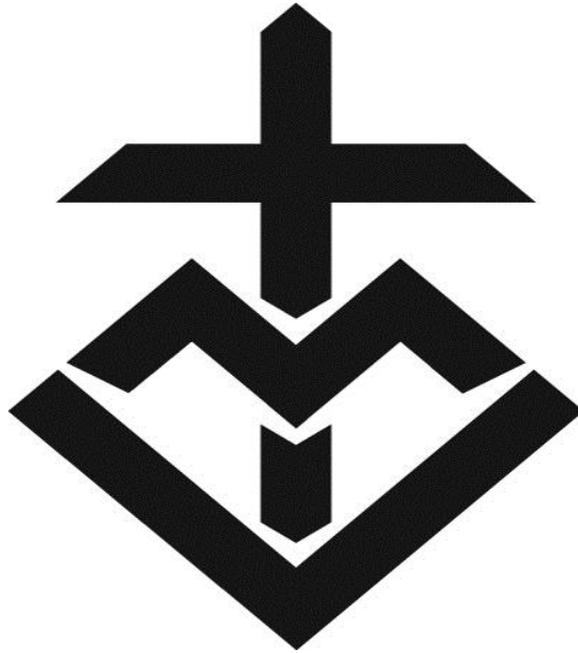


WAHLERT CATHOLIC HIGH SCHOOL



Procedural Guide 2019 - 2020

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The knowledge of the rules and regulations, their processes and their implementation is the responsibility of each Holy Family student. Ignorance, lack of knowledge or understanding, of the rules and regulations will not be the cause of releasing a student from responsibility to know and understand the stated policies. The following regulations are considered a binding contract between the students, parents/guardians and staff by virtue of choosing Holy Family Schools.

Wahlert Catholic High School

Procedural Guide

I. Philosophy

Holy Family Catholic Schools Mission Statement
Forming disciples of Jesus Christ through
Catholic educational excellence.

Achieve. Lead. Soar

Spirit of Wahlert Catholic High School

The unmatched Spirit of Wahlert is difficult to define. The Spirit of Wahlert is found in the living and growing together that each member of the community experiences as part of his/her time at Wahlert. The Spirit of Wahlert shows itself in courtesy and respect shown to all persons, always, and under all circumstances. Pride in oneself and one's classmate motivates loyalty and participation in the many activities of school life.

School Crest

Wahlert Catholic High School has been placed under the patronage of the Holy Family. The cross signifies Jesus, the "M" stands for Mary and the carpenter's square represents St. Joseph.



School Colors

The school colors, echoing the school crest, represent the Holy Family. The color blue signifies Mary, the color white represents the purity of St. Joseph, and the color gold denotes the monarchy of Christ.

School Mascot: The Golden Eagle

Wahlert Catholic School Song

What's the word, "Fight, fight, fight".
Wahlert Eagles flying on high
Wahlert Eagles searching the sky
Spread your wings and circle the foe
Wahlert Eagles come on let's go.
You've got the fight, we know you well
You show your might, we'll shout and yell
Blue, white and gold, mighty and bold
Wahlert Eagles fight, fight, fight, fights.
Golden Eagles flying on high
Golden Eagles searching the sky
Spread your wings and circle the foe
Wahlert Eagles come on let's go!

Wahlert Catholic Fight Song

Wahlert Eagles flying on high.
Strong and striking, reign the sky.
Hear our loyal battle cry
Golden Eagles fight! (fight, fight, fight)
Strive with honor glorious
Blue and gold victorious
Cheer with Spirit, soar with us
Wahlert High!

II. Catholic Dimension/Uniqueness

Campus Ministry Program

The Spiritual Formation Program of Wahlert Catholic High School strives to provide the best in total Catholic education through a series of programs and opportunities aimed at developing a solid, practical spirituality in today's youth. Campus ministry provides formational experiences with the goal of connecting students to their home parish for consistent spiritual formation.

The Campus Ministry Program works to engender input and participation from students, faculty and staff in the planning of liturgies and prayer services for the Wahlert community on campus. Wahlert students, faculty, staff, and parents are networked to assist with various liturgical and prayer service opportunities. Faculty, staff and students can serve as Extraordinary Ministers, provide technical assistance, write/lead prayers during liturgies/prayer services, provide liturgical music, direct and assist with liturgical drama, direct and assist with choirs/instrumental orchestration, secure environmental artifacts, help with liturgical stage management and setup, resource music/prayer materials and many more significant contributions to Wahlert Christian community celebrations.

The Wahlert students, faculty and staff also serve as a conscious-raising element for promoting social action and justice in our community. This is accomplished through participation in Stewardship Day, Summer Service trips, Mission collections, Crop Walk, food and clothing drives, and Right to Life assemblies and activities.

Ways students can get involved include:

Christian Leadership: Meets as an advisory and resource group in the planning and organizing of liturgical celebrations and renewal experiences. These students receive direction in the areas of music, ritual, liturgical roles, prayer composition, art and environment. These students are the student voice within the ministry program.

Kairos Retreat: A four day retreat experience for juniors. The word Kairos means "God's time." The Kairos retreat format provides juniors with four days away to look deeply at themselves, grow in their relationship with the Lord, and to explore their relationships with the people in their lives. A unique characteristic of the Kairos retreat is that retreatants and student leaders are only students from Wahlert, and adult leaders are faculty or staff within Wahlert Catholic High School or the Holy Family Catholic Schools main staff. The Kairos retreat is offered in the fall and spring each academic year. Students must submit an application and deposit. A fee is required.

Teens Encounter Christ (TEC): A three day experience in Christian living for seniors. This program is based on the Paschal Mystery and attempts to help students experience the Death, Resurrection, and Ascension of the Lord and Pentecost. TEC is an excellent way to synthesize Christian living. Wahlert Catholic High School sponsors one TEC per year. The opportunity is also provided for students to participate in four other TECs sponsored in the Archdiocese. Students must submit an application and recommendation. A fee is required.

Servant Cord: The Servant Cord recognizes graduating seniors who have applied for the cord and have shown that they have developed a heart of service. To apply for the Servant Cord, students must complete 200 approved hours of service. The hours of service required by the theology department may also be applied toward the Servant Cord hours. All service hours for the theology class requirement and Servant Cord requirement must come from outside of school hours – no hours that occurred during school will count toward service. *The only exception that may be made to this rule are approved hours completed during seminar time, such as tutoring a student. Please verify any seminar service hours with Campus Ministry prior to submission.* The maximum number of hours credited for any service opportunity, such as a service trip, retreat planning/leadership, or vacation bible school is 20 hours per experience per semester.

A certain portion of the Servant Cord hours must serve the community outside of Holy Family Catholic Schools. We highly encourage students to seek service opportunities through their parish. The specific number of hours for each class is listed below.

- *Class of 2020 - 25 hours*
- *Class of 2021 - 50 hours*
- *Class of 2022 - 75 hours*
- *Class of 2023 and beyond – 100 hours*

In addition to completing the Servant Cord service hour requirements, students must witness their commitment to service through a five-page reflection paper, a recommendation, and an in-person interview. Students who receive the Servant Cord have shown that service is a part of who they are as a person. More information is available about the Servant Cord from the Director of Campus Ministry or the theology department.

Otway, Ohio Service Trip: Open to any junior or senior who wishes to give one week serving those in need near Otway Ohio. Students are expected to participate in fund raising activities. The purpose of the program is to experience the joy of serving and living in community.

III. Admissions Policies/Notice of Non-Discrimination (See Holy Family Catholic Schools Policy Manual)

IV. Academic Policies/Programs

Cheating

At Wahlert, students who are observed cheating on an exam or assignment will receive no credit for the work. Plagiarism is interpreted as cheating. Parents will be notified. Students who have possession of any stolen tests or materials will receive no credit for that exam. Stealing exams or other teacher materials will result in suspension and possibly expulsion.

Class Schedules

O/E Day

Block 1 or 2	7:40 - 9:01
Block 3 or 4	9:08 - 10:28
Block 5 or 6 - A Lunch	
Class	10:35 - 10:55
Lunch	11:02 - 11:19
Class	11:24 - 12:24
Block 5 or 6 - B Lunch	
Class	10:35 - 11:35
Lunch	11:42 - 11:59
Class	12:04 - 12:24
Seminar	12:31 - 1:15
Block 7 or 8	1:22 - 2:45

Mass Day*

Block 1 or 2	7:40 - 8:40
Block 3 or 4	8:47 - 9:45
Block 5 or 6	9:52 - 9:55
Mass	10:05 - 11:05
Block 5 or 6 A Lunch	
Lunch	11:08 - 11:25
Class	11:30 - 12:43
Block 5 or 6 B Lunch	
Class	11:15 - 11:30
Lunch	11:37 - 11:54
Class	11:59 - 12:43
Seminar	12:50 - 1:36
Block 7 or 8	1:43 - 2:45

Computers

The Holy Family Acceptable Use Policy is posted on the Holy Family Website. Students who misuse their computers will be subjected to disciplinary actions. Minors violations of the Acceptable Use Policy will result in conduct points. More serious violations may result in detention, restitution, service, confiscation of the computer, suspension, contracts, or expulsion, depending on the violation.

Counseling Office

The Counseling Department assists student in achieving their highest potential academically, emotionally, socially, and spiritually. The counselor works with the student in the following areas: abilities/interests, achievement, college, goal setting, career choice, course selection, selective service, self-improvement, and social adjustment.

Every student is assigned a counselor (alphabetically) for academic counseling. Students may make appointments with whomever they wish for other reasons. Unless it is an emergency, students should visit the counseling office during seminar time.

Katie Lenart.....A – K

Debbie Budde-Bandy.....L – Z

Counseling Services

- 1) Individual counseling: crisis and personal counseling, academic, college, and career information.
- 2) Testing Program: Seniors- AP/SAT/ACT (Code 161307) Juniors – Iowa State Wide Assessment, PSAT, SAT, AP, ACT (Code 161307) Sophomores – Iowa State Wide Assessment, ASPIRE; 9th graders – Iowa State Wide Assessment, ASPIRE.
- 3) College Assistance: Representatives from colleges are available to visit with juniors and seniors. These meetings are arranged periodically throughout the year and are posted outside the counseling office.
- 4) Scholarship Assistance: The school cooperates with approved scholarship programs sponsored by county, state, and national agencies. Many colleges, universities and private organizations offer scholarships. Students interested in applying for scholarships should remember that excellent scholastic records, qualities of character and leadership, outstanding talents, and financial need are considered by colleges in awarding scholarships. Scholarships are awarded on the basis of achievement in scholarship examinations in a specific field such as science, music, the arts; some are awarded on general scholastic ability. For information on financial aid for colleges consult the FAFSA (Financial Aid Report). The guidance counselors do not recommend paying for scholarship searches.
- 5) College Visitation: Junior and Seniors are encouraged to visit colleges.
- 6) Transcripts: Students must complete a transcript request form in the Counseling Office. The first transcript requested is free; additional copies are \$1.00. Cost to alumni for a transcript is \$2.00. Students may request a transcript for their personal use (unofficial). All official transcripts must be mailed from Wahlert. These official transcripts have the school seal and an authorized signature.
- 7) Course Selection: Counseling staff will meet with students and parents/guardians during January and February to discuss course selection for the upcoming school year. Students will then confer with parents and select courses.
- 8) Course Schedule Changes: See below

Course Schedule Changes

First semester schedules can be found on line in PowerSchool. Once school begins any student wishing to make a change to their schedule must stop by the counseling office to pick up a Course Adjustment Request Form. No schedule changes will be made until the form is completed. Once the appropriate signatures have been acquired, the student should drop off the Course Adjustment Request Form in the guidance office. If change is possible, the counseling staff will adjust accordingly, and the schedule will be changed for the following day. During the first semester, students will be allowed to change classes until 3:00 p.m. on Friday, September 6th.

Second semester schedules can be found on line in PowerSchool. Once second semester begins any student wishing to make a change to their schedule must stop by the guidance office to pick up a Course Adjustment

Request Form. No schedule changes will be made until the form is completed. Once the appropriate signatures have been acquired, the student should drop off the Course Adjustment Request Form in the guidance office. If change is possible, the guidance staff will adjust accordingly, and the schedule will be changed for the following day. During the second semester, students will be allowed to change classes until 3:00 p.m. on Friday, January 31st.

Field Trips

Field trips need to be approved by Principal. The names of all students approved for participation in a field trip must be submitted to the Attendance Office personnel, by the moderator, at least one day in advance of the field trip. Approved students are responsible for the completion of all work and/or tests that may be missed due to the field trip. The teacher/moderator should consult with the Principal concerning appropriate dress for students.

Graduation Requirements

We believe that all students can achieve at high levels and that educators should set high expectations and assist each student achieve them. We believe that each student should complete a challenging program of study with an academic core that brings relevance to each student's learning. The number of credits needed to graduate from Wahlert Catholic is 310 credits.

The number of credits in each department is listed below.

Religion 40	Business/Culinary Arts/Engineering 5
English 40*	Practical Arts 5
Social Studies 30**	Electives to attain the number of credits to graduate
Science 30	
Mathematics 30	

*Must include Oral Communications/Real World Communications

**Must include American History and American Government

Honors

Graduating with Honors

Students who achieve the following cumulative grade point average (on the weighted GPA scale) in the first seven semesters of their school careers will be recognized at the commencement ceremony and will receive a gold honors cord. The grade point average will not be rounded.

Most Distinguish With Highest Honors	4.378
With High Honors	4.125
With Honors	3.85

Information Center (Library)

The mission of the Information Center is to assist students and staff in becoming effective users of information.

General Procedures:

1. The Information Center is open between 7:30 a.m. - 3:00 p.m. on days that school is in session. The areas in the center are zoned for quiet study, reading, collab group/partner work.
2. A quiet atmosphere is maintained at all times in order to provide everyone the opportunity to concentrate and to work.

3. Book bags are allowed in the Information Center. Gym bags, coats, food and drinks other than water are not allowed in the Center. Uniform guidelines are also required.
4. Students must obey the rules for the Information Center. Anyone not obeying the rules may be issued conduct points or may be denied services. Repeat offenders will be referred to the Assistant Principal or Principal for possible disciplinary action.
5. A printer is available in the Center for students for photocopying or printing word processed documents that they may need to print. Information Center personnel will print documents for students. ***Students wishing to print will need to present their student I.D. (lunch) card.*** Other than students using the info center for printing, all students must check in and out with Ms. Gonner.
6. All students will abide by the Federal copyright laws. Students may copy print and non-print materials allowed by copyright law, fair use guidelines, specific licenses or contractual agreements, and/or other types of permission. Students who willfully disregard copyright laws are in violation of school policy, doing so at his/her own risk, and assuming all liability.
7. Students are responsible for following Wahlert Catholic's Internet policy as outlined in the Guide.

Check-Out Procedures:

1. Students need to have their student I.D. card when checking out materials from the Information Center.
2. Checking out materials: Books may be checked out for two weeks. Students may renew books for another two weeks. A fine of 10 cents per day will be charged for each book kept beyond the due date. Overdue notices are sent weekly. Students are responsible for paying fines. If a book is lost or damaged, the student is responsible for paying for the purchase of a replacement copy.
3. Reference Materials: Reference books are books reserved for library use only. They are identified by an **R** or the letters **Ref** on the spine. Reference books may not be checked out.

School Day

At Wahlert school begins at 7:40 a.m. and dismissal is at 2:45 p.m.

Seminar

The purpose of the seminar period is to provide students with an opportunity to obtain help from a teacher, take a test, attend meetings, study, and complete class assignments.

Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for leaning for learning disabilities are available through AEA 1. Access to these services are made by parents, or by teachers in agreement with parents and the school principal.

When your child has been referred to or recommended by WCHS faculty or AEA services staff as someone in need of assistance, a staffing meeting will be held to determine what assistance accommodations can be made to help the student become more successful. Once recommended, a Student Accommodations Plan will be created by the administration, teachers, and parents. This

plan will include the student's strengths, areas of difficulty, and needed accommodations. This staffing may include teachers, parents, AEA personnel, nursing, and administrative staff.

In most situations, students will receive academic accommodations through their classroom teachers, however accommodations may be made in our strategies classes. Occupational therapy, physical therapy or speech accommodations will be supported with the assistance of our nursing personnel and the AEA if necessary.

V. Communication

Absence

Students who have a good attendance record are more likely to achieve higher grades and enjoy school life to a greater degree. Wahlert Catholic High School does recognize that there are valid reasons for absence. Wahlert Catholic High School generally considers the following reasons for absence to be valid:

- 1) Illness
- 2) Sickness in the immediate family
- 3) The death and funeral of some member of the immediate family
- 4) Doctor or dental appointment that cannot be scheduled outside of school time
- 5) Trips with parents
- 6) Specific and defined personal reasons that could not have been foreseen
- 7) Participation in school sponsored field trips and activities

A student who is absent for the above listed reasons and follows approved procedures will be allowed to make up the work missed and be given credit for the work made-up. It is the student's responsibility to ask the teachers in each class which assignments were assigned and the specific deadlines for submission.

Note: No student shall be allowed to participate in any extra-curricular activities, including but not limited to games, performances, practice or rehearsals, if the student has failed to be in attendance Six hours on a seven hour school day or four hours on a five hour school day on the day of the activity. Consequences for violation of this policy are loss of the next two activities. For example, if a student is not present for the amount of time specified and does attend practice, they may not attend the next two practices. If they attend a contest, they lose the next two contests.

Attendance Procedures

Parent Responsibilities:

The parent/guardian of an absent student will notify the school of the reason for the absence prior to 9:00 a.m. on the day of the absence.

Student Responsibilities:

If no call was received, the student will bring a written explanation from a parent/guardian to the Attendance Office prior to 7:25 a.m. on the day he/she returns, giving the exact dates and reasons for his/her absence. The note should be signed by a parent or guardian. The student will obtain a class admit slip to present to the teacher of every class that was missed.

Attendance Office Responsibilities:

If no call was received the Attendance Office will issue a class admit slip or truant admit slip to the student on the day the student returns to school.

Administrative Responsibilities:

- 1) The school administration will determine the appropriate classification of the absence. The call or note, in and of itself does not determine the classification of the absence or

consequence, the administration does. The administration will never accept oversleeping as an acceptable excuse for being tardy or absent.

2) Parents will be notified by the administration when student absence becomes a concern.

Off Campus Policy

No student is allowed off campus at any time during normal school hours without the permission of the Principal or Assistant Principal. Students are expected to represent Wahlert Catholic High School at all times to the highest standard and therefore off-campus conduct is subject to disciplinary action by the school.

Leaving During School Hours

Students are expected to remain in the building during their regularly scheduled day. Any special permission to leave must be obtained from the Assistant Principal or Principal, and parents will be notified.

Any time a student leaves the school during the school day, these procedures must be followed:

- 1) A written request(s) or phone call for student early dismissal from parent/guardian is required anytime a student needs to leave before the usual time of dismissal.
- 2) The student is to bring the note signed by parent/guardian to the Attendance Office before 7:40 am.
- 3) The student will receive an early dismissal slip to show to his/her teacher.
- 4) Before leaving the building the student must stop in the Main Office and sign out.
- 5) If the student returns to school on the same day he/she must stop in the Main Office and sign in before returning to class.

In the event the student forgets his/her note from home and no phone call has been received in the Main Office, the student must personally contact the Assistant Principal or Principal before he/she proceeds with the check-out procedures. Under these circumstances, the Assistant Principal or Principal will contact the student's parent/guardian before the student is allowed to leave the building. The school accepts no responsibility for any student who leaves without the proper permission. Students who leave the building without permission are considered to be truant and will be subject to disciplinary action.

A student who becomes ill during school must report to the nurse (Main Office - in the absence of the nurse). If it is necessary for the student to be dismissed from school because of illness, the parent/guardian will be notified, and the student must sign out in the Main Office.

Academic Reporting

In all instances, in all classes, grades indicate the accomplishment of specific course standards and learning targets. The single purpose of grades is to communicate to the student, parents, and to those with the right to know, to what extent and level a student is mastering the course standards and learning targets. Wahlert Catholic High School operates on a semester system. The school year consists of two semesters, each approximately 18 weeks in length. Many courses are offered for only one semester, while other courses are year-long. Wahlert uses the following marking system for all courses. (Special Note – Students in personalized learning must achieve 70% or higher to receive a grade.)

A+	97 - 100%	B+	87 – 89.99%	C+	77 - 79.99%	D+	67 -69.99%
A	93 – 96.99%	B	83 - 86.99%	C	73 - 76.99%	D	63 - 66.99%
A-	90 - 92.99%	B-	80 - 82.99%	C -	70 - 72.99%	D-	60 - 62.99%
						NC	59.99% & below

The following grades will be worth the following scale of quality points which will be used in the computation of cumulative grade point averages. The grade point average is determined by adding the products of the quality points for each course and the number credits earned for the course and then dividing by earned times the credit value of a course end divided by the total number of credits attempted.

Grade	Quality Points College Prep	Quality Points Honors	Quality Points Advance Placement/Dual Credit
A+	4.330	4.550	4.760
A	4.000	4.200	4.400
A-	3.667	3.850	4.040
B+	3.333	3.500	3.660
B	3.000	3.150	3.300
B-	2.667	2.800	2.940
C+	2.333	2.450	2.560
C	2.000	2.100	2.200
C-	1.667	1.750	1.840
D+	1.333	1.400	1.460
D	1.000	1.050	1.100
D-	.667	0.700	0.740
NC	.00	.00	.00

The grade of G has no value and the courses which receive this grade will not be included in the GPA.

A grade of W indicates that the student has withdrawn from a course in passing status.

Effective communication between parent/guardian and teacher is best established through parent-student-teacher conferences, phone calls/notes, and progress reporting. Such communications focus on the individual learner in order to determine the performance level in terms of the student's ability and background.

Accidents and Emergencies

Parents/guardians are asked to provide home, cell and work phone numbers and other emergency number which could be used in case of an accident or emergency. Should these numbers change during the year, we ask you to keep us informed of these changes.

Address/Phone Number Changes

Parents/guardians are asked to inform the Wahlert Main Office immediately of any change of address or telephone number. The school is not responsible for any difficulties that may occur if such notification has not been made.

Communication Methods

Parent Teacher Conferences - Individual conferences are held in the fall and the spring. Students are invited and encouraged to attend these conferences. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized.

Early Dismissals, School Closing and Late Start Procedures

If Dubuque Community School District calls a one-hour delay because of bad weather, Wahlert Catholic High School will begin at 8:40 a.m. If the delay is a two-hour delay, school will begin at 9:40 a.m. If a two-hour early release is called because of bad weather, school will end at 12:45 p.m.

Student Discontinuance

- 1) Students who are discontinuing are asked to contact either the Principal, Assistant Principal or Guidance Counselor.
- 2) The Principal, Assistant Principal or Counselor will notify Holy Family Catholic School personnel, school nurse, the student's teachers, coaches, and activity moderators of student discontinuance.
- 3) The student will complete all obligations.
- 4) The Student Discontinuance Form will be filed in the student's permanent record folder.

Telephone

To use the phone in the Wahlert Catholic High School Office before, during or after the school day students must have the permission of the main office personnel, the Assistant Principal or Principal. Students may make calls before or after school, or at lunch period, but may not be late for class or excused from a class because of a call. Students will not be called from class to answer the telephone. Messages from parents or guardians will be relayed to students.

VI. Discipline

Discipline in a Catholic School is self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. Self-discipline has the two-fold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premise that parents and teachers must work together and support each other's efforts.

Severe misbehavior, which seriously disrupts the learning environment, possibly threatens the well-being of the teacher or other students, demonstrates defiance, or breaks the law must be referred to the Assistant Principal's Office immediately.

Also at times what students do at school related events and outside of school is not beyond the jurisdiction of the school.

Unacceptable student behaviors include but are not limited to:

- Use of drugs, alcohol, tobacco
- Personal injury (fighting, calling names)
- Refusal to comply with a direct teacher command
- Possession of a dangerous weapon
- Truancy
- Repeated tardiness
- Repetitive inappropriate classroom behavior
- Vandalism
- Bullying/Harassment

Consequences for unacceptable student behavior include but are not limited to:

- Conduct Points
- Detentions
- Restitution
- Service
- In-school suspension
- Out-of-school suspension
- Suspension from activities
- Parent/student/school agreement
- Expulsion

All consequences shall be carried out according to Archdiocesan Policies.

Beverages, Candy, Food, Gum

Beverages (with the exception of water), candy, food etc. are not permitted in classrooms, Information Center, gym, or hallways from 7:40 a.m. until 2:45 p.m. Students who have food and/or beverages outside of the cafeteria during this time period may be assigned one conduct point. No food deliveries are permitted at any time.

At Wahlert gum may be chewed and properly disposed of in the building except for certain gum-free areas. Gum free areas include: chapel, information center (library), music department, Wahlert Theater, any carpeted room, any area where a Mass, prayer service or formal assembly is occurring, or any room where a specific teacher may establish no gum chewing as a class regulation. The violation of any of the gum-free areas or the improper disposal of gum in a permitted area will result in disciplinary action including but not limited to: conduct points, or clean-up duty.

Conduct Point System

One of the outcomes of the total Wahlert experience is that Wahlert students will demonstrate that they are positive contributing citizens of the school community. Clearly there are behaviors and actions which are not supportive of the Christian community Wahlert strives to maintain. The disciplinary code attempts to outline those behaviors and give parents, students and school officials a convenient way of assessing performance/actions.

The purpose of conduct points will be to indicate to the student and the parent(s) that the exhibited behavior or action does not demonstrate a positive contributing attitude by the student and thereby violates a school regulation. Conduct points will normally be assigned by use of the computer system by the faculty and/or administrators. Violations for which conduct points will be assigned include but are not limited to:

Violation	Number of Conduct Points
Littering	1
Clothing (corrected in the classroom)	1
Eating/Drinking Outside of the Cafeteria	1
Disturbance Created by Electronic Device	1
Leaving Assigned Area/ Unauthorized Area	1 or 2
Class Disturbance	1 or 2
Damage to school property (minor)	1 or 2
Misuse of Computer (minor)	1 or 2
Misuse of pass	2
Deceit / Lying	2
Disrespect	2
Abusive/Inappropriate Language	2
Use of Electronic Device without permission	2
Clothing (sent to dean)	3
Leaving School Without Permission	3
Skiping Class	3
Any major violation of school order	3

The accumulation of conduct points indicates that the student has not changed his/her behavior pattern but has continued to exhibit an action(s) which violates a school regulation. Experience has demonstrated that 95% of the student body will accumulate less than five (5) conduct points in a semester. With this as a guideline, further consequences are assigned to students who receive 5 or more conduct points in a semester.

3 Conduct Points: Parents will be notified when a student acquires three conduct points in a semester.

5 Conduct Points: If a student acquires five conduct points in a semester and has not served a detention for any of the violations, the student will automatically receive one detention. Parents will be notified.

10 Conduct Points: If a student acquires 10 conduct points in a semester and has served only one detention, the student will automatically receive a second detention. Parents will be notified.

15 Conduct Points: If a student acquires 15 conduct points in a semester, the student will receive one extended detention (2:55 – 3:55 pm). This detention will be served in the main office. Parents will be notified.

20 Conduct Points: If a student acquires 20 conduct points in a semester a parental conference will be required and the student will receive a one-day (7:40 a.m.-2:45 p.m.) in-school suspension.

Students who are on an in-school suspension will be assigned all day to a specific location under the supervision of the Assistant Principal. Satisfactory completion of all in-school suspensions will be determined by the Assistant Principal. While the student may not attend classes, he/she will be allowed to do assigned school work and be given credit for class work completed and turned in on time.

30 Conduct Points: Students who acquire 30 conduct points in a semester will have another parental conference with the administration plus receive a three-day in-school suspension. A student under a 3 day in-school suspension is not eligible to participate in an extracurricular activity (with the exception of practice or rehearsal) until 2:45 p.m. on the last day of the suspension. Students who acquire more than 30 conduct points will be placed on behavioral agreement. The contract will specify which behavior(s) need to be improved. Monthly meeting with parents and students will be held to review the behavior changes. If behaviors do not improve students may be asked to withdraw from Wahlert Catholic High School.

After School Detention, Extended Detention

Along with the conduct point, the detention period becomes one of the main tools for enforcing the rules and regulations of the school. Offenses which earn conduct points may also earn a detention; however, the administration may assign detentions as the situations warrant. Students must serve the detention within a week. Jobs, appointments, activities, rides, or anything of that nature NEVER excuse the student from completing the detention within the week requirement without the express written permission of the Assistant Principal.

After School Detention

Students assigned to after school detention must report on time (2:55 p.m.) to the detention room. The detention period will last from 2:55-3:25 p.m. During the detention period itself, silence will be maintained, the school dress code is in effect, and sleeping and eating are not permitted. Students must come prepared to work on the detention packets which will be assigned. The detention packets are designed to help the student focus on the nature of the behavior which caused the detention and to help the student formulate a future behavioral plan that will not produce similar results. The detention work packet must be completed during the detention period and submitted to the supervisor. If the detention packet is completed before the end of the period, the student may work on school assignments. In order for the detention to be fulfilled, the packet must be satisfactorily completed as defined by the Assistant Principal.

Missing after school detention will be considered truancy and the consequences that follow will be:

1st instance	One additional detention
2nd instance	Two additional detentions, parental notification,
3rd instance	One Extended detention, parental notification
4th instance	One day in-school suspension, parental notification

Extended Detention

The Extended Detention period will be from 2:55 – 3:55 pm. All school and detention rules, including dress code, will apply. Students will be expected to do school work during the detention period. Students who come without sufficient school work or the proper materials will be assigned a specific mandatory writing assignment or assigned service work.

Missing Extended Detention

1st instance	One additional extended detention
2nd instance	One day in-school suspension

If the Assistant Principal or Principal determines that the detentions and/or detention packet are no longer effective for an individual student, the Assistant Principal or Principal will establish other appropriate consequences including, but not limited to: group or individual behavioral modification sessions, Saturday detentions, parent conferences, required writing assignments, work details, in-school suspension, out-of-school suspension, or behavioral agreement.

In-School Suspension

A student who serves an in-school suspension will be assigned all day (7:40 a.m. - 2:45 p.m.) to the in-school suspension room under the supervision of the Assistant Principal or Principal. While the student may not attend classes or non-religious assemblies, he/she will be permitted to work alone on school assignments and be given credit for class work completed and turned in on time. Students may also make up assessments and assignments from the days of the suspension. A student on a one day in-school becomes eligible for school sponsored activities at 2:45 p.m. on day of the suspension. A student under a three day in-school suspension is ineligible for all school activities (with the exception of practices or rehearsals) for the length of the suspension and becomes eligible at 2:45 pm on the last day of the suspension.

Out-of-School Suspension

A student who serves an out-of-school suspension will not be permitted in the school building for the duration of the suspension. The student will also be required to maintain telephone contact at established intervals with designated school personnel. In addition, during periods of out-of-school suspensions, no participation in any school-sponsored activities will be allowed until the student has been appropriately readmitted to school and has attended a full school day.

Expulsion

Expulsion is the absolute course of last resort with the irrevocable removal of a student from Wahlert. Expulsion from school will occur only if the following considerations are judged by school officials to be true: 1) the continued presence of the student is clearly a detriment to the good or safety of the individual or others; and 2) the school is no longer able to be effective in the positive development of the student. Only the Holy Family Catholic Schools Board's Disciplinary Review Committee can approve expulsions.

Electronic Devices

Student cell phones may be used during passing periods and lunch. Students must receive permission from a staff member, teacher, or administrator to use their cell phones during class or seminar. Students must receive permission from a staff member, teacher, or administrator to use any other electronic device (other than a school issued computer). Students who use cell phones or other electronic devices without permission may receive 1 or 2 conduct points and the items will be confiscated and held in the office until the end of the school day. Students are responsible for obtaining the device in the office between 2:45 and 3:30 pm.

Fighting

Fighting at school or a school sponsored activity is a serious violation of the Wahlert Catholic disciple code. If a fight occurs, students will be removed from class or the school sponsored activity. Parents will be contacted and students may be released to their parents.

Students are considered guilty of fighting if they maliciously strike, shove, or grab another student or provoke others to similar responses. Rather than getting involved in a fight, students are instructed to seek help of a staff member in a confrontation.

After a fight the principal and assistant principal or his/her designee will conduct an investigation to determine the circumstances and details of the fight. Based on those findings the students involved will receive service, detention, and/or an in-school or out-of-school suspension.

Although the school believes that physical altercations should be avoided, the administration will take all special circumstance surrounding them into consideration before determining final penalties.

A student who is considered guilty of fighting will be suspended pending the formation of a school contract.

Gambling:

Gambling is never permitted on school grounds or at school-sponsored activities.

Gangs:

See Holy Family Policy and Procedure Manual.

Harassment/Bullying:

See Holy Family Policy and Procedure Manual.

2019-2020 WAHLERT CATHOLIC HIGH SCHOOL DRESS CODE

The purpose of the dress code in the Holy Family Catholic School system is to aid in providing a focused learning environment and to minimize faddishness and comparison among students. The dress code must be consistently appropriate for that environment to foster Christian respect and modesty. Parents are expected to help the school staff enforce the dress code policy. The school administration will have final discretion on what is appropriate or not appropriate for school wear.

Shirts:

- Must be Holy Family approved and include a crest (purchased from the HFCS eStore @ www.holyfamilydbq.org/students-parents/estore or Lands' End School @ landsend.com/school, Preferred School #900186404). Any Holy Family crested shirt may be worn at any Holy Family site.
- WHITE, NAVY BLUE, ROYAL BLUE, GOLD (yellow), or BLACK short or long-sleeved polo shirts or oxford-style shirts (not all apparel choices available in all colors/sizes)
- Only solid-colored (navy, gold (yellow), white, black, gray or royal blue) t-shirts or turtlenecks (no visible lettering or graphics) may be worn under uniform shirts
- Teams/Clubs/Organizations may add the name of the group below the crest on items purchased from the eStore.

Pullovers and Jackets:

- Must be Holy Family approved and include a crest (purchased from the HFCS eStore @ www.holyfamilydbq.org/students-parents/estore or Lands' End School @ landsend.com/school, Preferred School #900186404). Any Holy Family crested pullover or jacket may be worn at any Holy Family site.
- WHITE, NAVY BLUE, ROYAL BLUE, GOLD, or BLACK (not all apparel choices available in all colors/sizes)
- A dress code shirt must be worn under pullovers and jackets
- Teams/Clubs/Organizations may add the name of the group below the crest on items purchased from the eStore.

Pants:

- Solid colors of NAVY BLUE, KHAKI (tan), GRAY or BLACK dress pants with waist-level zipper
- Must be free of contrasting stitching or trim
- Pants must be at least ankle-length and may not be folded (rolled) at the bottom
- Denim, spandex, sweatpants, and leggings are not considered dress pants

Shorts/Capris:

- Solid colors of NAVY BLUE, KHAKI (tan), GRAY or BLACK
- Dress shorts and capri pants may be worn from the beginning of the school year through October 15 and from April 15 through the end of the school year
- Shorts must be no shorter than 3½ inches from the top of the kneecap
- Jean-type, stretch-type, bib, biking, athletic, cut-off, spandex, nylon shorts or shorts/capri pants with contrasting stitching are not appropriate for school wear

Shoes:

- Any low-heel, closed-toe shoe that is appropriate for school wear may be worn. Open-toe shoes may be worn from the first day of school until October 15 and from April 15 to the last day of school if there is a strap on the back of the shoe.
- Boots with low-heel, indoor soles and designed for indoor wear may be worn
- Flip flops, heelys, and five finger shoes may not be worn

Accessories/Hairstyles:

- Hairstyles must be neat and well-groomed and not distracting to the learning environment
- Hair may be dyed but only natural hair colors

- Jewelry may be worn as long as it is appropriate for school wear
- Display of body piercings beyond the ears is not appropriate; such piercings must be covered and remain covered throughout the school day
- Hats/caps, scarves, and leg warmers are not to be worn in the building during school hours

Facial Hair:

- Boys must be clean shaven; beards or mustaches are not allowed
- Sideburns may be no longer than the end of the ear

Tattoos:

- Display of a tattoo is not appropriate for school
- Tattoos must be kept covered throughout the school day

Dress-up days:

Periodically throughout the school year, there will be special days designated as "dress-up" days. Variance from the regular dress code will be expected and accepted. Dress must be consistently appropriate for an environment that fosters Christian respect, modesty and learning. Accordingly, on dress-up days, students will be expected to be in apparel that while "dressier" than regular school wear, would be more appropriate for a job interview or a family celebration rather than a prom or other purely social occasion.

Girls may wear dress pants (no **blue** jeans) with a zipper (no yoga pants or leggings) or a skirt that is no shorter than 3½ inches above the knee. Girls may wear a blouse or shirt with the skirt/dress pants. The blouse/shirt should modestly cover what is appropriate to cover. Girls may wear a dress that is no shorter than 3½ inches above the knee and modestly covers what is appropriate to cover. **If there are narrow straps on the dress, a sweater must be worn over the dress to cover the shoulders.** Girls may not wear leggings unless they are under a skirt or **dress**. Boys may wear dress pants (no **blue** jeans) with a dress shirt and/or sweater. Boys are encouraged to wear a tie.

Casual days & Spirit days:

Periodically throughout the school year, there will be special days designated as "casual" days or spirit days. Variance from the regular dress code will be expected and accepted. Dress must be consistently appropriate for an environment that fosters Christian respect, modesty and learning. On casual days/spirit days, although the dress code will be relaxed, students will be expected to comply with the specific dress parameters provided for the occasion. Dress for casual days/spirit days will be posted in the hallways and announced during the daily announcements. Casual days/spirit days will not be scheduled for all-school Mass days.

Note: The dress code is reviewed and revised annually by the Holy Family Catholic Schools Student Services Committee. This committee meets throughout the school year. Comments, concerns, and suggestions regarding the dress code may be submitted to Holy Family Catholic School Student Services Committee at tpetsche@holyfamilydbq.org.

School Dress Code Discipline Procedures

Dress code violations fall into two categories: those that can be corrected in the classroom and those that cannot be corrected in the classroom.

- 1) If the violation can be corrected in the classroom, the student will be asked to correct the violation immediately and if the student complies only one conduct point will be assigned. If the student does not comply the student will be sent to the Assistant Principal.
- 2) If the violation could have been corrected in the classroom but the student refused to comply, the student will receive 3 conduct points and one detention.

- 3) If the violation cannot be corrected in the classroom the student will be sent to the Assistant Principal. If the student has violated the shirt portion of the dress code, the student will be given a polo and will return to class. If the student has violated the clean shaven portion of the dress code, the student will shave in the nurses office and will return to class. If the violation is any other portion of the dress code the parent/guardian will be called. The parent/guardian will bring dress code clothing to school to correct the violation or if transportation is available and the parent gives permission, the student will be allowed to go home to correct the violation. In all cases the student will receive 3 conduct points and one detention for every period missed.

The Office of the Assistant Principal will be the final arbiter of the appropriateness of dress. Students judged to be in violation of the dress code will be sent to the Assistant Principals Office with a pass.

Staff Authority

Members of the faculty have the specific right, responsibility and obligation of implementing and enforcing the regulations of the school. In so doing, teachers may require specific regulations in their classes and activities for legitimate educational purposes. Also, many types of situations arise daily which demand the immediate action of a staff member for the good of the school. Unless students have serious moral reservations about directions, they are expected to obey all teachers and staff directions promptly and courteously. Requests or directions that cause moral reservations must be reported to the principal immediately. Other disputes and disagreements will be settled with the help of the administration after directions have been carried out.

The Principal and Assistant Principal are empowered and obligated by the Holy Family Catholic School Board to insure that the policies of the Board are carried out. In that capacity, they establish procedures and are granted discretionary authority which promotes student growth and an orderly and safe learning environment for both students and staff. No student handbook could ever list all of the potential situations which the administrators must deal with and the specific examples listed are not exclusionary.

Substance Abuse Policy

Involvement with alcohol or other drugs is always a serious offense. The use or possession of alcohol or other drugs is to be avoided at all times. Students who consume, possess, or are in the proximity of alcohol or illegal drugs are subject to the following policy. [The possession or use of vaping or e-cigarette paraphernalia will be considered as in possession or having consumed alcohol or illegal drugs.]

This policy applies to all students K-12 in the Holy Family Catholic Schools. Offenses in elementary school and middle school are considered separately from offenses that occur following completion of 8th grade. Offenses that occur following completion of 8th grade are considered high school violations.

With honesty and accountability being important values of the school, if a student makes a mistake and does have involvement, including proximity, with alcohol or other drugs the student is expected to report their misjudgment by making personal contact with the athletic director, assistant principal, principal, or coach/moderator **the next school day** or within **72** hours of the offense, whichever comes first. If the offense is reported by faculty/staff, self-reporting is not applicable. It is the student's responsibility to verify the report was received. Students who do not self-report will be subject to the following additional penalties: ten additional days of school activity suspension, two additional hours of service, and an additional ten percent extra-curricular suspension or at least one more contest.

Detailed information regarding offenses and consequence are included in this policy.

In possession of or having consumed alcohol or illegal drugs on school grounds or at a school activity:

If a student is determined to be in possession of or having consumed alcohol or illegal drugs for illegal use on school grounds or at a school activity, a parent/guardian will be notified. The administration reserves the right to notify the police. The student will be suspended from school and school activities for up to five days in addition to the substance abuse penalties listed below. The administration reserves the right to impose additional sanctions up to and including expulsion. The student will also be required to undergo a substance abuse evaluation at parent/guardian expense. Evaluation results will be presented to the administration within 24 hours of the evaluation.

In possession of or having consumed alcohol or illegal drugs:

Students under the influence of alcohol or other drugs and/or with evidence of alcohol, other drugs or other drug apparatus on their person and/or in their control or possession will be subject to the following provisions. A parent/guardian of the student will be contacted if the offense is noted by faculty/staff. If parents or other community members witness a student violating this policy, they should call legal authorities.

Examples which would violate this section of the Substance Abuse Policy include, but are not limited to: students who have been observed consuming or those charged with possession of a drug other than alcohol; students who bring alcohol to school; students testing above 0.00 on a breathalyzer, legal blood alcohol test, or urinalysis administered within 2 hours of being reported by either legal authorities or certified appropriate medical personnel; students admitting use; or students riding in a car containing alcohol or other drugs, where circumstances indicate that said alcohol or other drugs are for illegal use, vaping, use of an e-cigarette, or possession of vaping or e-cigarette paraphernalia.

A breathalyzer will be present at most high school-sponsored activities. Students who are suspected of using or being under the influence of alcohol will be offered the opportunity of clearing themselves by using the breathalyzer. Students who refuse the breathalyzer test or register a blood alcohol level above 0.00 will be considered to have consumed alcohol. A conference with the principal and/or dean will be required.

Multiple offenses are to be served consecutively. Service hour requirements are in addition to any other school mandated service requirements. The school activity suspension is not completed until the educational component, service component, and time period of the suspension has lapsed. Suspension from extracurricular activities (the second component of the policy) is served independent of and in addition to the school activity suspension.

In the event a student is charged with any other alcohol-related charges including, but not limited to making alcohol available to a minor, aiding and abetting, interference with official acts, etc., the student will be treated as if they were charged with consumption.

A student must be able to physically participate in a sport in order to serve their suspension.

School Activity Suspension:

All students found to be in possession of or having consumed alcohol or illegal drugs will be required to participate in an approved educational/assessment program monitored by Juvenile Court Services or must undergo a substance abuse evaluation/educational program at parent/guardian expense. Any recommendations incurred will be the responsibility of the family.

In addition, the student will be subjected to the consequences listed below. Additional consequences will be enforced for participants in extracurricular activities as noted in this policy.

First offense of the policy: a 15-consecutive school day suspension from all school activities including, but not limited to, athletic sports, banquets or potlucks, attendance at performances and sporting events, or fundraising activities which occur during said period, with the exception of graduation exercises and religious activities.

Violators will arrange for four (4) hours of service at school approved community organizations. It will be the responsibility of the student to arrange for service hours. Students must provide written verification of the service signed by the organization representative. 26

Second offense of the policy: 30-consecutive school day suspension from all school activities including, but not limited to, athletic sports, banquets or potlucks, attendance at performances and sporting events, or fundraising activities which occur during said period, with the exception of graduation exercises and religious activities.

Violators will arrange for eight (8) hours of service at a school approved community organization. It will be the responsibility of the student to arrange for service hours. Students must provide written verification of the service signed by the organization representative.

Third offense of the policy: 60-consecutive school day suspension from all school activities including, but not limited to, athletic sports, banquets or potlucks, attendance at performances and sporting events, or fundraising activities which occur during said period with the exception of graduation exercises and religious activities.

Violators will arrange for sixteen (16) hours of service at a school approved community organization. It will be the responsibility of the student to arrange for service hours. Students must provide written verification of the service signed by the organization representative.

Fourth and all subsequent offenses: a full one-year suspension from the date of violation from all school activities including, but not limited to, athletic sports, banquets or potlucks, attendance at performances and sporting events, or fundraising activities excluding only graduation exercises and religious activities.

Violators will arrange for thirty-two (32) hours of service at a school approved community organization. It will be the responsibility of the student to arrange for service hours. Students must provide written verification of the service signed by the organization representative.

Extra-curricular Participation Suspension:

Students who are members of an extra-curricular athletic or activity group are held to a higher standard than the general student body. As a result, members of those groups who violate the Consumption/Possession portion of the Substance Abuse policy will also be subjected to the following suspensions from the extra-curricular activity.

If a student is not currently in-season, the suspension shall be enforced in the next season in which he/she is a participant for the entire season. (A participant is a person who makes the team/activity and is a part of the team/activity for the entire duration of the program).

In cases where the season has already begun, the number of events included in the suspension may exceed the number of remaining contests or performances. In that case, the equivalent percentage of the remaining suspension will be carried over to the next season, or activity. Normal rounding applies with a minimum of one event. Rounding is such that .01 to .49 rounds to the lower number and .50 to .99 rounds to the higher number.

First offense of the policy: The student will be suspended from participating in his/her performance season for a total of 25% of that season or number of performances during which the student is a member of the activity.

Second offense of the policy: The student will be suspended from participating in his/her performance season for a total of 50% of that season or number of performances during which the student is a member of the activity.

Third offense of the policy: The student will be suspended from participating in his/her performance season for a total of 100% of that season or number of performances during which the student is a member of the activity.

Fourth and all subsequent offenses: a one-calendar-year suspension from all extracurricular activities shall be enforced.

Non-possession, non-consumption, in proximity of alcohol or illegal drugs:

A student in proximity of alcohol or illegal drug use will be presumed to have been consuming said alcohol or drugs unless they test 0.00 with a breathalyzer, legal alcohol blood test, or urinalysis to be administered within 2 hours of being reported by either legal authorities or certified appropriate medical personnel to the school. Acknowledging the good choice that is made not to consume, students should not place themselves in an environment where illegal drugs and/or alcohol is occurring or enable others to illegally consume drugs or alcohol. Those found in proximity of the illegal use of drugs or alcohol, but not in possession or not consuming will be subject to the following provisions. Parents of the student will be contacted if the offense is noted by faculty/staff.

School Activity Suspension:

All students found to be in proximity of alcohol or illegal drug use will be required to participate in an approved educational/assessment program monitored by Juvenile Court Services or must undergo a substance abuse evaluation/educational program at parent/guardian expense. Any recommendations incurred will be the responsibility of the family.

In addition, the student will be subjected to the following:

First offense of the policy: Violators will arrange for four (4) hours of service at a school approved community organization. It will be the responsibility of the student to arrange for service hours. Students must provide written verification of the service signed by the organization representative.

Second offense of the policy: Violators will arrange for eight (8) hours of service at a school-approved community organization. It will be the responsibility of the student to arrange for service hours. Students must provide written verification of the service signed by the organization representative.

Third offense of the policy: 15-consecutive school day suspension from all school activities with the exception of graduation exercises and religious activities, and direct participation in extracurricular activities which is referenced in another part of the policy.

Violators will arrange for sixteen (16) hours of service at a school approved community organization. It will be the responsibility of the student to arrange for service hours. Students must provide written verification of the service signed by the organization representative.

Fourth offense of the policy: 30-consecutive school day suspension from all school activities with the exception of graduation exercises and religious activities, and direct participation in extracurricular activities which is referenced in another part of the policy.

Violators will arrange for thirty-two (32) hours of service at a school approved community organization. It will be the responsibility of the student to arrange for service hours. Students must provide written verification of the service signed by the organization representative.

Fifth and all subsequent offenses: A one calendar year suspension from the date of violation from all school activities suspension from all school activities, excluding only graduation exercises and religious activities, and direct participation in extracurricular activities, which is referenced in another part of the policy.

Violators will arrange for sixty-four (64) hours of service at a school approved community organization. It will be the responsibility of the student to arrange for service hours. Students must provide written verification of the service signed by the organization representative.

Extra-Curricular Participation Suspension:

Students who are members of an extra-curricular athletic or activity group are held to a higher standard than the general student body. As a result, members of those groups who violate the non-consumption, non-possession, proximity portion of the Substance Abuse policy will also be subjected to the following restrictions.

If a student is not currently in-season, the suspension shall be enforced in the next season in which he/she is a participant for the entire season. (A participant is a person who makes the team/activity and is a part of the team/activity for the entire duration of the program).

In cases where the season has already begun, the number of events included in the suspension may exceed the number of remaining contests or performances. In that case, the equivalent percentage of the remaining suspension will be carried over to the next season, or activity. Normal rounding applies with a minimum of one event. Rounding is such that .01 to .49 rounds to the lower number and .50 to .99 rounds to the higher number.

First and second offense of the policy: No forfeiture of extra-curricular participation

Third offense of the policy: A student would forfeit 25% of the season or number of performances during which the student is a member of the activity.

Fourth offense of the policy: The student will be suspended from participating in his/her performance season for a total of 50% of that season or number of performances during which the student is a member of the activity.

Fifth and all subsequent offenses of the policy: A suspension of one calendar year from all extracurricular activities shall be enforced. (AFFC/ACSB policy 5144 and 5144.1) 29

Substance Abuse Policy reference chart:

In possession of or having consumed alcohol or drugs for illegal use:

<u>Offense:</u>	<u>School Activity Suspension:</u>	<u>Service:</u>	<u>Educational Program:</u>	<u>Extra-Curricular Suspension:</u>
1 st	15 school days	4 hours	yes	25%
2 nd	30 school days	8 hours	yes	50%
3 rd	60 school days	12 hours	yes	100%
4 th and following	365 calendar days	16 hours	yes	365 calendar days

Non-possession, non-consumption, in proximity of alcohol or drugs for illegal use:

<u>Offense:</u>	<u>School Activity Suspension:</u>	<u>Service:</u>	<u>Educational Program:</u>	<u>Extra-Curricular Suspension:</u>
1 st	none	4 hours	yes	none
2 nd	none	8 hours	yes	none
3 rd	15 school days	12 hours	yes	25%
4 th	30 school days	16 hours	yes	50%
5 th and following	365 calendar days	20 hours	yes	100%

Penalties for failure to self-report will be in addition to those stated above:

<u>School Activity Suspension:</u>	<u>Service:</u>	<u>Extra-Curricular Suspension:</u>
Additional 10 school days	Additional 2 hours	Additional 10% of the season

Tobacco policy:

Involvement with tobacco or related products is a serious offense. The use or possession of these products at any location or use or possession of these products on school property or at any school-sponsored activity is to be avoided at all times. Any student, who is found to be using tobacco, or any related products, in any form, is subject to the following policy:

First offense of the policy: Five (5)-school-day suspension from all extra-curricular activities. (with the exception of practice or rehearsal).

Second offense of the policy: Ten (10)-school-day suspension from all extra-curricular activities (with the exception of practice or rehearsal).

Third and subsequent offenses: 20-school-day activity suspension (with the exception of practice or rehearsal).

Tobacco, Drinking, Use of Non Prescribed Drugs: (Arch Policy 5131.61)

Students are not to use, possess, sell or be under the influence of drugs, beer or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of all forms of non FDA approved nicotine and all forms of tobacco on the school grounds and all school sponsored activities is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student's possession of tobacco, drugs and/or alcoholic products in school, or at school related activities, results in confiscation and discipline.

Tardiness

Students are expected to be in their assigned station when the bell stops ringing. Tardies may be excused for the same reasonable grounds as those considered for absences.

Tardiness in coming to school:

- 1) If a student arrives at school after 7:40 a.m. but before 8 a.m., the student should sign in at the Main Office and proceed to class. The student will be marked tardy unless a note is presented or a phone call has been received.
- 2) If a student arrives between 8 a.m. and 8:20 a.m., the student reports directly to the Main Office to sign in and will be given a pass or truant admit, depending on circumstances. It is the student's responsibility to present a written explanation from a parent/guardian to the Attendance Office the next school day after the tardy. If a note from the student's parents is not received the student will be assigned 1 conduct point.
- 3) Students who arrive after 8:20 a.m. will receive conduct points and/or a detention for missing class.

Tardiness after being in school during the previous period: The student is to report directly to the scheduled station and the teacher will mark the student tardy.

Consequences

- 1) A student will be assigned one detention for the first six tardies received. After six tardies, the student will be assigned one regular detention for every other tardy.
- 2) Parents will be notified when students have been tardy, for school and/or class six times and will be contacted for every two tardies after six.

Truancy

Any student who is absent for any reason other than those listed, or who does not follow appropriate procedures will be considered truant whether it is for one class period or an entire school day. On the occasion of truancy for a continuous period of more than one day, each day (or fractional part of a day) will count as a day of trancies. Students, who have had no previous attendance problems and as a result of one prolonged truancy would be subject to suspension for disciplinary reasons, may have their cases reviewed by school officials. Students absent due to truancy will not be allowed to make up the work missed.

Procedure for enforcement and notification:

Truancy - Full day

- 1) Parent contacted by Assistant Principal or Principal (written or phone)
- 2) One detention will be assigned for every period missed without exception;
- 3) 6 conduct points assigned.

Truancy - Class or classes during the school day

- 1) Assistant Principal or Principal notifies the parents (written or phone notification)
- 2) One detention will be assigned for every period missed
- 3) One period missed, three conduct points; 2-8 periods missed six conduct points.

Weapons and Dangerous Instruments

See Holy Family Policy and Procedure Manual

Wahlert Catholic Dean of Discipline: Ron Meyers (A-Z)

VII. Extracurricular Activities

Activity options

Students at Wahlert Catholic High School have opportunities to participate in the following clubs and organizations.

Art Club:.....Mrs. Conlon

Art club is open to all ninth through twelfth graders. The purpose of art club is to provide students a time to meet and create art outside of a formal class. This may take many forms such as a collaborative mural or tiles for the newly renovated building, making ceramic Christmas ornaments, or participating in a Vans shoes competition.

Athletic Activities:.....Mr. English, Athletic Director

Wahlert Catholic High School offers opportunities for participation in 21 interscholastic athletic activities. Many of these sports include freshmen, sophomore and junior varsity levels of competition. The sports currently offered to boys include football, cross country, basketball, wrestling, golf, tennis, track, soccer, baseball, bowling and swimming (co-op with Dubuque Community Schools). The sports offered to girls include cross country, swimming, volleyball, basketball, golf, tennis, track, soccer, bowling and softball. Wahlert's varsity athletic teams compete in the Mississippi Valley Conference. All students who wish to participate in interscholastic athletics must have a valid (completed in the past calendar year) physical and a signed concussion form on file in the Athletic Director's office.

Cheerleading:.....Ms. Navarro

Cheerleading is offered during the fall and winter athletic seasons. Cheerleading squads are selected for football (fall), basketball (winter) and wrestling (winter). Tryouts are held in the spring (for fall sports) and in the fall (for winter sports).

Chess Club:.....

Chess club is open to any ninth through twelfth grader who would like to play chess. Meetings are held either before or after school.

Creative Writing:.....Ms. Schira

Creative writing club focuses on empowering developing writers and all who enjoy the writing process. We provide time to discuss our work, share what we create, and listen to one another's ideas. We also enjoy linguistic games, blogging and other activities which improve our craft. Most of all, we embrace the opportunity to take time out of our busy schedules simply to grow by writing.

Dance:.....Ms. Ditzler

Dance team is offered during the fall and winter. Dance team members perform at some winter athletic events and also compete in some local and state contests. Tryouts for Dance team are held in the spring or summer.

Dramatics/Thespians:.....Mr. McSperrin

Each year Wahlert produces major shows - a fall play and a winter play in the R. C. & Celeste Wahlert Theatre and a spring musical. All students are welcome to audition for these shows. Enrollment in these theater arts classes is open to all students in grades 9-12. Crew calls (open to all students) are posted on the Call-board. Students may earn backstage crew assignments through scenery and properties work at crew calls. Stagecraft class is open to all students in grades 10-12. Students who earn at least ten points by involvement with at least two shows are eligible for membership in the International Thespian Society.

Equality Club.....Ms. Lofte, Ms. Ressler

The Equality Club, a student-initiated club, is concerned with issues of equality, dignity and social justice. Students strive to learn facts and explore facets of these issues. They share their learning/research and information through meetings, discussion and planning and participation in events concerned with the common good.

Euchre ClubMr. Gee

The Euchre club meets after school to allow students to compete and have fun playing Euchre.

Fellowship of Christian Athletes:..... Mr. Smith
Fellowship of Christian Athletes mission is to allow students, coaches, and all whom they influence the chance to discuss topics pertaining to athletics, faith, Bible passages, and to create fellowship. Our relationship will demonstrate steadfast commitment to Jesus Christ and His Word through Integrity, Service, Teamwork and Excellence. All students ninth through twelfth grade and coaches are welcome to attend.

Interact Club....., Mr. Gee
The Wahlert Catholic Interact Club is a group open to all students that is sponsored by the Dubuque Rotary Club. The Interact Club provides a means for students to become actively involved at Wahlert, within the Dubuque Community and beyond through service leadership. The club meets twice a month in order to plan a variety of service opportunities including but not limited to our annual "Dance for Dubuque" benefiting a local charity.

Knitting Club.....Mrs. Leonard
Knitting club provides an opportunity for students to learn how to knit. Items made are donated to Dubuque organizations. Organizational meetings may be held during seminar. The club meets after school.

LEAP.....Mrs. Schriver
LEAP (Leaders of Environmental Action and Protection) is an organization of students who wish to engage in environmental stewardship, appreciation, and enjoyment. Students who participate enhance their appreciation and understanding of the environment in which they live and learn how to live a more sustainable lifestyle.

Math Club:.....Mr. Decker
Open to any student interested in pursuing mathematics beyond the scope of the regular classroom. Meetings are held as needed, but no more than twice in any month. The club serves as the vehicle for students interested in competing in mathematics contests on college campuses in Iowa, Wisconsin, and Minnesota and at Wahlert Catholic High School. The club members conduct their Annual 8th Grade Math Contest.

National Honor Society:..... Mrs. Budde-Bandy
Information regarding NHS is available through the Guidance Office. To be a member of the National Honor Society is considered an "honor," not a given right or entitlement. While NHS does not seek to be exclusive, it is by its nature, highly selective. The criterion for prospective members includes having achieved and maintained a 4.00 GPA on weighted scale; in addition to leadership, character, and on-going service. The faculty council reviews the criteria of leadership, character, and service for potential members. NHS members receive a blue cord at graduation.

Leadership: Leadership is demonstrated in the classroom, at work, in school and in community activities. A student is a leader who initiates membership and is actively involved in at least two school organizations. "Involvement" can be understood to include being elected to an office and/or being selected for theater, music, tutoring, etc. Involvement includes time dedicated to a given activity on an on-going basis. Leadership in the community which can be substantiated is also considered. The student:

- is resourceful in identifying problems, applying principles, and making suggestions;
- demonstrates initiative in promoting a positive school environment;
- exercises influence on peers in upholding school ideals; personally works toward peacemaking & civility;
- is able to share responsibilities and work as a team member;
- exemplifies a positive attitude in interactions with parent, faculty, staff and peers;
- inspires positive behavior in others and assists in conflict mediation;
- demonstrates academic initiative;
- successfully holds school office(s) or positions of responsibility;
- demonstrates reliability and dependability.

Character: While difficult to define, character is most essential in NHS members. It includes such things as consideration for all others and social justice. The person of good character:

- takes constructive criticism and accepts recommendations graciously;
- consistently exemplifies desirable qualities of behavior (positive attitude; integrity & respect);
- upholds the principles of morality and ethics in conversation and behavior;
- consistently demonstrates the highest standards of honesty and reliability;
- consistently shows respect and responsibility;
- consistently demonstrates compliance with lawful authority & school regulations; and
- adds a positive influence to the school through behavior, attitude and speech.

1. Students who violate the law or who manifest behaviors which are a danger to themselves or others (i.e. drinking, drug use etc.) will automatically be delayed in their admission to NHS. Students already in NHS will be on probation for at least one semester minimum.
2. Once a student is inducted to NHS and a question regarding character later arises, a student may appeal judgment and have a hearing with the NHS council. The decision of the Council is final.

Service: Defined in terms of on-going contributions made to school, classmates, and community. The student's "attitude" toward service is considered. At Wahlert, service has been defined (objectively) in terms of giving 6 hours of service to a community project each semester beyond the students Religion class service required.

Candidates should give their service time generously and unselfishly, when and where help is needed. The student:

- cheerfully volunteers to requested service of the school;
- participates in an outside activity such as girl/boy scouts, church groups, volunteer services, etc.;
- upholds scholarship and maintains a positive and loyal school attitude;
- displays a positive attitude to volunteer their assistance willingly to assist others as needs arise;
- works well with others and is willing to take on difficult responsibilities;
- is willing to represent the school in inter-class and inter-scholastic competition;
- shows courtesy by assisting visitors, teachers, and other students.

Quill and Scroll Society.....Ms. Gaul

Quill and Scroll Society is an international honor society for high school journalists. The society recognizes journalists for outstanding contributions to the school's publications. Admittance is by nomination of the Publications' adviser and fulfillment of the society's academic requirements.

Respect Life:.....

The Respect Life Club's mission is to promote the ministry of respect in students' lives in regard to social issues. Students work to better society by caring for the elderly, the impaired, the needy, the unborn babies, and the discriminated. Our services are volunteered at nursing homes, for Dubuque County Right to Life functions, at the Rescue Mission, and at food pantries. Volunteer service is performed at organizations that promote life.

Show ChoirMr. Behnke

Show Choir is a group which performs popular music with choreography. The show Choir participates in competitions as well as performing in the community. An instrumental jazz group accompanies the performers.

Ski and Snowboard Club:.....Ms. Conlon

The ski and snowboard club races against Senior, Hempstead and Western Dubuque, each Thursday in January and February, from 3:30 p.m. - 5:30 p.m. at the Racer's Edge at Sundown Mountain. It is a giant slalom course with a pacesetter the qualifying times. All skiers and boarders, with all levels of experience are welcome to join the club.

Student Ambassadors:..... Admin

Student Ambassadors serve as hosts for activities involving grade school and middle school students. The organization consists of students interested in promoting the positive and true image of Wahlert Catholic High School.

Student SenateMr. Meyers

The Student Senate acts as a coordinating organization for student activities planned by the four Class Councils and the Senate. The Class Councils shall be made up of the four class officers and two representatives of that class and other interested students.

Students Teaching Others Peace (STOP):.....Mr. Kuhl

This club will offer students a place where they can develop skills and dialogue about building peace in this world. Students will initiate projects that educate as well as create awareness about peacemaking. All students, 9 through 12 are welcome. We coordinate the Thanksgiving prayer service and social justice action to follow.

Trap ShootingMr. Igo

Trapshooting is a club open to any 9th through 12th grade boy or girl. This club is for students who are interested in learning shooting skills or improving shooting skills, depending on level of experience. Shoots are held in the spring and early summer at the Izaak Walton League in Peosta. There are some fees associated with this club.

STUDENT GOVERNMENT 2019-2020

The Student Government program provides students an opportunity to act as a coordinating organization for the school, to provide for student involvement and to act as mediator between students and administration (on matters concerning students). Student Government shall include the four Class Councils and the Senate. The Class Councils shall be made up of the four class officers and a maximum of 25 voting representative of that class. The voting member of the Senate shall consist of four officers from each class and the chairperson of each standing committee.

Student Senate: **Ron Meyers, Moderator**

Student Body President: **Ashley Steele**
Student Body Vice-President: **Lucas Topping**

Class Officers

Seniors:

President	Will Hoffmann
Vice-President	Jacob Hocking
Secretary	Sara Freund
Treasurer	Alejandro Rojas
Representative	Grace Burke
Representative	Connor Hartig

Aaron Behnke - Advisor

Juniors:

President	Danny Steele
Vice-President	Lindsay Cummer
Secretary	Lily Jochum
Treasurer	Nick Bandy
Representative	Kathryn Nedder
Representative	Maya Wachter

Kyle Leeson - Advisor

Sophomores

President	Tess Breslin
Vice-President	Andrea Swift
Secretary	Kate Hingtgen
Treasurer	Tessa Berning
Representative	Veronica McDonald
Representative	

Nathaniel Gee - Advisor

Freshman * Elected in September

President	
Vice-President	
Secretary	
Treasurer	
Representative	
Representative	

Barb Ressler - Advisor

Activity and Athletic Code

Wahlert Catholic High School is very proud of the rich tradition of success and involvement by its students in a wide range of activities. The school is committed to offering a number of extra-curricular activities, academic sanctioned competitions and social events. Every student has the opportunity to participate in these activities when their academic performance is successfully sustained and prioritized. Students will also be expected to maintain a good conduct record both in and out of school during the school year and in the summer months. Any student, whose conduct or habits at any time of the year are such to make that student unworthy to represent the ideals and principles of Wahlert Catholic High School, shall become ineligible to participate in and/or attend Wahlert activities. Students must also comply with all Iowa state laws and state association rules and regulations. Students who fail to do so will be subject the consequences outlined below.

Academic Policy for Activity and Extra-Curricular Participation/Academic Probation

Wahlert Progress Report Eligibility

Any student failing* two or more classes at each of the progress grade dates (September 30, November 4, December 9, February 24, March 30 and May 4) will be placed on Academic Probation. The term of the probation will be 10 calendar days. During this probationary period, the student will maintain his/her eligibility but will be notified of the possible loss of eligibility. During this probationary period if the student raises his or her grades so that the student is failing fewer than two classes he/she will be declared eligible. If a student who is on probation has not become eligible and is still failing two or more classes at 3:00 p.m. on the 10-day checkpoint date (October 11, November 15, December 20, March 6, April 10 and May 15), the student will be declared ineligible. The student will remain ineligible until the student is failing fewer than two classes.

Ineligible students may not attend any extra-curricular activities or participate in any athletic contests or performance events. The student would be expected to attend practices and rehearsals during that period. While on Academic Probation, the student's grades will be reviewed by the Wahlert Catholic Administrative Team during the weekly MTSS meeting. A plan of action for that student will be discussed and efforts to improve the student's performance will be undertaken.

*Failing at a progress period is defined as achieving less than 60%.

Wahlert First Semester Eligibility

Personalized Learning Classes: Students who are enrolled in a personalized learning class who are not on pace in any personalized learning course at the end of first semester will be declared ineligible until the student is on pace. Ineligible students may not attend any extra-curricular activities or participate in any athletic contest or performance event until the student is on pacing for all personalized learning courses. The student would be expected to attend practices and rehearsals during that period. When the student is on pace in all of his/her personalized learning courses the student will be declared eligible.

Traditional Classes: Any student failing two or more traditional classes when semester grades are issued (January 23) will be declared ineligible under Wahlert's eligibility policy. Ineligible students may not attend any extra-curricular activities or participate in any athletic contest or performance event until the first progress grades are issued for the following progress grading period. Therefore, students who fail two or more classes first semester will remain ineligible until the first progress grades are issued for the second semester.

Wahlert Second Semester Eligibility

Personalized Learning Classes: Students who are enrolled in a personalized learning class who are not on pace in any personalized learning course at the end of second semester will be declared ineligible on the first day of the next school year. Ineligible students may not attend any extra-curricular activities or participate in any athletic contest or performance event until the student is on pace for all personalized learning courses. The student would be expected to attend practices and rehearsals during that period. When the student is on pace in all of his/her personalized learning courses the student will be declared eligible.

Traditional Classes: Any student failing two or more traditional classes when semester grades are issued (June 5) will be declared ineligible under Wahlert's eligibility policy. Ineligible students may not attend any extra-curricular activities or participate in any athletic contest or performance event until the first progress grades are issued for the following progress grading period. The student would be expected to attend practices and rehearsals during that period. Therefore, students who fail two or more classes second semester will be ineligible from the first day of school until the first progress grades are issued for the next school year.

Iowa No Pass, No Play Policy*

Under the Iowa No Pass, No Play Policy student must pass all classes at the end of a final grading period. If a student does not pass all classes at the end of a final grading period, the student is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the student is a contestant for 30 consecutive calendar days. Students are still expected to attend all practices as scheduled. For a traditional class the end of a grading period will be at the end of first semester and second semester. For a personalized learning class the end of the grade period will be at the end of second semester. The Iowa High School Music Association and the Iowa High School Speech Association have also declared that a student must pass all classes at the end of a final grading period. If a student does not pass all classes, the participant is ineligible to participate in any competitive event sanctioned by or sponsored by the IHSMA and IHSSA for a period of 30 consecutive calendar days. Students are expected to attend all practices and rehearsals as scheduled.

Note: The assistant principal and activities director will determine the ineligibility dates and will communicate the dates with the student, his/her parents and coach immediately. If additional school days are added at the end of the semester or at the end of the school year due to school closures due to weather or emergency, the dates for ineligibility will be adjusted.

*The full Iowa No Pass, No Play Policy can be found on the IHSAA website or the IGHSAA website.

State Association/ Iowa Law Rules and Regulations

Students must also follow all the rules and regulations established by the various state activity associations as well as the rules and regulations which may additionally be established by the school coach or moderator of a given activity and are on file with the Athletic Director.

Examples of such regulations include but are not limited to:

1. Medical Exams - Every year each student-athlete must have a certificate of medical examination signed by a licensed physician, osteopathic physician, or a chiropractor licensed by his/her state association to give physical examinations. The exam is good for 13 months. You are encouraged to get a medical exam during the months of June or July.

2. Non-school Team Participation - A student who is participating in a sport on a Wahlert Catholic High School team (freshmen, sophomore, junior varsity or varsity) may not participate in that sport as a member of a team or an individual in an outside school event or on a non-school team during that sport's season. There are some exceptions, please check with the Athletic Director if you have questions.

3. In addition to the above requirements, athletes must comply with the Iowa State Board of Education Administrative Code Scholarship Rules 36.15(2). This rule states that:

- All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- All contestants must be under 20 years of age.
- All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.
- Each contestant shall be passing in all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of the final grading period. For a traditional class the end of a grading period will be at the end of first semester and second semester. For a personalized learning class the end of the grade period will be at the end of second semester.
- If not passing all courses at the end of a final grading period, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. The student may not dress, nor compete in any athletic contest for this period of 30 days.

Note: A copy of Iowa State Board of Education Administrative Code Scholarship Rules 36.15(2) may be obtained in the Athletic Office or a full explanation of the rules can be found at www.state.ia.us/educate/faq/doc/guidance_athletic_eligibility-rule_36152.pdf

4. Iowa Law (Code Section 280.13C) requires that each student has a signed concussion form on file.

Substance Abuse

Involvement with alcohol or other drugs is always a serious offense. The use or possession of alcohol or other drugs is to be avoided at all time. Students who consume, possess, or are in the proximity of alcohol or drugs are subject to the Holy Family Substance Abuse Policy. See pages 20–26 for the policy.

Wahlert/ Holy Family Participation Rules and Regulations

1. Students are encouraged to participate in extracurricular activities. Coaches/moderators will work together to help students fulfill the practice, meet, and performances expectations. To facilitate the cooperation, coaches of athletics teams and moderators of dance, show choir, cheerleading, drama, vocal music and instrumental music may ask students to complete a form which lists all activities in which the student is participating. Coaches/moderators whose athletes/participants are involved in two or more of these activities concurrently will meet to determine a schedule for the student to follow during the season. If a schedule cannot be determined by the coaches/moderator, the coaches/moderator must enlist the help of the Activities Director to determine the schedule.

2. Once a student begins an activity, he/she must remain with the activity until the completion of the activity unless the coaches/moderator releases the student from further participation. If a student quits an activity before the completion of the activity without the permission of the coach/moderator, he/she may not participate with another activity until the first activity is complete.

3. No student shall be allowed to attend or participate in any extracurricular activities, including but not limited to games, performances, practice or rehearsals, if the student has failed to be in attendance six hours on a seven hour school day or four hours on a five hour school day (See absence section for consequences of violation.)

4. Students who have been declared ineligible and who violate the condition of ineligibility will receive further consequences. The consequences will be determined by the Principal in consultation of the Assistant Principal. A meeting between the student and Principal will take place. Student's parents will be notified.

Dance Procedures

- 1) The starting and ending times of dances will be announced before the dance.
- 2) Students must arrive within sixty minutes of the starting time, i.e., if the dance is 8:30-11:00 p.m., you must arrive by 9:30 p.m. to be admitted.
- 3) Once students have arrived at the dance, they will not be permitted to leave and return.
- 4) One visitor per Wahlert student may be granted prior to the dance. Each visitor must be accompanied by the Wahlert student to whom the pass was issued. All visitors will be expected to adhere to Wahlert's dance regulations. Visitors may be no older than one year removed from graduation.
- 5) All students and visitors will be breathalyzed before entering a dance. Students and visitors must have a breathalyzer form on file or must bring it to the dance. Students who test positive will be tested again for accuracy.
- 6) Students exhibiting inappropriate behavior will be asked to leave the dance.
- 7) Only juniors, seniors and sophomores (asked by a junior or senior) may attend Prom. Sophomores, juniors, and seniors may attend Post-Prom and Homecoming Dance. Ninth through twelfth grades may attend the Interact Dance and Winter Dance. Ninth graders are not allowed to attend Homecoming, Prom, or Post-Prom, even if they are asked by an upper-class student.

Sportsmanship

At Wahlert Catholic High School athletic contests students should treat opponents, spectators and officials with Christian courtesy and respect.

The following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.
- Entering the contest area in protest or celebration.
- Jumping up and down on the bleachers is prohibited
- Use of artificial noisemakers, signs or banners is prohibited. Use of any form of paper debris is prohibited (confetti).
- Sirens, horns, whistles, bells, buzzers, or any other type of noise makers are forbidden.
- Courtesy is to be extended at all times to opponents, spectators and officials. Boing and other derogatory comments are prohibited.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

Student Activities

We are all identified with Holy Family Catholic School. What students do outside of school and at school related events is not, in all cases, beyond the jurisdiction of the school.

VIII. Health/Safety Issues

Alcohol/Drug Policy

The Holy Family Board of Education develops guidelines that are in accordance with Archdiocesan Board of Education policies 5144 and 5144.1 on student responsibility and discipline.

I.D.'S

All students at Wahlert Catholic High School will be supplied with a photo identification card. Students should carry their ID on their person at all times. The I.D. card will be valuable to every student for the purposes of: purchasing food in the cafeteria, checking out library material, and printing. I.D. cards are obtained through the cafeteria at the beginning of each scholastic school year. A lost I.D. card may be replaced in the Wahlert cafeteria by paying a \$5 replacement fee.

Immunizations

See Holy Family Policy & Procedure Manual.

Visitors

At Wahlert students who request to have a visitor attend school with them should:

1. Receive permission from the principal, to bring a visitor to school.
2. Students having a guest are responsible for that person's conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

Note: Students interested in possibly enrolling at Wahlert Catholic High School who wish to visit Wahlert Catholic High School may shadow another student for a day. The student should have their parent/guardian contact the Principal to make arrangements for the shadowing. The Principal will select an age appropriate student from the Student Ambassador program to assist the visiting student.

IX. Services

Automobiles/Bicycles/Motorized Scooters

Student automobiles, motorized scooters, motorcycles and bicycles are to be parked only in the main parking lot, east of the school. All motorized vehicles are to be parked appropriately within the spaces provided. The traffic lanes in, out, and through the lot must be kept open at all times. Students are not to park their cars, cycles, or bicycles in the traffic circle, nor are they to park in areas designated for visitors or faculty. As a courtesy to the neighbors, students are asked not to park in front of the neighboring houses and are to park in the area designated for student parking. Students are expected to drive slowly and appropriately in the parking lot.

All faculty, staff, and students are to have a parking sticker on their rear window, driver's side of the vehicle. The cost of the sticker is \$40 per family. You may obtain a parking sticker from the Main Office.

Violators of the above regulations will be fined according to the following schedule: a) Car with no sticker is \$40 (this includes the price of a sticker for that vehicle); b) All other offenses: 1st violation - \$5; 2nd violation - \$10; 3rd violation - \$15; 4th and subsequent violations - \$20.

Building Areas

Elevator: Use of the elevator is restricted to those students who need assistance.

Gymnasium: During class or all-school assemblies, students are to sit in the areas assigned.

Halls and Stairs: Running in the halls is prohibited as a safety precaution.

Lockers: The following regulations are in effect with regard to all lockers in the school:

- 1) Students are assigned to a particular locker to use for the year.
- 2) Lockers are to be locked at all times.
- 3) Lockers are to be used only by the student to whom they have been assigned.
- 4) Absolutely no switching of lockers without permission.
- 5) Any locker found to be not working properly is to be reported to the assistant principal.
- 6) Students are to use the combination they were given at the beginning of the school year when opening their locker.
- 7) Lockers are to be used for books, class materials, clothing and personal equipment.
- 8) Money and other valuables are not to be left in unlocked lockers. The school does not guarantee the protection of materials left in the lockers.
- 9) Student who misused or damage a locker beyond normal use are liable for all cost of repair and replacement.
- 10) All lockers are subjected to the Search and Seizure Policy of Wahlert Catholic High School.
- 11) Lockers are to be kept clean and orderly.
- 12) No decals, signs are to be placed on the outside of lockers.
- 13) Internal door decorations must be in good taste as judged by staff and administration.

Lost and Found

At Wahlert Catholic High School the collection areas for lost and found are located in: a) the cafeteria, for general items such as clothing, books, etc., and b) the Wahlert Office (for valuable items such as purses, jewelry, keys, glasses, etc.). If a student finds an article, he/she should take it to the appropriate collection area. A student who has lost an article should check the appropriate collection area. Whenever personal property is damaged or stolen, the incident should be reported immediately to the Assistant Principal. Periodically, any unclaimed items will be given to social service agencies. Label all clothing and personal items.

Lunch

The student's identification card serves as a student's ID, library and lunch card. Students must have their current lunch card or a lunch pass with them. Students may only use their own lunch card. The student is advised to carry their ID card with them at all times.

- 1) All students will be issued their student identification card on the first day of classes.

- 2) It is the responsibility of each student to take care of his or her card. If the card is lost or damaged a fee of \$5 will be charged for a replacement. This applies to all students. If the card is lost or stolen the student should notify the kitchen staff immediately to cancel the account.
- 3) Students who do not have their coded lunch card may obtain a temporary lunch pass from the lunch moderator in the cafeteria that day.
- 4) After a student uses a temporary lunch pass three times in a semester the student will be charged \$5 for a replacement card. Requests for cards can be made during lunch in the cafeteria. Replacement cards will be made and can be picked up in the cafeteria the next day.
- 5) If a student wishes to purchase food they must have a positive balance in their account and a lunch card in their possession.
- 6) Money may be deposited in your account before 7:40 a.m. in the cafeteria. . The balance in the account will be carried over from the end of one school year to the next. A \$50 per child deposit is suggested at the time of registration. Each purchase is deducted from the account.
- 7) When the student's account is within five dollars (\$5.00 per Holy Family student) of being depleted, the computer will email a reminder to the parents concerning the balance.
- 8) Applications for free and reduced cost meal program may be picked up during registration or through the Food Service Director's office at any time. For more information contact the Food Service Director at 582-5456, ext. 244.
- 9) Each student is responsible for returning the tray, silverware, paper, and unwanted food to the proper place and will leave the cafeteria in satisfactory condition.
- 10) Manners and consideration of others are the expected norms. The throwing of food is never acceptable.
- 11) Breakfast will be served daily from 7:10-7:30 a.m.

Parking Lot

At Wahlert students are not allowed in the parking lot during the school day without permission from the Assistant Principal, main office administrative assistant, or attendance person.

Passes

At Wahlert a corridor pass, signed by the teacher, is required whenever a student leaves an assigned area for any reason. This pass is subject to examination by a faculty or staff supervisor.

Posters

The State of Iowa Uniform Fire Code, Building Code, and Public Safety Codes must be adhered to at all times. Effective with the 1995-96 school year, these codes prohibit the hanging of posters and papers on the walls in the halls of the school unless they are on a properly hung bulletin board or bulletin board strip. Any individual or organization wishing to place posters on school bulletin boards at Wahlert must have them approved by the Assistant Principal or Principal.

School Supplies

Teachers will notify students of any school supplies which are necessary for a particular class. Students are expected to be equipped with all the necessary materials for all classes.

Solicitations

Students are not permitted to solicit funds or to sell items on behalf of worthwhile "outside" organizations at Wahlert Catholic High School without the permission of the principal. Wahlert clubs or organizations who wish to raise money must first receive the permission of Holy Family.

Student Disability

If you have a disability please contact the Nurse's Office so that we are prepared to act correctly in an emergency. Vision or hearing problems should be reported so that satisfactory accommodations can be made.

Tuition Grants

No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition. Please ask the principal for further information for financial aid available from Holy Family Catholic Schools or parish endowments. Confidentiality is maintained. (Archdiocesan Board of Education policy 3240.1)

Tuition Tax Credits

Expenses incurred by parents may qualify for tuition tax credits.

X. 2019-2020 Wahlert Staff

Joel Allen.....	Social Studies Teacher
Debbie Budde-Bandy.....	Guidance Counselor (L-Z)
David Bechard.....	Instrumental Music Teacher
Aaron Behnke.....	Vocal Music Teacher
Tim Berning.....	Science/Mathematics Teacher
Karen Blakeman.....	Administrative Assistant
Elizabeth Brace.....	Mathematics Teacher
Mary Jo Brant.....	Athletic/Activities Director's Admin. Assistant
Beth Broderick.....	Nurse
Shelly Burgmeier.....	Nurse
Sean Campbell.....	Physical Education Teacher
Amanda Collins.....	Mathematics Teacher
Cathy Conlon.....	Strategies Teacher
Sarah Conlon.....	Art Teacher
Kayti Decker.....	Mathematics Teacher
Tyler Decker.....	Mathematics Teacher
Tim Ehrmann.....	Business Teacher
Tom English.....	Activities Director
Clay Finley.....	Physical Education Teacher
Sandy Gaul.....	English Teacher/Gleaner/Yearbook
Sr. Kay Gaul.....	Theology Teacher
Nathaniel Gee.....	Theology Teacher
Katie Jones.....	Campus Ministry
Lavonne Kaiser.....	Custodian
Lisa Krapfl.....	
Jim Kuhl.....	Theology Teacher
Kyle Leeson.....	Mathematics Teacher
Katie Lenart.....	Guidance Counselor (A-K)
Nancy Leonard.....	Spanish Teacher
Nan Li.....	Chinese Teacher
Abigail Lofte.....	Theology Teacher
Haley Martin.....	English Teacher
Ron Meyers.....	Principal
Bob Oberfoell.....	Science Teacher
Trini Olivera.....	Spanish Teacher
Allison Pusateri.....	Culinary Arts Teacher
Barbara Ressler.....	English Teacher

Ralph Rollins.....History Teacher
Tamra RopeterMathematics Teacher
Natalie Schira.....English Teacher
Korrin Schriver.....Science Teacher
Peter Scott.....Science Teacher
Cole Smith.....Social Studies Teacher
Joan Soppe.....Art Teacher
Deborah Studelska.....Main Office Administrative Assistant
Heather Trees.....English Teacher
Father Andy Upah.....Sacramental Priest
Becky Varley.....Spanish Teacher