



**BISHOP HEELAN  
CATHOLIC SCHOOLS**

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**A LIFETIME ADVANTAGE**

**K-8 Parent/Student  
Handbook  
2023-2024**

**Cathedral Dual Language Academy  
Holy Cross  
Mater Dei School  
Sacred Heart School**

*Revised June 2023*

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# BISHOP HEELAN CATHOLIC SCHOOLS

## Mission Statement

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

## Philosophy Statement

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

## Non-Discrimination

Bishop Heelan Catholic Schools is an equal opportunity educational institution. It does not discriminate on the basis of race, color, age, creed, sex, religion, national origin, physical or mental ability or disability, ancestry, political party, political belief, socioeconomic status or familial status in the educational programs or activities, which it operates.

## Academics

Bishop Heelan Catholic Schools' curriculum consists of religion, reading, language arts, mathematics, social studies, science, music, art, physical education, technology, guidance and services for English language learners. Iowa Statewide Assessment of Student Progress (ISASP) are administered to students in grades 3-8. The tests measure student achievement in various basic skills areas. The Assessment of Catholic Religious Education is administered to students in grades 5, 8 and 11. This test measures knowledge of Catholic principles and student Christian living. The FAST reading and math assessments are conducted three times throughout the school year in grades K-8.

### Programs for At-Risk Students

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

### AEA (Area Education Association) Services

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

### Grading Scale

Bishop Heelan Catholic Schools will use the A, B, C, D, and F grading system in grades 3-8. The numerical grade is converted to the letter equivalent for the report card, temporary record, and permanent record. The following are the equivalents:

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

The report card for kindergarten through second grade will be marked in a manner suitable for these grade levels.

### Homework

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

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

The time necessary for doing homework will vary according to the child and the grade level. If a student is sick or on vacation, the necessary help, work, or tests will be given per teacher designated time.

### Grades 6-8

Homework and tests after absence:

1. Make-up work will not be completed during the regular instructional class time.
2. If a child leaves school during the day for an appointment and misses a test during the time out of the building, he/she will be required to make up the test that day.
3. If a child is absent before lunch only and misses a test, he/she will be required to make up the test that day.
4. If the child is absent after lunch only and does not return to school, he/she will be required to make up the test the next day.
5. When a child is ill or on vacation, homework and tests will be made up within a time specified as determined by his/her teachers.
6. If classroom work, including tests, are not made up before the due date specified by the teacher, the grade for that work is at the teacher's discretion.
7. School administration reserves the right to make adjustments to this policy according to individual student needs/situations.

### Infinite Campus: Student Information System

Bishop Heelan Catholic Schools utilizes Infinite Campus as its student information system. Features of Infinite Campus include the ability to access your child's grades, review attendance and absences, review assignments deadlines and upcoming tests as well as receive school and district notifications. Student lunch account information is also available through Infinite Campus. Contact the administration office at 712.252.1350 for assistance with Infinite Campus.

### Music (Band/Vocal Music)

All students participate in the vocal music program with classroom instruction. Students are required to participate in musical programs as part of the curriculum. Students not participating in the programs, are required to make up equivalent time. Opportunities for instrumental music lessons are available on a private and/or group basis for students in grades 5-8. Students involved in instrumental music perform at school programs.

### Parent-Teacher Conferences

Two parent-teacher conferences are held during the school year. These conferences are arranged to provide the opportunity for parents and teachers to review the child's progress in school and to provide unilateral support for students at home and at school.

### Report Cards and Midterm Progress Reports

Report cards and midterms are posted to the portal four times each year. Mid-term progress reports are issued during the quarter.

## Retention

No student will be retained without serious consideration. You will be notified as early in the year as possible regarding concerns with your child's ability to meet grade-level expectations. If desirable progress has not been made by the end of the first semester, you will be called in for a conference with the teacher and/or principal regarding possible retention. In May, an additional discussion will be scheduled, and a decision will be made regarding the recommendation for retention.

## Sacramental Program

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

## School Counselors

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

The school counselors at BHCS are uniquely trained and hold a minimum of a master's degree in School Counseling. The role of the school counselor includes teaching classroom guidance lessons, small-group lessons, and meeting with students individually. These interventions are focused on supporting and meeting the academic, social and emotional needs of the student(s). School counselors provide short-term individual counseling and may also refer student for long-term counseling/support outside of the school environment. Individual visits may be requested by the student, parent, or teacher.

School counselors work collaboratively with parents, teachers, administration and the community, with the goal of maximizing student success. In order to provide a safe and nurturing setting for the student, a level of confidentiality must exist, according to the American School Counselor Association's Code of Ethics. The counselors will use their discretion to maintain confidentiality while striving to facilitate growth for the student.

## Admissions

### Kindergarten

According to the School Law of Iowa, a child who is five years of age or who will reach the age of five years on or before September 15 if the current year may enter Kindergarten. (Iowa Code 282.3)

### Required Records

When a child registers for school the following should be provided to the school:

1. Copy of the birth and baptismal record
2. Immunization records
3. Copy of Individual Education Plan (IEP) or 504 Plan (if applicable)

### Tuition

Tuition is determined by the Bishop Heelan Catholic Schools (BHCS) School Board. Information on tuition and tuition policies is available by contacting the administration office at 712-252-1350 or visit the BHCS website at [www.bishopheelan.org](http://www.bishopheelan.org). Financial assistance through tuition grants is available. Beginning in 2023-2024, BHCS will use a third-party vendor to manage tuition. Blackbaud Tuition Management systems will regularly communicate directly with families regarding their tuition, tuition payments and expectations. BHCS administrative staff will be available to help families with this new process.

**Tuition Policy is mailed every summer or by calling the administrative office at 712-252-1350.**

## Athletics and Activities

### Eligibility/Participation in School Activities

The educational program at Bishop Heelan Catholic Schools is dedicated to the development of students as responsible Christian citizens. Eligibility will be reviewed every 2 weeks during the athletic season. The following procedures are in place when a student's academic performance declines:

#### *Probation Week:*

Students failing one subject or receiving two or more D's during an eligibility review will be placed on probation. Weekly academic progress reports will be conducted. If a student shows considerable academic improvement on his/her weekly progress reports, they will regain eligibility for participation. (Students must attend practice while on probation.)

#### *Non-Participation:*

Students that are failing at least two subjects will be ineligible for the remainder of that quarter. At the end of each quarter, students receiving three or more D's or two or more F's will be ineligible for participation in sports/activities during the next quarter of that school year. Students serving a school suspension for disciplinary reasons are automatically ineligible for games/activities during the time of suspension.

*Other:* When a child is absent from school for illness, he/she is not to play in that day's activity or event. If a child is not in school, the student is not expected to attend practice.



## Good Conduct Provisions

Any student who is observed by staff member or law enforcement official, or admits to, or is found by court of law to any of the following is in violation of the Good Conduct Provision: 1.) Been in possession of or consumed alcoholic beverage, illegal substances, vaping and/or tobacco; 2.) Committed any serious offenses, including those, which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of BHCS.

Every activity or sport will be considered separate when it comes to enforcing regulations pertaining to the good conduct rule. A student who breaks one of the good conduct regulations will receive:

1<sup>st</sup> Offense: The student shall be suspended from participating in any extra-curricular activities for a minimum of one week. This will be determined by the principal.

2nd Offense: Occurring within the given season, the student will be ineligible to participate in any competition for the remainder of that sport or activity. Students violating good conduct rules a second time in a different activity but within a calendar year of the previous offense will receive the first offense suspension for the sport/activity but the second offense will be assessed to that student's record.

3rd Offense: For the third offense within a calendar year, the student will be ineligible for participation for one calendar year. Example: If the third offense happens May 20, 2023 the student will be ineligible until May 19, 2024.

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

## Liability for Injuries

Bishop Heelan Catholic Schools' employees, coaches, or delegated officers are not liable for student injuries while participating in practices, scrimmages, games, rehearsals or performances. Therefore, it is mandatory that parents have obtained insurance coverage for their children while participating in school activities. Each student must have a Athletic Physical form and Concussion form. This information will be given to the athletic director prior to being eligible to participate.

## Purpose of Middle School Athletics and Activities

The purpose of the Bishop Heelan Middle School Athletics and Activities is to offer a Christian atmosphere for growth, both physically and spiritually; to enhance each youth's knowledge of the proper methods of physical fitness; to assist in the understanding of what a Christian community is; as team members, enjoy victory, suffer defeat and frustration together, which contributes to the development of the whole person and community. The objective must be to provide positive experiences for all athletes and participants. Our goal is to focus on skill development and team-building with the hopes of winning contests. Many benefits can be derived from a well-rounded athletic and activities.

\*\*WE ARE HEELAN is organized by volunteers or parents through the guidance of the high school athletic office. Currently this program supports Football, Boys Basketball, Girls Basketball, Girls Volleyball and We Are Heelan All School Spirit Program. For more information, please email [weareheelan@gmail.com](mailto:weareheelan@gmail.com).

## Sportsmanship

The goal of competitions and participation in athletics and activities is to develop a student's character, poise, self-control and sportsmanship skills. Therefore, the behavior of all participants and spectators needs to include students, parents, coaches and friends needs to include:

1. Courtesy by everyone to everyone.
2. Acceptance of winning and losing in a Christian manner.
3. Christian language: foul or abusive language will not be tolerated.
4. Friendliness: greet and compliment the facilities and parents as well as the students of your own and other schools.
5. Follow all facilities' rules posted.

"Play like a Champion Today" is a program philosophy integrated by BHCS reminding our athletes, coaches/sponsors, parents and spectators to demonstrate the highest caliber of character. It is important that all athletes and performers experience positive modeling from coaches and sponsors. Parents, students and BHCS staff are invited to regular "Play Like a Champion" assemblies and forums.

## Attendance

### Requirements

Regular daily attendance is the responsibility of the student and the parent/guardian. In every instance where a student will be absent from school or late for school, the parent must notify the office by the start of the school day. If the office is not contacted regarding a student's absence, a call will be made to verify the reason for the absence.

### Absence Reporting Procedures

- The parent/guardian needs to call the school office and state the reason for the absence before 9:00 a.m. on the day of the absence.
- The student must check at the office when leaving and returning.
- Any student who will be leaving school for any reason during the course of the day should inform the office that morning.

### Absences

- 3 or more consecutive absences: If a student is absent more than 3 consecutive days, the principal may request a note from the doctor.
- 15 or more absences: If a student exceeds 15 absences for reasons other than those pertaining to an extended illness, medical reason or family emergency, the parent/guardian and student will need to meet with the principal. An attendance contract will be written and signed by all involved parties.
- 30 or more absences: Students who are absent from school for 30 days or more for any reason may be considered for grade level retention or removal from the BHCS system.
- If a student is absent, classroom assignments or activities will be given per teacher designated time. A student will receive an incomplete grade until the teacher accepts work.

## Tardiness

A student is tardy if not present in homeroom at the beginning of the school day. When a student is tardy, the student must check in at the school office. If a student arrives within 90 minutes of the start of the school day, the student is considered tardy. If the student arrives after the first 90 minutes of the school day, the student is considered absent one half of the school day. A student who leaves before noon is considered a half day absent. Excused tardies include things such as a late school bus, doctor/dentist appointment, inclement weather or dangerous driving conditions.

## Truancy

A student, who is absent from school or leaves the school property without a written excuse, parental permission and the knowledge of the principal, will be considered truant. If a student fails to report to class will be considered truant even if the student does not leave school grounds. Iowa Code section 299.1A states a student of compulsory attendance age who has more than seven unexcused absences in any one quarter is deemed truant.

# Bullying and Harassment

## Diocesan Policy: Bullying and Harassment

### Probation, Suspension and/or Expulsion of Students

Approved: July 11, 2007, Revised: March 26, 2020,  
Reviewed: March 26, 2020 Diocesan Board of Education

It is the policy of the Catholic schools in the Diocese of Sioux City to maintain a learning and working environment that is free from bullying or harassment and to provide all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. No student of the school shall be subjected to bullying or harassment on the basis of actual or perceived traits or characteristic: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. No employee, volunteer or student shall engage in harassing or bullying behavior toward a student based on this list of traits or characteristics.

It shall be a violation of this policy and state law for any employee, volunteer or student in a Catholic school in the Diocese of Sioux City to bully or harass any student on school property, school-owned and school-operated vehicles and at any school function, or school-sponsored activity regardless of its location. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

All Catholic schools in the Diocese of Sioux City shall be responsible for promoting the understanding and acceptance of, and assuring compliance with, applicable laws and board policy and procedures governing bullying or harassment within the school setting. The school will annually provide all school employees, volunteers and students training on the anti-harassment and anti-bullying policy of the Diocese and the school subject to available funds. To the extent that funds are available, the school will also adopt and provide programs to school employees, volunteers and students, parents and guardians with the skills and knowledge to help reduce incidents of harassment and bullying.

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

## I. Definitions

a. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, Internet-based communications, pager service, cell phones, electronic text messaging, and social media platforms.

b. "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- i. Places the student in reasonable fear of harm to the student's person or property.
- ii. Has a substantially detrimental effect on the student's physical or mental health.
- iii. Has the effect of substantially interfering with a student's academic performance.
- iv. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

c. "Trait or characteristic of the student" includes but is not limited to actual or perceived traits or characteristics of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

d. "Volunteer" means an individual who has regular, significant contact with students.

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

- a. Any student, parent, or guardian of a student, employee or volunteer of a Catholic school in the Diocese of Sioux City who feels that the student has been bullied or harassed or who feel they have witnessed incidents of bullying or harassment shall contact the building principal or any other staff member. Any staff member to whom an incident of bullying or harassment has been reported shall contact the principal/school administrator immediately. Claims made against a principal/school administrator shall be reported to the President or Pastor and the Diocesan Superintendent.
- b. To facilitate a prompt investigation, the principal/school administrator will have the person making the claim fill out the form for reporting bullying or harassment and instruct the person to recall and record as many details as possible, including identifying any witnesses to the incident.
- c. The principal/school administrator will then interview any witnesses, having them fill out a report form as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.
- d. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.

- e. All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the local board-approved schedule of consequences, which may include expulsion.
- f. All founded cases of bullying or harassment by a school employee or volunteer will be subject to the disciplinary actions outlined in the school's Employee or Personnel Manual and/or the Administrative Manual of the Catholic Schools Office, as applicable.
- g. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded.
- h. All claims of bullying or harassment, the supporting documentation, final disposition and disciplinary actions shall be filed in the principal/school administrator's office. The principal/school administrator will report a summary of these claims and resulting actions to the Office of Education annually on a form provided to them by the Catholic Schools Office. The school will also provide summary information regarding bullying and harassment to other agencies as required by the law.
- i. In the case of a student who threatens physical harm to another student for any reason, a "no tolerance" stance will be taken. The perpetrator will be suspended from the program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

III. IMMUNITY. The law provides immunity from civil or criminal liability to a school employee, volunteer, student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy. This immunity extends to participation in any administrative or judicial proceeding resulting from or relating to the report.

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

V. INTEGRATION OF POLICY AND REPORTING. Each Catholic school in the Diocese of Sioux City shall integrate its anti-harassment and anti-bullying policy into the comprehensive school improvement plan required by the Iowa Department of Education and shall report data collected under Section IV above, to the local community.

VI. NOTIFICATION. This policy shall be provided to school employees, volunteers, students, and parents or guardians through the Staff and Student/Parent Handbooks. This policy may also be published in official school communications, as appropriate (i.e. school newsletter, school website, or public media).

Legal References: Iowa Code 729A.1, 280.28(3)  
Iowa Administrative Code 281-12.3(13)

## BHCS Guidelines

### 1st Offense:

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

### 2nd Offense:

- Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place.
- Two-day suspension (in-school or out-of-school, to be determined by the Administrator). Administrator shall communicate with parents of both the target and the offender general information regarding consequences and follow-up treatment.
- Parents will be required to sign a release of information to the BHCS administrator regarding their child's behavior related to the harassment issue(s). Outside professional counseling may be required. The cost of such therapy will be paid by the student/harasser and/or parents of such student. The outside counselor/ therapist/physician shall provide, in writing, recommendations regarding intervention and ongoing treatment of the student. Any recommendations resulting from the counseling will be communicated to the principal and counselor and followed through by the parents and school.
- Any consequences outlined above in "1st Offense" may also be required.

### 3rd Offense

- Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place.
- Five-day suspension (in-school or out-of-school, to be determined by the administrator). Administrator shall communicate with parents of both target and the offender general information regarding consequences and follow-up treatment.
- Outside professional counseling may be required. The cost of such therapy will be paid by the student/harasser and/or parents of such student. The outside counselor/ therapist/physician shall provide, in writing, recommendations regarding intervention and on-going treatment of the student. Any recommendations resulting from the counseling will be communicated to the principal and counselor and followed through by the parents and school.
- Referral to outside psychological or alternate suspension program may be required. The cost of such program will be paid by the student/harasser and/or parents of such student.
- Any consequences outlined above in "1st Offense" and/or "2nd Offense" may also be

required.

- If at the end of the school year, a student has accumulated three (3) harassment offenses, the student may be required to sign a conduct contract with the principal before the student is allowed to register for the subsequent school year.

#### 4th Offense:

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

## Code of Conduct

### Cheating

Students Found Cheating and/or Enabling Cheating

Grades 1-2:

A student found to have cheated would answer to the following:

- First Offense: Paper taken away, parents and principal notified. The student will be reprimanded and the teacher will have the option of their child retaking the exam/worksheet.
- Second Offense: Paper taken away, parents and principal notified. Student meets with principal.
- Third Offense: Paper taken away, parents and principal notified. Student meets with principal and parents.

Grades 3-8:

- First Offense: Parents and principal will be notified. The student will receive a detention and redo allowed at teacher discretion.
- Second Offense: The student will receive a zero for that exam/worksheet. The parents will be notified and the student will meet with the principal.
- Third Offense: The student will receive a zero for that exam/worksheet. The student, parents, teacher and principal will meet.

### Student Conduct and Disciplinary Procedures

Bishop Heelan Catholic Schools are dedicated to working with all students to provide a safe and positive environment that supports teaching and learning. The goal of BHCS is to provide a systematic approach to teaching self-discipline skills. Through the joint efforts of school staff members and parents/guardians, students will be guided to develop the skills needed to encourage self-discipline. Respect for self, respect for others and respect for property of others are keys to accomplishing the mission of Bishop Heelan Catholic Schools. Students are always expected to be respectful. When addressing or speaking to those in authority, the proper title should be used.

Learning to accept responsibility is an important component of education. The following expectations include though are not limited to the following:

- Regular attendance and punctuality
- Concern for personal appearance
- Adherence to uniform regulations
- Courtesy and respect for others
- Completed assignments
- Attention to school/classroom rules

Teachers are responsible for handling most of their own classroom discipline. As a disciplinary tool, teachers may require students to spend time in the classroom before or after school, commonly referred to as detention. Every attempt will be made to provide parents advanced notice; however, circumstances may demand immediate consequences. Detention is to be served on the assigned day.

Students in grades six through eight who accumulate up to six detentions, will serve one day of in-school suspension. Parents will be notified of this action. If a student accumulates twelve detentions during the school year, the parent/guardian, student and principal will come together for a conference. The student will serve at least one day of in-school suspension and the possibility of a fine. If a student accumulates more than twelve detentions during the school year, the severity of consequences increases.

Detentions may be assigned for the following reasons:

- Refusal to conform to school rules and regulations and profane language.
- Refusal to comply with the request/directions of any school staff member and whose conduct disturbs others.
- Violation of the dress code without permission of the principal
- Incomplete classroom tasks
- Cheating
- Stealing or theft
- Racial slurs or comments
- Comments or derogatory statements regarding gender
- Inappropriate sexual or gender-based comments or gestures

### Suspension

Suspension is the removal of a student from all classroom and extra-curricular activities for a designated period of time. The principal reserves the right to decide whether the period of suspension will be spent in school or at home with the assessment of a \$100 fine. All classroom and homework assignments must be made up and turned in prior to the student returning to the classroom.



Any of the following is considered sufficient reason for suspension:

- Theft, vandalism and/or destruction of school or personal property. (Restitution must be made)
- Physical assault and/or threats of violence, physical attack to students, teachers, parents, etc.
- Disobedience or disrespectful toward a staff member.
- Forging of excuses, permission slips or notes from parents, teachers, etc.
- Smoking/vaping while on school property or while in the immediate vicinity.
- Any lewd or obscene acts of behavior including, but not limited to, possession of pornographic literature or objects, or language.
- Possession, sale, distribution, purchase or use of matches, tobacco products, smoking paraphernalia, or weapons designed to do bodily harm.
- Student's involvement in a public incident which is judged to be significantly detrimental to the image of the Bishop Heelan Catholic Schools and causes unfavorable criticism of the Bishop Heelan Catholic Schools in the community.
- Racial slurs or comments.
- Comments or derogatory statements regarding gender.
- Inappropriate sexual or gender-based comments or gestures.

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

### Weapons Policy

BHCS has a zero-tolerance policy regarding weapons in school, as defined by Diocesan Policies. Accordingly, no weapons of any kind shall be brought to school or school properties or school activities. Consequences for school employees committing acts of harassment towards a student, staff or others are covered by the Bishop Heelan Catholic Schools Employee Manual.

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

- Fixed blade knives concealed on the person or in vehicle (e.g., Bowie knives, knife, or instrument of like kind or description)
- Pocket knives
- Shot gun, rifle, or any other shoulder gun, pistol or revolver, air gun (e.g., air or gas-powered rifle or pistol)
- Bow and arrow (e.g., archery equipment)
- Slingshots (including throwing weapons)
- Swords
- Crossbows
- Brass knuckles
- Fireworks or explosive devices
- Look alike weapons

### Due Process

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

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

The due process committee is composed of members of the professional staff appointed by the principal, who is not a member of the committee.

### Diocesan Policy: Discipline/Punishment

#### Probation, Suspension and/or Expulsion of Students

Approved: 07-1-1998; Revised: March 26, 2020 Reviewed: March 26, 2020 (Diocesan Board of Education)

The principal has the authority to place a student on probation or to suspend a student temporarily. The principal shall inform the president/pastor of the decision.

It is recommended the principal appoint a discipline committee and chairperson at the beginning of each school year, that has the authority to recommend an expulsion of a student. The discipline committee is composed of members of the professional staff appointed by the principal, who is not a member of the committee. The committee’s involvement is initiated by the principal. The principal will have the final authority on the decision to expel a student. The Diocesan Superintendent shall be informed of the decision.

## Illegal Substances

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

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

1. Receive a three-day suspension either in school or out of school to be determined by administration.
2. Be required to undergo a substance abuse evaluation prior to being admitted back into classes, follow through with the recommendation from the evaluating agency and have the evaluation submitted to the administration within 24 hours after completion of the report.
3. Be ineligible to perform at or attend any school-sponsored activity for thirty calendar days. (Attendance at practice is at the administrator’s discretion.)
4. Complete community service of not less than 2 hours to be set by the Administration.
5. Participate in an education or counseling program (e.g., ADAPT, AA meetings, etc.)

Any student under the influence, using, or selling may be expelled on the first-offense. At any time, a behavior contract may be implemented. Students involved in extra-curricular activities will also be subject to the BHCS Eligibility Code for Activities.

## Dress Code

Members of the BHCS community believe performance in school is improved by setting standards of dress that reflect pride in oneself and in one’s school. The dress code that has been established

promotes unity in an equitable manner. It especially attempts to address equity from the standpoint of gender and socio-economic status.

Any student whose dress appears to circumvent the spirit and intent of the dress code is not in compliance. The principal will determine issues of interpretation. If a student is unable to comply with the dress code, that student should obtain an Out of Uniform Pass from the principal's office before the start of the school day. This slip is to be presented to each teacher. Parents will be notified when their child is not in compliance. This may result in disciplinary action. These students will need someone to bring the needed clothing from home or borrow suitable clothing, if available.

### Enforcement

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

1st occurrence: Parent will be notified, and a copy of the dress code policy will be sent home and needs to be returned signed by the parent.

2nd occurrence: Parent will be notified and will be expected to bring correct clothing to school.

3rd occurrence: Child will be given a detention after notification to the parents. K-4 missed recess

### Guidelines for Students/Parents

#### **Shirts/Turtlenecks/T-Shirts**

Short sleeved or long-sleeved shirts with collars, oxford or polo, which are solid color white or dark navy blue, or gray shall be worn. The BCHS logo and any logo less than the size of a 50-cent piece are also acceptable. Shirts must be always tucked in (standing, sitting, or walking). Turtlenecks, white or dark navy, may be worn under a long-sleeved shirt or sweater. All undergarments must not be visible from under the shirt and must not extend beyond the sleeves of the shirt unless it is the same color as the outside shirt.

#### **Sweaters/Vest**

Solid plain sweaters, which are white, gray or dark navy blue, (buttoned cardigans, crew, v-neck, or vest) may be worn. Uniform shirts/turtlenecks must be worn under the sweater. Sweaters must be properly worn, not draped or tied and may not have a hood. The BCHS logo and any logo less than the size of a 50-cent piece are also acceptable.

#### **Sweatshirts**

Any BHCS navy, white, or gray sweatshirt/fleece/pullover without a hood is allowed with a uniform shirt underneath.

#### **Socks**

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

#### **Shoes**

We encourage our students to wear tennis shoes every day. Dress shoes and dress boots in black and/or brown tones, clean, neat, and unadorned can be worn. During winter months you must have an alternative shoe to wear out to recess. Tennis shoes clean, neat, and unadorned may be properly worn. Crocs, sandals, flip flops and any shoe with an open toe or open back may

not be worn.

### **Grooming**

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

### **Jumpers**

Only Girls K-5 may wear the plaid, navy or khaki jumper from Dennis Uniform Company. Plaid is available at [dennisuniform.com](http://dennisuniform.com) under Bishop Heelan Catholic Schools or at our local Bargain Center at 1001 W. 7<sup>th</sup> in Sioux City.

### **Skirts/Skorts**

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

### **Shorts**

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

### **Slacks/Pants**

Khaki or navy dress slacks/pants shall be worn. If slacks/pants have belt loops, a black or brown leather, canvas belt, unadorned in any way, must be worn for Grades 3-8. Dress slacks are defined as slacks/pants with pockets on the inside and legs that are not excessively tapered or close fitting. Slacks/pants must be clean and neat, unfrayed, uncut, and/or unadorned. Slacks/pants shall be worn at the waist. The pant leg shall reach the top of the shoe. Snaps/rivets and zippers on pockets are prohibited. K-2 belt is optional.

*In continued efforts to be one unified school system, we will be streamlining the Heelan plaid between all grades. This change will not affect grades 9-12. The high school dress code remains the same.*

*Effective January 1, 2022 the plaid that K-8 currently wears will no longer be sold. Dennis Uniform will start offering K-8 the same plaid that 9-12 currently wears. For grades K-5, the jumper will be available in the new plaid and for grades K-8, the skirts and skorts will be available. In addition to the new plaid, the light blue polo shirts will no longer be in uniform with the new plaid. The light blue polos can continue to be worn with the old plaid through the transition. We are adding the option of a grey polo or the new plaid (ONLY FOR K-8).*

*In hopes to make this transition as easy on families as possible, we are allowing the current and new plaid to be worn through the 2023/2024 school year. This will give families 2 full years to make this transition. The new dress code will take full effect for the 2024/2025 school year.*

*As your children outgrow the former plaid, please bring them to your school's office. We are donating anything we collect to several American Indian reservations across the country that have asked for uniform donations.*

Note: Plaid jumpers, skirts, and skorts must be purchased through Dennis Uniform Company to meet the K-8 dress code. Other clothing may be purchased through Dennis Uniform but is not required. The Bargain Center at 1001 W. 7<sup>th</sup> in Sioux City also has many uniform options of gently used clothes at significantly reduced prices.

### **Dennis Uniform Company**

726-740 N. 109th Court Omaha, NE 68154

Phone (402) 496-9911

Fax (402) 496-9162

### **Body Piercing/Jewelry**

Small close fitting/ post type style earrings are acceptable. Two earrings per ear are permitted. Other body piercing is forbidden. Non-school related buttons or pins are prohibited. Additional jewelry/hair accessories must be modest and professional in appearance (with Bishop Heelan administration having final discretion).

### **Physical Education Dress Code**

#### **Grades 6-8**

May wear appropriate length athletic shorts and t-shirts. Sweatpants when teacher requested. Students will be expected to wear proper PE attire during all of regularly scheduled PE classes. Curriculum grading will be affected by adhering to the PE dress code policy.

#### **All students**

Regular tennis shoes, without thick soles must be worn.

## **Communication**

Web-based Bishop Heelan Catholic Schools news and information, calendar and lunch menus can be found at [www.bishopheelan.org](http://www.bishopheelan.org).

### **Emergency Contacts:**

When the need necessitates immediate communication with a parent/guardian and those individuals cannot be reached, school staff members will contact those individuals listed in Infinite Campus as emergency contacts. In the event that parents/guardians and emergency contacts cannot be reached, the school will make necessary decisions. No student will be sent home without prior notification.

### **Email**

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

### **Weather**

In case of severe weather, please listen to the local radio and/or watch local TV for information regarding school being cancelled, late starts, or early dismissals. Additionally, BHCS will send out a text and email notification to your contact information as listed in Infinite Campus. The announcement will be made as Bishop Heelan Catholic Schools. *(Individual schools will not be named.)*

## **Parent/Guardian Information**

### **Dismissal and Leaving School Grounds**

Parents must notify the school office if there is a change in the regular routine of picking up their child. Due to the supervision procedure, all students must be off school grounds 15 minutes after dismissal. Students are to cross at corners only – even to get to a parent’s car on the opposite side of the street. Students are required to obey the faculty/staff/school patrol members in leaving the parish/ school property.

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

### **Dual Parenting Reporting**

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

Diocesan Policy-Policy adopted: May 1999, Reviewed, March 2020

### **Head Lice Guidelines**

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

- The school nurse will check any child suspected, found, or referred for head lice.
- The parents of any child with live lice or nits will be called and informed that the child needs the appropriate treatment to rid them of the lice. The parent has to treat them before returning to school the next day. If they prefer to wait until after school, the child may stay in school the rest of that day.
- The child will be checked upon return to the school after the treatment.
- If there are still live lice, the child will be sent home.

Classrooms will not be routinely checked. It is proven that it does not decrease the incidence of lice in the school. Each case will be assessed individually and handled by the school nurse in a manner consistent with these guidelines, and in the best interest of the students.

### **Identifying and Reporting Child Abuse**

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



law. Annually, BHCS shall provide the training required by law in the identification and reporting of child abuse to all mandatory reporters employed by the school.

The BHCS administration and staff will cooperate fully with the Department of Human Services 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. The BHCS recognizes no obligation to contact the parents or guardians of a child suspected to be a victim of abuse.

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

It is the policy of BHCS that employees not commit acts of physical, verbal or sexual abuse, including inappropriate and intentional sexual behavior toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge. It is the policy of BHCS to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent time. 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.

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

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

### No Smoking Policy

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

### Parent Teacher Organization

Parents are encouraged be involved in the school’s parent-teacher organization through membership and participation. This group engages in multiple activities and events that benefit students and the school. Contact your child’s school for more information.

### Procedure for Resolving Differences

If issues arise between a parent and school staff member, the first contact should be with the person involved (e.g. teacher, coach, administrator) to resolve the conflict. If a satisfactory solution cannot be achieved, the parent should next seek help from the administrator. If a satisfactory solution is still not reached, the president of Bishop Heelan Catholic Schools may be contacted.

### Student Birthdays

Parents may recognize a child’s birthday with a small treat for the classroom and the classroom teacher should be notified in advance. Please check with your child’s teacher regarding any allergies or dietary restrictions among the other children in the classroom. Birthday floral or balloon bouquets will not be delivered to the classroom.

If the classroom is to be used as a means for distributing invitations to parties, every boy or girl, as the preference may be, is to receive an invitation. Invitations to specific individuals need to be distributed outside of the school/classroom.

### Student Records

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

### TeamMates Program

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

### Transfers

If a student is going to transfer to another school, please inform the principal and the teacher as soon as possible. Cumulative records will be forwarded directly to the new school system.

### Volunteer Program

Volunteers are an integral part of the learning program within the Bishop Heelan Catholic Schools. All volunteers need to be trained in Virtus by the Diocese of Sioux City prior to beginning volunteer work. Confidentiality is expected of volunteers regarding pupils' performance and school issues.

## Student Information

### Asbestos

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

### Bicycles

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

### Cell Phones/Communication Devices

Cell phones cannot be used from entry into the building until the dismissal bell. They must be turned off and in the student's locker/backpack during the day. The school accepts no responsibility for the loss, damage, or theft of the personal property of students.



1<sup>st</sup> offense – taken away and returned at the end of the day to the student.  
2nd offense-taken away and parent is required to pick up device from office.  
3rd offense-taken away and cannot bring device back to school for remainder of school year.

### Field Trips

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

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

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

### Health Checks and Immunizations

When a child enters the BHCS system, a record of immunization is filed at the school and retained there until the student leaves. Annual checks of height, weight, vision and hearing are conducted. Parents are required to have their student's vision screened prior to kindergarten and third grade. Results of this vision screening must be given to the student's school. Iowa Law requires that all students be immunized for hepatitis B, varicella (chicken pox), polio, tetanus, pertussis (whooping cough), diphtheria, measles (rubella) and mumps prior to school entrance. Iowa law requires that all 7th grade students enrolled in a school in Iowa show proof of one Tdap vaccination. A student may not be admitted to school without these immunizations.

### Laser Prohibition Policy

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

### Library/Media Center Statement of Policy

It is the policy of the Bishop Heelan Catholic Schools to provide a wide range of instructional materials at varying levels of difficulty. These instructional materials will contain diversity, as well as the presentation of different points of view and to allow review of allegedly inappropriate instructional materials. Fines will be given for overdue materials and misuse of materials.

### Lockers

Students will follow rules and guidelines for proper use of the lockers. Students sharing locker space must respect their locker partner's personal items and space. Students must maintain proper care and maintenance of the school lockers and desks. The school is co-tenant with students where desks and lockers are concerned. As co-tenant, the school reserves the right to search lockers and desks without notice. If reasonable suspicion exists, the BHCS reserves the right to search the person and or bags when seeking illegal items.

### Lost and Found

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

### Lunch Program

A healthy hot lunch program is provided for each child. Fast food meals, pizza and pop are not allowed. The government policy concerning free and reduced lunches is explained in a letter sent home to parents. If you become eligible during the year, applications will be accepted at any time. Students may bring a sack lunch if they choose not to eat hot lunch. Please maintain a positive lunch account balance through your school office or Infinite Campus.

### Medication

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

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

All of the above rules apply to over-the-counter medications. Examples include but are not limited to the following: aspirin, Tylenol, cough syrup, Advil etc.

Students with diabetic issues or their parents/guardians need to administer prescribed medications. School personnel will handle emergency situations. Note - See <https://www.bishopheelan.org/> or school office for the request form for giving medication at school.

### Parties/Dances

Classroom parties may occur throughout the school year. A fee may be collected to assist in covering costs.

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

### Personal Property

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

### Playground/Parking Lot

To ensure the safety of students, outdoor recess periods are supervised. Safety rules have been developed for various grade levels. All students are expected to know them and obey them with due respect for the one who supervises. Our recess policy is if the temperature and/or wind chill is 10 degrees or lower, recess will be held indoors.

### Safety

Fire / Tornado / Intruder Drills: Fire and storm drills are conducted during each school year at unannounced times. All persons must leave quickly, quietly, and in an orderly fashion. Every teacher takes attendance at the conclusion of every drill. An intruder drill will consist of students and staff leaving the school grounds and meeting at a specified rally point and reunification site. Intruder drills will be communicated to parents/guardians in advance where possible.

The safety of each individual student is of primary importance to the Bishop Heelan Catholic Schools. Each center is in lock-down during the school day which means that all exterior doors are locked at all times. All visitors must enter through the main entrance, identify themselves, report to the office to sign in and obtain a visitor's identification name tag.

### **School Property**

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

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

### **Diocesan Policy - SEARCHES**

Approved: July 1, 1998 Revised: March 26, 2020 Reviewed: March 26, 2020 Diocesan Board of Education

It is the policy of the Diocese of Sioux City to operate its educational institutions in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, the Diocese of Sioux City hereby adopts the following rules relating to the search of students or protected student areas, and to the search or periodic inspection of other school property or facilities provided to students. Searches can take place at school or at school-sponsored events.

The school administration shall annually notify parents and students of this policy in the student handbook.

#### **A. Definitions:**

**"School official"** means a licensed school employee and includes unlicensed school employees employed for security or supervision purposes.

**"Contraband"** includes substances or items which, if found on school property or at school-sponsored events, violate the law or school policies, rules or regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and/or staff.

**"Protected student area"** includes, but is not limited to:

- a. A student's body.
- b. Clothing worn or carried by a student.
- c. A student's pocketbook, briefcase, duffel-bag, book-bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind, and in the possession or immediate proximity of the student.

#### **B. Search of Student and/or Protected Student Area by School Official**

1. A school official may conduct a search of a student or other protected student area only if all of the following apply:
  - a. The school official has a reasonable and articulable suspicion that the search will produce evidence that a student has violated or is violating either the law or a school policy, rule or regulation.
  - b. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.
2. Under no circumstances may a search be made which is unreasonable in light of the following:
  - a. The age of the student.
  - b. The non-seriousness of the violation.
  - c. The sex of the student.
  - d. The nature of the suspected violation.
3. A school official shall not conduct a search which involves:
  - a. A strip search.
  - b. A body cavity search.
  - c. The use of a drug sniffing animal to search a student's body.
  - d. The search of a student by a school official not of the same sex as the student.
4. If a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.
5. If a student refuses reasonable requests to search the student or other protected student area these refusals can be used as evidence against the student. The student's parents or guardian will be notified.

### **C. Searches or Inspections of Areas other than Protected Student Areas**

1. School officials may, without notice, conduct periodic inspections of all, or a randomly selected number of, school lockers (whether locked or unlocked), desks, or other facility or space issued, assigned to, or chosen by the student. A locker inspection under this subsection shall only occur in the presence of the students whose lockers are being inspected or at least one other person.
2. If a search of a school locker, desk, or other facility or space issued, assigned to, or chosen by a student, reveals a violation of the law or the rules of the school regarding dangerous weapons or controlled substances, the violation shall constitute reasonable grounds for future searches without advance notice to the student of the student's school locker, desk, or other facility or space issued or assigned to, or chosen by the student.
3. If a search reveals possession by a student of alcohol or any controlled substance on school premises, the school shall have procedures in place to contact the appropriate law enforcement agency.

#### **D. Student Search by Police Officer**

1. If school administration believes a student has dangerous or illegal items that threaten the safety of others the police may be contacted for assistance.
2. In a search of a student or a protected student area by a police officer who is not a school official, or by a school official at the invitation or direction of a police officer who is not a school official, the school defers to the law enforcement personnel for compliance with any legal requirements for police searches.

Legal Reference: Iowa Code 280.24; 808A

#### **Student Injury or Illness at School**

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

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

#### **Diocesan Policy: Communicable Diseases**

Approved: July 1, 1998      Revised: March 26, 2020      Reviewed: March 26, 2020  
Diocesan Board of Education

In the event a student is affected with a communicable disease, the school nurse or administrator shall be notified. Decisions concerning a student's exclusion from or readmission to school shall be made with guidance from the Department of Public Health, the student's parents/guardians and health care practitioner as necessary and appropriate.

Parents of a student(s) exposed at school to a communicable disease such as, but not limited to, chicken pox, head lice, pink eye, impetigo, ringworm, scabies, strep throat, and whooping cough will be notified by the school.

Parents must also inform the school nurse or administrator as soon as they become aware that their student has been exposed to or is affected with any communicable disease.

The school nurse is responsible for reporting certain communicable diseases to the Iowa Department of Public Health in accordance with the Department's regulations and reporting procedures. When there is no school nurse, the school principal, administrator or superintendent must make the required report to the Iowa Department of Public Health in accordance with the school's established procedures.

Legal Reference: Iowa Code Ch. 139A 641 IAC 1.4

## **Technology**

## Technology Policy

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

Students in grades 6-8 can bring their own device to school. The BHCS is not responsible for the loss or damage of personal technology devices.

## User Rights and Guidelines

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

User guidelines include though are not limited to the following:

- All use of technology must be in support of education and research and consistent with the purposes and policies of BHCS.
- The illegal installation of copyrighted software for use on school computers is prohibited. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the computer network.
- The use of profanity, obscenities, or other language which may be offensive or degrading to another user is strictly prohibited.
- Malicious use of computers and assistive technology to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- The BHCS reserves the right to review, monitor, and restrict information stored on or transmitted via Bishop Heelan Catholic Schools owned or leased equipment and to investigate suspected inappropriate use of resources.
- Hardware or software shall not be destroyed, modified, or abused in any way. The system administrator has access to all files and electronic mail.
- Use of the technology for personal and/or private gain is prohibited. The BHCS administration will make determinations on whether specific uses of the technology are consistent with the acceptable use practice.

## Enforcement of Policy

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

The BHCS have taken measures to prevent access to inappropriate information; however, complete control of all information available on the internet is not promised. The school is not responsible for other people's actions or the quality and content of information available.

## Users' Responsibilities

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

### Guidelines for Network Access

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

- Users will follow all the rules listed the BHCS Technology Policy.
- Students will access the internet only when under the supervision of the BHCS personnel or a volunteer deemed qualified by the principal.
- Students will not reveal their personal home address, home phone number, cell phone number, or phone numbers of any other individuals.
- Users will not reveal their password to others.
- Users will not use fake names or pseudonyms.
- Users are expected to conduct themselves in a morally acceptable manner at all times while on the network.
- Users will not use profanity, obscenity, or other language which may be offensive to another user.
- Users will not use the network for illegal, inappropriate or obscene purposes.
- Users will not access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
- Users will not attempt to purchase or sell materials while on-line.
- Users will not use the network for financial gain.
- Users will not attempt to access unauthorized accounts or files.
- Users will not create or distribute computer viruses.
- Users will not modify the computing system or software or commit any vandalism.
- Users will not use software or files in a manner that will violate copyright laws. The BHCS staff and students will have access to the technological resources at the BHCS after signing and dating the technology usage agreement form. However, students who do not have this form on file will not have access to Bishop Heelan Catholic School computers. Parent/Guardians need to discuss the Bishop Heelan Catholic School's Technology Policy with their student(s). The appropriate form needs to be signed by the student and the parent/guardian and returned to the campus of the BHCS prior to accessing technological devices.

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

If students violate the agreement, the following will happen:

1<sup>st</sup> Offense: Device will be taken away by the teacher and the student can claim it at the end of



the day.

2<sup>nd</sup> Offense: Device will be taken and placed in office. Parents will be notified that they will need to come in and retrieve the device. The teacher who has taken the device will need to contact the parents.

3<sup>rd</sup> Offense: The student will not be allowed to bring any electronic device to school for the remainder of the school year. Parent/Guardian will be notified that their student has reached their third offense.

### Copyright Policy

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

## Transportation

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

Students who are transported to school on the Sioux City Community School District (SCCSD) buses are under the authority of the SCCDS Operations and Maintenance department. Parent/guardians will need to know the number of the bus transporting their child(ren). Children must ride on their assigned bus.

Parents are urged to discuss appropriate bus behavior. All buses are equipped with security cameras. Consequences for inappropriate bus behavior are subject to review by the building principal. Cooperation with the bus driver is essential.

### Bus Policy Regulations

The driver is in charge of the bus. Students must follow rules and expectations.

- Students may never stand in the roadway while waiting for a bus.
- The bus will not wait for students past the pick up time.
- All students must be seated before the bus will move and remain seated while the bus is in motion.
- All personal items must be kept out of the aisle.
- Students must be courteous to others students and the bus driver.
- Damage to the bus by the student will be paid for by the student's parents/guardians.
- Beverages, food and gum are not permitted on the bus.
- Screaming or loud talking will not be allowed.



