and contact will be made with the parents about procedures to be followed.

NOON HOUR:

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

TARDINESS TO SCHOOL:

Students who are tardy to school are to report to the office. The tardy will be considered UNEXCUSED unless a **proper** excuse is received from the parent or employer; this excuse should be submitted in writing. Three unexcused tardies in a semester results in a detention. Each additional tardy in a semester will result in a detention.

TARDINESS TO CLASS, STUDY HALL, OR LIBRARY:

Students who are tardy to class or study hall (library) during the school day are to report directly to the office. The question of excused or unexcused tardy will be handled by the office. For a tardy to be excused, the student must present a note from the teacher who detained him/her so as to cause him/her to be tardy. Without such a written note, the tardy is considered to be unexcused. Three unexcused tardies per semester will result in one hour of detention. Each additional unexcused tardy will result in another detention. After 5 unexcused detentions in a semester, a one-day in-school suspension will be served. Excessive detentions could result in an in-school suspension (principal's discretion).

Library

When students are not in a scheduled class, they are to be in the library (study hall). Exceptions to this would be private or small group music lessons, counseling sessions with staff members, or permission in advance to be elsewhere. Once students report to the library, they may not leave to return to their lockers or go beyond the double doors unless they have a pass written out by the teacher beforehand.

ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS

Computing, data storage, and information on retrieval systems are designed to serve the students, faculty, staff and volunteers of Bishop Garrigan High School, hereafter referred to as BGHS, community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/institution provides computing and network resources for the use of students, employees, and others affiliated with the BGHS. Members of the BGHS community are encouraged to use the computers, software packages, electronic mail (E-mail) for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through BGHS computer services are and remain the property of the school. All users are expected to conduct their on-line activities and computer work station activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cafeteria

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

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

Snow Day Policy

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

Bulletins

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced in the class room each day. Students putting notices in the announcements must have their advisors' approval and must have the notices in the main office two hours prior to the announcement time.

Special notices are posted on the bulletin boards outside the main office, guidance office, or posted as poster signs. All posters must advertise school sponsored events and must be approved by the Principal.

Hall Usage

Students are not to cause undue noise in the halls during the class periods; this is a courtesy to classes in session. It is the student's responsibility to have a pass in the hall, authorizing their not being in a class or study hall. Failure to have a pass is a Good Conduct Violation. During class exchanges, students are asked to refrain from pushing and shoving. Good manners should always be exhibited.

Detention

Students who have violated attendance regulations, (unexcused tardies or unexcused absences), or are guilty of various breaches of good conduct will be assigned to detention. . Students will be notified of detention on the Monday preceding the date to be served. If a student misses a detention they may be assigned another for a total of two. If a student misses their second detention they may serve a one day in-school suspension.

Fines

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

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

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

d) Cell phone policy: Any student caught using a cell phone in the classroom or the hall will have their phone immediately confiscated. They may pick their phone up at the end of the day from either the office after paying a \$5 fine.

Suspension or Expulsion

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

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

a) Smoking or use of tobacco products on school premises or at a school activity.

b) Truancy--2nd offense.

c) Destruction of, or defacing school property.

d) Possession, drinking, or being under the influence of alcoholic beverages on school property or at school-sponsored events off grounds, at any time.

e) Possession of, use of, or being under the influence of illegal drugs on school property or at school sponsored events off the grounds at any time.

f) Any conduct at a school sponsored activity contrary to that of a lady or a gentleman.

Guidance

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

Religious personnel of the faculty offer personal spiritual direction to all Bishop Garrigan students. The religion courses are geared to the practical application and personal witness of the faith.

Insurance

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

Fire--Tornado

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

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

Triduum Activities

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

Diocese of Sioux City
Board of Education
Policy Effective 1992

Pregnancy/Abortion

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

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

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

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

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

Diocese of Sioux City
Board of Education - Policy effective July 1, 1992

Child Abuse

As required by Iowa law, written allegations of physical or sexual abuse of students by employees of Bishop Garrigan High School must be submitted to Mr. Lynn Miller for Level 1 investigation.

Vending Machine

Pop and candy may be consumed at the south end of the building. Students drinking beverages or eating candy at the north end of the building are subject to a one dollar fine. Place empty cans in the container provided.

Telephones

The telephones in the various offices are reserved for staff members only and are not available to the students. Students requested to return calls are asked to use only the phone which is located in the main lobby. There is also a phone available for athletic student use in the coaches' office. Cell phones are not to be activated during the school day. Cell phones are not to be used passed the double doors.

Vehicles

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

Campus Privilege

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

Assemblies

Assemblies involving the entire student body for a particular class can be either formal assemblies or informal. Formal assemblies occur for Liturgies, guest speakers or special programs. Informal assemblies are generally pep assemblies. For formal assemblies, students are to proceed to the gym quietly as directed over the P.A.

Bishop Garrigan Schools Dress Code

** You will note that there are a few areas where Bishop Garrigan High School's code will be different from that of Seton. That will give students' something to look forward to as they enter high school.

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

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

PLEASE NOTE (K-12) **No cut or ripped clothing is permitted at any time. Shirts are to be tucked in at all times.**

GIRLS:

SHORTS: (K-12) Khaki and Black; Length: walking length to 2" above knees
(K-6) Must wear tights with shorts Dec., Jan., Feb., March
(7-12) May be worn year round

PANTS: (K-12) Uniform brand; No rips, cuts, tears; Khaki and Black

BOYS:

PANTS: (K-12) Uniform brand; No rips, cuts, tears; Khaki and Black

SHORTS: (K-12) Uniform brand; Khaki and Black; length: walking length to 2" above knees (K-6)
Must wear running/track tights with shorts Dec., Jan., Feb., March

GIRLS AND BOYS:

SHIRT: (K-6) Knit; Uniform brand; Waffle weave; short sleeve;
Color: (K-6) Gold and Black with official uniform emblem
(7-12) dri-fit; Black and White with undershirt = daily wear
dri-fit; Gold shirt with black pants or shorts = activity wear
(K-12) Undershirts: (K-12) Solid, Crew neck in plain black and white only (no distressed), no visible writing or logos

IN SCHOOL OUTERWEAR: (K-12) Uniform Fleece— Black—full or half zip with official uniform logo. Students' names may below the logo. Letters should be in gold or white and no more than 1" in height.

May be purchased at Diamonds or BGHS: OR Gr. K-6 at Diamonds; Gr. 7-12 at BGHS

All hooded sweatshirts are outdoor attire & are not worn in the classroom

SHOES: (K-12) Clean, neat, well-kept; closed heels and toes; traditional tennis/dress shoes - laces tied. No boots of any kind, clogs, crocks, flip-flops, slippers, ballerinas, high heels, furred shoes, et. al.

Matching socks are required at all times; footed tights are acceptable in black and white only (no leggings, thigh high socks, partial socks etc.)

EARRINGS: (K-12) Girls: Earrings only; Boys: No earrings; No unacceptable body piercings which include but are not limited to pierced eyebrows, lips, tongue, nose, etc.

Effective FALL 2012-13: (7-12) Gold shirts with black pants or shorts for activities.

(K-12) Approved fleece only; Black/white crew neck undershirts only, approved length shorts whether old or new only, approved shoes and socks only

Effective Fall 2013-14: New uniforms fully in effect.

Board Approved: May 15, 2012

Dress In Academic Area

Students must maintain appropriate grooming. (Boys: Side burns to the ear lobe, hair off the collar and the ear)

Dress Up Days: There will be designated dress-up days during the school day for all students. The day will be chosen in conjunction with a special event or activity (example-school liturgy). Dressing up is optional for the students. Students dressing up must follow the guidelines for dress-up days. Those students choosing not to dress up must be in uniform.

Dress-up day Guidelines:

Girls:

- dress skirt and top or dress (slacks or pants)
- skirt must be an appropriate length
- NO sleeveless dresses or blouses
- neckline must be of modest cut
- NO sheer, clingy, or denim fabrics
- blouses must be tucked in
- no midriff showing

Boys:

- collared dress shirt must be worn
- shirts must be tucked in.

Activity uniform tops may be worn during school hours with the regular school uniform as approved by the Principal.

Jeans Days: On designated days the student body may wear jeans, T-shirts, and sweatshirts. Shirts that have inappropriate sayings, and exhibit drug or sex slogans are not allowed. The usual fee for a jeans day is \$1. Appropriate dress is always the rule of the day.

Grading System

Symbols of the five levels of the achievement and the type of work characteristic of each level are as follows:

A--indicates that student consistently shows excellent mastery of the subject matter; does all the required work for the course, all of very high quality; shows ingenuity or initiative in applying knowledge to new situations or problems; gives evidence of excellent responsibility in meeting his/her obligations and in analyzing strengths and correcting the weaknesses in his/her work.

B--indicates that a student shows very good mastery of the subject matter; does required work which is of very good quality; is successful in applying knowledge to new situations or problems; is responsible in meeting his/her obligations and analyzing strengths and correcting weaknesses in his/her work.

C--indicates that a student has a good mastery of essential subject matter; does minimum work accepted for credit, most of which is acceptable in quality; with some guidance and suggestions is successful in applying knowledge to new situations or problems; is usually responsible in meeting obligations for his/her work.

D--indicates that a student has insufficient mastery of essential subject matter; does less than the required work, much of which is poor in quality; indicates low achievement; is usually unable to apply knowledge to new situations or problems; shows little responsibility in meeting obligations for his/her work.

F--indicates that a student has not succeeded in meeting even the minimum requirements in a course; shows no indication to accept the responsibility for his/her work.

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

Computing and Marking Grades on the Report Card

1. Plus or minus may be used with the Subject Matter Knowledge and Skill grade.
2. Teachers are expected to give comments that will help explain, balance, or suggest improvement in the grades given.

Policy on Cheating

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

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

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

1) First Offense:

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

- a) The teacher will discuss the offense with the student.
- b) The work done by the student will receive no grade or a failing grade (teacher's discretion).
- c) The student may be allowed to make up the work outside of school time within three days, but with a substantially lowered maximum score. After three days no make-up will be allowed, and the grade will be zero.
- d) A "4" will be marked in Citizenship.
- e) A written report of the incident will be filed with the Dean of Students, Principal, and the Guidance Department, as well as personal contact made with the parents by the teacher.

2) Second Offense:

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

- a) No make-up work is allowed, and a grade of zero will be given for the work.
- b) A conference with the student's parents will be arranged.
- c) A "5" will be marked in Citizenship.
- d) A written report of the incident will be filed with the Dean of Students, Principal, and the Guidance Department.

3) Third Offense:

If cheating becomes a pattern of behavior for the student, appropriate action will be taken. Help from the Citizenship Committee may be enlisted in determining the action.

After School Achievement Program (ASAP)

Bishop Garrigan Schools has a strong commitment to academic achievement. Students are expected to complete work on time to the best of their abilities and complete missing assignment in a timely manner. In the event that these expectations are not being met students will be required to be present in an Achievement Program on Tuesday and/or Thursday from 3:15 – 4:00 in the Bishop Garrigan library.

Management within JMC:

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

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

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

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

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

Eligibility

Guidelines for academic eligibility for all activities:

1) Students must meet all academic requirements as follows:

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

2) At midterm (progress reports): If a student receives 1 F or 2 or more D slips, that student is immediately ineligible for the next week's activities (Mon-Sun) and must attend 2 study sessions supervised by teachers (Tuesdays and Thursdays 3:20 to 4:00). This includes all activities. If they are not in any activities they still must attend the study sessions. If you are late or miss the study session, you are not allowed to practice that night. If there is no improvement the ineligibility and required study sessions will continue for a second week.

3) At quarter break: If a student receives 1 F or 2 or more D slips (any kind) or has a grade point of 1.5 or below they are ineligible for 10% of either:

1. The current season (if it is still going on; i.e., football or volleyball playoffs or state cross country—they would miss one game) OR
2. If these seasons are completed before grades come out, the student would be ineligible 10% of the next season.
3. If they are involved in music, speech, drama, quiz bowl, math team, etc., they will miss one week's activities. (Mon-Sun of the next quarter).

This policy includes all activities, except required graded events. For example, concerts or band days are

included as part of the student's grade; however, the musical is not, nor are quiz bowl events or math team contests.

4) You must meet the attendance requirements as follows:

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

Specifics for Athletes:

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

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

3) Transportation to extracurricular activities will be provided by BGHS. Those who wish other means of transportation must clear it with the Activities Director, either in writing or verbal communication.

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

a) All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b) All contestants must be under 20 years of age.

c) All contestants shall be enrolled students of the school in good standing.

They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.

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

a) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 -12 receives a final grade and course credit is awarded for passing grades.

b) Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a bona fide contestant for 20 consecutive school days. For purposes of this subrule, a "bona fide contestant" means a student who presently is or previously has competed in the interscholastic athletic activity to which the student's period of ineligibility herein applies. This definition shall not apply to a student in the ninth grade.

c) At the end of a grading period that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four consecutive weeks following the end of the final grading period.

d) A student with a disability who has an individualized education program shall not be denied eligibility on the

basis of scholarship if the student is making adequate.

Bishop Garrigan High School Point System

<u>Athletics</u>	Points	<u>Cheerleader/Danz Squad</u>	Points
Out for softball	10	Frosh/JV	10
Out for baseball	10	Varsity	10
Out for football	10	JV Performances (max. 6 per sport)	2
Out for cross country	10	Varsity Performances (max. 10 per sport)	5
Out for volleyball	10	Public appearances outside of contest	
Out for basketball	10	(contracted by sponsor)	5
Out for track	10		
Out for golf	10	<u>Dramatics</u>	
Out for other sport	10		
Participation in varsity athletic contests (max. 10 contests per sport per year)	5	Spring Play	20
Participation in frosh/JV athletic contest (max. 6 per sport per year)	2	Madrigal/Musical	25
Stats/Athletic Manager	15	Tech/Set crew	10
		Speech Contest -- District	10
		State/All-state	10
		Public appearances outside of contest (contracted by sponsor)	5
<u>Music</u>			
Freshman Chorus	25	<u>Other Activities</u>	
Varsity Chorus/A Cappella Choir	25	Editor of yearbook staff	50
Jazz Choir/Swing Choir	10	Publications	25
School Liturgy Choir	5	Student Council Representative	10
Concert Band	25	Student Council Vice-president	15
Marching Band/Aux. (not in band)	15	Student Council President	20
Pep Band per gig (max. 10 gigs per year)	2	Youth Council (School)	10
Jazz Band	10	National Honor Society	40
Instrumental music not in above groups	15	FFA	10
Music appearances (contracted by sponsor 25 pt. max.)	5	NCC Art Show	10
Music contest (Group)	5	HOSA	10
Music contest (Solo)	10	Semester Honor Roll per semester	10
Honor Band/Choir	5	Quiz Bowl (per contest)	5
Madrigal/Musical	25	Bear Facts (per show)	2
All-state tryout	20	Math Team (per contest)	5
		Retreat Team Member (Search/Discover/School)	10
		Tech crew other	5

Cont. on next page

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

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

POINTS MAY BE DEDUCTED FOR ANY OF THE FOLLOWING:

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

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

Good Conduct Policy

Introduction

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

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

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

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

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

Activities

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

Major Violations

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

Students involved in extra-curricular activities:

First Offense:

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

Second Offense:

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

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

Third Offense:

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

For students not involved in the above:

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

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

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

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

Special Notes:

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

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

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

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

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

Minor Infractions

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

Situations which warrant assignment to detention are as follows:

- a) Grave disrespect to a teacher or guest or another student.
- b) Refusal to cooperate with a teacher.
- c) Damage to school property.
- d) Violation of Hall Pass.
- e) Vulgarity.
- f) Tardies-the first three tardies warrant one detention. Every tardy after three warrants another detention in each semester.

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

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

Technology and Social Media

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

Determination of Violation

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

Citizenship Committee

At times, infractions by a student or students may need study and consideration by more than the Administration. In such cases, a Citizenship Committee could be named to study case at hand. Membership on the committee will vary on number as to the nature of the case. Details of the disciplinary case are given to the committee, the students involved appear for questions and statements, and the committee is asked to make recommendations for disposal of the case to the Principal.

Graduation

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

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

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

Special Notations:

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

Registration Changes

The policy concerning changes in registration is summarized as follows:

1. Courses required by the State of Iowa and/or Bishop Garrigan High School may not be dropped. A failure in any required course must be made up and passed before graduation.
2. The needs and abilities of the student are considered the primary factor in making decisions concerning courses.
3. There will be two weeks of grace in the first quarter of a semester class in order for the students to withdraw, if necessary, from classes without penalty.
4. Under special circumstances, students may withdraw after the second week of a semester, but before the completion of the first or third quarter.
 - a) If, in the opinion of the teacher, the student is doing failing work (which would take into account lack of effort) the student will receive a WF (withdraw, failing).
 - b) If, in the opinion of the teacher, the student is passing the course even at minimal level (effort may be taken into account) the student will receive a WP (withdraw, passing).
 - c) While a grade of WP or WF will appear on the permanent record, the grade will not be figured into the

grade point average.

d) A grade of WP will not affect eligibility for activities. A grade of WF will affect eligibility.

e) Withdrawal from a class during the second or fourth quarter will result in a grade of F that will count in the grade point average.

5. The procedure for all withdrawals after the first two weeks is as follows:

a) The student must present serious reasons for requesting the withdrawal.

b) The student must arrange for a conference between his/her parents and the school authorities.

c) The final decision is reserved for the Principal in all classes.

School Spirit

Bishop Garrigan school spirit may be divided into three categories:

a) **Courtesy**--to all people, young and old; at all times, in school and out; and on all occasions.

b) **Pride**--in everything our school endeavors to accomplish and has accomplished.

c) **Sportsmanship**--the ability to win and lose gracefully, and to respect the decision of officials at athletic events.

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

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

School Facts:

School Colors----Black and Gold

School Mascot---Golden Bear

School Song-----Washington and Lee Swing

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

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

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

Hey! Rah! Rah! Rah! Rah!

Hey! Rah! Rah! Rah! Rah!

Hey! Rah! Rah! Rah! Rah!

Garrigan! Garrigan! Garrigan!