



BECKMAN
CATHOLIC

HIGH SCHOOL

2019-2020
STUDENT HANDBOOK

*If you are what you should be,
you will set the
whole world ablaze!*

Catherine of Sienna

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TIME SCHEDULES

Regular Schedule

Prayer 8:05-8:08
Period 1 8:08-8:52
Period 2 8:55-9:39
Period 3 9:42-10:26
Period 4 10:29-11:13
Period 5A 11:24-11:35
Period 5B 11:35-11:57
Period 5C 12:57-12:19
Period 6 12:22-1:06
Period 7 1:09-1:53
Period 8 1:56-2:40
BT 2:43-3:05

Liturgy Schedule

Prayer 8:05-8:08
Period 1 8:08-8:47
Period 2 8:50-9:29
Period 3 9:32-10:11
Period 4 10:14-10:20
Liturgy 10:20-11:11
Period 4 11:14-11:53
Period 5A 11:53-12:15
Period 5B 12:15-12:37
Period 5C 12:37-12:59
Period 6 1:02-1:41
Period 7 1:44-2:23
Period 8 2:26-3:05

2-Hour Delay Schedule

Prayer 10:05-10:08
Period 1 10:08-10:34
Period 2 10:40-11:08
Period 3 11:12-11:40
Period 5A 11:40-12:05
Period 5B 12:05-12:30
Period 5C 12:30-12:55
Period 4 12:59-1:27
Period 6 1:31-1:59
Period 7 2:03-2:31
Period 8 2:35-3:05

12:05 Dismissal Schedule

Prayer 8:05-8:07
Period 1 8:07-8:27
Period 2 8:31-8:51
Period 3 8:55-9:15
Period 4 9:19-9:39
Period 6 9:43-10:03
Period 7 10:07-10:27
Period 8 10:31-10:51
Period 5A 10:51-11:15
Period 5B 11:15-11:40
Period 5C 11:40-12:05

1:05 Dismissal Schedule

Prayer 8:05-8:08
Period 1 8:08-8:36
Period 2 8:40-9:08
Period 3 9:12-9:40
Period 4 9:44-10:12
Period 6 10:16-10:44
Period 7 10:48-11:16
Period 5A 11:16-11:41
Period 5B 11:41-12:06
Period 5C 12:06-12:31
Period 8 12:35-1:05

2:05 Dismissal Schedule

Prayer 8:05-8:07
Period 1 8:07-8:44
Period 2 8:47-9:25
Period 3 9:29-10:06
Period 4 10:10-10:47
Period 6 10:51-11:28
Period 5A 11:28-11:53
Period 5B 11:53-12:18
Period 5C 12:18-12:43
Period 7 12:47-1:24
Period 8 1:28-2:05

DAILY PRAYERS

PERIOD 2—THE ACT OF FAITH

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins and that he will come to judge the living and the dead. I believe these and all the truths, which the Holy Catholic Church teaches because you have revealed them who are eternal truth and wisdom, who can neither deceive nor be deceived. In this faith I intend to live and die. Amen.

PERIOD 3—THE ACT OF HOPE

O Lord God, I hope by your grace for the pardon of all my sins and after life here to gain eternal happiness because you have promised it who are infinitely powerful, faithful, kind, and merciful. In this hope I intend to live and die. Amen.

PERIOD 4—THE ACT OF LOVE

O Lord God, I love you above all things and I love my neighbor for your sake because you are the highest, infinite and perfect good, worthy of all my love. In this love I intend to live and die. Amen.

PERIOD 6—THE ACT OF CONTRITION

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen.

PERIOD 7—THE MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

PERIOD 8 —THE HAIL, HOLY QUEEN

Hail, Holy Queen, Mother of Mercy, our life, our sweetness, and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this our exile show unto us the blessed fruit of thy womb Jesus. O clement, O loving, O sweet Virgin Mary.

V. Pray for us, O holy Mother of God;

R. That we may be made worthy of the promises of Christ. Amen.

STATEMENT OF PHILOSOPHY

ARCHDIOCESAN MISSION STATEMENT

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation, which challenges individuals to:

- Respond to God's continuous call for conversion to Jesus Christ;
- Form and be formed in Christian community life;
- Grow in knowledge of faith;
- Participate in liturgical celebrations and prayer;
- Collaborate in the Church's mission of evangelization.

Beckman Catholic High School exists as an educational community for the promotion of the Catholic Christian Educational Heritage of this area. It provides an environment permeated with Christian values in which young people can develop in the areas of character, knowledge, skill and citizenship. School activities provide students with experiences that allow for individual differences and demands of the future.

BECKMAN CATHOLIC MISSION STATEMENT

Beckman Catholic High School, a catalyst for lifelong learning, global awareness, personal growth and spiritual development rooted in Catholic teachings.

SPIRIT OF BECKMAN CATHOLIC HIGH SCHOOL

The unmatched Spirit of Beckman Catholic is difficult to define. It is found in the living and growing together that each member of the community experiences as part of his/her time at Beckman. The Spirit of Beckman shows itself in courtesy and respect shown to all persons, at all times, and under all circumstances. Pride in self and others motivates loyalty to the participation in the many activities of school life. Students at Beckman Catholic will be challenged academically, socially and spiritually and Beckman Catholic will provide the resources to be successful in all those areas.

BECKMAN CATHOLIC CITIZENSHIP

The knowledge of the rules and regulations, their processes and their implementation are the responsibility and obligations of each Beckman student. Ignorance--lack of knowledge or understanding of the rules and regulations-- will not be cause of releasing a student from responsibility to know and understand the stated policies. The following discipline regulations are considered a binding contract between the students and staff by virtue of choosing Beckman. If there is any question about school policy, it will be answered by one of the administrators.

BECKMAN SYSTEM EXIT OUTCOMES

1. Religion and Spirituality--Students will give witness to a relationship with God through knowledge of the Catholic faith in their everyday lives.
2. Communication--Students will demonstrate competency in verbal and non-verbal communication, suitable to a variety of audiences/situations.
3. Analysis--Students will think independently, critically utilizing experience, reason and educational background.
4. Problem Solving--Students will solve problems and resolve conflicts individually and cooperatively.
5. Value Judgment and Decision Making--Students will make decisions based on gospel values while recognizing the existence of other value systems.
6. Aesthetics & Fine Arts--Students will develop an appreciation of the fine arts.
7. Civic Responsibility--Students will demonstrate civic responsibility through an active concern for cultural diversity in local, regional, and world communities.
8. Environment--Students will understand and respect the interdependence of the global environment.
9. Wellness--Students will construct and live a healthy lifestyle.
10. Technology--Students will apply skills to employ technology proficiently and ethically.
11. Life and Career Planning--Students will develop a vision of their future and the need for life-long learning, based on an ongoing self-analysis.

ADMISSION

Beckman Catholic Junior-Senior High School will accept students of any religious conviction. However, every student is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, including required classes of a religious nature.

EQUAL OPPORTUNITY

The educational system of the Archdiocese of Dubuque/Beckman Catholic High School is an equal opportunity educational institution. It does not discriminate on the basis of race, color, national ethnic origin or sex in the educational programs or activities.

CATHOLIC DIMENSION

RELIGIOUS EXPERIENCE

Proclaiming the message of Jesus Christ is the reason behind the existence of Beckman Catholic High School. It is both an obligation and a privilege for Beckman, a Catholic school to provide its students with knowledge and experience in the Catholic Christian faith. Beckman offers quality programs in both religious education and spiritual life.

RELIGIOUS EDUCATION

All students are required to take religious education classes. Beckman has a strong religious education program. The religion department is current and in line with the sequence and faith themes suggested at diocesan and national levels. A brief outline of the religion courses offered follows:

7th GRADE

Catholic Fundamentals: Vocabulary,
Practices and Prayers

8th GRADE

Catholic Truth: Tradition, Scripture and
Magisterium
History of Archdiocese and Parishes

9th GRADE

Revelation of Jesus Through Scriptures
Who is Jesus

10th GRADE

The Mission of Jesus Christ
Sacraments

11th GRADE

Ecclesiology
Adult Catholic Vocation

12th GRADE

Catholic Morality
Apologetics

CAMPUS MINISTRY PROGRAM

Translating our students' academic learning into an experience of faith is a tremendous challenge. Every student who attends Beckman will in some way be affected by religious experiences they will encounter. Faith experiences are available to Beckman students through the Campus Ministry Program. The Spiritual Life Program focuses on Christian leadership. Its primary purpose is to enable faculty, staff and students to grow as members of the Church.

WORSHIP: Faculty and students lead prayer each day over the public address system; Weekly all-school Mass; weekly Mass available on Tuesday mornings and First Fridays; Eucharistic Adoration on Tuesdays; Advent & Lenten Reconciliation.

RETREAT: Students and faculty plan a retreat day for each grade level each year; TEC (Teens Encounter Christ)--Archdiocesan renewal weekend for seniors Attendance at NCYC (National Catholic Youth Conference); Renewal opportunities for faculty each year; Kairos for juniors.

SERVICE/JUSTICE: As Beckman Catholic works with parents and parishes to form students into disciples, a service requirement is a key component of their overall formation. Students learn to serve in imitation of our Lord Jesus who "did not come to be served, but to serve" (Mt 20:28). Many service opportunities are available to students.

ACADEMIC PROGRAM

ACADEMIC AWARDS

Academic letters are given after the first semester of each year with the following criteria:

Class	Cumulative Weighted GPA
9	4.0
10	3.85
11	3.7
12	3.5

Awards and scholarships are also given to seniors at an Awards Assembly in May. These honors consist of department awards as well as scholarships and commendations given from outside agencies and institutions.

CALENDAR

School begins on August 23 and closes on May 22. The school year may be extended due to make-up days caused by inclement weather. The Board of Education reserves the right to change the calendar if needed.

CAREER PLANNING

Prior to the 9th grade year, each student will work out a course plan for high school and a career plan and file these plans on the career planning information system. While there may be changes in individual plans and in the courses being offered by the school, the planning will enable the student to evaluate his/her own talents, goals, attitudes and choices to be followed after graduation. This Career Plan will be revisited each year.

CHEATING

Students who are observed cheating on an exam or assignment may receive no credit for the work. Students who have possession of any stolen tests or materials, or misuse electronic devices/methods on an exam or assignment may receive no credit for that exam/assignment. Stealing exams or other teacher materials may result in suspension. Plagiarism is considered cheating. Students providing means for other students to copy work to cheat may face disciplinary consequences.

COLLEGE CREDIT OPTIONS:

Courses available to Beckman students for college credit:

Macroeconomics	Intro to Engineering	AP Calculus
Introduction to Psychology	Principles of Engineering	Animal Science
Composition I	AP Language and Comp	Crop Science
Composition II	AP American History	Ag Metals
Religions of the World	Music Appreciation	Theology 12

Students can earn college credit in four ways:

Concurrent enrollment: These courses are offered and taught on our campus; the Beckman instructor meets NICC's quality staff requirements. The course credit and grade go onto the student's high school transcript and the student's permanent college transcript as NICC credits. Students incur a cost of \$150 per course. The transferability of these courses compares to a course taken at NICC.

Advanced Placement (AP) Courses: These courses are offered and taught by a Beckman teacher who meets Beckman quality staff requirements. The student can opt to take an AP exam. The score earned and the student's college choice determine credit earned. The transferability of these courses varies by college but the advanced placement program is nationally recognized. Students incur the cost of the exam.

Articulated Courses: Students earn college credit in NICC career and technical programs. Although no college credit is earned while in high school, the credit is entered on an NICC transcript after the student has successfully completed 12 NICC credits post high school. Articulated courses do not contribute to the student's NICC grade point average, but do satisfy specific career program requirements. Students must earn a C- or better in the course, articulate credit within one year of graduation from Beckman, and complete the required paperwork. Students incur no cost for this credit.

Postsecondary Enrollment: Through this legislated option, students in grades 11 and 12 and identified talented and gifted students in grades 9 and 10 are eligible to take college courses. Students may not enroll in courses that are comparable to district high school offerings; Western Dubuque District must approve the courses. The District reimburses the post-secondary institution up to \$250 for each course. Students must notify their counselor of their intent to enroll in a post-secondary enrollment course prior to the start of the term in which the course will be taken. Students pay for failed or dropped courses.

Placement in College Credit (PICC)

The PICC program allows high school students to enroll part-time in college credit courses at NICC prior to high school graduation.

Students earn both high school and college credit for successfully completing college-level coursework. These post-secondary credits are transferable to other colleges and universities depending on the degree requirements at that institution. High school students must meet the requirements and guidelines for the NICC class for which they are registering including a qualifying ACT®, ALEKs Math or ACCUPLACER® placement score. Students must also meet the academic requirements of the school district along with minimum proficiency cut scores in reading, math and science based on their Iowa Assessments.

Students will receive a discounted tuition rate from NICC for enrollment into PICC. Students' families will be responsible for the cost of the tuition, course materials, and textbooks for the course.

Students are encouraged to research their postsecondary course of study to determine how credits will transfer.

Grades earned in concurrent enrollment, PICC, and PSEO classes will be included on the high school transcript and will be calculated in the high school grade point average. In most cases, these grades also become part of a student's college transcript and GPA.

FIELD TRIPS

Field trips serve the instructional program by utilizing those resources of the community, which cannot be brought into the classroom to enrich classroom learning. Teachers planning such field trips will obtain written permission from parent/guardians for their children to participate, use the Diocesan Field Trips forms, and follow the Planning a Field Trip Checklist. Academic or attendance concerns may prohibit student participation in field trips.

GRADING REPORTS

1. Mid-quarter deficiencies for students are sent to parents whose student has a grade of C- or below.
2. Report cards are issued at the quarter and at the semester. Quarter report cards are issued to parents at parent/teacher conferences.
3. Semester report cards are mailed to each home.
4. Semester grades are recorded on the student's permanent record.

GRADING SYSTEM: GRADE POINT AVERAGE

Beckman uses letter grades, which signify a range of grades, not an absolute number. The purpose of the grade is to measure the student's individual achievement, not how he/she is doing in relationship to other students.

The **numerical values of grades** are as follows for all classes:

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = .00

Grade Point Average: The above **numerical values of grades** are used to generate a **grade point average** using the number of credits earned for each course times the numerical grade value divided by the total number of credits earned. GPA serves to quantify individual academic performance.

Semester Grade Point Average: A semester GPA considers only the courses and grades in a given semester.

Cumulative Grade Point Average: A cumulative GPA considers all courses taken and those grades.

Non-weighted Grade Point Average: A non-weighted GPA is calculated based on a 4.0 scale and is reported on the transcript. The non-weighted GPA is used to calculate the weighted GPA.

Weighted Grade Point Average: The weighted GPA is calculated using the following formula: Non-weighted GPA + value points earned from taking honors courses (.02 points per honors semester taken). The weighted cumulative GPA is reported on the transcript and is used to determine: Beckman semester honor roll, academic letter, NHS eligibility, and graduation honor cord.

Beckman Catholic does not report rank on the high school transcript and report cards. Many universities and colleges will base their admission decision on a holistic evaluation of student qualifications. The evaluation includes analysis of student transcripts to determine class rigor and review of student extra-curricular and leadership experiences. Under exceedingly, rare circumstances, the Beckman Guidance Office can calculate class rank and provide it directly to a college, university, or financial aid organization when those institutions require such information for application purposes.

Beckman will use the weighted GPA to determine salutatorian and valedictorian honors. In the case of multiple valedictorians, no salutatorian will be named. Beginning with the class of 2021, Beckman will no longer identify a valedictorian or salutatorian. Beckman will begin to utilize a Latin Honors System at this time.

Transition: The following note appears on the transcript: Beckman Catholic High School employs a weighted GPA to encourage students to take a rigorous course load, including honors and advanced placement courses, and elective courses. The cumulative weighted GPA is calculated using the following formula: non-weighted cumulative GPA + (.02) (number of semesters of weighted courses).

GRADUATION REQUIREMENTS

Students are required to fill six periods in an eight-period day. Students must accumulate 230 credit hours for graduation. College-bound students are strongly encouraged to earn at least 260 credits. Graduation requirements are as follows:

All Classes		English	40
Theology	40	Phys Ed	20
Math	30	Electives	<u>40</u>
Science	30		230
Social Studies	30		

Additional Notes:

1. All students must take and pass theology classes each semester they are in attendance at Beckman. If a student has not been in attendance at a Catholic school all four years, the 40 theology credit total may be waived. Non-Catholic students are required to take and pass 17.5/35 hours of Theology. Non-Catholics may opt out of second semester 12th grade year. 230 total credits are still required.

2. According to state law, students must take and pass physical education every year if they are in attendance unless granted a medical or academic waiver.
3. Students who do not attend any classes during the 8th semester are exempt from the Physical Education and theology requirements. 230 total credits are still required.
4. According to state law, all students must take and pass one semester of American Government and one year of American History.
5. State law stipulates that all students must take and pass 4 years of English and 3 years of math, science, and social studies.
6. State law requires all graduates in the class of 2021 and onward to pass a semester of financial literacy. Both economics and consumer math meet this requirement.
7. Students must complete service requirements as outlined below:

BECKMAN SERVICE REQUIREMENT

The guidelines for completing the requirement are as follows:

1. High school students will complete 4 hours for school, 4 hours for parish, 4 hours for community.
2. Junior high students will complete 2 hours for school, 2 hours for parish, 2 hours for community.
3. **At least 8 hours must be completed during the school year by a high school student and 4 hours during the year by a junior high student.**
4. Four of the 12 hours may be completed during the summer in any category.
5. Service for “community” includes any service performed for someone the student is not related to, and for which they receive no compensation.
6. Hours performed during Mass (server, lector, usher) will not count; time outside of Mass (music prep or taking Holy Communion to the homebound) will be accepted.
7. Working events required by a team or other group the student is involved in will not count (e.g. a wrestler who works the Beckman wrestling tournament will not be able to count those hours).
8. Service hours must be recorded on the online form available on the BCHS webpage at the top of the Theology Department page. BCHS Homepage> School Information > Departments Page > Theology – Click the link near the top of the page.
9. **A student’s Theology grade will be considered “Incomplete” until the service requirement is fulfilled. An incomplete grade results in extracurricular ineligibility according to State rules.**
10. Any questions about service should be directed to the student’s theology teacher. An assigned staff member will check progress of the hours with conversations taking place periodically throughout the year.

Confirmation preparation includes service components separate and in addition to these requirements. **Consult your local parish regarding expectations for Confirmation.**

GRADUATION CEREMONY--PARTICIPATION

Students who fail to earn 220 semester hours may not participate in the graduation ceremony. Students who have earned a minimum of 220 semester hours but less than the required 230 semester hours may participate in graduation activities if they submit, in writing, an academic plan to complete all requirements necessary for reception of diploma from Beckman Catholic High School. The diploma will be withheld until the required 230 credits have been obtained.

At the end of seven semesters, students with a 3.75 weighted GPA will be awarded an honor cord for graduation. Students selected to NHS will also be awarded an honor cord for graduation.

HOMEWORK

Homework is encouraged in order to teach students the importance of practice, review, and application. Parents/guardians are encouraged to support the process.

HONOR ROLL

At the end of the semester an honor roll will be determined using the weighted GPA and according to the following levels:

All Classes	Semester GPA
Honors	3.25-3.74
High Honors	3.75-4.0+

HONORS PROGRAM:

The purpose of an honors program is to challenge self-directed, self-motivated students who have demonstrated superior achievement to excel in specific disciplines above and beyond the average classroom. Honors level courses differ from regular courses in that content is covered in greater depth and students are challenged to question, recognize divergent views, develop creative thinking and expression, and use critical thinking skills.

Guidelines:

1. All honors courses will have prerequisites and placement requirements.
2. Each semester of honors course work will earn an added value of .02 to a student's cumulative GPA.
3. Honors courses will be offered in the core areas of math, science and English and several senior course electives in an effort to encourage students to take electives as well as honors coursework.

4. No student who has met course prerequisites will be denied entrance to an honors course; however, any student who earns a semester grade of a C or below in an honors course will be subject to review and possible removal from the honors course, in an effort to best serve the needs of the student involved.

Placement Criteria:

Students will be placed in honors courses based on the following criteria:

1. At least two or more years of standardized test data
2. Recommendation from the previous content area teacher
3. Successful completion of the current content area course with a letter grade of B or higher.

Courses Designated as Honors Courses:

Honors English 9

Honors English 10

AP Language & Composition

AP Language & Literature

Honors Algebra

Honors Geometry

Honors Algebra 2/Trig

Pre-Calculus

AP Calculus

Honors Physical Science

Honors Biology

AP American History

HUMAN GROWTH AND DEVELOPMENT

In compliance with Code of Iowa 279.50 and Archdiocesan policy 6141.11, Beckman “will provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships and acquired immune deficiency syndrome as required in Iowa Code, section 256.11 in grades one through twelve.” Beckman “will annually provide to parent/guardian information about the human growth and development curriculum used in the pupil’s grade level and the procedure for inspecting the instructional materials prior to their use in the classroom. A pupil shall not be required to take instruction in human growth and development if the pupil’s parent/guardian files in a written request that the pupil be excused from the instruction.” The human sexuality curriculum is taught in grade 8 and grade 11.

LIBRARY

The library is to be used by students for individual reference work or for individual quiet study. No book is to be taken from the library by a student without checking it out. If books are not returned on or before the date due the student is subject to a fine and will be billed the cost of materials. Misuse of the library will result in loss of library privileges.

Study halls for freshmen and sophomores will be held in the library. The library also houses a huddle room for digital presentations, small group work, video-conferencing meetings and on-line learning. Peer tutoring will be available in the library. Computer charging stations are also available in the library.

POSTSECONDARY SCHOOL REQUIREMENTS

In selecting courses, students must be aware of any academic requirements for entrance into programs or schools to be entered after graduation from high school. Since the requirements for various schools differ widely, it is impossible to provide an accurate summary in this handbook. Students and parents must keep informed of academic requirements that the student will have to meet to continue a formal education program after high school and be sure to include these courses in their course selections.

PROTECTION OF CHILDREN:

The Protection of Children curriculum is taught in grade 7 and in grade 11 as mandated by the Archdiocese of Dubuque.

REQUIRED COURSES:

Grades 7 & 8

Theology
Social Studies
Science
English
Math
PE

Grade 9

Theology
Global
Phy. Science
English
Math
PE

Grade 10

Theology
Biology
English
Social Studies
Math
PE

Grade 11

Theology
US History
English
Math
Science
PE

Grade12

Theology
US Government
English
PE

*Beginning with the class of 2021 and beyond, all graduates must pass a semester of financial literacy as a condition of graduation.

RESOURCE PROGRAM

We are able to address the special learning needs of our students through our Resource Program. The philosophy of the program is to assist the students who may be low in organizational skills, motivation, and/or ability to learn at the expected classroom pace. The Resource Program will also provide supplemental instruction in deficit areas based on the particular needs of each student. The goal is to create independent learners who are able to compensate for and/or adjust to their learning styles.

SCHEDULE ADJUSTMENTS

Student schedules are posted on the student information system. Schedule changes will be allowed on registration day. After classes begin in the fall, students will be allowed to drop classes for the first five (5) school days. Schedule adjustments will be permitted during the week of first semester exams. At the beginning of the second semester, students will have the first five (5) days of the semester to drop a course. During schedule adjustment periods, courses will be added only if there is room available in the requested class. Parents are encouraged to check student schedules and to call or email school officials about any concerns. Any request to drop a course after 5 days goes to an administrative review.

SCHOOL COUNSELING PROGRAM

The guidance office offers a variety of services for students to help them adjust to and gain the most from their years at Beckman, and to help students prepare for their lives after high school.

These services include:

1. Counseling--personal, academic and career;
2. Administration and interpretation of standardized tests;
3. Assistance with college plans, visits, catalogs, admission tests, interviews with representatives, scholarships, and financial aid.

The office is located in the first corridor. Parents are encouraged to call the School Counselor and discuss guidance programs and issues.

SCHOOL AND COURSE REGISTRATION

Beckman will coordinate the registration of all students for classes at Beckman. In the third quarter, registration for the following year will take place. An opportunity will be made to visit with the counselor or administration to plan registration. Course descriptions will be provided to aid students in course selection.

SPECIAL SERVICES

Through the Archdiocesan Office of Education, Beckman has the services of the following personnel: Superintendent and Curriculum Director. Through the Area Education Agency, Beckman has the services of the following personnel: psychologist, social worker, audiologist, learning disability clinicians, talented and gifted consultants, speech therapist. Other special services may be arranged according to need.

SUBSTANCE ABUSE EDUCATION

A substance education program is a component of the health program. It includes basic student education, re-enforcing activities/events, family education (through parent meetings), and utilization of appropriate intervention and counseling experiences.

TECHNOLOGY

Beckman is a 1:1 school. All students are issued a Chromebook. Students and parents must sign the Beckman Technology Use Agreement as part of the annual registration process. The agreement can be found on the Beckman webpage.

TESTING

Each year students in grade 7 and 8 take Fast tests. Students in grades 7 & 8 take the Iowa Assessment of Academic Progress and the 8th graders will take the Explore Test. Students in grades 9 - 12 take the Iowa Assessment of Academic Progress. 10th graders will take the Plan test.

COMMUNICATION

Adequate and clear communication between school and home is essential for the success of the students.

1. Parents should feel free to call or email teachers about student progress or other concerns.
2. A parent newsletter will be provided electronically on a monthly basis or you may pick up a hard copy at the office.
3. All teachers have email. Their addresses are posted on the Beckman webpage.
4. Student progress and information is available on the web-based student information system.
5. Parent notifications and alerts will be provided through School Messenger.

ADDRESS/CONTACT CHANGE

It is the responsibility of the parent/guardian to inform the Business Office immediately of address, email, or phone number changes. Parents may make changes themselves via their Power School Account. Beckman Catholic is not responsible for any difficulties that may occur if such notification has not been made.

COMPLAINTS CONCERNING EDUCATIONAL PROGRAMS MATERIALS OR PERSONNEL

Constructive criticism of educational programs, materials, or personnel is welcome when motivated by a sincere desire to improve the quality and effectiveness of the program. It is the policy of the Beckman Catholic High School Board of Education that Beckman Catholic High School will follow procedure set forth by Archdiocesan policy 1312 regarding complaints concerning instructional materials. The policy is available in the school office.

Procedure:

A. To prevent dissension, conflicts that arise should be contained where they begin. Those involved with the issue need to discuss it openly with the intent of coming to resolution.

B. If the problem remains unsolved, the initiator must clarify the problem in writing. (Please include specifics such as evidences, sources of information, dates, times, etc.)

Due process will then allow for the following steps:

1. A meeting will take place with the complaint initiator, the personnel involved, and the principal, supervisors, or program director.
2. If solution is not reached in 1 above, a meeting is scheduled with the full Administrative Team and the parties involved in 1 above.
3. If solution is not reached in 2 above, a meeting is scheduled with the pastor and board member of the initiator parish along with the parties of 2 above.
4. If solution still cannot be reached, the next step is a full Beckman Board of Education hearing.
5. If the decision of the Beckman Board of Education is to be questioned, appeal may be made to the Archdiocesan Board of Education for a final decision.

DUAL PARENTING REPORTING

In the case of students whose parents' marriage has been dissolved, the name and addresses of both parents are to be in the student's file. Unless otherwise decreed by a Court Order, information commonly made available to a parent of any student in attendance (i.e. notices of school functions, progress reports, appointments for parent-teacher conferences, etc.) will be provided to both parents. If you have any questions concerning this, please call the school.

EMERGENCY ANNOUNCEMENTS

In case of bad weather, the following radio and TV stations carry the information relative to Beckman: WDBQ, KDTH, KWVL, WMT, KDST. Normally the announcements will be made in the evening before if possible.

Whenever the Western Dubuque School District calls off school, it is understood that Beckman will not be in session. Please do not call the school at this time except for emergencies.

Beckman Catholic may use their school notification program such as School Messenger for some announcements.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

As a result of the Family Educational Rights and Privacy Act of 1974, parents have the right to:

1. Inspect and review information contained in education records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosure, with certain exceptions specified in the Act, of personally identifiable information from education records.
4. Secure a copy of the institutional policy, which includes the location of all education records.
5. File complaints with the Department of Education concerning alleged failures by institutions to comply with the Act. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave SW, Washington D.C. 20202-4605; (202) 260-3887, FAX: (202) 260-9001.

PARENT/TEACHER CONFERENCES

Conferences are held twice a year, in October/November and in February/March. They will be held in the commons or gym area with all teachers present at their individual tables. You do not need to make appointments for these conferences. Students are welcome to attend.

STUDENT SAFETY

In compliance with Iowa Senate File 2364, the Beckman Catholic Board of Education adopted an updated student safety plan in June of 2019. The plan was developed in consultation with local emergency

management officials and addresses a wide range of potential threats to student safety. Beckman Catholic annually conducts drills to prepare for events such as active shooters, fire, tornado, and bus evacuations.

Beckman Catholic strives to be a safe environment for students, staff, and all who enter our building. Any student, parent, staff, or others that are aware of any threat to the safety of students or personnel on school property or at school events are encouraged to contact a school staff member via phone or email. The staff member contacted will consult with the administrative team to determine what further action will be taken based on the information provided.

STUDENT RECORDS/TRANSCRIPTS

Permanent records for each pupil are kept on file at school. These records are private property and are maintained by the school per Iowa State Code. Should parent/guardian wish to see their child's records, they should contact the Registrar. Upon written request, official paper transcripts and electronic transcripts are available.

VISITING CLASSES

If a student hosts a visitor at school both the visitor and the host must communicate their intent to visit prior to the visit and check in at the front office on the day of the visit.

STUDENT REGULATIONS

CODE OF CONDUCT

The primary task of Beckman Catholic Junior-Senior High School is to form its students in the Catholic faith. Therefore, disciplinary policies and procedures followed by Beckman Junior-Senior High School should be based upon and conform to Catholic teaching. In learning these policies and procedures and then living them day-to-day, Beckman students will come to see and judge their actions and the consequences for their actions as Catholics.

CODE OF CONDUCT FOR STUDENTS

This Code of Conduct represents the teachings of the Church with regard to day-to-day behaviors; it therefore represents what will be required of Beckman students throughout their time at Beckman. The Code of Conduct applies at school, school-sponsored or non-school-sponsored activities, or on or off campus during the school year or summer months.

1. Students will in their actions and words always express their respect for Almighty God, our Lord Jesus Christ, the Catholic Church, the Church's teachings and Sacraments, and the practices of the Church;
2. Students will in their actions and words respect the person and authority of administration, staff, and volunteers of Beckman;
3. Students will in their actions and words respect other students;
4. Students will show self respect, through observing dress code and their daily conduct;
5. Students will show respect for others who are not members of the Beckman community;

6. Students will treat Beckman Catholic High School and its properties with care and respect; this includes following the Technology Use Agreement posted on the Beckman webpage.

Disciplinary Policy

Students whose actions violate the Code of Conduct will be subject to any and/or all of the following:

1. Written apology to those affected negatively by the behavior;
2. Possibility of short-term in-school or out-of-school suspension;
3. Up to 40 hours of atonement to be determined by the Administrative Discipline Team;
4. Financial restitution if any is needed;
5. Possibility of an ineligibility period;
6. Possibility of not participating in the graduation ceremony if conduct occurred on school grounds;
7. Possibility of a recommendation for expulsion to the Beckman Catholic High School Board of Education.

Description of Good Conduct Policy Violations

This description is meant to give students and parents a general guide but does not include all violations that may be considered violations of the GOOD CONDUCT POLICY.

Stealing	Harassment	Pranks
Deceit	Insubordination	Pornography
Cheating	Fighting	Bullying
Vandalism	Unlawful Entry	Sexting

Code of Conduct administrative team decisions are subject to appeal to the Board of Education, whose decision is final.

Scope of Disciplinary Policy

The Disciplinary Policy applies to the property of Beckman Catholic High School; the daily conduct of education in Beckman Catholic High School or on its property; to any and all Beckman sponsored events, wherever those events might be; to any student officially representing Beckman Catholic High School wherever that student might be in that capacity.

The Church has always and consistently taught that the primary educators of children are the children's parents. Beckman Catholic High School assists parents in this role but does not put itself in a position to discipline off school property or away from school sponsored and sanctioned events or activities. The parents of Beckman students are required to read the Code of Conduct carefully and support it. In serious criminal cases, or cases that affect the reputation of Beckman Catholic High School, Beckman reserves the right to discipline under the Good Conduct policy even though it may not have occurred on Beckman property or at a Beckman event or activity.

ATTENDANCE

STUDENTS ARE TO ATTEND ALL SCHEDULED CLASSES AND ACTIVITIES PROMPTLY AND REGULARLY.

Call-in: When a student is unable to attend school, a parent is to call the school before 9:00 a.m. on the first day of absence to report the reason and the estimated length of the absence.

Excuse: An excuse written by a parent or guardian of the student giving the dates and specific reason(s) for the absence is to be presented at the office when the student returns.

IT IS IMPORTANT TO REALIZE THAT THE EXPLANATION IN AND OF ITSELF DOES NOT DETERMINE IF THE ABSENCE/TARDY IS EXCUSED OR UNEXCUSED OR THE CONSEQUENCES. THE ADMINISTRATION DOES.

Late or early dismissal: Anyone coming late or leaving early needs to go through the office.

Time/Class Make-up: The student is responsible for making up any work missed during the time of an absence. The student is always allowed to make up the work unless the absences are unexcused. If the absence is unexcused, with the exception of suspensions, the teacher will not be required to allow the student to make up the work.

Tardy: A student is tardy at the beginning of any class period if he or she is not in the assigned place at the time the class or activity is scheduled to start. Detention will be assigned each time a student reaches a multiple of three (3) tardies. Examples of excused tardies, while not totally inclusive, would be: Car problems (that AM), dental appointment, fog, ice/snow problems, medical appt., train delays, personal illness, work at home or chores, late bus.

Permits: Special permits to be absent from school may be given as follows:

Planned Absence: In the case of a planned absence a written note from a parent is required prior to the absence. This should be done three days in advance of the absence.

Absence from Mass: Because the weekly Masses are a very important part of the overall curriculum, attendance at Mass is required. Any absence from Mass, unless the student has to leave school for a Beckman activity, is considered unexcused. Doctors, dentist appointments, etc. are not considered a legitimate, excused reason to miss Mass. Any Mass absence that cannot be avoided is to be communicated to the main office at least one week in advance unless an emergency exists.

Early Dismissal: A request for authorization to leave school may be made for the following reasons: personal illness; doctor or dental appointments that cannot be scheduled outside of school time; and family emergencies. **THIS REQUEST MUST BE WRITTEN BY A PARENT OR GUARDIAN, MUST INCLUDE THE SPECIFIC REASON FOR THE REQUEST, THE EXACT TIME OF THE REQUESTED DISMISSAL, AND THE LENGTH OF THE DISMISSAL AND BE PRESENTED AT THE OFFICE BEFORE SCHOOL STARTS.** Early dismissals may be granted only at the office. The Administration reserves the right to determine if the early

dismissal is to be excused or if it is to result in a supervised study hall assignment and/or disciplinary action.

Check-out: If after starting the class day it becomes necessary to leave for any reason, the student is to check out at the Main Office. Permission to leave will be granted only with appropriate authorization of parent/ guardian.

Skipping: Unauthorized absence from class will result in a disciplinary referral plus a detention for each period or portion thereof missed. Failure to serve the detention will be treated the same as skipping a class.

Petition for Credit: Any student who misses 16 or more classes in a specific course in one semester, for any reason (excluding school sponsored activities) will be placed on Academic Probation. (For classes that meet on the alternate day cycle, eight absences per semester is the limit.) The following criteria will be applied when determining whether credit is to be granted or not:

1. satisfactory accomplishment of the course outcomes, including but not limited to satisfactory performance on all required tests and assignments;
2. a significantly improved attendance record; and
3. a demonstrably positive attitude.

Parents can monitor student attendance through PowerSchool, which offers them the option of setting up email alerts for attendance.

BOOK BAGS:

Book bags are for transporting books and materials to and from school only; they are not allowed outside of the student locker during the school day.

CARDS, TOYS, GAMES

Playing with cards, toys, games and electronic games is not allowed during the school day, except for students in supervised free.

DAILY ELIGIBILITY: All participants must be in attendance at regularly scheduled classes for the last half of the school day to be eligible for daily participation in practices or performances. If a person is too ill or is medically unable to attend school, he or she should not participate in activities. Beckman will not knowingly allow students to jeopardize their health or the health of others by participation in any activity before they are medically able to do so.

Appointments should be scheduled during free periods or during practice time—not during academic time.

DISCIPLINE SANCTIONS

Detention: Assignment to detention requires that the student will have a form filled out by the assigning staff member including a student signature or the student has reached a level of conduct points that constitute a detention. Teachers may issue a detention to be served with them when it is warranted. Detentions issued by the administration or by referral will be served on

Wednesday afternoon from 3:15-4:00. Detention is quiet study time and students are expected to bring study materials to detention. Failure to abide by the detention rules will result in dismissal from detention and reassignment of an additional detention. Failure to serve detention will result in two detentions.

Referral: All referrals will result in two detentions. The second referral will also result in the loss of privileges and parents will be notified.

Short-term Suspension from School: Removing a student from school or placing them in in-school suspension may be utilized to deal with student misconduct. The Deans of Students, in consultation with the Principal, have the authority to place a student on probation or to suspend him/her temporarily. Students will have the opportunity to respond to the charges against them. Students may not practice, participate in or be a spectator at any school activities. Students must be allowed to make up any academic work that was missed.

Extended Suspension: for the rest of the semester or for a minimum of three weeks may be applied by the Administration according to the gravity of the violation(s). A student who has received an EXTENDED SUSPENSION will be required to make special application for readmission to Beckman for the following semester.

Expulsion: Administrative recommendation to expel a student will be the discipline of last resort. The Beckman School Board will review it. The Beckman School Board shall have the authority to affirm, reverse or modify the recommendation of the administration. Archdiocesan policies and guidelines will be followed.

Appeal: A request for review of a decision (excepting expulsion) made in the implementation of these policies may be submitted in writing by student or faculty to the Appeal Board. The Appeal Board will be composed of one voting member of the Beckman Catholic High School Board, two parent representatives, one faculty member, and one student representative. The members of the Appeal Board will be selected from the regular membership of the Beckman School Improvement Advisory Committee. The decision of the Appeal Board is final.

DISMISSAL FROM CLASS

Dismissal from class should be rare, but if it does occur the student is to go directly to the main office and receive instructions from there. Any student who is dismissed from class will receive a referral/two detentions.

DRESS CODE

Shirts: Only golf or polo shirts of solid color green, gold or white may be worn. The collared shirt must be buttoned entirely with the top button as an exception. The only acceptable undershirts allowed are t-shirts, turtlenecks, or mock turtlenecks.

Fleece: The Beckman sanctioned fleece is the only acceptable outerwear. The fleece must be worn with a collared polo or an acceptable T-shirt.

Slacks: Solid-color, ankle-length khaki or black dress/cargo slacks may be worn. No leggings, jeggings, yoga pants or skin-tight pants.

Shorts:

Boys: Dennis Uniform khaki shorts or khaki shorts.

Girls: Dennis Uniform skorts in plaid or khaki or solid-color khaki or black capris that are below the knee. Bermuda shorts are not allowed. Leggings or tights are not allowed under the skorts.

Footwear: Close-toed shoes must be worn sandals are not allowed. Socks or nylons must be worn at all times.

Coats: Jackets/coats must not be worn during the school day and must be kept in the student's locker during the school day.

Facial Hair: No facial hair is allowed.

Hats: Hats and caps are not to be worn in the building during school hours.

Hair: No extreme hairstyles or unnatural colors are allowed.

Body Piercing: Body piercing other than the ear is not allowed.

Tattoos: No exposed tattoos are allowed.

Gym: Comfortable, appropriate length athletic shorts, sweatpants, joggers, Beckman-sanctioned shirts and solid-colored shirts, Beckman-sanctioned sweatshirts and solid colored sweatshirts are allowed. Cargo or dress shorts, visible spandex or compression shorts, jeans, dress pants, collared shirts, hooded sweatshirts, sleeveless shirts, and any clothing with offensive writings, or references to drugs, tobacco, or alcohol will not be allowed. Any outfit deemed unfit for class will be replaced with the standard PE uniform.

Out of Dress Days (both casual and dress-up): Hats may not be worn. Bare shoulders are not allowed. Jeans or knee length shorts are allowed and are to be the norm on those days. Christian modesty should be observed at all times.

Dress Code Disciplinary Procedures: Administration will be the final arbiter in the appropriateness of dress. Students judged to be in violation of the dress code will be sent to an administrator's office with a pass. If administration determines the dress is not appropriate, the student will not be allowed to return to classes until the violation is corrected. The problem may be taken care of these ways:

1. Correct the violation immediately.
2. If parents can be reached and transportation is available, students will be sent home until the violation is corrected. Time that is missed from classes will be treated as an unexcused absence.

If student's parents cannot be reached and/or transportation is not available, students will be assigned to a detention hall until the violation is corrected. Time that is missed from classes will be treated as an unexcused absence.

ELECTRONIC DEVICES

Electronic devices, including but not limited to cell phones, iPods, personal computers, computer games, and laser pointers, may not be displayed or used in the classroom during school hours. Students may text between periods or during Supervised Free. A student found to be in violation of this policy will have their devices confiscated with the following consequences and a log kept of the infractions:

1. 1st Offense: Device turned into the office with a parent call made.
2. 2nd Offense: Parent must come and get the device.
3. 3rd Offense: Student must turn in device at beginning of school day for two weeks. To be extended if they are a habitual offender.

A student found using any electronic device for pornography or “sexting” will be in violation of school policy and may be subject to legal as well as school discipline.

Students may use a music player or iPod, with headphones during Supervised Free.

Students may not wear headphones on their heads or around their necks through the day.

FIRE EXTINGUISHERS AND AED

Any student handling or discharging a fire extinguisher or AED at any time other than an emergency need, will be fined \$50.00, plus pay for the cost to recharge the extinguisher, and be suspended from school for three days.

FOOD AND BEVERAGES

Food and beverages are allowed only in the commons.

FUNDRAISING

All financial matters and activities within the school organizations are under the supervision of the Principal. Students, faculty or staff may not fundraise or collect money without the authorization of the administrative team.

GANGS

Realizing that gang activity is a community concern, youth gangs and gang-related activity are prohibited. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student(s), the effect of the incident on other students, and the good order and functioning of the school.

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate education programs and activities will be provided as judged appropriate by the school. (cf AB 5133).

HARASSMENT OF EMPLOYEES/VOLUNTEERS

All educational programs governed by the Archdiocese of Dubuque shall maintain a learning and working environment free from any type of harassment. No employee, volunteer or student associated with these programs shall be subjected to harassment. (cf AB 2515.11)

HARASSMENT/BULLYING OF STUDENTS

No student associated with the educational programs governed by the Archdiocesan Board of Education shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish activity regardless of location. (cf AB 5144.3)

I.D. CARDS

Each Beckman Catholic High School student is to carry a picture I.D. card valid for the current year to be presented for identification as a Beckman student and for admission to school-sponsored activities not requiring a special fee.

1. USE OF I.D. CARDS: The I.D. card is issued for the personal and exclusive use of the student to whom it is given and is not to be given to or used by any other person.
2. PRESENTATION OF I.D.: A student who fails to present his/her proper I.D. card may be required to pay the student admission fee.
3. LOST I.D.: In the case of a lost I.D, contact the Front Office for a card replacement at the cost of \$5.00.
4. Any student not having their ID Card at lunch must wait until all other students have gone through the line. Students without an ID Card will not be able to receive a “double” lunch.

OFF CAMPUS WITHOUT AUTHORIZATION

During school hours being off campus without authorization makes the student subject to one hour of detention for every period or portion thereof missed plus a double detention.

OUT-OF-BOUNDS AREAS

All academic corridors and lockers are out-of-bounds except at class change. Front entrance, shops, band and chorus areas and corridors, gym, athletic locker rooms are also out-of-bounds except when students are going or coming from classes or the computer lab or are in the presence of a faculty or staff member. The sides of the building, the area in front of the building and the parking lot, faculty lounge and workrooms are out-of-bounds. Violation of any of the out-of-bounds regulations are subject to disciplinary referral.

Students on the Beckman roof will be subject to a \$50.00 fine plus damages.

OUT OF TOWN TRIPS

1. Participation
 - a. Students participating in Beckman sponsored activities are to travel in the vehicles provided by the school.
 - b. Students are to be under the supervision of the sponsoring coach/moderator; all Beckman activity regulations apply.
2. Spectators:
 - a. If numbers warrant, a Beckman sponsored bus will be provided. Students will be charged a fee to cover the cost of transportation.
 - b. Students may be excused from class to attend a Beckman sponsored or a IHSAA/IGHSAU activity by a means other than Beckman sponsored transportation under the following conditions:
 - i. Same day attendance:
 1. The parent(s) or guardian of the student must provide a written excuse for the student to attend the activity prior to the absence.
 2. The parent(s) or guardian must assume all responsibilities and liabilities for their students.
 3. Determination of dismissal time will be set by the administration.
 - ii. Overnight permission:
 1. The parent(s) or guardian must provide a written excuse for the student prior to granting overnight permission.
 2. The parent(s) or guardian must assume all responsibilities and liabilities for their student(s).
 3. Determination of dismissal time will be set by the administration.
3. The school reserves the right to deny permission to attend activities if a student is academically deficient.
4. Regardless of the means of transportation to an event or the length of stay, students are under the sanctions of the school at the event site at which Beckman is participating. All Beckman rules apply.
5. The means of processing parental excuses will be determined by the administration and staff.
6. Before participating in an activity every student must have a medical release form on file in the nurse's office.
7. Attendance at the activity in which Beckman is not a participant and involves loss of school time will require parental supervision and parental transportation.

PRO-LIFE POLICY

Beckman, as a Catholic school, regards all life with the greatest respect and dignity. It is our obligation to protect and cherish all life.

In dealing with young women who are pregnant, Beckman's position is that all life be respected, dignified, and protected. It is also the desire of the school to offer support not only to young women who are pregnant but also to the fathers and the parents of both parties involved.

The school will assist the girl in the continuance of her education at Beckman, if this is the wish of the family. Because each girl's situation is unique, each young person will be accorded individual consideration with respect to specific circumstances. It is the goal of the school to provide the greatest degree of respect, safety, understanding, compassion, and Christian charity possible.

SCHOOL KEYS

UNAUTHORIZED POSSESSION of a school key(s) or a duplicate of a school key(s) will result in a \$100 fine. The student will also be required to pay the cost of rekeying the school zone(s) accessible by the key(s).

SCHOOL PERMIT POLICY

It is the policy of Beckman Catholic High School for the principal to approve school permits/minor school licenses as long as the following conditions are met:

- 1) The student has met eligibility requirements for a minor school license as determined by the Department of Transportation.
- 2) The student lives at least one mile from the school or participates in extracurricular activities that meet before or after school.
- 3) The student and his or her parents/guardians have completed the affidavit for a minor school license.

SEARCH AND SEIZURE POLICY

It is the policy of Beckman Catholic High School to operate its educational institutions in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, Beckman Catholic High School will follow Archdiocesan Policy 5145.2 to conduct student searches. A full listing of the policy is located in the Student/Parent Handbook.

STAFF AUTHORITY

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 order of the school. Unless students have serious moral reservations about directions, they are expected to obey all teacher and staff directions promptly and courteously. Requests or directions that cause moral reservations must be reported to the

Principal immediately. Other disputes will be settled with the help of the administration after directions have been carried out by the student.

STUDENT DRIVING/PARKING REGULATIONS

1. All cars must be registered.
2. Students who drive are asked to enter the school parking lot by way of the south entrance and exit from the north exit.
3. Students may not park in visitor or handicapped spots.
4. Any means of transportation (car, motorcycle, moped, bicycle, etc.) used by the student must be parked in the school parking lot with the vehicle FACING THE SCHOOL. Student parking is allowed in the west parking lot only. Students are not to park on nearby premises.
5. Students are not to be in the parking lot during the school day unless they have received permission from office personnel. Students leaving the premises during the school day must have permission from the main office.
6. Students who exceed the posted speed limit, drive in a manner that endangers the well being of other drivers or pedestrians in the parking areas, park in an abnormal manner, park in restricted areas, enter or exit by way of the inappropriate driveway will be subject to disciplinary action and may lose campus driving privileges.
7. Students are not to park in the first double row of parking specifically designated for staff. Parking by students to the north of the main entrance of the building in the first two double rows is allowed.
8. Failure to abide by these rules will result in the suspension or revocation of the student's privilege to use his/her vehicle on school property. There will be a \$5 fine for a parking violation.

SUBSTANCE ABUSE/ILLEGAL DRUG POLICY

SUBSTANCE ABUSE: Involvement with alcohol, tobacco/vaping or other illegal drugs is always a serious offense at school, school-sponsored or non-school-sponsored activities, or on or off campus during the school year or summer months. Students observed by members of the faculty, staff, or legal authorities in any of the below described or similar settings will be subject to the restrictions of the Substance Abuse Policy. Examples of settings which would violate the Substance Abuse Policy include but are not limited to: using or being under the influence of illegal substances at school or school-sponsored activities; riding/sitting in a car containing alcohol or other drugs where circumstances indicate said alcohol or other drugs are for the illegal use, possession or consumption by one or more occupants of the car; or attendance at a party, gathering, or function where alcohol or other drugs are present and circumstances indicate that said alcohol or drugs are for the illegal use, possession or consumption of one or more of the attendees. These examples are intended to be descriptive only and are not all-inclusive.

In the case of tobacco use, the “guilty by association” rule does not apply as it does with alcohol or other drugs. Someone is not considered guilty if they are in a car or at a gathering where tobacco is present.

ILLEGAL DRUG VIOLATION

If the illegal drug violation occurs at school or a school-sponsored activity, the student will be suspended from school for a minimum of five days in addition to the following consequences:

FIRST OFFENSE: A 45-calendar-day suspension from all school activities, with the exception of the graduation ceremony* and religious activities, plus participation in an approved educational/assessment program.

SECOND AND SUBSEQUENT OFFENSES: A 90-calendar-day suspension from all activities, with the exception of the graduation ceremony* and religious activities, plus participation in an approved educational/assessment program.

ALCOHOL VIOLATION

If the alcohol violation occurs at school or a school-sponsored activity, the student will be suspended from school for a minimum of five days in addition to the following consequences: (Any student who is found in the “mere presence” but can show legal verification of blowing .00 may receive a reduction of 50% of the suspension stated below.)

FIRST OFFENSE: A 30-calendar-day suspension from all school activities, with the exception of the graduation ceremony* and religious activities, plus participation in an approved educational/assessment program.

SECOND OFFENSE: A 60-calendar-day suspension from all school activities, with the exception of the graduation ceremony* and religious activities, plus participation in an approved educational/assessment program.

THIRD AND SUBSEQUENT OFFENSES: A 90-calendar-day suspension from all activities, with the exception of the graduation ceremony* and religious activities, plus participation in an approved educational/assessment program.

**If any offense occurs at school or a school-sponsored activity, the suspension may include the graduation ceremony.*

TOBACCO VIOLATION (INCLUDES VAPING)

If the tobacco/vaping violation occurs at school or a school sponsored activity, the student will be suspended from school for a minimum of five days in addition to the following consequences:

FIRST OFFENSE: A 7-calendar-day suspension from all school activities, with the exception of the graduation ceremony and religious activities.

SECOND OFFENSE: A 14-calendar-day suspension from all school activities, with the exception of the graduation ceremony and religious activities.

THIRD AND SUBSEQUENT OFFENSES: A 21-calendar-day suspension from all activities, with the exception of the graduation ceremony and religious activities.

SPECIAL NOTES

1. Violation of the substance abuse policy is cumulative regardless of the category.

2. The suspension from activities will begin on the day that the administration becomes aware of the violation, and will end at midnight on the appropriate calendar day. If the coach/moderator desires, students who are members of any extracurricular group/team are expected to practice and accompany the group/team to all activities but are ineligible to participate or compete in the activity until the ineligibility period is over.

3. A student's prior violation(s) will not be carried over as part of the cumulative violation record when a student moves from junior high to high school providing all penalties have been satisfactorily completed.

4. Students who self-refer for drug or alcohol treatment to any member of the faculty, staff, or administration will not be subject to the disciplinary code as long as treatment is ongoing and positive. (If in the judgment of the administration the self-referral is only to avoid the sanctions of the substance abuse policy, the disciplinary consequences will NOT be waived.)

SUPERVISED FREE

Supervised free is a privilege, not a right.

Juniors and seniors are granted the privilege of supervised free both semesters. Supervised free is intended primarily for group or individual study and, secondarily, to socialize or relax together. Supervised free must be spent in the commons, unless signed out by the moderator in charge.

1. No laying on floor, tabletops or benches. No sitting on the tabletops.
2. No loud music; you must have headphones.
3. No swearing or inappropriate conversations.
4. No passes allowed from any class to free/commons.
5. No throwing/kicking balls, frisbees, etc.
6. Only those in Supervised Free should be in the Commons.
7. Please throw away any garbage. (ie: food, drink, papers, etc.)
8. Be in uniform while in the commons.
9. If not working on school work, help out when needed.
10. Other rules may be added if necessary.

Three detentions in a semester or more than 10% absences in any class in a semester will result in the loss of supervised free for the remainder of the semester.

SUPERVISED STUDY HALL

1. Supervised study hall is provided for all 7th, 8th, 9th, 10th grade students.
2. Students in grades 11 and 12 will be placed in supervised study hall under the following circumstances:
 - a. When they accumulate three (3) tardies;
 - b. When they accumulate two (2) disciplinary referrals;
 - c. When they accumulate three (3) office detentions;
 - d. If they receive any combination of one or more failing grades or failing deficiencies at a grading period or at mid-quarter notification time;
 - e. If they have less than a "C" average;
 - f. Parents may request to have their son or daughter assigned to a supervised study hall at any time. Such a request is to be made in writing or by a phone conversation with the Dean of Students.
3. Students placed in supervised study hall will be assigned for a semester. They may be granted supervised free privileges only at a grading period upon review by the dean.

SUPERVISION, NON-SCHOOL TIME

No student is to be in the building without faculty or staff supervision.

SUPERVISION, SCHOOL TIME

Supervision of a teacher or a moderator is required:

1. In any laboratory or shop with special equipment or materials;
2. In the weight room;
In any part of the school when preparations are being made for any school-sponsored activity;
3. Whenever any school activity takes place.

VANDALISM

Any student tampering with school equipment or deliberately damaging school property in any way is subject to a minimum fine of \$50 in addition to the cost of repair. Damage to any equipment or part of the school should be reported to the administration office as soon as possible so it can be repaired before it becomes the cause of additional problems. Those involved with vandalism may be subject to disciplinary action.

WEAPONS/GUNS

It shall be the policy of the Beckman Board of Education that weapons and other dangerous objects be taken from students and others who bring them on to the school premises. Parents of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property,

coming to and from school or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in Archdiocesan Board of Education Policy Book, policy #5131.7a.

ACTIVITIES

BECKMAN FIGHT SONG

*Proudly raise those grand old colors,
Salute the Green and the Gold,
For Beckman Catholic High School's glory is again foretold.
We are off to certain victories
For we can do nothing less than
Boom our cheers of thunder for the Blazer BHS.*

ACTIVITY PARTICIPATION FEE

Students participating in activities must pay an activity fee. All fees must be paid by the Monday after the first week of practice. These fees are not refundable after the first week of practice.

DANCE REGULATIONS

1. Times of all dances will be published in the school newsletter.
2. High school dances are for high school students only. Junior high dances are for junior high students only.
3. When announced, students from other schools or graduates may attend if accompanied by a Beckman student. These guests must be registered ahead of time.
4. Students must be at the dance within 45 minutes after the dance begins or they will not be allowed to attend unless prior arrangements have been made.
5. Once a student leaves the dance, he/she may not re-enter.
6. Dances will always have chaperones plus one or more members of the Beckman administration and the moderator(s) responsible for the activity.
7. Only 10th, 11th & 12th grade students may attend Homecoming. Only 11th & 12th grade students may attend Prom.

DUAL-SPORT POLICY

An athlete is not allowed to practice or participate with two Beckman athletic teams at the same time unless given permission by the administration and the two head coaches of the sports involved. If permission is granted, the athlete must agree to remain with the sport "in season" until the completion of the season unless the head coach gives written permission to the administration releasing the athlete from further practice.

ELIGIBILITY REQUIREMENTS

Senior High: students must earn a passing grade in all classes each semester. Per the Iowa state rule, a student who fails to pass all classes becomes ineligible for activities for 30 calendar days. A student who fails to pass 30 units 1st & 3rd quarter will be ineligible for a minimum of 10 school days and until the grade is brought up to passing. A student who does not pass 25 units at the 1st & 3rd mid-quarter of the quarter grading periods, or a student who does not pass 30 units at 2nd & 4th mid-quarter of the quarter grading is ineligible for a minimum of five school days* and until the grade is brought up to passing.

Junior High: Any junior high student with a failing grade at quarter or mid-quarter will have the following sanctions: Ineligible for athletics, student council, or other activities for a minimum period of five school days*. Ineligibility at the semester is 10 school days. Students receiving deficiencies must be cleared by the counselor and by the teacher with the dean before participation is allowed.

** Academic eligibility is reinstated at 3:00 p.m. on the fifth day or last day of ineligibility.*

Students must follow all the rules and regulations established by the various state activity associations as well as the rules and regulations that may additionally be established by the coach or moderator of a given activity.

INSIDE CONDITIONING RULES

Coach or assistant coach of the sport must supervise any conditioning activities. When outside weather is inclement, inside running for the sport in season is allowed. Any problems with cleaning personnel forfeits authorization for use of corridors.

MEDICAL EXAMS

Every year each student-athlete must have a certificate of medical examination signed by a licensed physician or osteopathic physician or a chiropractor licensed by his 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 or when offered by the school.

NON-SCHOOL TEAM PARTICIPATION

A student participating in a sport sponsored by the school may not participate in the same sport with an outside of school team while he/she is a member of the school team without written permission of the school administration.

PRACTICE SCHEDULES

The athletic director or moderators will arrange practice schedules according to the school calendar. In the event that school is dismissed due to dangerous road conditions during the school day, practices and activities will be canceled for that day.

*Exceptions can be made by the Athletic Director in consultation with the Principal.

Parents are further notified that if the road conditions in their area are questionable, or if they feel that the situation warrants keeping their children home, practices will not be considered mandatory. Students who miss practice under these conditions will not be penalized for their absence. Parents and students must inform the coach or moderator of the activity in the event that these conditions exist.

SPORTSMANSHIP

Beckman Catholic High School takes tremendous pride in its reputation as a Catholic school. It is the expectation that all fans conduct themselves in a manner that exhibits respect for all players, coaches, referees, and opponents. Students are not to lead cheers that interfere with the organized cheers of the cheerleaders of either team. WaMaC Conference rules state that fans cannot sit in the front row of the bleachers during basketball games. Students are not to be on the game floor of the gym after a game for any reason. Violators of this policy may be suspended from attending events.

SUNDAY/WEDNESDAY EVENING/HOLY WEEK ACTIVITIES

Sunday activities are to be limited to those that cannot be held during the week. If an exception is requested, it must be approved by the administration even such approval will be limited to a starting time of 12:00 noon.

Wednesday nights during the school year are reserved for family night. There will be no student activities at Beckman on Wednesday nights after 6:30 p.m. With the month of May being an exception. If an exception is requested, it must be approved by the administration.

During Holy Week, practices and activities may not interfere with Church services. This means that practices and activities must be completed before 7:00 p.m. on Holy Thursday, no practices or activities may be held on Good Friday, and practices and activities must be completed before sundown on Holy Saturday.

HEALTH/SAFETY ISSUES

FIRE/TORNADO/SAFETY DRILLS

Two fire and two tornado drills will be conducted each semester. One lockdown drill will be conducted each year. Instructions for fire, tornado, and safety procedures are posted in each classroom.

HEALTH SERVICES

Whenever a child is ill, he/she should be kept home for his/her own well-being and for that of the class members. Since a sick student will never be sent home without permission, it is imperative that we have the name and telephone number of an alternative person in case the parent/guardian cannot be reached.

A health department permit to re-enter school is required for all children who have been absent because of a communicable disease.

Iowa Law requires that an immunization card be completed upon enrollment and is to be kept updated. This will be on file in the nurse's office. Students not complying will not be allowed to register.

The school has the services of a school nurse. Parents/guardians are asked to leave home, work, and emergency phone numbers with the school. Should these numbers change during the year, we ask you to keep us informed.

HELP FOR VICTIMS OF SEXUAL ABUSE

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call toll free 800-803-6758 to report an allegation or receive assistance. This program is part of the new "Policy for the Protection of Minors."

PRESCRIBED MEDICATION

Only prescribed medications are to be taken in school. Students who need prescribed medication during the school day are to notify the school nurse and provide authorization in the form of a medication slip signed by the parent and the physician. This includes over-the-counter medication. Any medication prescribed by a physician will be administered. A form authorizing the administration of prescribed medication is available in the nurse's office.

SAFETY/HEALTH

In compliance with the Code of Iowa, Chapter 455E and Archdiocesan policies 4116.13, 5142.2 and 7111.3, it is the policy of the Beckman Board of Education to insure that Beckman Catholic High School is in compliance with the Iowa Hazardous Chemicals Right to Know Act which entitles the employee, community, and Public Safety/Emergency Response the right to know if, what and where hazardous chemicals are stored in the school plant.

In addition, records must be kept on file regarding the testing done for asbestos, lead, and radon with a copy of such records available in the school office.

STUDENT SAFETY

In compliance with Iowa Senate File 2364, the Beckman Catholic Board of Education adopted an updated student safety plan in June of 2019. The plan was developed in consultation with local emergency management officials and addresses a wide range of potential threats to student safety. Beckman Catholic annually conducts drills to prepare for events such as active shooters, fire, tornado, and bus evacuations.

Beckman Catholic strives to be a safe environment for students, staff, and all who enter our building. Any student, parent, staff, or others that are aware of any threat to the safety of students or personnel on school property or at school events are encouraged to contact a school staff member via phone or email. The staff member contacted will consult with the administrative team to determine what further action will be taken based on the information provided.

TOBACCO-FREE POLICY

Smoking/vaping or use of non-smoking tobacco is not allowed anywhere on the Beckman Catholic High School campus or in vehicles while on the campus.

VISITORS

All visitors must sign in at the Main Office.

WELLNESS POLICY

In an effort to ensure the health and well-being of its students, Beckman Catholic High School has adopted a Wellness Policy. Components of the policy are nutrition education, physical activity, assisting parents in wellness education, staff wellness, school meal monitoring, and monitoring vending products.

SERVICES

DEVELOPMENT OFFICE

The primary responsibilities of the Development Office include: creation of recruitment programs and activities directed toward area Catholic grade school students; organization of fund raising efforts on behalf of Beckman; and generation and dissemination of public relations and news. Fund raising activities include planned giving programs such as life insurance and bequests, matching funds, grant proposals and the Annual Fund. Also, the Development Office updates and maintains alumni records and assists with class reunion preparation. The Development Director is the liaison to the Endowment Board, Music Parents Association, and the Booster Club.

The office is located in the main office area at Beckman. To contact the Development Office, phone 875-7188.

FINANCIAL ASSISTANCE FUND

A financial assistance fund has been established to help defray the cost of a Catholic education. The fund is intended for those who would otherwise find it difficult to send their students to Beckman. The amount of money in the fund is totally dependent upon donations. If anyone would like to donate toward the fund it would be greatly appreciated.

All applications for tuition assistance, local and otherwise, must be completed through the Student Tuition Organization, or STO, in the spring for the upcoming school year. Applications are reviewed by an outside impartial agency and grants are given dependent on the number of applications and the amount available in the fund. Appeals for additional assistance will be reviewed.

LOCKERS

All students will be assigned a locker. Lockers are to be used only by the student(s) to whom they have been assigned. Students are to visit their lockers during class change time only and not while classes are in session. Abuse of lockers makes the student subject to loss of locker privileges. Beckman strongly recommends that lockers be padlocked. Any locks not purchased through the bookstore will be removed. The school does not guarantee the protection of materials left in the locker; materials and equipment taken from an unlocked locker are the responsibility of the student. **THEREFORE, STUDENTS ARE ENCOURAGED NOT TO LEAVE ITEMS OF VALUE IN THEIR LOCKERS.**

LOST AND FOUND

All students are responsible for their personal belongings. Found items will be placed in the box in the Main Office. Students should not leave anything of value in their lockers.

LUNCH

Students must deposit money in their lunch accounts that will be debited through their student IDs when they eat.

TEXTBOOK PROCEDURES

Textbooks used by Beckman students are supplied either by the Western Dubuque School District or by Beckman according to the following rules:

1. A written request is to be filed by the parents of students who are requesting the use of textbooks issued by Western Dubuque.
2. When students are assigned a textbook, they accept the responsibility for proper use and return of the assigned textbook.
3. Students who damage or lose a textbook will be charged the replacement cost.

TUITION 2019-2020

The Beckman Board of Education has established high school tuition at \$ 4,465 for the first student, \$4,270 for the second student, \$ 3,630 for the third student and the fourth student from the

same family will attend without tuition cost. Junior High tuition will be \$3,035 for the 1st & 2nd student, 2,950 for the 3rd student and free for the 4th student.

A \$75.00 Graduation Fee is assessed each senior.

NICC courses and Driver's Education will carry additional fees.

REFUND POLICY: Refund will be made to students withdrawing based upon the formula of 1/180 of tuition, exclusive of fees, for each day school was in session only if their account shows a credit balance at the time of official withdrawal. Seniors graduating at semester will be assessed a full year's tuition.

VOLUNTEERS

Volunteer aides are an important part of our learning program. If you would be interested in volunteering your services please call the school. A short training session will be provided for those who are volunteering for the first time. All who volunteer for one hour each week or more must complete Safe Environment training and a background check.

STAFF

2019-2020 FACULTY/STAFF

ADMINISTRATIVE STAFF:

Principal: Marcel Kielkucki
Assistant Principal: Ryan Devereux
Athletic Director: Todd Troutman
School Director: Mackenzie Atwater
Technology Director: Jim Derr
Development Director: Larry Wilson
Spiritual Life Director: Jerry McGrane
Junior High Coordinator: Cheryl Kluesner
Business Manager: Niki Burchard

FACULTY: (* denotes department chair)

Agriculture/Industrial Tech: Dawn Mausser*
Art: Michael Wade*
Business: Jim Sheston*
Computer: Jim Derr*
English: Emmy Thomason*, Ron Broxson, Anna Durr, Hannah Dirks
Foreign Language: Kim Koetz*, Al Leemhuis
Math: Ryan Meissner*, Brian Carroll, Matt Naber, Chad Thomason
Music: Krystal Smith*, Staci Speer
Physical Education: Darin Michels*, Mark Atwater
Resource: Deana Ahlers*
Science: Cheryl Kluesner,* Margaret Hogan, Matt Naber, Todd Troutman
Social Studies: Dan Correy*, Mark Breitbach, Dan Elgin, Jerry McGrane, Anna Durr
Theology: Jerry McGrane*, Tony Digmann, Beth Derr

SUPPORT STAFF

Bus Driver: Earl Hosch
Business Assistant: Diane Tauke
Cafeteria: Emily Snyder, Margaret Drees, Doris Kruse, Elaine Langel, Colleen Rausch, Vicki Stelken, Carol Schneiter, Vicki Lansing
Development Office: Kristie Thier
Main Office: Gwen Recker
Maintenance: Loras Borgerding (Building and Grounds Director), Donna Wilhelm, Tom Werner
Resource Aide: Lori Funke
School Nurse: Jolene Bagge