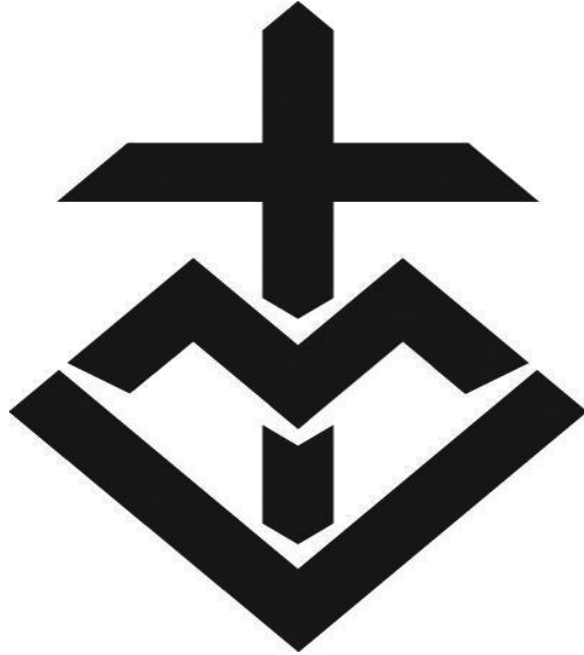


# **WAHLERT CATHOLIC HIGH SCHOOL**



## **Procedural Guide 2024-2025**

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*The knowledge of the rules and regulations, their processes, and their implementation is the responsibility of each Holy Family Catholic Schools student. Ignorance or lack of awareness of the rules and regulations will not release a student from responsibility to know and understand the stated policies. These regulations are considered a binding contract among the students, parents/guardians, and staff by virtue of choosing Holy Family Catholic 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, fight"  
Golden Eagles flying on high  
Golden 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, fight.  
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 weekly 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 offer many more significant contributions to Wahlert Christian community celebrations.

The Wahlert students, faculty, and staff also serve as a conscience-raising element for promoting social action and justice in our community. This is accomplished through participation in Stewardship opportunities, 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.

**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. A total of 100 hours of service is required.

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.

### III. Admissions Policies/Notice of Non-Discrimination

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### IV. Academic Programs

#### Daily Schedule

#### Regular O/E Day Schedule

Period 1 or 2	7:40 - 8:55
Eagle Time (or Mass)	9:00 - 9:40
Period 3 or 4	9:45 - 11:00
9 <sup>th</sup> /10 <sup>th</sup> Lunch	11:05 - 11:25
9 <sup>th</sup> /10 <sup>th</sup> Mentoring	11:30 - 12:00
11 <sup>th</sup> /12 <sup>th</sup> Mentoring	11:05 - 11:35
11 <sup>th</sup> /12 <sup>th</sup> Lunch	11:40 - 12:00
Period 5 or 6	12:05 - 1:20
Period 7 or 8	1:25 - 2:45
Prayer at 9:00am & 1:25pm	

#### Two-Hour Delay Schedule

Period 1 or 2	9:40 - 10:35
Eagle Time	10:40 - 11:00
9 <sup>th</sup> /10 <sup>th</sup> Lunch	11:05 - 11:25
9 <sup>th</sup> /10 <sup>th</sup> Mentoring	11:30 - 12:00
11 <sup>th</sup> /12 <sup>th</sup> Mentoring	11:05 - 11:35
11 <sup>th</sup> /12 <sup>th</sup> Lunch	11:40 - 12:00
Period 3 or 4	12:05 - 12:50
Period 5 or 6	12:55 - 1:45
Period 7 or 8	1:50 - 2:45
Prayer at 10:40am & 1:50pm	

**Mentor Time:** All students (mentees) will be assigned to a teacher as mentor. Students will report to Mentor Time daily to meet with their mentor, set goals for the week, and complete assigned work.

**Eagle Time:** All students will have the daily opportunity to attend workshop sessions with teachers as directed or as volunteer attendees. Club meetings will also be offered during Eagle Time.

#### 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 expectation for graduation from Wahlert Catholic High School is 310 credits. The minimum number of required credits in each department is listed below:

Theology 40  
 English 40\*  
 Social Studies 30\*\*  
 Science 30  
 Mathematics 30

Business/Engineering 5\*\*\*  
 Practical Arts 5  
 Electives to attain the number of credits to graduate

\*Must include Oral Communications/Real World Communications

\*\*Must include American History and American Government

\*\*\*Must include Personal Finance

### 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

### Grading Policy

In all instances, in all classes, grades indicate the accomplishment of specific course standards and learning targets. The 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. The school year consists of two semesters, each approximately 18 weeks in length. Many courses are offered for only one semester, while other courses meet for the entire year. The following marking system is used for all courses.

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 scale will be used in the computation of cumulative grade point averages. The GPA is determined by adding the products of the quality points for each course and the number of 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.

## **Late Work Policy**

Student work which is submitted after the deadline will be evaluated on a full grading scale: reduction up to, but not to exceed, 10% at the time work is submitted. Departments may choose the rate of decrease and the intervals of deduction up to 10% maximum. However, students will be responsible for submission of all summative assignments within 5 school days following the final day of the unit from which the work was assigned. If a student does not submit all summative assignments within 5 school days following the end of the respective unit, the assignment(s) will not be accepted and/or calculated toward the cumulative grade; the assignment(s) will be annotated as missing. Excused absences and extenuating circumstances will be taken into consideration.

## **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. Violations of the Acceptable Use Policy may result in detention, restitution, service, confiscation of the computer, suspension, contracts, or expulsion, depending on the violation.

## **Counseling Office/Services**

The Counseling Department assists students 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. Counseling services include:

- 1) Individual counseling: Crisis and personal counseling, academic, college, and career information.
- 2) Testing Program: Seniors- AP/SAT/ACT (Code 161307) Juniors – ISASP Assessment, PSAT, SAT, AP, ACT (Code 161307) Sophomores – ISASP, ASPIRE; 9th graders – ISASP, 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.

### **Course Schedule Changes**

After the school year begins, students wishing to make a change to their schedule must complete a Course Adjustment Request Form. If change is possible, the counseling staff will adjust accordingly, and the schedule will be changed for the following day. Students will be allowed to change classes until 3:00pm on the second Friday of each semester.

### **Field Trips**

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

### **Information Center (Library)**

The mission of the Information Center is to assist students and staff in becoming effective users of information, using the following procedures:

1. The Information Center is open from 7:30am-3:00pm on days that school is in session. The areas in the center are zoned for quiet study, reading, and collaborative 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. Dress code guidelines must be followed.
4. Students not following the rules for the Information Center may be denied services. Repeat offenders will be referred to the Principal for possible disciplinary action.
5. Student ID cards are required for checking out materials from the Information Center.
6. 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.
7. 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.
8. A printer is available in the Center for students for photocopying or printing word processed documents. Information Center personnel will print documents for students. Students wishing to print will need to present their student ID card.
9. 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 and assume all liability.

### **Special Services**

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through AEA1. Access to these services is initiated by parents, or by teachers in agreement with parents and the school principal.

When a 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. Accommodations may also be included as part of Strategies classes. Occupational therapy, physical therapy, or speech accommodations will be supported with the assistance of school nursing personnel and the AEA if necessary.

### **Physical Education Course Waiver**

Parents may request a waiver to exempt their child from Physical Education classes for every semester except the 1<sup>st</sup> semester of 9<sup>th</sup> grade. If a 9<sup>th</sup> grader is scheduled in Band or Choir during the 1<sup>st</sup> semester, they may also be exempted from the physical education requirement for that semester.

## **V. Academic Integrity Policy**

Wahlert Catholic High School students' primary responsibilities are to learn and achieve to the best of their abilities. In order to meet the needs of each student and assess progress, teachers expect that assignments and tests represent a true picture of that student's own performance.

Administrators, faculty, students, and families are all important contributors to upholding academic integrity in our school community. These practices will provide a consistent framework to guide the learning process for staff and students.

### **Plagiarism**

"Plagiarism" comes from the Greek root word "kidnapping" and is the theft of someone else's ideas, words, or other without clearly acknowledging the creator and using that material as one's own. Plagiarism includes an exact copying or rewording of another's work, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work. Plagiarism includes copying any of the following without limitation: tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions, and term papers. Plagiarism is a form of intellectual and academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit. Examples of plagiarism include but are not limited to:

- Downloading information from the Internet or other source and submitting it as one's own work, and/or
- Submitting as one's own work that is copied or translated from another source.

All students receive training as a part of their middle school and high school language arts curricula on issues of plagiarism. Students are shown examples of plagiarism and taught ways to avoid problems associated with it. Students are encouraged to check with their individual instructors for specific guidelines concerning what constitutes plagiarism as it relates to specific courses and/or disciplines.

## **Cheating**

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study-aids as well as giving or receiving improper assistance. The student is responsible for consulting the teacher regarding whether group work is permissible on assignments, projects, tests, or other academic exercises. Representing or attempting to represent oneself as another, or attempting to have oneself represented by another academic endeavor, constitutes cheating.

## **Artificial Intelligence**

Student use of Artificial Intelligence to generate text, such as ChatGPT and translation tools, requires teacher permission and established guidelines. The degree of incorporation should be relatively limited and the acceptable standards will be established by the teacher monitoring the assessment. While artificial intelligence can prove to be a useful tool for helping enhance student learning, it cannot be used as a replacement for completing academic work.

All AI-generated material included in student work must be properly cited. Failure to do so will be considered plagiarism. [see [Plagiarism](#) policy] Listed below are two examples of acceptable AI citations:

### **MLA citation (source: [MLA Style Center](#))**

“Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald”  
prompt. *ChatGPT*, 13 Feb. version, OpenAI, 8 Mar. 2023, chat.openai.com/chat.

### **APA citation (source: [How to Cite ChatGPT](#))**

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

## **Consequences of Academic Dishonesty**

### **1st Incident:**

1. The teacher will notify the student prior to contacting the parent.
2. The teacher will notify the school counselor and administrator.
3. The administration will record the incident in the school data system.
4. The administration and school counselor will review the student’s eligibility for honor societies and academic awards as well as their eligibility for student privileges.
5. The student will complete the assignment/assessment/work OR an alternate assessment/assignment as assigned by the classroom teacher at a time arranged by the staff member.

### **2nd Incident:**

1. Steps 1 through 5 from the first incident will be followed (unless incident occurs in the same course as the first incident).

- 1b. If a second incident occurs in the same course as the first incident, the student will be subject to removal from the course and resulting in an NC, or failure of the class, and no awarded credit for the course.
2. The student may be required to attend a meeting/conference conducted by an administrator with the teacher, school counselor, and student's parent/guardian.
3. The student may not be eligible for school-based scholarships.

### **3rd and Any Subsequent Incidents:**

1. Steps 1 through 3 from the second incident will be followed.
2. Administration will notify the student and parent/guardian in writing and the student will be required to attend a meeting/conference conducted by an administrator with the teacher, school counselor, and student's parent/guardian: academic and personal integrity, extracurricular and cocurricular participation, and enrollment status at Wahlert Catholic High School will be reviewed.

### **Academic Dishonesty Appeal**

The student and his/her parent/guardian have recourse if the individual's right to due process may not have been upheld. Issues related to the appropriateness and levels of discipline imposed are not subject to appeal. All consequences for the alleged offense will remain in effect during the appeal process:

1. A student and/or his/her parent/guardian may formally appeal an alleged violation of due process related to an academic integrity violation in writing to the principal within five school days of their notification of the teacher's decision.
2. The principal will render a decision on the appeal in writing within five school days of receipt of the written appeal.
3. If a student/parent/guardian disagrees with the decision of the principal, that individual may appeal the decision in writing within five school days to an Appeals Board through the principal. The panel will consist of the school counselor, a current instructor of the student but not of the class in which the infraction occurred and another instructor who has not had the student in class. The Appeals Board will review the appeal within five school days of receiving the request and render a decision.
4. In the case of a second semester senior where the result of an appeal may affect the student's graduation from high school, the appeal will go directly to the Appeals Board and will be heard within one school day following receipt of the written appeal.
5. To change the consequence, all members of the Appeals Board must agree. Without unanimous agreement, the consequence stands.
6. If the student/parent/guardian disagrees with the decision of the Appeals Board, one final appeal may be made in writing within five school days to the Chief Administrator through the Appeals Board. The Chief Administrator will review the appeal and come to a decision within five days of the written appeal. The decision of the Chief Administrator will be final.

\*Parents/Guardians have the right to file an appeal in the event that the student violates the Academic Integrity Policy two or more times within the same course (2nd Incident, section 1b) or in the event of enrollment status review as a result of 3 or more incidents over the course of one's high school career.

## VI. Communication

### Absence / Attendance Procedures

#### Absence from School

If a student will be absent, parents/guardians must contact the Office via telephone or email prior to 8:30am. Each class period missed in a standard four-period day will be recorded as 0.25 absences. The parents/guardians of a student who accumulates 11.0 days of absences in a semester, regardless of the reasons for the absences, may be notified. The parents/guardians of a student who accumulates 14.0 days of absence in a semester, regardless of the reasons for the absences, may be required to meet with Administration and an attendance contract may be established. Absences will be coded as “excused” for the following reasons when established protocols are followed: illness, family illness, medical appointments, bereavement, personal, school-sponsored events, and administrative approval.

#### Absence from a Specific Class

A student who accumulates 5.0 absences from the same class in a semester, regardless of the reasons for the absences, may be subject to a reduced grade or disenrollment from the class. The student may be required to petition for credit.

#### Unexcused Absences / Truancy

Student absences will be coded as “unexcused” and the student will be considered truant if absent with no acceptable parent/guardian communication. Truancies are subject to disciplinary action based on the beginning standard of one detention per class period missed/skipped.

#### Chronic Absenteeism

Chronic Absenteeism is defined as being absent from at least 10% of classes in a semester. The parents/guardians of a student who is chronically absent may be required to utilize modified reporting guidelines in which all absences must be communicated directly to the Administration. Absences will be coded as *excused* for the following reasons: illness (medical verification may be required), family illness (medical verification may be required), medical appointments, bereavement, school-sponsored events, and administrative approval. “Personal” will not be accepted as a reason for absence. *Unexcused* absences will be considered truancy. Continued attendance issues may result in an Attendance Contract for Chronic Absenteeism for the ensuing semesters / years.

#### Make-up Work

Students who are absent will be allowed to make up missed work at teacher discretion. It is the student’s responsibility to ask the teachers in each class about make-up work and deadlines.

#### Tardiness to School

Students arriving at school after 7:40 am must sign in at the Office. Students who arrive between 7:40-8:15 am will be marked as “unexcused tardy.” The tardy status will be updated to “excused” if acceptable communication is received from the parent/guardian. **Four unexcused tardies to school will result in a detention assigned by the Office.**

#### Tardiness to Class

Tardiness to class is determined based on guidelines set by each teacher. Teachers will inform students if a tardy is being reported to the Office. **Four unexcused tardies to class will result in a detention assigned by the Office.** Teachers may issue an Office Referral for deliberate or excessive tardiness.

### Cumulative Tardy Consequences

The following consequences will be applied for cumulative tardiness:

- **4 Tardies:** 1 detention.
- **8 Tardies:** 1 additional detention (total of 2) and a parent/guardian meeting scheduled.
- **12 Tardies:** 1 additional detention.
- **Beyond 12 Tardies:** 1 detention for each additional tardy.

Continued unexcused tardiness may lead to further disciplinary action.

The tardy count will reset at the beginning of each semester.

### Early Dismissal from School

Students needing to leave school prior to the end of the school day must notify the Office in advance via communication from the parent/guardian. Students must sign out in the Office prior to leaving the building. Students who return to school on the same day must sign in at the Office before returning to class.

### Off Campus / Leaving Campus During School Hours

No student is allowed off campus at any time during the school day without administrative approval. A student who is given permission to leave campus during the school day must follow the designated sign-out procedures in the Office. A student who becomes ill during the school day must report to the Office or to the school nurse. Students who leave the building without permission are considered truant and will be subject to disciplinary action.

### Extra-Curricular Eligibility

A student is not allowed to participate in any extra-curricular activities, including but not limited to games, performances, practices, or rehearsals, if the student has failed to be in attendance at least six hours during a seven-hour school day or at least four hours during a five-hour school day on the day of the activity. Administrative exceptions may be made for specific situations. Violation of this policy results in the loss of the next two equivalent 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 competition, they may not attend the next two competitions.]

### **Conferences**

Parent-Teacher Conferences are held in the fall and the spring. Students are also allowed to attend these conferences. Individual parent-student-teacher conferences may be scheduled any time during the school year if necessary.

### **Delayed Start / Early Dismissal**

If Dubuque Community School District declares a two-hour delay because of inclement weather, Wahlert will begin at 9:40am. If a two-hour early release is declared, school will end at 12:45pm.

### **Family Contact Information**

Parents/guardians are asked to provide home, cell, work, and other emergency telephone numbers which could be used in case of an accident or emergency. This information, as well as emails and home addresses, is communicated via PowerSchool. Parents/guardians are responsible for keeping this information updated if changes occur during the school year.

### **Student Discontinuance**

- 1) Students who are discontinuing should contact the Principal or the Guidance Counselor.

- 2) The Principal or Guidance Counselor will notify Holy Family Catholic Schools personnel, school nurse, the student's teachers, coaches, and activity moderators.
- 3) The student must complete all obligations.
- 4) The Student Discontinuance Form will be filed in the student's permanent record folder.

## **VII. Discipline**

Wahlert Catholic High School students are expected to consistently exhibit Christian behavior. Discipline guidelines assist all teachers and students in maximizing a positive and productive educational environment. These guidelines are determined by teachers in their classrooms in alignment with overall school policies.

### **Staff Authority**

Members of the faculty have the responsibility to implement and enforce school regulations. Students are expected to obey all teachers and staff directions promptly and courteously. Requests or directions that cause moral reservations should be reported to the Principal.

The Administration is empowered and obligated by the Holy Family Catholic Schools Board of Education to ensure 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. The specific examples listed in this document do not account for every potential circumstance.

### **Office Referrals**

An Office Referral is a form used by WCHS Staff to report and document inappropriate behavior by students, the resulting consequences, and the method of communication with parents. A variety of consequences may be included as part of the Office Referral, including but not limited to verbal reprimand, isolation, removal from classroom, restorative action, required make-up time at teacher discretion, detention using school guidelines, or being sent to the Office.

### **Major Incidents**

Major incidents of misbehavior (e.g., harassment, fighting, vandalism, defiance, continual inappropriate classroom behavior, etc.) will be referred to the Office. Consequences for such behavior may include but are not limited to detention, weekend detention, probation, suspension, ineligibility, conferencing with parents, restitution, community service, mandatory counseling, expulsion, etc.

### **Detentions**

Detentions will be served from 7:00-7:25 a.m. on Wednesdays or Fridays unless other arrangements are made. The detention system will be used primarily for incidents of misbehavior, not for academic irresponsibility.

To ensure accountability and uphold disciplinary measures, Wahlert Catholic High School requires students to serve detentions as assigned. This policy outlines the procedures to address situations where detentions are not served within the designated time frame.

### **Notification and Documentation**

Students are given written notification of assigned detentions. Parents/guardians will also be notified. Noncompliance will be documented by the school administration.

Students who fail to serve their detention will receive an additional reminder. Parents/guardians will also be notified.

### **Consequences for Failure to Serve Detentions**

For each detention missed beyond the date provided in the reminder, an additional detention will be added to the student's total.

Students who fail to serve all assigned detentions by the end of the school year must serve them before the start of the next school year. Students will not be allowed to attend classes the next school year until assigned detentions have been served. Students will be given the opportunities to serve detentions during the summer if arrangements are made ahead of time with the administration. This can be done during administration work days.

Seniors who have not completed their assigned detentions will not be allowed to participate in the graduation ceremony.

Chronic failure to serve detentions may result in additional disciplinary action, including suspension or referral to a disciplinary review board.

### **Tracking and Reporting**

A record of unserved detentions will be maintained in the student's disciplinary file. Repeated offenses will be monitored for patterns of behavior and addressed accordingly.

### **Probation**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **In-School Suspension**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Out-of-School Suspension**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Expulsion**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Bullying/Harassment**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Electronic Devices**

Each student will be assigned a school-issued computer. These are the only authorized devices during school hours. Families must agree to the HFCS Computer and Internet Acceptable Use policy when they are issued their laptop. Students are subject to disciplinary action for inappropriate activity both outside of school and during school time. The school is not responsible for lost, damaged, or stolen electronic devices.

### **Cell Phones**

**Cell phones are prohibited during class time and Mass.** They may be used during lunch and passing periods. Upon entering the classroom, students must place their cell phones in the designated holders. Teachers may permit cell phone usage for essential academic purposes at their discretion.

If a student violates this policy, their cell phone will be confiscated and sent to the office. The student must retrieve it from the office after the school day. Repeated violations may lead to additional consequences. For the purpose of this policy, any device with internet capabilities,



including smartwatches (with the exception of school-issued computers), will be treated as a cell phone.

### **Consequences for Repeated Cell Phone Violations**

- **3 Violations:** The student will serve 1 detention and lose cell phone privileges for one day. The phone will be kept in the office on the day of the detention.
- **Subsequent Violations:** For each violation beyond the third, the student will serve an additional detention and lose cell phone privileges for the entire day.
- **6 Total Violations:** The student will lose cell phone privileges for the remainder of the school year. The administrator will contact the parents/guardians for notification.

### **Classroom Distractions**

Items used by students which cause a distraction to the educational environment may be confiscated by teachers. Return of these items is subject to administrative discretion.

### **Food & Beverages**

Students are not allowed to eat outside of the cafeteria during the school day without the permission and direct supervision of a teacher. Gum is allowed but may be disallowed for particular activities and in specified locations at the discretion of each teacher. Water and other beverages are allowed but may be disallowed in classrooms at the discretion of each teacher.

### **Gambling**

Gambling is not permitted on school grounds or at school-sponsored activities.

### **Gangs**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Weapons and Dangerous Instruments**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Substance Abuse Policy**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Tobacco Policy**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Vaping or e-Cigarette Policy**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Dress Code**

Students are required to be in dress code from 7:40am-2:45pm. A student who is out of dress code will be sent to the Office or informed that the violation is being reported to the Office. [See Appendix B]

### **Consequences for Repeated Dress Code Violations**

- **3 Violations:** The student will receive 1 detention and the administration will notify the parents/guardians.
- **Subsequent Violations:** Each violation beyond the third will result in an additional detention.
- **6 Total Violations:** A meeting will be scheduled with the parents/guardians to discuss the school's dress code policy, and a contract outlining dress code and behavior expectations for continued enrollment will be provided.

## VIII. Extracurricular Activities

### Activity Options

Art Club.....Mrs. McAndrew

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.

Athletics.....Mr. English

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, wrestling, 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 physical (completed in the past calendar year) and a signed concussion form in the Athletic Director's office.

Cheerleading.....Ms. Lattner

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).

Creative Writing.....Ms. Petersen

The Creative Writing club focuses on empowering developing writers and all who enjoy the writing process. Time is provided to discuss work, share creations, and listen to one another's ideas. Linguistic games, blogging, and other activities are also used to help improve the writing craft. Most of all, the club embraces the opportunity to take time out of busy schedules simply to grow by writing.

Dance.....Ms. Hermsen

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

Dramatics/Thespians.....Ms. Schulz

Wahlert produces three major shows each year: a fall play and a winter play in the R.C. & Celeste Wahlert Theater and a spring musical. All students are welcome to audition for these shows. Enrollment in theater arts classes is open to all students in grades 9-12. Crew calls (open to all students) are posted on the Callboard. 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 through involvement with at least two shows are eligible for membership in the International Thespian Society.

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. This 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 to plan a variety of service opportunities including but not limited to the annual "Dance for Dubuque" benefiting a local charity.

**Knitting Club.....Mrs. Schriver**

Knitting Club provides an opportunity for students to learn how to knit. Items made are donated to Dubuque organizations. 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**

Math Club is 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.

**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.....Mrs. Carlson**

The Respect Life Club's mission is to promote the ministry of respect in students' lives about social issues. Students work to better society by caring for the elderly, the impaired, the needy, the unborn babies, and the discriminated. 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 Choir.....Ms. Schmidt**

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.

**Student Senate .....Mr. Gee**

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).....**

STOP offers students a place where they can develop skills and dialogue about building peace in this world. Students initiate projects that educate as well as create awareness about peacemaking. All students in all grades are welcome. The club coordinates the Thanksgiving prayer service and social justice action to follow.

**Trap Shooting .....Mr. Wahlert / Mr. Marshall**

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 their 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.

## **Activity and Athletic Code of Conduct**

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 few 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 Probation / Ineligibility**

### Progress Report Eligibility

A student who is failing two or more classes at any of the predetermined progress report dates will be declared ineligible at 3:00pm on that date. Failing is defined as a grade below 60%. An ineligible student 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. The student will remain ineligible until he/she is failing fewer than two classes.

### Semester Eligibility

A student who is failing any class when semester grades are issued will be declared ineligible. Failing is defined as a grade below 60%. An ineligible student may not attend any extra-curricular activities or participate in any athletic contest or performance for 30 consecutive calendar days, beginning from the day grades are officially released. At the end of the 30 days, the Progress Report Eligibility policy will be applied.

## **Iowa No Pass, No Play Policy\***

Under the Iowa No Pass, No Play Policy, students 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 all interscholastic athletic contests and competitions for the next 30 consecutive calendar days. Students are still expected to attend all practices as scheduled. For traditional classes, the end of a grading period will be the end of first semester and second semester. For Summit classes the end of the grading period will be 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 IHSAA for a period of 30 consecutive calendar days. Students are expected to attend all practices and rehearsals as scheduled.

Note: The Principal and Activities Director will determine the dates of ineligibility and will communicate those dates with the student, their parents, and the coach immediately. If additional school days are added at the end of the semester or at the end of the school year because of weather- or emergency-related school closures, the dates for ineligibility will be adjusted.

\*The full Iowa No Pass, No Play Policy can be found on the IHSAA website and the IGHSAAU website.

## **State Association / Iowa Law**

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 their state association to give physical examinations. The exam is good for 13 months. Students 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 to this rule (see Athletic Director).
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.

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](http://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.

## **Participation Guidelines**

1. Students are encouraged to participate in extracurricular activities. Coaches/moderators will work together to help students fulfill the practice, meet, and performance 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, they 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, they 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.

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. A meeting between the student and Principal will take place. The student's parents will be notified.

### **Sportsmanship**

At all Wahlert athletic contests, students should treat opponents, spectators, and officials with Christian courtesy and respect. The following guidelines 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 is prohibited.
- 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 (confetti) is prohibited.
- Sirens, horns, whistles, bells, buzzers, or any other type of noise makers are not allowed.
- Booing 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.

### **School 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.
- 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 high school 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 seniors, juniors, and sophomores (asked by a junior or senior) may attend Prom. Grades 10-12 may attend Post-Prom. Grades 9-12 may attend the Homecoming Dance. Grades 9-12 may attend the Winter Dance. Ninth graders are not allowed to attend Prom or Post-Prom, even if they are asked by an upper-class student.

### **Jurisdiction**

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

## **IX. 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.

### **Identification Cards**

All students will be issued a photo identification card. Students should always carry their ID with them. The ID card will be used for purchasing food in the cafeteria, checking out library materials, and printing. ID cards are provided by the school lunch program. A replacement ID card is \$5.

### **Immunizations**

See Holy Family Catholic Schools Parent and Student Policy & Procedure Manual

### **Visitors**

Students must receive permission from the Principal to have a visitor attend school with them. Visitors are expected to abide by all school regulations and dress appropriately. Students interested in possible enrollment may shadow another student for a day. The parent/guardian of the student should contact the Principal, who will select the student to be shadowed.

## **X. Services**

### **Elevator**

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

### **Lockers**

Students may be assigned a locker, adhering to the following guidelines:

- 1) Lockers are always to be locked.
- 2) Lockers are to be used only by the student(s) to whom they have been assigned.
- 3) A padlock may not be put on the locker.
- 4) No decals or signs are to be placed on the outside of lockers.
- 5) Decorations inside the locker must be appropriate for the school environment.
- 6) The school does not guarantee the protection of materials left in the lockers.
- 7) Students are liable for locker damages beyond normal use.
- 8) All lockers are subject to the Search and Seizure Policy of Wahlert Catholic High School.

### **Lost and Found**

Articles found will be placed in the Main Office. Periodically, unclaimed items will be donated to social service agencies. Personal property that is damaged or stolen should be reported to the Office.

### **Lunch**

Each student's ID card serves as their lunch card. Students may use only their own lunch card.

- 1) Students who do not have their coded lunch card may obtain a temporary lunch pass from the lunch moderator in the cafeteria that day.

- 2) 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.
- 3) If a student wishes to purchase food, they must have a positive balance in their account and a lunch card in their possession.
- 4) Money may be deposited in the lunch account before 7:40 am in the cafeteria. The balance in the account will be carried over from the end of one school year to the next.
- 5) When a student's account is within five dollars of being depleted, an email reminder will be sent to parents concerning the balance.
- 6) Breakfast will be served daily from 7:10-7:30am.
- 7) Applications for the free and reduced cost meal program are available through the Food Service Director's office.

### **Parking**

Student vehicles must be parked only in the main parking lot. All numbered spots in the front of the main parking lot are designated for faculty. As a courtesy to the neighbors, students are asked not to park in front of the neighboring houses. All students must have a parking sticker on the rear window of their vehicle. The cost of the sticker is \$40 per family. [All pets must remain in vehicles during arrival and dismissal, with the exception of certified service dogs.]

Violators of the above regulations will be fined according to the following schedule: a) Car with no sticker = \$60 (this includes the price of a sticker for that vehicle); b) All other offenses: 1st violation = \$10; 2nd violation = \$40 + students and parents/guardians will be notified the vehicle will be towed on the next violation; 3rd violation - your vehicle will be towed without warning; 4<sup>th</sup> and subsequent violations = your vehicle will be towed and you will lose parking privileges

### **Parking Lot**

Students are not allowed in the parking lot during the school day without permission from the Principal or the Main Office.

### **Passes**

A corridor pass, signed by the teacher, is required whenever a student leaves an assigned area for any reason. All passes are subject to examination by any faculty or staff member.

### **Posters**

All posters or displays must be approved by the administration.

### **Solicitations**

Students are not permitted to solicit funds or to sell items without administrative approval.



## *Appendix A*

# **2024-2025 Wahlert Catholic High School Staff**

Joel Allen	PE Teacher / Student Support
Tim Berning	Science Teacher
Mary Jo Brant	Athletics/Activities Administrative Assistant
Beth Broderick	Nurse
Debbie Budde-Bandy	Guidance Counselor
Shelly Burgmeier	Nurse
Jonny Carlson	Theology Teacher
Ruth Carlson	Campus Ministry Director
Riley Collins	Theology Teacher
Tyler Decker	Mathematics Teacher
Tim Ehrmann	Business Teacher
Tom English	Athletics/Activities Director
Clay Finley	Physical Education Teacher
Sandy Gaul	English Teacher
Sr. Kay Gaul	Campus Ministry Director Assistant
Nathaniel Gee	Theology Teacher
Jackie Gonner	Information Center
Julie Hill	Main Office Administrative Assistant
Jeremy Lawson	Mathematics Teacher
Katie Lenart	College & Career Planning Coordinator
Danielle Lensen	Student Assistance Coordinator
Jamie Marshall	Assistant Principal
Haley Martin	English Teacher
Patricia Martinez	Spanish Teacher
Carrie Massey-Watters	Student Support
Molly McAndrew	Art Teacher
Katherine Mehlretter	Science Teacher
Monica Meissen	Mathematics Teacher
Molly Molitor	Assistant Athletic Director / Trainer
Dan Mulligan	English Teacher
Beth Neuhaus	English Teacher
Bailey Petersen	Social Studies Teacher
Amy Pham	Vocal Music Teacher
Laura Park	Spanish Teacher
Ralph Rollins	History Teacher
Emma Schmidt-Denner	Instrumental Music Teacher
Korrin Schriver	Science Teacher
Kiley Schulz	Theater Director
Lucas Sedlacek	Physical Education Teacher
Cole Smith	Social Studies Teacher
Bridget Sullivan	Math Teacher
Daniel Thole	Principal
Fr. Jeffrey Frieden	Campus Chaplain
Becky Varley	Spanish Teacher
Margaret Voorhees	English Teacher / Gleaner / Yearbook

**Appendix B**

**2024-2025 WAHLERT/MAZZUCHELLI DRESS CODE**

The purpose of the Holy Family Catholic Schools dress code 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. The school administration will have final discretion regarding what is appropriate and not appropriate for school. The dress code is reviewed and revised annually by the HFCS Student Services Committee.

**SHIRTS, SWEATERS, SWEATSHIRTS, PULLOVERS, AND JACKETS**

- All items must be purchased or must have been purchased from the HFCS Uniform eStore or Lands' End School (see chart below).
- Only solid-colored white, black, gray, gold, navy or royal blue long-sleeved or short-sleeved shirts or turtlenecks with no visible lettering or graphics may be worn under dress code shirts.
- Items from the Spirit Store, team websites, or other vendors are not dress code approved.

**PANTS AND SHORTS**

- Only khaki (tan), black, gray, or navy dress pants or dress shorts may be worn.
- Dress pants and dress shorts must not have contrasting stitching or trim.
- Jeans, sweatpants, yoga pants, leggings, skirts, skorts, cut-offs, spandex, and athletic shorts are not allowed.
- Shorts must be no shorter than approximately mid-thigh in length.

**ADDITIONAL GUIDELINES**

- School-appropriate shoes and socks must be worn.
- Hats, caps, neck scarves, and gloves are not allowed.
- Mustaches and beards are not allowed. Sideburns may not extend beyond the end of the ear.
- Jewelry, make-up, and other accessories must be modest in presentation.

**EAGLE PRIDE FRIDAYS**

- Students may wear Wahlert, Mazzuchelli, or other Holy Family related shirts, sweatshirts, and hooded sweatshirts on Fridays. All other dress code regulations apply. Items may be purchased but are not required to be purchased from the Golden Eagles Spirit Store (see chart below).

**NON-DRESS CODE DAYS**

- All clothing must exhibit modesty.
- Clothing with references to banned substances or messaging that is sexual in nature is forbidden.

<b><i>DAILY DRESS CODE (required)</i></b>	<b><i>EAGLE PRIDE FRIDAYS (optional)</i></b>
<p><a href="https://holy-family-catholic-schools.myshopify.com/">https://holy-family-catholic-schools.myshopify.com/</a> or <a href="https://holyfamilydbq.org/resources/apparel/lands-end-school/">holyfamilydbq.org/resources/apparel/lands-end-school/</a> (Preferred School #900186404)</p>	<p><a href="https://holy-family-catholic-schools.myshopify.com/">https://holy-family-catholic-schools.myshopify.com/</a> or any other HFCS-related shirts/sweatshirts</p>

Appendix C



Holy Family Catholic Schools  
2024-2025

Approved 12/21/2023

July							August							September							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3	1	<span style="border: 1px solid black;">2</span>	3	4	5	6	7				1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	<span style="border: 1px solid black;">11</span>	12	
14	15	16	17	18	19	20	11	12	13	14	15	<span style="border: 1px solid black;">16</span>	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	<span style="border: 1px solid black;">19</span>	<span style="border: 1px solid black;">20</span>	<span style="border: 1px solid black;">21</span>	<span style="border: 1px solid black;">22</span>	<span style="border: 1px solid black;">23</span>	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
28	29	30	31	25	26	27	28	29	30	31	29	30	27	<del>28</del>	<del>29</del>	<del>30</del>	<span style="border: 1px solid black;">31</span>											
							Aug. 16-22: Professional Development Aug. 16-22: Orientation for grades K-12 (scheduled by schools) Aug. 23: First Day of School Aug. 30: First Tuition Payment Due							Sep. 2: NO SCHOOL Labor Day Sep. 3-6: Emergency Drills							Oct. 11: NO SCHOOL Professional Development Oct. 21-25: Emergency Drills Oct. 28-31: PK-12 PT Conferences Oct. 31: NO SCHOOL							
November							December							January							February							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					<span style="border: 1px solid black;">1</span>	2												<span style="border: 1px solid black;">1</span>	<span style="border: 1px solid black;">2</span>	<span style="border: 1px solid black;">3</span>	4							1
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	<span style="border: 1px solid black;">14</span>	15	
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	<span style="border: 1px solid black;">20</span>	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	<span style="border: 1px solid black;">27</span>	<span style="border: 1px solid black;">28</span>	<span style="border: 1px solid black;">29</span>	30	22	<span style="border: 1px solid black;">23</span>	<span style="border: 1px solid black;">24</span>	<span style="border: 1px solid black;">25</span>	<span style="border: 1px solid black;">26</span>	<span style="border: 1px solid black;">27</span>	28	19	<span style="border: 1px solid black;">20</span>	21	22	23	24	25	23	24	25	26	27	28		
							Dec. 20: End WCHS First Semester Dec. 23-31: NO SCHOOL Christmas Break							Jan. 1-2: NO SCHOOL Christmas Break Jan. 3: NO SCHOOL Professional Development Jan. 6: Classes Resume Jan. 6-17: WCHS J-Term Jan. 13-17: Emergency Drills Jan. 17: End Elementary First Semester Jan. 20: NO SCHOOL Martin Luther King Jr. Day Jan. 26-Feb. 1: Catholic Schools Week							Feb. 14: NO SCHOOL Professional Development Feb. 28: End MCMS Second Trimester							
Nov. 1: NO SCHOOL Nov. 18: End MCMS First Trimester Nov. 27-29: NO SCHOOL Thanksgiving Break																												
March							April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1												1	2	3							1	
2	3	4	5	6	7	8				1	2	3	4	5	4	5	6	7	8	9	10	1	M	M	M	M	6	7
9	<del>10</del>	<del>11</del>	<del>12</del>	<span style="border: 1px solid black;">13</span>	<span style="border: 1px solid black;">14</span>	15	6	7	8	9	10	<span style="border: 1px solid black;">11</span>	12	11	12	13	14	15	16	17	8	9	10	11	12	13	14	
16	17	18	19	20	21	22	13	14	15	16	17	<span style="border: 1px solid black;">18</span>	19	18	19	20	21	22	23	24	15	16	17	18	19	20	21	
23	24	25	26	27	28	29	20	<span style="border: 1px solid black;">21</span>	22	23	24	25	26	25	<span style="border: 1px solid black;">26</span>	27	28	<span style="border: 1px solid black;">29</span>	(M)	31	22	23	24	25	26	27	28	
30	31	27	28	29	30	27	28	29	30	29	30	29	30															
Mar. 10-13: PK-12 PT Conferences Mar. 13-14: NO SCHOOL Mar. 17-21: Emergency Drills							April 11: NO SCHOOL PD Day OR Snow Make-Up April 18: NO SCHOOL Good Friday April 21: NO SCHOOL Easter Monday							May 18: WCHS Graduation May 22: MCMS Recognition May 28: NO SCHOOL Memorial Day May 29: Last Day of Classes May 30: Professional Development (or after last day of classes)							May 30 - June 5: Possible Snow Make-Up Days							

**Inclement Weather Days:**  
 1st Make up day for school cancellation: April 11  
 2nd Make up day for school cancellation: May 30  
 3rd Make up day for school cancellation: June 2  
 4th Make up day for school cancellation: June 3  
 5th Make up day for school cancellation: June 4  
 Additional make up days will be added to the end of the school year if necessary.

**Early Childhood Centers Closed:**  
 July 4, Sept. 2, Nov. 28-29, Dec. 24-25  
 Dec. 31, Jan. 1, Apr. 18, May 26

**Holy Family Offices Closed:**  
 July 4, Sept. 2, Nov. 28-29, Dec. 24-25  
 Dec. 31, Jan. 1, Apr. 18, May 26

**Graduation/Recognition Dates:**  
 May 18 WCHS Graduation  
 May 22 MCMS Recognition

**Key:**  
  Professional Development, No School  
  Non-School Day  
 M Make-up Day  
 / Parent / Teacher Conference Day