

Bishop Garrigan Junior High



*Bishop Garrigan  
Golden Bears*

Parent/Student Handbook  
2012-2013

## I. PHILOSOPHY, GOALS, MISSION STATEMENT

The fundamental goal of Catholic Education at Bishop Garrigan Junior High is to create a Christian educational community whose members share human culture and knowledge in the Gospel spirit of freedom within God's law and love.

We believe that the function of the school is to:

...provide for each child's spiritual, intellectual and physical development;

...provide an atmosphere in which students can learn to face reality and experience the integration of religious truths and values with the rest of life;

...develop educational programs that are child-centered, focusing on the needs of the whole child;

...accept each child as an individual and help each to build a positive self concept;

...communicate with parents on goals, policies, programs and the progress of each child;

...build a Christian educational community that is composed of administrators, teachers, parents and students who witness to the presence and reality of the Risen Christ in the society in which they live.

We believe the Bishop Garrigan Junior High student will become the American Catholic adult of the 21st century, who is fully aware of each person's responsibility to care for the health and welfare of self and the environment. He/she will be a loving, compassionate, hope-filled individual whose ideals are centered upon total respect for God and other people.

The Christian of the future is committed to an informed, responsive, visionary and honest leadership.

The mission of Bishop Garrigan Junior High is to create a safe, student-centered environment which provides emotional, spiritual, intellectual, social and physical development for all students, preparing them to live as productive members of a global society.

## **ABSENCE AND TARDINESS**

An absence is a disadvantage to a student. Special requests for family trips should be reasonable. Although the school is willing to cooperate with parents in these cases, it should be understood that teachers cannot duplicate all missed assignments. Regular attendance is obviously an important factor in a child's success in school. A child who is frequently absent or tardy oftentimes falls behind in his or her work and becomes discouraged with school.

a) **IF A STUDENT WILL BE ABSENT** for the day or part of the day, parents are asked to phone or email the school by 8:30 A.M. to report the absence to the Principal's office. If the student returns to school during the day, he/she is to check in at the main office. A normal excused absence is considered unexcused if a note is not brought by the student or a phone call received from his/her parent.

### **b) EXCUSED ABSENCES**

Reasons for excused absences are as follows:

- 1) Personal illness
- 2) Professional appointments (medical or legal) that could not be scheduled outside of the regular school hours.
- 3) Death in the family.
- 4) Special request by parent beforehand.

In the case of an absence, homework is due within 48 hours after the absence, and an additional 24 hours is granted for each continuous day of absence. It is the student's responsibility to contact the teacher in regard to the missed work. If no homework is submitted after an amount of time, the teacher may give a letter grade or a zero.

c) **EXCESSIVE EXCUSED ABSENCES** can cause a decline in academic achievement. The student's class grade can be affected by excessive absences as determined by the instructor.

### **d) UNEXCUSED ABSENCES: (TRUANCY)**

Students who are absent from school without parent knowledge and permission, or without school permission, will be considered truant and will be dealt with accordingly. This includes a student who leaves school without checking with a secretary or the Principal.

### **e) 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 to the office. The Principal or Secretary will then issue a pass to leave. If the student becomes ill, he/she should contact the Principal or Secretary and contact will be made with the parents about procedures to be followed. A student is never to leave the building without contacting the office.

Should a student become ill during the day, he/she will be sent to the office. The secretary will call parents to arrange for the student to be taken home. If parents are not available, the persons listed on the emergency form will be contacted.

Any student arriving late or leaving early will check in at the office. Late arrivals will be given an excused pass to admit to class if a note or email from parents was received.

Frequent and/or prolonged absence will be reported to the principal, and contact will be made to parents to determine the nature of the problem.

Teachers are not obligated to prepare extra work for students to take on vacation.

## **ADMISSIONS**

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

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

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

## **AIDS AND OTHER BLOOD-BORNE PATHOGENS**

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

It shall be the policy of the Diocesan Board of Education that these special conditions, the risk of transmission of the disease, and the effect upon the employee shall be considered in assessing the individual's continued employment and/or placement.

Responsibility for this assessment rests with the building principal in consultation with the superintendent. The diocese reserves the right to require a physician's statement prior to a decision regarding continued employment and/or placement following contagious illness.

### **Rationale**

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

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

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

**Bishop Lawrence D. Soens  
April 1, 1992**

### **AIDS/Acquired Immune Deficiency Syndrome**

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

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

As members of the Church and society, all share the responsibility of standing in solidarity with those who have AIDS/HIV. We need to offer spiritual and pastoral care, along with the medical and social services extended to those who suffer from AIDS/HIV and their families and friends.

Those who have been exposed to the virus are expected to live in a way that does not bring injury or potential harm to others.

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

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

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

Hygienic Practices: Blood and certain body fluids of all persons are considered potentially infectious for human immunodeficiency virus (HIV), Hepatitis B Virus (HBV), and other blood-borne pathogens. Universal Blood and Body Fluid Precautions should be consistently used regardless of any person's blood-borne infection status.

## **AREA EDUCATION AGENCY SERVICES**

The school is served by Area Education Agency 8 at Pocahontas and a site in Algona. The services available to teachers and students are varied, including: the services of the psychologist, social worker, physical therapist, speech-language pathologist, audiologist; film and book loans; media and print production; and in-service programs. AEA personnel are assigned to the school on a yearly basis.

Routine yearly hearing screenings are given to students in preschool through grade 6 and in grade 8, those receiving services through the resource room, and those with an ongoing hearing problem. Other students are given screening upon parent or teacher request. Parents are to assume that the child's hearing is normal unless they receive a phone call or letter from the audiologist.

## **ASBESTOS-CONTAINING MATERIALS**

In all schools in the diocese of Sioux City, and in particular at Bishop Garrigan Junior High, friable and non-friable asbestos-containing materials will be maintained in good condition, and appropriate precautions will be followed when the material is disturbed for any reason. If there is a need to replace asbestos-wrapped pipes or boiler coverings, these will be replaced with non-asbestos materials.

Bishop Garrigan Junior High will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required and provide training for the appropriate persons as required in the rules.

A description of the asbestos or suspected asbestos-containing materials will be available at the school office.

## **ATHLETIC PROGRAM /PHYSICAL EDUCATION CLASSES**

The physical education and athletics programs at Bishop Garrigan Junior High are set up for the welfare of the students. It is the goal of these programs to give each student who participates worthwhile habits and understandings which can be used in everyday life. The philosophy behind the physical education and athletics programs allows full participation by each student in order to develop physical strength, motor skills, and bodily fitness and coordination within the context of a Christian environment.

### **Physical Education Classes**

Physical education classes at Bishop Garrigan Junior High are co-educational and meet twice a week. These classes are intended to develop expertise in each individual student in the areas of exercise and care for the body. Students are also taught to appreciate the value of non-competitive sports where everyone, regardless of individual skills, can participate and contribute fully. Physical education classes also encourage values of good sportsmanship which will enable the individual to fulfill the role of spectator at future athletic contests.

### **Athletic Program**

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

The coaching staff, for the most part, is made up of teachers. Every member of the staff is committed to providing a program in which the students can have fun, enjoy the activity and develop physical potential. Responsibility is a life skill which Bishop Garrigan Junior High students are expected to learn and practice.

We believe that students should learn from these activities the ideals of sportsmanship, teamwork, friendship, companionship and the proper respect for both winning and losing. We firmly believe that these are important character traits that must be taught, and we work to see that they are. We are also obliged to encourage parents to fulfill these same expectations by modeling these ideals in their conduct at home and at each athletic event.

We believe that our programs are varied enough to allow every student the chance to participate in some way. It is our desire that all students wishing to participate in an activity do so, as long as they meet the standards set for that activity. Certain regulations are necessary to ensure the success of the program. If students are participating in athletic events, they may not use tobacco, alcohol, or drugs that have not been prescribed for them. If participants abuse this policy, they will be dismissed from the activity.

Athletes must be willing to attend regular practices and work on the level of competition in which they are participating. Students are required, for their safety, to pass a physical examination prior to their participation in any interscholastic athletic event or in the practices for that event. It is also expected that students maintain a proper attitude and respect towards the coaches, teachers and volunteers involved. Certain academic standards are also required for participation in the athletic program. It is our aim to allow all students who meet the standards to enjoy a reasonable amount of

participation in every contest or activity in which they are involved.

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

1. A failure or deficiency slip requires that the grade/effort be raised within 2 weeks for all sports. Failure to bring the performance/effort up within the two week period will keep the student from participation in athletic contests until progress is shown. This includes poor performance/effort on the report card as well.
2. Six Pride Club marks lost in a month cause a student to miss Pride Club and 1 athletic contest. Ten Pride Club marks lost in the same month cause the student to miss Pride Club and 2 athletic contests, etc. Three behavior Pride Club marks lost in a month will cause the student to serve detention; detention will cause the student to miss 1 athletic contest. If the current sport season is over, the missed sporting event will go to the next season in a given school year. (See Pride Club, page 13)
3. Each truancy or cutting of class requires that the missed time is made up, is the equivalent of a detention, and results in the loss of 1 athletic event.
4. Each detention results in the loss of 1 athletic contest. Detention also includes staying after school after losing 3 behavior Pride Club marks in any given month.
5. Daily Attendance - students who are involved in any sport during the school year must be present the **entire** school day to be eligible to participate in practices or games. Exceptions would be specific appointments as approved by the administration, or attending funerals.

## **BAND**

Students in grades 7-8 are eligible to participate in the band. Students have individual lessons and large group band practices 3 times per week.

The band program includes lessons during August, in addition to a marching band clinic before school begins.

## **BUS PROCEDURES**

Algona Community School District has set up rules for eligibility to ride and for conduct while on the bus; infractions will be handled according to current policy which is published periodically. Students riding on Bishop Garrigan High School buses will be expected to follow the same rules. Shuttle buses are available to transport students within the town of Algona. To make arrangements, call the Algona Community Schools' bus barn.

Students may not bring guests to ride on the bus, nor may those riding rural or city routes ride another route except in special circumstances and only with the signed permission of the parents and the building principal. Parents will need to send a written slip to the bus driver.

Parish Busing: Parish busing takes place when there is no school at Algona Community Schools; consequently, no public school busing. On those days, the outlying parish families bring their students to their parish center (in most cases the church) and Bishop Garrigan buses will transport the students. Students need to arrive by 7:45 a.m. After school, buses will return students to their parish centers. School dismisses at 3:15 pm. Drop off time will vary with the parish.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

If a student needs a cell phone, or other electronic devices (ex: iPod, pagers, Nintendo DS, etc.), the phone must be turned off and kept in the book bag inside their locker. Any cell phone found turned on or in a student's possession will be turned into the principal. The student may pick up the cell phone at the end of the day. Repeated infractions will warrant additional discipline.

Harassment: "Cell phone" use for harassment or threats of any kind are prohibited.

## **CONFERENCES: PARENT-TEACHER-STUDENT**

Conferences are held twice a year, at the end of the first and third quarter. Since our job of educating children is done best when there is cooperation between home and school, we strongly urge attendance at all conferences by both parents/guardians and also by students under ordinary circumstances.

The conference is the time to discuss progress and to affirm the student for the effort made. It should not be deemed unnecessary if the student is making sufficient progress or is not having any trouble. We all need to be commended on our performance, and students benefit most when both the teacher and the parent do this in a conference at which students are present.

In addition, the student who knows that parents and teachers are working together to cause improvement in attitudes or performance will make the most improvement.

It is not necessary to wait for the scheduled conference times to discuss student progress.

## **CORPORAL PUNISHMENT**

1. Corporal punishment by a teacher, administrator, staff member or school employee is not an approved method of correcting student behavior. It is also against the law in the state of Iowa. Corporal punishment, for the purpose of this policy, means direct, forceful physical contact, with or without the use of an instrument such as a paddle, belt or rod.

2. This policy rests on a number of convictions and principles.

Corporal punishment is unlikely to be perceived by the majority of parents and students as a Christian method of discipline.

Experience and professional opinion both indicate that corporal punishment is more likely to produce anger and resentment than a desirable change of behavior and attitude.

While corporal punishment may discourage specific behaviors, it does not necessarily provide positive guidance to desirable behavior.

Even when described carefully and applied with restraint, corporal punishment may inflict more pain and physical damage than is intended.

Many alternatives to corporal punishment are available as means of changing undesirable behavior: deprivation of privileges, isolation from other students, assignment of written work, assignment of tasks beneficial to the school, and detention outside the regular hours of the school day.

3. This policy in no way prejudices or suspends the legitimate right to reasonable defense against physical attack, or threat of physical attack, by a student. Reasonable physical force to restrain a student who attacks, or is threatening to attack, a school employee or another student may be used as the situation warrants.

4. Any incident between a student and a school employee involving physical force which could be construed as corporal punishment or physical attack must be promptly reported to the principal. The principal shall, in turn, contact the parents of the student(s) involved and will arrange for a conference of all parties to the incident, so that the matter may be resolved to the satisfaction of all.

## **DAILY SCHEDULE**

When students arrive before the first bell, they are to remain in the junior high wing until school begins. They may eat breakfast. First bell is 8:18. Dismissal bell is 3:15.

## **DISCIPLINE**

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

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

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

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

1. Extra-curricular: Suspension from extra-curricular activities that the student is engaged in means that the student is allowed to attend lessons and practices, but is not allowed to participate in competition or public performances in that activity.
2. In-school: The student is brought to the office by a parent or designated adult in the morning five minutes after school starts. He/she will

be assigned work from each class to be done in an isolated area of the school. The student will have attended bathroom privileges, is not allowed to converse with other students, will eat alone and will be picked up by the parent or designated adult five minutes after the rest of the students are dismissed.

3. Out-of-School: The student is not allowed to attend school. All assignments are to be completed, and are the responsibility of the student. In some cases, the time lost will be made up, as much as triple time.

Grounds for suspension of or expulsion from class activities and/or extra-curricular and honor activities at BGJH include the following:

- smoking, swearing, possession of alcohol, or misuse of chemical substances;
- carrying chains, knives, or other objects with the purpose of causing harm or injury to others;
- leaving the school grounds during the school day without permission;
- intentionally cutting classes or not attending school on appointed days;
- vandalism or theft of school property or the property of others;
- causing harm or injury to others through fighting, maliciousness or carelessness.

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

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

In enforcing this policy, school administrators will ...

1. immediately confiscate weapons, dangerous objects or look-alikes from any person bringing them onto school premises, onto the premises of any school-sponsored event, or into any environment under the control of the school;
2. notify law enforcement officials of any incident in which a firearm or other dangerous weapon has been confiscated by school officials and will consider suspension or expulsion of any student from whom such a weapon has been confiscated;
3. notify parents of any student from whom any weapon, dangerous object or look-alike has been seized by school officials;
4. expel for a minimum of one year any student bringing, or knowingly possessing, a firearm onto the school premises, onto the premises of any school-sponsored event or in any environment under the control of the school;
5. determine, on a case-by-case basis, any exception or limitation to #4 above.

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

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

## **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; 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**

## **EDUCATION TO HUMAN SEXUALITY**

As children and young people advance in years, they should be given positive and prudent sexual education. (Vatican II, Declaration on Christian Education, No. 1, 1965)

We continue to regard this education in human sexuality as an important priority in Christian education, met in part through diocesan-approved family life education in Catholic schools and other instructional programs. (U. S. Bishops, To Teach as Jesus Did, No. 56, 1972)

The Board of Education has a responsibility to provide comprehensive programs for education in human sexuality for all parish and school religious educational units. These programs will be in accord with Diocesan guidelines and official Church teaching.

### **Guidelines**

1. The rights of parents as primary religious educators should be respected at every level, particularly in the selection, implementation, and evaluation of educational materials and methods.

2. All programs in human sexuality education should have the following qualities:

they cooperate with parents in their role as primary educators, especially by keeping parents informed as to when sensitive materials will be covered in class;

they embrace the entire person spiritually, morally, psychologically, emotionally physically, and intellectually;

they include all the important biological and scientific information within the context of the moral teaching of the Church;

they respect the age, maturity, and circumstances of life of the learner;

they present clearly both the beauty and giftedness of sexuality and the ways that society has abused and distorted sexuality through hedonism, sexism, and consumerism.

3. It is essential that teachers/catechists have a faith commitment to Catholic moral values and teachings, accept themselves in their own sexuality and the developing sexuality of those they teach, have the enthusiasm and ability to handle course content intelligently and sensitively. (See appendices of the letter Bishop's letter regarding participation in the Education to Human Sexuality classes.)

## **EMERGENCY DISMISSAL PROCEDURE**

In case of bad weather, notice will be given over the radio and TV stations if classes are cancelled, or if a late start or early dismissal is appropriate. Announcements concerning Algona Community Schools in this regard will include BGS as well. The decision is made by those in charge of safe transportation of students.

The emergency form in the office has a place on which to indicate where students are to go if they cannot be transported at times of early dismissal for weather. Students need to be informed of what they are to do in case of bad weather. Families are required to have a Winter Emergency Form on file for emergency dismissals.

If parents choose to pick up children rather than have them ride the bus, or if they are taking children out before dismissal time, this is handled at the office. Students will not be released from the classroom without office personnel being notified so they can keep track of students' whereabouts. All students are signed in and out at the office by parents or a designated adult.

It is important to know whom each child goes with so that there is not worry or confusion on the part of one parent who might not know that the other parent has picked up the child, or the parent whose child may have gone with a neighbor or friend.

Students will sign out in the office log book before leaving the building and sign in at the office when arriving after 8:23 am. Appointments during the day are the same procedure.

Each student shall have an emergency form filled out and on file in the office each year. This is necessary in case of emergency dismissals as outlined above, and in cases of emergencies such as an injury. It is important to complete the whole form including names of doctor and hospital.

According to local ambulance regulations, before a person can be transported out of town to a hospital he/she must be checked at the local hospital first to determine whether his/her condition is stable enough to make such a trip safely.

## **FEES**

Each year the School Board sets a fee to be charged each student. This is to help defray part of the cost of education at BGJH, most of which is borne by the parishes. The fee schedule is available at the school office throughout the year. Tuition arrangements are taken care of through the business office.

Students in BGJH who participate in the sports program are charged a nominal fee for each sport, payable at the beginning of the season. Junior high school students are charged a fee for computer use, band, and supplies.

All fees are payable at the office, except sports activity fees, which go to the Junior High Athletic Director.

Under no conditions will inability to pay deprive a student of a Catholic education. However, this cannot be known unless parents inform school officials of the difficulty when filling out the tuition forms in the spring. Work-study and tuition-grant arrangements are available. All such matters will be handled with confidentiality.

## **FIELD TRIPS, CULTURAL PROGRAMS**

A variety of experiences will broaden a student's educational background; it is to be expected that at times the program will need to be expanded to include activities outside the classroom.

Parent permission will be required for a student to attend functions away from the school building. Parents will be notified of programs which are presented outside the school setting.

In each case, the cost of field trips and cultural programs will ordinarily be borne by the student. However, no one will be deprived of the benefits of such an activity because of financial need.

If an activity is of an educational nature, then it stands to reason that a student will not usually be deprived of participation in that activity for reasons of past misconduct. However, it is often the case that past conduct indicates how a student will likely behave in the less-structured setting of a trip or program. Therefore, a student may be asked to remain in the classroom and do other work if there is reason to believe that his/her conduct will be detrimental to learning by the group or the individual.

Chaperones will ordinarily be parents of the students involved in the activity. The number of chaperones will be determined by the type of activity. Chaperones are expected to ride the bus with students. Teachers will give a brief in-service as to the expectations for a chaperone at a given level. If it is impossible to find an adequate number of appropriate chaperones by 24 hours before the event, it will be cancelled.

## **HARRASSMENT**

It is the policy of Bishop Garrigan Schools to maintain a learning and working environment that is free from harassment of any kind designed to reduce the dignity of the individual. Violation of this policy shall be cause for disciplinary action up to and including expulsion or dismissal from the school or employment.

## **HEALTH SERVICES**

Health services at BGJH shall include the following:

1. Health assessment and screening
  - A. AEA services
    1. Hearing screening grade 8
    2. Speech screening and therapy upon referral by a teacher or parent
    3. Occupational therapy is available.
  - B. Community Health nurse
    1. Health Fair
    2. Other services vary according to request and year.
  - C. Procedures:
    - Anyone on the school staff who notices that a child has symptoms indicating the possible presence of a communicable disease will go to the office. If a fever, rash, vomiting or pain is exhibited, the secretary or nurse will call the parent who will then arrange to remove the child from school. Please do not send a child to school when a fever, rash, vomiting or pain has been exhibited.

-In case of an accident in which the playground supervisor reports a head injury or which causes prolonged or severe pain, the secretary or nurse will call the parent, who is responsible for deciding what action shall be taken.

-If a parent cannot be located, then the responsibility becomes that of the person listed on the emergency sheet in the office.

2. Administration of medicines: Medication will be administered by a certified person under the requirements of the law. (See appendix for the conditions to be met in order for this to be done.) Tylenol may be administered to students with parental permission on file. No other non-prescription medicine will be administered by school personnel.
3. Immunization records: An up-to-date immunization card shall be on file, in accordance with Iowa law, for each student. These will be the responsibility of the secretary or school nurse. Cards are audited yearly by the County Health Nurse and at random by the State Department of Health. Children who do not have current immunization records may be withheld from school until an immunization card is presented.

## **HOMEROOM ASSIGNMENTS**

Homeroom assignments are made by the principal after consultation with teachers. Factors considered in the making of homeroom assignments include: gender balance, blend of abilities, students who benefit from being together or separated, overall student behavior, etc.

## **INSURANCE**

School insurance will be offered for all students through a reputable vendor. A signed waiver will be required from those who choose not to subscribe to school insurance.

## **JMC**

JMC is the program used to manage student attendance, grades, lunch and parent communication.

## **LITURGY**

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

## **LUNCH AND BREAKFAST**

The federal breakfast and hot lunch programs are available to BGJH students.

## **MAKE-UP**

Excessive make-up, or make-up inappropriate for the age of the student, shall not be worn. Students will be visited with on an individual basis. Continued use will be handled as a regular dress code infraction, with parent contact through the Pride Club sheet or a personal contact.

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

It is the policy of BGJH that any certificated or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within 24 hours, and follow the verbal report with a written report on the appropriate forms.

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

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

The BGJH administration and staff will cooperate fully with the DHS personnel in conducting a child abuse investigation by providing access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews.

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

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

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

Bishop Garrigan Schools has appointed a level-one investigator and an alternate.

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

## **NON-DISCRIMINATION**

Bishop Garrigan Schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Bishop Garrigan Schools will not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Catholic schools of the Diocese of Sioux City operate on a philosophy that is firmly rooted in the social justice tradition of the Church. In keeping with this principle, schools of the Diocese shall:

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, the Catholic School System 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.

## **PARENT COMMUNICATION**

A parent newsletter is emailed once a month, beginning in August. Parents are always welcome to schedule a classroom visit.

## **PICTURES**

All students will have school pictures taken every year for the cumulative records. Packages of pictures will be available for purchase on a pre-paid basis.

## **POSTING INFORMATION**

Students/parents who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

## **PRAYERS**

The following prayers are taught in PK-6.

Spontaneous Prayer, Sign of the Cross, Grace Before Meals, Our Father, Hail Mary, Glory Be, Grace After Meals, Guardian Angel Prayer  
Morning Offering (short form), Act of Contrition, Apostles' Creed, Morning Offering (long form), Ten Commandments, the rosary (how to say)  
Come Holy Spirit, Seven Sacraments, Mysteries of the Rosary, Hail Holy Queen, Memorare

Grades 7-8: Memorare, Beatitudes, review of all of the above prayers

## **PRIDE CLUB**

Pride Club is an incentive program used at the junior high level to strengthen the focus on good behavior and responsibility. Points issued at the beginning of each month are lost by failure to do such things as hand in assignments on time, bring needed materials to class, exhibit proper respect for self and others, and dress properly. Expectations vary depending on the grade level of the students and are determined by the teachers on the respective teams.

The students who maintain membership in Pride Club by retaining the required number of points at the end of the month may participate in a recreational activity. Those not taking part in the activity are provided with supervision.

## **PRIVACY OF RECORDS**

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

## **REPORTS OF PROGRESS**

Report cards are issued on a quarterly basis.

## **SAFE ENVIRONMENT**

In keeping with the United States Catholic Conference of Bishops, the Diocese of Sioux City and Bishop Garrigan Schools have adopted procedures to provide a safe environment for the children are as follows:

Any adult (employee or volunteer) who will be working with children will need to successfully complete a background check which reviews criminal and child abuse records; attend a one-time child abuse prevention program entitled *Virtus*. The *Virtus* session must be completed within 90 days of initial employment/volunteering.

*Virtus* is available locally on a regular basis. To register for *Virtus* training: 1. Log onto the Internet. 2. Go to [www.virtus.org](http://www.virtus.org). 3. Follow directions to register. You will need to create your own user ID and password. RECORD these and keep in a safe, easy to locate place as you will need to remember them. 4. Log off *Virtus* site; log off internet.

## **SCHOOL BOARD**

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

The Board meets regularly on the third Tuesday of each month at Bishop Garrigan Junior Senior High School. All meetings are open to the public unless executive session is required because of the sensitive or personal nature of a discussion.

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

## **SPORTSMANSHIP**

Bishop Garrigan Schools are committed to promoting sportsmanship, ethics and integrity in all extracurricular activities. Participants and fans are expected to demonstrate a high level of responsibility, good behavior, and appropriate language at practice and competitions.

Principles of good sportsmanship for which we stand include honest rivalry, courteous behavior, and graceful acceptance of the results. It is important to know, understand and appreciate the rules of the contest. Fans are counted upon to display loyalty to their team and respect for the opposing team and officials. To recognize and acknowledge skill and performance regardless of affiliation are some of the most highly commendable gestures of good sportsmanship.

The spirited support and role modeling of the high ideals and principles of our Bishop Garrigan Schools are the best gifts that our fans can offer to our young athletes, contestants and spectators.