

ST. MARY'S  
2019-2020  
K-12 STUDENT-PARENT HANDBOOK



St. Mary's Catholic School seeks to be a Christ-centered family devoted to the development of the spirit, the mind, and the body.

## **INTRODUCTION**

This handbook provides basic information about the St. Mary's school system for both students and parents. The guidelines and other information contained in this book will be valuable to students as they strive to become successful, responsible citizens of our school community. This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. School policies, rules, and regulations are in effect 12 months a year.

Every student and parent is expected to be familiar with this information. While not every situation or circumstance is covered in this handbook, the observance of these policies will result in good order and a school environment that will be conducive to academic and personal growth. Changes and modifications will be made as necessary and posted on our school website.

Mrs. Diane Jones: PreK-5 Principal  
Mr. Ryan Berg: 6-12 Principal

## **SCHOOL PHILOSOPHY**

St. Mary's Catholic School is in existence for the child, the primary aim being the full and complete development of each student. The school forms community by establishing:

- a. A safe and accepting environment - both global and local
- b. An identity as a disciple of Christ and person of the Catholic faith
- c. An educationally sound curriculum.
- d. A culture of stewardship, leadership and service in school, parish and community

## **LONG-RANGE GOALS**

In order that our children may become all that their talents promise for them, St. Mary's faculty and staff pledge:

- To teach how to read, speak and write clearly and effectively.
- To challenge students to achieve at high levels in reading, mathematical and scientific concepts.
- To encourage each and every child to embrace lifelong learning, so that ideals of Catholic Christian education continue into adulthood.
- To cultivate an ability to observe and to listen.
- To foster an inclusive spirit by being socially responsible, cooperate with peers and teachers/principals, and to accept individual differences.

## **ENVIRONMENT**

In the setting of the school, our Catholic faith should be apparent in curriculum, the processes of learning, relations within and outside the school, administration, programming and activities. The realization of the living Catholic faith is also brought about by the involvement of our children's first teachers, the parents and family. Students of all faiths are welcome at St. Mary's Catholic School. All students will be expected to participate in all religion classes with the exception of sacramental preparation and to attend all religious activities within the school day.

## **STUDENT ACHIEVEMENT**

Student achievement is measured daily in our classrooms both formally and informally. Classroom activities, discussions, projects and tests are some of the tools used to evaluate each student's progress. Additionally, students participate in assessments that enable us to measure our learning success in comparison with others in the state and nation. Our selected comparison measures for reading, math, sciences and social studies are from the Iowa Assessments and STAR Assessments. Religious knowledge is based on ACRE scores (Assessment of Catechesis Religious Education).

## A Brief History of Storm Lake St. Mary's School

Right Revered Monsignor William Cooke was born May 24, 1866 in County Longford in Ireland. He was ordained in Dublin, Ireland, at All Hallows College June 24, 1893. His first assignment was far from home - Delmar, Iowa. The then "Father" Cooke was assigned as pastor of St. Mary's Parish in Storm Lake in June of 1909 where he would serve for a quarter century.

He immediately began preparations to open a Catholic school in Buena Vista County. The promise of such a school for the area brought a greater influx of new members to St. Mary's Church and Fr. Cooke needed to increase the church's capacity in 1910.

In the summer of 1911, Fr. Cooke was absent from the parish for three months, traveling in the east to make arrangements for a teaching staff to fulfill his dream of opening a Catholic school. In 1912, Fr. Cooke purchased the old Congregational church at the corner of Third and Cayuga for \$3,500 and soon began renovations. The Clinton School Teachers of St. Francis "accepted the charge of the infant school" and in September of 1912, St. Mary's opened with a full elementary and ninth grade. Some of the rural students boarded with the sisters during the week.

Our first graduating class was in 1916 after high school grades were added one by one. We've educated thousands of students over the years to prepare them to be faith-filled adults contributing to society, their workplaces, and their churches.

Mgsr. Cleo J. Ivis was responsible for the building of the new high school addition in 1964. The St. Anne Convent opened in August 1967 for the Presentation Sisters of the Blessed Virgin Mary from Dubuque who helped run the school. Our last Sisters of the Presentation retired in 2009. The Franciscans served St. Mary's for 38 years, while the Presentation Sisters of the Blessed Virgin Mary served for 60 years.

May the Catholics of St. Mary's Parish and School remember and honor Msgr. Cooke, Msgr. Ivis, the Franciscan Sisters and the Presentation Sisters for their dedication to Catholic education, their generosity, and their service. To honor the legacy they have left, we must never forget the significant role they played in making St. Mary's School what it is today.



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## **ABSENCES**

Regular attendance by all students is essential. If a student will be absent from school, parents should notify the office as soon as the parent knows the child will not attend school that day. If the school is not notified by 8:30 am, the attendance secretary will contact parent/guardian to verify the absence. The secretary will give verbal notice to students when they reach the **eight-day** and **ten-day** absence in class. The only exceptions to the policy are cases of hospitalization or confinement due to injury or serious illness that requires on-going treatment and an exemption applied for special educational experiences. All pre-scheduled absences require written notification in advance. If the family plans an extended absence, parents need to notify the school office and teachers well in advance to complete missed work.

Following an **excused absence** the student is responsible for completing make up work. Previously assigned work or tests due on the day of the absence will be due on the day the student returns. Students will be allowed two days for each day missed to make up work. Students will work with each classroom teacher to make up all missed work in a timely manner. Teachers may use their discretion to grant additional time to make up work in the case of extended illness.

### **Excused Absences (PK-8)**

Absence from classroom activities significantly diminishes student learning. When a student's total absences reach 10 days, the parent/guardian may be contacted by the principal to discuss and plan for the student's future educational placement.

### **Acceptable Absences (9-12)**

The following absences will be excused if the excuse is provided by the parent/guardian in advance of the absence or on the day of the illness or by 10:00 am the following school day. Written notes, emails or phone calls from parents/guardians are acceptable. Although acceptable absences are 'excused' they do count as an absence from the school day.

1. Personal illness.
2. Family illness or emergency.
3. Funeral, a written parental request must be presented to the offices in advance, and arrangements made with the teacher to make up work for each class missed.
4. Medical appointment which cannot be made outside the school day.
5. Court appearance if a summons or subpoena has been issued by court and appearance is validated by the Clerk of Court. Appearance to enter a plea or pay a fine will not be excused; this can be done after school.
6. College visits for juniors and seniors **must be arranged 3 days in advance** with the Guidance Counselor. Non-school days should be used when possible.
7. State-level tournament games in which St. Mary's students are participating. Prior arrangements must be made and excused by a parent the day before the event.

Extended absence due to chronic illness or health condition will be handled on an individual basis involving the parents and the principal.

### **Absence For a School Sponsored Event**

Sponsors of the event will provide both a 'Field Trip Permit form' and 'Liability Parental Consent Form' for parents to sign. These will be provided in advance of the event by the sponsor. Students are expected to make up all work in advance and have each class period teacher sign the slip once work is completed and have the Parental Consent Form signed as well. **If the teacher or parent does not sign the slip** or the slip is not submitted in a timely way, the student will not be allowed to attend the event.

### **Unexcused Absences**

The following list of unacceptable reasons for missing school includes, but is not limited to:

1. Any absence not properly excused before the occurrence
2. Leaving the building during the day without parental permission and authorization from the office
3. Work for an employer
4. Hair appointments
5. Oversleeping
6. Car trouble (without a parent phone call) or service appointments
7. Shopping trips
8. Senior pictures

9. Missing a class or study hall while being somewhere else in the building without a teacher's permission
10. False excuses or forged notes

### **Consequences For Unexcused Absences:**

1. The **first unexcused** absence from a class (or classes) during a semester may result in a detention.
2. The **second unexcused** absence may result in an 'in-school' suspension and a conference scheduled with the parent.
3. The **third unexcused** absence from a class during a semester could result in loss of course credit. The parent/guardian shall be given proper notification that all credit for the class or classes have been lost. Student/Parents have the right to appeal the decision to the Review Board.

### **Leaving During the School Day**

Parent/guardian is responsible for notifying the school if a student must leave during the day. If approved, the student and/or parent will be asked to sign out at the office including the time of departure and destination. When returning, the student must sign in at the office.

Leaving the building without permission is forbidden. Students are not allowed to go to their vehicles during the school day. For the rare occasion, permission will be granted only by the administration. Students are expected to attend scheduled Mass and prayer services, intentionally skipping Mass or prayer service will not be tolerated. Any student leaving the building at any other time will be considered 'out of the building without permission.' Students may not leave the building during lunch.

### **Consequences For Being Out of the Building Without Permission:**

1. The **first** penalty for 'skipping out' includes a detention.
2. The **second** will be a conference with parents and a possible in school suspension.
3. The **third** offense will result in a Review Board hearing.

### **Attending Classes at Storm Lake Community School District**

Students attending courses at SLCSO are required to sign in/out each day. Students will utilize SLCSO provided transportation and are expected to attend all scheduled classes with the exception of Mass days, or when participating in athletics, or St. Mary's school sponsored events.

### **ACADEMIC ELIGIBILITY 7-12 ACTIVITIES**

All teams, organizations, clubs to which a student volunteers to participate or is chosen to participate are included within the scope of the eligibility and code of conduct. St. Mary's follows all eligibility requirements as established by the Iowa High School Athletic Association and Iowa Girls High School Athletic Association, Iowa High School Music Association and Iowa High School Speech Association. The administration makes the final decision regarding eligibility.

### **Eligibility Reporting Timeline**

Eligibility reporting dates will be every 4.5 weeks, (midterm and quarterly). Ineligibility begins the day grades are listed and continues for one week. Coaches, sponsors, students and parents are notified of student eligibility status.

### **Midterm**

An 'F' in one class or a 'D' in two or more classes at midterm deems the student will be ineligible to participate for the next week. The student is expected to attend all practices and/or meetings but will not be allowed to compete or perform. A 'Withdraw no credit' from a concurrent course is considered an 'F' in reference to this policy.

**Semester** An 'F' in a course at the semester deems the student is ineligible to participate for 30 calendar days beginning the first day of the new semester.

### **Exceptions:**

1. Students with an IEP are evaluated on progress made toward IEP goals by teachers, parents and administration.
2. Students participating in a Fine Arts event as part of a course grade (music/band concert or competition) remain eligible.

## **ADMISSION POLICIES**

All Catholic Schools in the Sioux City Diocese shall:

1. Admit students without regard to race, gender, national origin or disability.
2. Make a positive effort to attract and enroll Catholic students representing all racial and ethnic populations within the community.
3. When faced with the necessity of limiting enrollment, the Catholic School System shall give priority in the following order to:
  - a. students from St. Mary's parish
  - b. students from area Catholic parishes
  - c. other students in the order of date of completed application, as space allows
4. Firmly resist efforts of families to enroll students as a means of avoiding racial integration.

Kindergarten students will be considered for admission to St. Mary's kindergarten program utilizing the criteria listed:

1. Priority will be given to students of the supporting parishes whose brothers and sisters already attend St. Mary's.
2. Students of the supporting parishes will be considered.
3. Students of other faiths whose brothers and sisters attend St. Mary's will be considered.
4. Students of other faiths whose parents want a St. Mary's Catholic education for their children will be considered.

Any child who turns five years of age after May 1 shall participate in a prekindergarten screening. St. Mary's educational team will evaluate these individuals to assist parents in making a decision regarding the child's school readiness for the kindergarten program.

All students must have on file a copy of their birth certificate and Social Security card and have all immunizations up to date. Catholic students must also have a copy of their Baptismal certificate on file. All preschool/kindergarten students must have a recent physical. The preschool physical will suffice for a student continuing into kindergarten at St. Mary's.

### **Transfer In**

Students who transfer into the school system must meet the immunization and age requirements. The school will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the principal and school counselor will make the grade level determination to best meet the student's educational needs. If the student has not previously attended an accredited school, it is within the administration's discretion to accept or reject credits and grades. Students who have been suspended or expelled from their previous school district will only be enrolled with careful consideration and consultation with the previous school, St. Mary's Guidance and administration.

### **Transfer Out**

To transfer out of St. Mary's School, we ask the parent to have a conference with the building principal. The Principal, President, and School Finance manager must sign the 'transfer out' form which will hold the student responsible for books and equipment. The parent should indicate the anticipated last day of attendance and address all bills/fees to be paid or make arrangements with the Finance office.

### **Immunization Requirements for Admission**

Prior to starting school or when transferring into the school, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical purposes may students be exempt from the immunization requirements. If exempt, an Immunization Exemption Form must be completed and on file in the office. Students may be required to pass a TB test prior to attending school or if left the country for 2-weeks. Parents who have questions should contact the office.



### **AGENDA/PLANNER PASS BOOKS**

Each student in grades 2-8 receives an agenda at the beginning of the school year. The purpose of the agenda is to help students be organized, manage time and provide communication about assignments among students, teachers and parents. Students are to carry and use their agendas on a daily basis. A \$5 fee will be charged for a replacement agenda.

### **Hall Passes (7-12)**

When a student needs to leave a classroom or study hall, he/she must obtain a signed pass from the supervising teacher. The signed pass is the student's proof of permission to be out of the classroom or study hall. Students should not be in the hallway without a signed pass. Classroom teachers must sign and write the departure time on the student's pass. Students must return to their assigned classroom/study hall before the end of the period to sign back in.

### **ASBESTOS NOTICE**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools. The school facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified management planner has developed an asbestos management plan for the school facilities that includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **BELL SCHEDULE**

Our K-12 school day begins at 8:15 am and ends at 3:27 pm. Students who arrive early due to parents' work schedules will be supervised by staff members in the cafeteria from 7:30 a.m. until 8:05 a.m. Students are not allowed in the school unsupervised prior to 7:30 a.m. and after 3:35 p.m. when there is no supervision provided.

#### **Daily 6-12 Student Bell Schedule:**

Period	Time
1	8:15 - 8:58
2	9:01 - 9:44
3	9:47 - 10:30
Homeroom	10:33 - 11:03
4	11:06 - 11:49
5	11:52 - 12:35
Lunch	12:35 - 1:05
6	1:09 - 1:52
7	1:55 - 2:38
8	2:41 - 3:27

### **BEHAVIOR AT SCHOOL FUNCTIONS**

St. Mary's School expects the following audience behaviors during all school events:

- Be respectful, remove hats and be quiet during fine arts performances and at the playing of the national anthem/prayer during games.
- Attend to the event at hand.
- Support the teams at athletic events.
- Be respectful and courteous to others.
- Demonstrate good sportsmanship.
- Students are to be in their seats during the contest and should not be in the hallways except at half time and between games.
- All children should sit with parents during fine arts performances.
- PK-5 students should be under parental supervision during performances/games. Any behavior that is distracting or disruptive inhibits not only the performers but also the audience.

## **BOOSTER CLUBS**

### **Athletic Boosters:**

Sports programs at St. Mary's such as baseball, track, basketball and others require an annual budget. School tuition DOES NOT provide for the needs of these activities.

Some expenses/needs of Athletics include:

1. Uniforms for baseball, basketball, softball, track, volleyball, cheerleading, dance, etc.
2. Transportation costs to all games/competitions - gas, bus driver fees, mileage, etc.
3. Maintenance on the bus - tires, tune-ups, repairs, insurance, etc.
4. All supplies - tape and cold packs, volleyball nets, balls, bats, flag sticks, pom-poms, etc.
5. Officials, Registration and umpires fees.
6. Bus replacement.
7. Improvements to athletic facilities used by St. Mary's teams, i.e. locker rooms, ball fields, gym bleachers, etc.

The St. Mary's Athletic Booster Board and its members raise the funds necessary for the athletic programs at St. Mary's. Revenue from sporting events, advertising by businesses in the gym, concession stands and family participation fees are sources the Boosters use to raise the needed funds. The family participation fees are a vital portion of the total budget. Parents are encouraged to complete a participation form and pay fees before school begins.

Each family with a student(s) in any athletic program is asked by the Boosters to pay a participation fee:

- \$50 per student in grades 7 and 8
- \$75 per student in grades 9 - 12
- \$150 family maximum participation fee

Please make the check out to St. Mary's Athletic Boosters and deliver it to the school office.

### **Fine Arts Boosters:**

The St. Mary's Fine Arts Boosters is an organization that works to enhance and promote the arts at St. Mary's School. The group pays all costs incurred by vocal and instrumental music, speech, Mock Trial and drama as well as the extra duty salaries of the advisors of each of these activities. Parents are encouraged to complete participation form and pay their student's fine arts participation fee before school begins.

Each family with a student in any of the above programs is asked to pay a participation fee as follows:

- \$35 fee for students in Fine Arts in grades 5 – 8
- \$50 per student for speech and drama student in grades 9 – 12
- \$150 family maximum fee.

Please make checks payable to St. Mary's Fine Arts Boosters and deliver to the school office.

## **BULLYING, HAZING OR SEXUAL HARASSMENT**

St. Mary's Catholic School strives to maintain a learning and working environment that is free from bullying and harassment of any kind. No employee, volunteer or student of the school shall engage in or be subjected to harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference or belief, socioeconomic status, or familial status. This includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons.

**Bullying or Harassment** may include but is not limited to the following:

- Verbal, physical, or written harassment or abuse.
- Repeated remarks of a demeaning nature.
- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories, and activities at student/employee.
- Any of the above via electronic means.
- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Interferes with the student's academic performance.
- Interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Such conduct has the purpose or effect of unreasonably interfering with employee's or student's performance or creating an intimidating or hostile working or learning environment.

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

Violations of this policy or procedure by students will be cause for disciplinary action up to and including expulsion or dismissal from school. Bullying, harassment and abuse may also be a violation of criminal or other laws. The school has the authority to report students violating this rule to law enforcement officials.

### **Procedure for Reporting/Action Regarding Allegations of Bullying/Harassment**

Staff and/or students who feel they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact the principal or any other staff member. Employees and students are advised that all reports will be kept as confidential as possible and that retaliation will not be tolerated.

1. Any student, parent of a student, or employee of St. Mary's School who feels they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact the principal or any other staff member. Any staff member to whom an incident of harassment has been reported is to contact the principal as soon as possible to inform the principal of the incident and identify the person making the claim.
2. The principal will have the person making the claim fill out the form reporting the harassment and instruct the person to recall and record as many details as possible including identifying any witnesses to the incident.
3. The principal will then interview any witnesses having him/her fill out a report form as completely as possible.
4. The principal will next interview the person claimed to have committed the harassment. If any of the criteria for misconduct under the respect policy is found as stated in the St. Mary's handbooks, there is cause for disciplinary action up to and including expulsion or dismissal.
5. Claims made against a principal/school administrator shall be reported to the Superintendent of Schools for the Diocese of Sioux City immediately, (712-233-7589) to report the incident.

### **Sexual Harassment**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made as a condition of a person's employment or advancement of a student's participation in school programs or activities
- submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student
- such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment

Sexual harassment may include but is not limited to the following:

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Consequences for students committing acts of bullying or harassment:

- **First offense:** Detention. The student contacts the parents by phone in the presence of the principal and explains the offense.
- **Second offense:** In-school suspension with mandatory counseling with the parents under the direction of the guidance counselor who has the authority to recommend outside professional counseling or the student. Any recommendations resulting from the counseling will be communicated to the principal and followed through by the parents/student.
- **Third offense:** Expulsion for the rest of the school year.

Consequences for school employees committing acts of harassment:

- **First offense:** Two days suspension without pay and mandatory outside professional counseling, the cost of which will be absorbed by the school employee. Any recommendations will be communicated to the principal and followed through by the employee.
- **Second offense:** Termination of contract

### **SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES**

The school does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school to designate an independent investigator to look into the allegations. The school has designated **Diane Jones at 712-732-4166 as its Level I investigator and Connie Smith as the Level I alternate investigator.**

**Physical abuse** is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

**Sexual abuse** includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **INVESTIGATORS FOR ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES - IOWA CODE 280.17**

LEVEL ONE INVESTIGATOR	DIANE JONES	732-4166
LEVEL ONE ALTERNATE	CONNIE SMITH	732-4166
LEVEL TWO ALTERNATE	STORM LAKE POLICE	732-8010

### **BUS CONDUCT**

St. Mary's Catholic School follows all Storm Lake Community School District bus rules and regulations. If a concern arises about the ride on a SLCS D Bus, contact the Transportation Director at SLCS D 712-732-8079. If a concern arises about the St. Mary's transportation, contact the building principal, 712-732-4166. Student safety is of paramount importance when using the district's transportation system. The following rules are implemented for the purpose of getting students to and from their destination safely.

1. Students will wait in the designated area for buses to arrive at a full stop and walk without pushing when boarding the bus.
2. Students will find a seat on the bus and stay in the seat.
3. Students may visit with friends quietly, yelling and screaming is unacceptable.
4. Food or drinks are not to be consumed on the bus.

### **Violations of Bus Conduct as set by Storm Lake Public School**

Violations will result in disciplinary action as follows:

- **First Offense** Student will be warned and communication with parents in writing and/or telephone.
- **Second Offense** Student will be denied riding privileges for five (5) school days. During this time, parents need to set up a time to visit with the St. Mary's principal and the SLCS D Transportation director. The student will not be allowed back on the bus until this requirement is met.
- **Third Offense** Removal of riding privileges for forty-five (45) school days. Notification of appeal of this decision with the Board of Education must be made within five (5) school days to the SLCS D Superintendent.
- **Any additional offense** is an additional forty-five (45) days.
- If an offense is tobacco or vandalism, or constitutes a major safety hazard, no warning will be given and the Principal may suspend riding privileges with written notification to parents.

### **St. Mary's Activity/Field Trip Bus Conduct**

Students are expected to conduct themselves properly in the interest of safety for everyone. Students are expected to ride both ways on the bus/van unless permission is received and verified by the principal or coach/moderator. Students may ride home with their parents/guardians only after parents sign the student out with the coach/moderator. Exceptions to this policy must be made through the principal 24 hours prior to the event. The participants will depart from an area designated and be returned to a designated area. No participant will be allowed to get off or on the transportation provided at any point between the pickup and delivery point. All trips using school provided transportation must have a school employee or authorized adult chaperone (21 years of age or older). Vans/Busses used to transport students will be driven by a school employee or an adult who is pre-approved through the Sioux City Diocese.

### **CELL PHONE USAGE (6-12)**

The use of cell phones during class or study hall is prohibited unless permission is granted by the classroom teacher. Students are not to use electronic devices that could detract from the educational setting during school hours including, but not limited to, radios, CD Players, iPods, headphones, cell phones or electronic games.

1. Student's cell phones should be silenced during the school day and should not be used in any way that disrupts the learning environment.
2. Cell phones must either be kept in the student's locker, in their pocket, or turned in to the teacher's cell phone box/holder at the beginning of each class period to be retrieved at the end of class. Teachers may allow phone usage for class activities when necessary.
3. **9-12** students may check and use phones during passing times and the last 5 minutes of lunch. They also may use headphones to listen to music during study hall/homeroom if it does not keep them from working productively. Students should not have ear buds in during passing periods, class periods, or lunch.
4. **6-8** students are not allowed to use cell phones at all during the school day unless permission is given from the school office.
5. Students are not to make phone calls on personal cell phones during the school day unless given permission to do so.
6. When students are allowed to use cell phones during the school day or on school sponsored trips they are reminded to avoid unacceptable practices.

#### **Unacceptable Cell Phone Practices Include (but not limited to):**

- Using a cell phone during class without teacher permission
- Using a cell phone during Mass or other sacred event
- Taking pictures, texting, video, etc. without a student/staff member's knowledge or consent
- Using cell phone to harass another
- Using a cell phone in any manner which is contrary to school rules and expectations

#### **Consequences For Unacceptable Use of Cell Phone/Electronics:**

##### **First offense:**

- A. Rule clarification and warning given to the student. A detention may be earned if the violation warrants.
- B. Parent conference could be required if the violation is of a serious nature.

##### **Second offense:**

- A. Cell phone taken from the student and stored in the office to be retrieved after school.
- B. A detention may be earned.
- C. Parent may have to come to school to retrieve the item.

##### **Third offense:**

- A. Cell phone may be required to be turned in to the office at the beginning of each day for the remainder of the quarter.
- B. A detention will be earned and parents notified. If student violates this rule by using another device, additional consequences will be added.
- C. Possible in-school suspension.

**NOTE:** Principal may give more strict punishments if the nature of the violation justifies doing so.

### **CHEATING, COPYING and PLAGIARISM**

All precautions will be taken to reduce the temptation for cheating on tests or copying another's work in the classroom. Should a student be caught cheating/copying, no credit will be received and parents/guardian may be called. Repeated offense of this action will result in disciplinary intervention. Plagiarism, the illegal

reproduction of printed material, is also seen as a form of cheating and should a student be caught plagiarizing, he/she will receive no credit for the assignment.

### **CHILD ABUSE**

All certificated school employees are required by Iowa law to report to the Department of Social Services all instances of suspected child abuse involving students. Administrative personnel are responsible for making the reports of suspected child abuse to the State Department of Social Services or its subdivision.

Any person who feels that he/she is the victim of such abuse or harassment by any person associated with St. Mary's Catholic school should report such incidents to:

LEVEL ONE INVESTIGATOR	DIANE JONES	732-4166
LEVEL ONE ALTERNATE	CONNIE SMITH	732-4166
LEVEL TWO ALTERNATE	STORM LAKE POLICE	732-8010

In all situations and at any point know that you can choose to contact an attorney, the police, the State Department of Education, the State Department of Human Rights or the Office of Civil Rights.

### **COLLEGE CREDITS AND CONCURRENT COURSES**

St. Mary's students in grades 11-12 have the option of earning college credits while enrolled at our school through courses taught at St. Mary's, Storm Lake Community School or online. Students may have to take placement tests to apply for college level courses, additional fees may be assessed for students enrolled in college credit courses. St. Mary's School counselor can answer specific questions regarding college credit courses.

#### **Grading Concurrent College Courses**

Concurrent College Credit Courses will be given a weighted grade scale of .5 on the 4.0 scale. If the course is taught at SLHS, online or on ICCC's campus the grade will be posted on student transcript the same as it is posted from the credit awarding school's transcript.

1. If the concurrent credit class is **taught in the St. Mary's building** they will award + and – grades on high school transcripts. A straight letter grade will be posted on the ICCC transcript.
2. If the college course is taught at SLHS through or at ICCC, the grade will be posted on school transcripts based on what is reported from that school.

### **COLLEGE VISITS (11-12)**

Students will be allowed a maximum of four days to visit colleges with their parents during the course of their high school career to help in their college selection process. If these visitations are arranged through the guidance counselor, they will not be counted against the student's ten days allowed for absences. However, if the college visitation is not arranged through the counselor, the days will count as an absence.

Every attempt must be made to schedule a visit on a day St. Mary's is not in session. In the event that it is absolutely necessary to visit a college on a regular school day, the student and parent/guardian must present the request to the guidance counselor **3 days in advance**. Non-school days should be used when possible.

The following guidelines apply:

1. Parent/guardian must accompany the student to the visit.
2. Students are responsible in advance of the absence for collecting and completing assignments.
3. Juniors and seniors are limited to two school day college visits per school year.
4. Arrangements must be made in advance through the guidance counselor.

### **COMMUNICABLE DISEASES**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. A student will be excluded from school and school activities when the student's condition has been determined to create a health risk to others in the school environment or when the student is too ill to attend school. Such determination shall be made by administration in conjunction with the health secretary, student's physician and possibly the Public Health Department.

## **CONDUCT AND CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

Students are expected at all times to maintain and exhibit good Christian behavior and courtesy. Included in this is respect for teachers and other school personnel, both in action and words; respect for fellow classmates and self; and respect for both school and personal property. Behavior that will not be tolerated includes abusive language, serious acts of disrespect to teachers, school employees, other students, self, physical or verbal assaults, etc. The penalty for such behavior may begin with immediate external suspension from school.

The dignity of the staff, as individuals, and the respect for the staff in their professional capacity is an important part of the school system. Members of the staff shall have the authority necessary to carry out such school procedures including the use of reasonable restraint to prevent and to stop any act of interference with the academic, disciplined atmosphere of the school environment.

### **Courtesy**

Courtesy to faculty members, fellow students and guests is a daily expectation. Speaking and greeting others, using eye contact, polite response to questions and salutations is expected. Addressing those in authority, the proper title should be used: Father, Sister, Mrs. Miss, Ms., Mr. or Coach.

### **Conduct**

The following are school-wide expectations for behavior:

- A. Respect for self (dress, actions and attitude)
- B. Respect others (language, actions, attitude)
- C. Respect time (before, during, after classes)
- D. Respect property (desks, walls, floors, lockers)

### **Consequences K-5 Grade Students**

The severity of the student's action will determine the level of action taken by the teacher and principal. It is the duty of the school to provide a safe environment. If at any time children are in danger because of student behavior, the parent will be called and the child removed from the school immediately. The principal has the right to deviate from this policy on an individual basis.

- **First offense:** Student will report to office, record incident, receive verbal warning and loss of recess.
- **Second offense:** Student will report to office, record incident, loss of recess/or recesses and call to parents.
- **Third offense:** Student will report to office, record incident, loss of recess, restricted lunch\* and call to parents.
- **Fourth offense:** Student will report to the office, record incident, and removal from classroom until parent conference with teacher and principal.
- **Fifth offense:** Student will report to the office, record incident, in-school suspension assigned
- **Sixth offense:** Student will report to the office, record incident, out-of-school suspension assigned

### **Consequences 6-12 Grade Students**

The behavior of all students is expected to be positive in school and at all activities. The teacher will handle most discipline decisions. The principal will handle more serious and persistent problems. Students who disrupt the educational environment may be subject to discipline procedures.

When a student accumulates 5 tardy violations or 5 uniform violations, detention time will be assigned. For all other behavioral incidents, the following protocol will be used:

- **First offense:** Student will report to the office and serve up to 30 minutes detention or one day of restricted lunch.
- **Second offense:** Student will report to office, parents will be notified, and student will serve up to 90 minutes detention or up to 3 days of restricted lunch.
- **Third offense:** Student will report to office, parents will be notified and a meeting may be set up, and student may be assigned an in-school suspension.

**Detention** means the student's presence is required during non-school hours for disciplinary purpose. The student will be required to appear at the scheduled time and may include service work. Whether a student will serve detention and the length of the detention shall be within the discretion of the teacher or principal. Students who fail to attend an assigned detention will be assigned an additional day for each day of nonattendance.

**Restricted lunch** will require the student to receive his/her meal and report directly to the assigned restricted lunch room. Students will not visit, use cell phones or interact with others during the entire lunch period. This time can be used in place of or in addition to an after school detention.

**Suspension** This is the removal of a student from all classroom and extracurricular activities for a designated period of time. Suspensions will be used only when all other available school resources are unable to cope constructively with student misconduct. Parents will be notified by phone or personal contact with an explanation of the circumstances and school rules pertaining to the suspension. It could mean either an in-school suspension or an out of school suspension, and a restriction from school activities. Students who have received a suspension will complete all assignments and work given to them. Students will receive credit for work completed during the suspension.

### **Review Board Procedures for Serious Discipline Cases**

A Review Board is used in cases of serious violations that involve the possibility of extended suspension or removal of the privilege to attend St. Mary's School. The review board is called to provide the student, accompanied by parents/guardians, with an opportunity for a fair and just hearing. The review board is made up of two teachers, one of which will be chosen by the student, and one by the administration. The school counselor attends the meeting in an advisory capacity. A consensus by this board is necessary to resolve an issue. The review board may hear appeals of decisions from administrative disciplinary hearings, but the decision of the review board is final.

### **Due Process**

Students are afforded procedural due process in all disciplinary actions. At a minimum this means the right to notice of charges against them and the right to present their side of the incident to the principal.

### **DANCES/SOCIAL EVENTS**

All school dances are open to St. Mary's high school students. Each student may bring one guest who must enter the building with the St. Mary's student (no middle school students). The guest must be registered with the school office prior to the dance.

School functions will be chaperoned by parents and a school representative. These chaperones are empowered to escort any unruly or misbehaving students or guests from the premises should they deem it necessary. Chaperones who discover any substance abuse will report it to the principal/administrative team immediately and/or will contact the police.

All doors will be locked one hour after the dance has started and no one will be admitted unless prior arrangements have been made with the principal/sponsor. Any student or guest who chooses to leave before the dance ends or is ejected from the premises will not be readmitted and parents will be notified in the case of ejections.

Students will be advised as to what type of dress is expected at each event. School dances will be conducted in an atmosphere where everyone is comfortable. As a member of St. Mary's School, all students will be expected to use modesty and good character while dancing.

### **St. Mary's Junior/Senior Prom**

The St. Mary's Prom, banquet, dance, and after prom, will be open to juniors and seniors of St. Mary's High School and their dates. Middle school students are not allowed to attend high school dances or Prom. Students, while decorating, must be supervised by class moderators. The class moderators and administration must approve all decorations. Classes will be required to keep financial records of their prom expenses. The financial records should be given to the administration prior to summer dismissal. The class will not spend more than two-thirds of their current assets dated February 1 of the current year, or \$4,000, whichever is less. Students are expected to attend Mass on Saturday before the Prom banquet.

### **DANGEROUS OBJECTS/WEAPONS**

A dangerous weapon is defined per diocesan policy 5146. Confiscation or report of a dangerous weapon shall be reported to law enforcement officials. A student found to possess or control a dangerous weapon on school property or at a school event will be referred to law enforcement officials and the student shall be



subject to disciplinary action, which could be suspension or expulsion. The administration has the authority to recommend that the period-of-expulsion requirement be modified on a case-by-case basis.

With specific permission, the principal may allow authorized persons to display weapons, other dangerous objects, or look-alikes for educational purposes and such persons shall also be exempt from this policy.

### **DRESS CODE AND GROOMING GUIDELINES**

St. Mary's School believes that performance in school is improved by setting standards of dress that reflect pride in one's self and in our school. St. Mary's students are required to abide by the following dress code for the following reasons:

1. Appropriate dress for school identifies one with and shows pride in our school.
2. A student's economic status should not be distinguishable based on attire; school dress should be more affordable.
3. School dress must promote an environment conducive to study and appropriate behavior.

Parents and guardians must strive to understand and support our dress code and grooming guidelines. If there is a family reason for a student to be out of uniform, the parent or guardian must call the school office prior to the beginning of classes for the day. If no call is received, consequences may be applied.

#### Uniform tops

1. Polo style with either long or short sleeve, properly buttoned with a collar.
  - a. **K-5** polo shirts are true red or light blue.
  - b. **6-8** polo shirts are true red or light blue with St. Mary's logo.
  - c. **9-12** polo shirts are navy, black, white or gray, with St. Mary's logo.
2. Polo shirt must be appropriate length so they are tucked in at all times.
3. **K-8** Red crewneck sweatshirt or red fleece jacket with St. Mary's logo may be ordered through [www.walloffame247.com](http://www.walloffame247.com) or from Rust's Western Shed <http://rustswesternshed.com/stmarys/> worn over a red or blue polo.
4. **9-12** Black V-neck sweater/vest or black 1/4-zip pullover with St. Mary's logo may be purchased from Rust's Western Shed (<http://rustswesternshed.com/stmarys/>) worn over uniform polo, plain white t-shirt or white collared dress shirt.

#### Uniform bottoms

1. Students must wear solid dress style pants/shorts, free of decoration or embroidery.
2. Pants/shorts must be of appropriate size, worn at the waist, hemmed, with no rips/tears.
  - a. **K-8** Solid black or navy pants/shorts (twill or corduroy) but no knit pants, leggings, skinny jeans or sweat style pants.
  - b. **9-12** Solid black, navy or tan khaki pants/shorts (twill or corduroy) no knit pants, leggings, skinny jeans, sweat style pants or cargo style pants/shorts.
3. **Uniform walking shorts may be worn from the beginning of the school year until November 1 and then again beginning March 20 to the end of the school year.** Girls may also wear capris during the short season.
4. Length of shorts/skirts must be mid-thigh or longer in length, measured when the longest finger of the hand touches thigh when in a standing position with arms and hands extended by the side.
5. All **6-12 students** must wear belt with pants, shorts every day.
6. **K-8** (girls only) may wear uniform navy jumper or uniform navy skirt during short season.

#### Shoes

1. **K-5** all shoes must have backs, worn with socks and laces tied.
2. **6-12** shoes in good repair with laces tied. Nov. 1- March 19, socks must be worn with shoes.

#### **Miscellaneous Dress Code and Grooming Guidelines:**

1. Cut, ripped or revealing clothing is never permitted.
2. Apparel depicting or promoting the use of alcohol, tobacco or that demeans another person is not allowed.
3. Clothing with bare-midriff, sleeveless, bare-shoulders, spaghetti straps, halter, or tank styles are never permitted.
4. Hats, caps, bandannas, coats, jackets or hooded sweatshirts are not permitted during the school day.
5. All hairstyles must have a conventional color and cut and not interfere with the education process.
  - a. Boys are to be clean-shaven (no facial hair) with hair trimmed above the eyebrow, around the ears and above the collar.
  - b. Hairpieces, weaves and extensions for men and women must be natural color only.

6. Unacceptable body piercing includes, but may not be limited to, eyebrows, lips, tongue, and nose.
7. Writing on hands, arms, legs, etc. is not allowed.
8. Tattoos are discouraged and must not be visible; this applies to all school activities.
9. Jewelry should be kept to a minimum and the appropriateness shall be at the discretion of administration. Excessive jewelry may be considered a safety hazard or distraction and students will be asked to remove it.

The uniform is worn throughout the year unless an exception is made on specific occasions.

### **Out of Uniform Days/Spirit Days:**

Certain days will be designated as 'Out of Uniform' Day by administration. School uniform is always acceptable. The following guidelines are for 'Out of Uniform' days:

1. Students who join in the spirit of an 'out of uniform' day may be assessed \$.50 (K-5) or \$1.00 (6-12) for designated fund raising events.
2. Planning for 'Out of Uniform' day will be in advance and notified via social media, school website and/or school calendar.
3. No holes, rips or tears on any 'Out of Uniform' day clothing.

### **Tops**

1. On Spirit Days, St. Mary's t-shirt, polo shirt, pullover, hooded sweatshirt, or crew neck sweatshirt of any color with St. Mary's logo or emblem may be worn.
2. St. Mary's team designed shirts may be worn on Spirit Days.
3. On Out of Uniform Days, other shirts and t-shirts are permitted; however, sleeveless, bare-midriff, bare-shoulders, spaghetti straps, halter, or tank style tops are not allowed.
4. Apparel depicting or promoting the use of alcohol, tobacco or that demeans another person is not allowed.
5. Shirts do not have to be tucked in, but must be long enough to not show skin.

### **Bottoms – The following applies for both Spirit Days and Out of Uniform Days**

1. Jeans or jean shorts or skirts (during shorts season in appropriate length) may be worn and must be worn at the waist.
2. Mesh or denim shorts will be allowed during shorts season with a minimum 7-inch inseam.
3. Athletic or wind pants may be worn; however, cotton or fleece sweatpants are not permitted.

### **Dress-up Days:**

There will be designated dress-up days during the school year, usually chosen in conjunction with a special event or activity (example-school pictures). School uniform is always acceptable. Students choosing to dress-up must follow these guidelines:

Girls Dress-up day guidelines:

1. Blouse or dress shirt. No t-shirt, sleeveless, bare-midriff, bare-shoulders, spaghetti straps, halter, or tank style tops are allowed.
2. No sheer, clingy or denim fabrics allowed on dress-up days.
3. Dress, skirt or shorts (during shorts season), mid-thigh or longer in length, when the longest finger of the hand touches thigh when in a standing position with arms and hands extended by the side. Tights or nylon hose must be worn with dresses/skirts between the dates of November 1 - March 19.
4. Dress pants/slacks (with belt, if loops)
5. Dress shoes preferred.

Boys Dress-up day guidelines:

1. Collared dress shirt, tucked in.
2. Belt with dress pants/slacks.
3. Dress shoes preferred.

### **9-12 Athletic Game Day Expectations:**

Students representing our school in athletics, activities or school-sponsored extra-curricular activities may have 'team attire' approved by administration and purchased by team members. Our St. Mary's school colors are black, white or gray/silver. Team attire will be dress code compliant including; 1/4 zip pullover, short or long sleeve polo or full zip athletic jacket. Crew or hooded sweatshirts, cotton sweatpants, or yoga style pant will **not be approved**. School uniform is always acceptable.

1. Administration must provide approval before any clothing is purchased for school teams, organizations or St. Mary's school activities.
2. Athletes may dress as a team on game days as long as guidelines set forth by administration (principal/AD) are followed. Repeated violations by members of the same team may result in the team losing all privileges to be out of school uniform on game days.
3. SLHS/SMHS shared athletic programs (football, swimming, soccer, etc.) may be allowed to wear SLHS team jersey/team apparel tucked into black, khaki or navy pants or shorts with a belt. SLHS game day attire must be approved by St. Mary's administration prior to first scheduled event. Athletes are reminded to check with administration before the first event.

### **9-12 Homecoming Spirit Days:**

These days are restricted to 9-12 students on Homecoming week. On these days, out of the ordinary clothing options will be communicated to the St. Mary's community and allowed for grades 9-12 during school hours. School uniform is always acceptable.

### **Dress Code Violation:**

1. The acceptability of a student's appearance is reserved to the judgment of the faculty/staff and administration.
2. Students found to be in violation of the dress code will receive a verbal warning and it will be documented in the office. If a student accumulates 5 uniform violations, they will receive a detention. A detention may be given sooner for violations more serious than untucked shirt or lack of a belt.
3. Students will have someone bring them the needed clothing from home, will borrow suitable clothing from the 'uniform closet' or may be issued an 'out of uniform' pass for the day.
4. Missed class time will be added to detention time to be served.
5. Repeated detentions for dress code could result in a meeting between parents and administration.

### **DROPPING OFF AND PICKING UP STUDENTS**

K-8 students should not arrive before 7:30 am unless requested. All students have supervised waiting areas in the cafeteria from 7:30 – 8:05 am. Parents/Guardians picking up students during the school day will need to come into the building and sign the student out. After school parents/guardians are expected to pick up students from school promptly, students will wait outside near the Seneca street doors until parents/guardians can be seen and the student safely enters the vehicle.

### **EASTER HOLIDAY**

It is the policy of the Diocese of Sioux City that no school sponsored activities or practices be scheduled after 6:00 pm on the evening of Holy Thursday through Good Friday, the evening of Holy Saturday, and the entire day of Easter Sunday. Such policy shall provide students and employees the freedom to participate in parish liturgies and family activities on these sacred days.

### **ELECTRONIC DEVICES**

The use of personal laptops must be approved by the technology coordinator and administration and are the students' responsibility in cases of theft or damage. Students may also use devices provided by St. Mary's Catholic School for classroom use. The faculty has the authority to confiscate any item brought to school that is disruptive or dangerous.

### **EMERGENCY CONTACT INFORMATION**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

### **EQUAL EDUCATIONAL OPPORTUNITY**

Students enrolled in St. Mary's Catholic school shall have an equal opportunity for a quality Catholic education regardless of race, color, sex, sexual orientation, gender identity, national origin, socioeconomic status, marital status, religion, creed, or disability. However, nothing in this policy shall be construed as prohibiting the imposition of qualifications based on religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose.

Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school. Any questions regarding compliance with equal educational opportunity should be directed to the Principal.

The educational program of the school fosters knowledge, respect and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes.

If you feel that you have been discriminated against in any manner or unfairly denied access to a program or activity, contact the Director of the Iowa Civil Rights Commission in Des Moines or the Director of the Iowa Department of Education.

### **EXTERNAL PUBLIC RELATIONS POLICY**

Unless a yearly written request has been filed in the office by the first Friday in September requesting non-publication of student images/names, the St. Mary's School staff will be taking photographs during school activities. This information is released to the local and regional press and social media. It is understood that the student(s) pictures are allowed to be published unless otherwise noted. The Diocese of Sioux City strongly suggests that no last names of students be published on either the school or the parish website in relation to photographs and media coverage.

### **EXTRA CURRICULAR ACTIVITIES**

#### **ATHLETICS:**

##### **Philosophy**

As a member of a St. Mary's team, the participant has certain responsibilities to uphold. Our goals at St. Mary's will be to compete to the best of our ability so that honor comes to our school, our parish, our community, and our participants. We will always compete in every event to win. In doing so, however, we must always maintain respect for our school, our opponents, and most of all, ourselves. The administration or the sponsor of the activity may establish stricter rules for any activity.

##### **Pre-practice Requirements For Athletics**

All athletes must meet the following requirements before they start practice:

1. Return a medical physical form to the athletic director.
2. Return to the office the following information:
  - a. Parent/guardian permission forms
  - b. Parent/guardian agreement to support all athletic and training rules
  - c. Concussion protocol information
  - d. Athlete's agreement to follow all athletic guidelines

##### **Eligibility to Participate**

Includes, academic eligibility, medical eligibility, concussion policy reviewed and eligible to participate under the good conduct code.

Under Iowa law students must receive passing grades in all academic courses the previous grading period to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics.

##### **Sunday Practices for Athletics or Extracurricular Practices**

No athletic contest or practices may be scheduled on Sunday, during parish mass or parish activities. Exception of this rule, if a varsity game is scheduled on a Monday, practice is permitted and the time will be arranged to fit the team member's family schedule as best as possible.

## **Participation Expectations**

1. Practice is required.
2. Individuals must begin the sport season within 10 days of the school's first practice, unless there is an unusual circumstance, such as an injury.
3. Sponsors will encourage their participants to participate in other school activities during the off-season
4. No participant is to use school facilities unless she/he is under the direct supervision of a sponsor.
5. The gym is for the dominant activity at the time. Off-season programs must clear the gym use with the Athletic Director.

## **Participation and Attendance**

1. All activity members will travel with the team regardless of suspensions or injuries only if no school is missed. Participants may return home with their parents if previous arrangements have been made with the sponsor.
2. Students must be in attendance by **Noon** on the school day to be eligible to participate in a game/event or to practice with the team. Exceptions such as doctor's appointments, funerals, class trips, etc. must be cleared with the administration.
3. St. Mary's students in extra curricular activities are bound by all rules of the Iowa High School Athletic Association, Iowa Girls Athletic Union, Iowa High School Speech Association and the Iowa High School Music Association.

## **Athletic Uniforms and Equipment**

The school and its organizations furnish the participants with as much of the equipment and uniforms as is feasible. The sponsor in charge will check out all equipment and uniforms to individuals at the beginning of the season. The participant will be responsible for equipment and uniforms and should be prepared to pay for the cost or replacement if it is not checked in at the end of the season or immediately if she/he should quit an activity.

## **Lettering Requirements:**

Each time an individual letters, she/he will be awarded a letter certificate and pin by the coach of that sport. The first time, and only the first time that an individual letters in any sport at the senior high level, she/he will be awarded by the coach of that sport the standard chenille letter representative of athletics at St. Mary's.

**Requirements for Volleyball, Basketball, Softball, Baseball, Cheer and Drill Team:**

Participants must participate in 1/3 of the varsity matches (VB), quarters (BB), or games (SO and BA) played during that season.

**Track participants** must meet one of the following criteria:

1. Score 10 points during the season
2. Place at major meet (more than four teams)
3. Place first at major meet on relay team

Lettering requirement exceptions for all sports and activities are seniors who have participated for four years in the sport or participants who meet the requirement for the time they are able to play due to injury.

## **Squads may be cut:**

1. when a junior or senior has little chance of seeing competition play in relation to practice hours spent
2. when an individual does not follow the athletic guidelines
3. when a senior does not qualify for the varsity team

## **ADDITIONAL ACTIVITIES**

### **Pre-practice Requirements For Other Extracurricular Activities**

All participants must meet the following requirements before beginning practice:

1. Parent/guardian permission forms
2. Parent/guardian agreement to support the rules in this handbook
3. Participant's agreement to follow all activities guidelines

**Lettering requirements** for fine arts activities may be obtained from the organization's moderator.

## **Band**

All qualified students are encouraged to participate in the band program. Students in grades 5-8 are eligible in the St. Mary's program and grades 9-12 are eligible to participate in the Storm Lake Community School District program. Fifth through eighth grade students will perform concerts periodically throughout the year at St. Mary's School. Instrumental instruction is provided on a weekly basis to all middle school band members and all students are expected to participate in lessons.

### **5-8 Instrumental Music Add/Drop Policy**

Recognizing that continuity and commitment are an essential part of the instrumental music program at St. Mary's, the following guidelines apply to students who wish to add or drop the program.

1. Students must obtain the signature of a parent, the instrumental music director, and the administrator BEFORE dropping band.
2. If a student wishes to add or drop the program, he or she must first have a conference with the band director.
3. If a student does not wish to continue with the instrumental music program for the subsequent school year, the add/drop must be completed by May 30 of the current school year. Students who have played in band in the current year will automatically continue for the subsequent year.
4. A student must maintain grades of C or above to be allowed to be excused from classes for band lessons. If class work slips to below a C, the student will arrange with the band director for an alternative lesson time.
5. In case a student wishes to drop band during the school year, he or she will be allowed to do that with the above procedures and only at the end of the semester.

## **Cheerleading**

The cheer squad for each year is chosen in the spring of the preceding year through tryouts. The captain or co-captains are chosen by seniority. If a full squad (six) is not chosen, a second tryout will be held in the fall for new students only. The squad cheers equally for boys' and girls' events and promotes school spirit through various activities such as signs and pep rallies. It is the responsibility of the cheer squad to lead cheers at athletic contests in a respectable and enthusiastic manner. Cheer sponsor will arrange supervision of the cheer squad at all games and activities involving the cheer squad. A listing of the complete rules and regulations for the drill team can be found in the Cheer squad constitution.

## **Choir**

A vocal music program is available for grades K-8. A shared program with Storm Lake Public is available for grades 9-12. Programs are presented at various times throughout the year.

## **Drama**

A play is produced in the fall of each year. Grades 9-12 are eligible to audition for parts. Grade school students may, on occasion, be eligible for the parts of extras in drama productions. A middle school drama production is also produced on an annual basis.

## **Drill Team**

The purpose of the drill team is to help build school spirit and loyalty, and provide enjoyment and activity for students and spectators. Membership is open to any student enrolled at St. Mary's High School who is; passing all subjects and willing to give the time and effort needed to develop a precision group. Tryouts will be held in the spring. In the event a full squad is not chosen, tryouts for transfers will be held in the fall. A listing of the complete rules and regulations for the drill team can be found in the drill team constitution.

## **Large Group and Individual Contest Speech**

A speech contest program, in cooperation with the Iowa High School Speech Association, is available for students in freshmen through senior years. Students may choose from a variety of individual events. Students may audition for large group events such as plays, ensemble acts, and mime. Performance opportunities include district, state, and All-State level competitions as well as service clubs, dinner meetings and various other groups.

## **FACILITY USE**

On regular school days, outside doors to the school building will be opened by 7:30 a.m. At 8:15 a.m., all doors will be locked. Use of the building by students at times other than during regular school hours or approved school events must be with the supervision of a faculty member. This faculty member must be present with the

students for the entire period of time that the students spend in school. Scheduled activities are to be confined to specific rooms or areas of the building.

The process to schedule any kind of event is to make a request to the Activity Director, who will schedule it with the master calendar. The Activity Director/Principal decision in regards to scheduling is final. No student practices/rehearsals will continue in the building past 10 p.m. on any night.

### **Gym Supervision**

The gym may be scheduled and used for activities only when DIRECT supervision is provided. This supervision is to be by a faculty member/or by an approved parent (permission granted through athletic/administration office). All gym activities must be directed to the master calendar through the Activity Director.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY**

The St. Mary's School system shall provide parents and students access to records directly related to the student; shall permit parents and students to challenge these records on the grounds that they are inaccurate, misleading, or otherwise in violation of the students' privacy or other rights; and shall obtain written consent of parents and/or students before releasing copies of personally identifiable\* records. \**information about the students contained in educational file.*

Student records are confidential records. Parents or guardians have the legal right to inspect the records of their children in accordance with the provisions of the Right and Privacy Act of 1974. Personally identifiable information about the students will not be released by St. Mary's School without prior written consent of parents.

In the case of students whose parents are separated, St. Mary's will make every attempt to have the names and addresses of both parents in the student's file. Students not of legal age who take up residence outside of their parental home or that of legal guardians will be required to give their new address and phone number to the school office.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel, and certain volunteers); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

The following information may be released to the public in regard to any individual student of the school system as needed; name, address, telephone listing, grade level, enrollment status, participation in officially recognized activities and sports, members of athletic teams, dates of attendance, degrees and awards received and most recent previous school or institution attended by the student, photograph and likeness and other similar information. Any student over the age of 18 or parents not wanting this information released to the public may make objection in writing to the school office by the first Friday in September. The objection needs to be renewed annually.

### **FIELD TRIPS**

Field trips and excursions serve the instructional program by utilizing those educational resources of the community and regions, which cannot be brought into the classroom. Transportation normally will be in school buses or the school suburbans. In some cases, students may walk if the destination is close. Written parental permission is required for all students participating on field trips.

### **FIRE AND TORNADO DRILLS**

Fire and Tornado drills are held at various times during the school year. Instructions for each situation are posted in the classroom. Students should follow these basic rules:

1. Check the posted instructions for specific directions for each emergency situation.
2. Walk, no talking, move quickly and quietly to the designated area.
3. Follow the supervisor's instructions carefully.

### **FOOD and DRINK**

All food must be consumed in the cafeteria. For sanitary reasons, no food or drink should be stored in lockers other than if a student brings a cold lunch. The Snacks and Treats Policy must be followed for special classroom events. Students may drink water in the classrooms, but it must be in a CLEAR container.

### **FOREIGN EXCHANGE PROGRAMS**

St. Mary's School welcomes students participating in established foreign exchange program. Host families are encouraged to contact the school to arrange for an exchange student to enroll at St. Mary's. Tuition will be equal to domestic students. Foreign exchange students will not be included in normal class rank developed from grade point averages. Foreign exchange students will not receive a diploma from St. Mary's or participate in graduation. The foreign exchange students will abide by all rules set forth in the student handbook.

### **FUNDRAISING PROCEDURES**

All fund-raising activities falling under the auspices of St. Mary's School must be coordinated through and approved by the administration and development offices. The entire fund-raising calendar will be available on the school and parish website(s) at stormlakecatholic.com.

#### **Procedures for Fundraising:**

1. Complete paperwork for fundraising must be completed with dollar goal indicated.
2. All fundraising activities must receive approval three weeks prior to execution.
3. Fund-raising personnel should remember they represent the parish and/or school to the community and that it is good business to contribute to the St. Mary's cause.
4. All groups in charge of fundraisers should look into the need for obtaining special permits before proceeding.
5. Results of the fundraising should be reported to the public.

### **GOOD CONDUCT POLICY**

Our St. Mary's School membership follows our students at all times, in all places. St. Mary's students, by their conduct, represent themselves and our school reflecting a higher standard of behavior and the values of St. Mary's school. Students admitting to or being convicted of a crime, except for a simple misdemeanor; using tobacco, alcoholic beverages or other illegal drugs; selling and/or distributing alcohol or other drugs; using prescription or non-prescription drugs in an abusive manner are in violation of the Good Conduct Policy. The tone of the Good Conduct Policy is intended to educate, guide and assist students.

The school wishes to work with parents and guardians so that each student gets a very clear message from the home and the school that alcohol and other drugs, tobacco and tobacco look alike products and criminal behavior are detrimental to St. Mary's Catholic School or to the physical, mental, emotional and spiritual welfare of the student. Every student is part of our St. Mary's family and a student's life inside and outside of our school is an important part of our family.

Students whose conduct and/or habits, both in and out of school, during the school year, or during the summer months, regardless of their age, are such to make them unworthy to represent the ideals and principles of this school, shall be in violation of the Good Conduct Policy. It should be emphasized that this is a school code and not a legal code. Therefore, this code will be applied separately and independently of any legal or court decision on the basis of evidence of the infraction as determined by school authorities.

### **EXTRA-CURRICULAR ACTIVITY EXPECTATIONS**

An important part of students' education is their voluntary participation in one or more of the extra-curricular activities offered. Students who choose to participate accept the responsibilities and rules associated with each activity. St. Mary's regards participation in any extra-curricular activities as a privilege. Parents would make sure that students balance their time and energy so that participation in extra-curricular does not become a detriment to students' education. All St. Mary's students are expected to follow the Good Conduct Code.



<b>Athletics</b>	<b>Non-Athletic</b>	<b>Not under Good Conduct</b>
Volleyball Basketball Golf Track Baseball Softball <b>Follow the SLCSD Code:</b> Football Cross Country Swimming Wrestling Soccer Trap Shooting	Dance Cheer Drama Speech Student Council Non-graded Band events Non-graded Choral events Quiz Bowl Mock Trial Destination Imagination	Publications Graded Band events Graded Choral events

**Major Violations:**

1. Substance abuse, including, but not limited to, the use or possession of alcohol, tobacco, electronic cigarettes/vaping, or a controlled substance, as defined by the Iowa Code (204)
2. Violation of the Iowa Criminal Code
3. Committed theft or vandalism
4. Engaged in exceedingly inappropriate or offensive conduct or serious hazing or harassment of others

NOTE: Any student bringing drugs or drug paraphernalia on school grounds may be subject to immediate out of school suspension for a minimum of 2 days at the discretion of administration.

**First Offense:** The student shall be ineligible for 1/4 of the scheduled meets or performances in his/her activity if the student self-reports the instance within 24 hours. The student will be ineligible for 1/3 of scheduled meets or performances in his/her activity if an instance is not self-reported. The commitment will be administered through a behavioral contract outlining the timeline of the commitment.

**Second Offense: (*within 12 months of the first offense*)** The student shall be ineligible for ½ of the meets or performances in his/her activity if self-reported within 24 hours. The student will be ineligible for 2/3 of the scheduled meets or performances if the incident is self-reported.

- a. If ineligibility cannot be completed during the current season, it shall be carried over and completed during the following season.
- b. At the second offense within a year the student must also get and incur a drug/alcohol assessment provided by an agency approved by the school and follow the recommendations of the agency. Parents/guardians are responsible for the cost of the assessment.

**Third Offense:** If a third offense occurs within 12 months after the time of the first offense, the student shall be suspended from participation in all activities for **one year**.

**FOR STUDENTS NOT INVOLVED IN EXTRA-CURRICULAR ACTIVITIES**

**First Offense:** Students who self-report will perform 5 hours of service to the school in a manner to be specified. Students non-reporting will perform 10 hours of service.

**Second Offense: (*within 12 months of the first offense*)** After a review conference held with the student's parents, the student must undergo a drug/alcohol assessment provided by an agency approved by the school and follow the recommendations of the agency. Parents/guardians are responsible for the cost of the assessment. Students who self-report will perform 10 hours of service, and students not self-reporting will perform 15 hours of service.

**Third Offense: (*within 12 months of the first offense*)** further counseling will be required with 15 hours of service to the school in a manner to be specified for those who self-report. Those not self-reporting will be required to complete 20 hours of service.

**Additional Offense:** Review board hearing and possible removal from St. Mary's.

## Other Violations

As a member of the St. Mary's school family, conformance to classroom rules and school regulations is necessary to maintain the academic atmosphere. Breaches of good conduct warrant a detention or suspension.

1. Disrespect to a teacher, guest, or another student
2. Refusal to cooperate with a teacher
3. Damage to school property
4. Violation of hall pass
5. Vulgarity
6. Chronic dress code violations
7. Unexcused tardy to school or unexcused absence

## Special Notes

1. Violations will accumulate beginning with the first infraction and continue for the next 12 months.
2. If a student does not successfully complete restitution within the time limit allowed, he/she will be suspended indefinitely.
3. Ineligibility will be accumulated in grades 7-12. A student leaving 8<sup>th</sup> grade will start new in 9<sup>th</sup> grade. A student is considered a 9<sup>th</sup> grader, for this purpose, the minute school is dismissed on the last day of school.
4. A student may not serve the second offense penalty until the first offense penalty has been completed.
5. Self-reporting is defined as contacting the principal within 24 hours of the initial infraction.
6. School breaks (Thanksgiving, Christmas and Spring break) do not count towards the ineligibility period.

## GRADING SYSTEM

St. Mary's School uses the following weighted system for grading.

### Grading Scale

Percentage	Letter grade	Grade point	Weighted scale (college courses)
98 - 100%	A+	4.33	4.83
94 - 97%	A	4.00	4.50
90 - 93%	A-	3.67	4.17
87 - 89%	B+	3.33	3.83
83 - 86%	B	3.00	3.50
80 - 82%	B-	2.67	3.17
77 - 79%	C+	2.33	2.83
73 - 76%	C	2.00	2.50
70 - 72%	C-	1.67	2.17
67 - 69%	D+	1.33	1.83
63 - 66%	D	1.00	1.50
60 - 62%	D-	0.67	1.17
59% and below	F	0.0	0.0

Incompletes will only be given under special circumstances. If given, work must be completed within two weeks or by special arrangements with the teacher. Upon completion of incomplete work, a grade will be recorded according to the above diagram. If no arrangements are made, after two weeks the missing work/test will be recorded as zero. All curricular courses will be used to calculate the GPA.

### Grading Concurrent College Courses

Concurrent College Credit Courses will be given a weighted grade scale of .5 on the 4.0 scale.

1. If the dual credit class is **taught in the St. Mary's building** they will award + and – grades on high school transcripts. A straight letter grade will be posted on the ICCC transcript.
2. If the college classes are taught at SLHS through or at ICCC, the grade will be posted on school transcripts based on what is reported from that school.

If the classes are taught at SLHS, online or on ICCC's campus the grade will be posted on student transcript the same as it is posted from the credit awarding school's transcript.

## GRADE REPORTS

Academic progress reports will be made available mid-point of each quarter to students in grade 6-12. It is the hope of St. Mary's School that parents and students will take a serious look at grade reports and work to make improvements by visiting with teachers, completing assignments, or spending extra time on schoolwork. Students will be notified by 3:30 p.m. on Thursday regarding activity/athletic ineligibility.

Formal grades are issued at the end of each quarter. Report cards for grades K-12 are issued quarterly and will be sent home prior to conferences or will be handed out at conferences. Report cards may carry student conduct comments. Parent conferences are held during the first and third quarters of the academic year.

### **GRADUATION AND SERVICE REQUIREMENTS**

St. Mary's High School requires students earn 49 credits for graduation. One credit is given for each semester of a subject that meets every day, in which a passing grade is received. Students are expected to pre-register for a minimum of seven academic classes each semester. Students should be aware of the number of credits earned to date in their course work. By carrying a normal load and successfully completing all required and elective courses students will have sufficient credits to graduate. Students who are behind in credits will need to work closely with the Guidance Counselor. Graduation requirements for students who transfer into St. Mary's High School will be evaluated on an individual basis.

#### **Academic and Service Requirement**

Service hours are earned by voluntarily assisting with projects in the parish, at school or in the community. High school students are expected to serve and report 12 service hours per year. Grade level advisors will share service opportunities with students and will monitor service hours for their advisees each year.

#### **Academic Requirements**

(8) – Theology	(6) – Language Arts/English	(6) – (Mathematics
(6) – Science/Chemistry	(1) – Government	(1) – Career/Study Skills
(2) – US History	(2) – World History	(1) – Health
(1) – Physical Education	(1) – World Geography	(1) – Basic Computer
(1) – Communications	(1) – American Literature	(4) – Foreign Language
(1) – Consumer Economics	(4) – Service Requirement	(6) - Electives

### **GRADUATION**

Seniors will not be able to participate in Baccalaureate or Commencement if they do not have enough credits, have outstanding financial or service obligations to the school or have not completed disciplinary consequences.

#### **Early Graduation**

Students wishing to graduate early must follow the procedure listed below.

1. Submit a written request of intent to graduate early by the end of the third (3rd) quarter of the sophomore year. The request must include the complete plan for completion of all 49 credits required for graduation.
2. The request will be submitted to the counselor who will collect pertinent information such as course credits which will be attached to the request.
3. Recommendations will then be forwarded to the administration for examination. The administration and counselor will attach an affidavit stating their recommendation and explanation thereof to the request. The administration and counselor will table a final decision for a period of one week after this step.
4. The administration and counselor will meet to re-examine the documentation with the request and will make a decision to reject or accept it.
5. Student and parent(s)/guardian(s) will meet with the administration and counselor to discuss the request. The decision to accept or reject will be delivered at this time and are final.

#### **If accepted:**

- The counselor will assist the student in formulating an adjusted schedule of classes to meet the deadline.
- Student will be ineligible for all school activities after early graduation.

#### **If rejected:**

- Student will continue in a regular 4-year education program.

### **GRIEVANCE PROCEDURE**

Students have the right and the responsibility to express school-related concerns and grievances in a proper manner and through established channels. It is the goal of our school to resolve concerns and grievances at the most immediate level. Students and parents are encouraged to address problems to the student's teacher or other licensed employee, other than the Principal, for resolution. If the teacher cannot resolve the complaint, the student and/or parent, may, within 24 hours of contact with the teacher, discuss the matter with the Principal. If

the Principal's decision is questioned, the student and/or parents may, within 24 hours, bring the matter to the Priest President for a final resolution.

### **HEALTH SECRETARY AND ADMINISTRATION OF MEDICINE**

St. Mary's has a secretary on staff available to assist ill or injured students. In case of an emergency, the health secretary will contact parents. The health secretary keeps immunization records, accident reports and medical distribution information up to date each school year.

#### **Administration of Medicine**

Any medication (prescribed or over the counter) that a student is to take, must be dispensed in the office by the approved health secretary or staff member. All medication must be in a correctly labeled bottle for the individual with specific instructions for the time and amount. Medication is held in a locked cabinet. The health secretary will record the date/time of medication delivered.

No Tylenol (or generic substitute) will be dispensed at school unless a written permission note from the parent is on file in the school office that will be dispensing the Tylenol (or generic substitute). These over-the-counter medications must be in the original container (cannot give any medication that is not properly labeled). The note from the parent must be dated and signed by the parent, and written directions for administration. These instructions must be renewed at the beginning of each school year, and all previous instructions will be destroyed at the end of each school year.

**Permanent Address/Contact Information:** It is the responsibility of each family, (i.e. parent, guardian, student) to report any changes of address, email, and/or telephone number to the office. In the event of an emergency the office must be able to notify the parent/guardian immediately.

### **HOME-SCHOOLING**

The Diocese of Sioux City maintains a system of schools accredited by the State of Iowa and by the Diocesan Board of Education. Parents choosing the home-school option must contact the local public school district to receive approval to educate their children at home. Public school districts have primary authority in these programs, receiving financial aid and bearing reporting responsibilities. Catholic schools of the diocese may not enter into a dual enrollment arrangement with non-accredited schools for any portion of the day.

### **HOMEWORK**

Homework is assigned to reinforce student learning. Homework varies with each teacher, student and class. Frequently students will have time in class to begin assignments. Often, homework can be completed during the class time and study periods if time is used wisely. Questions regarding homework should be directed to your child's teacher.

The following are ways to help complete homework successfully:

1. Write daily assignments in your agendas and check off each assignment as completed.
2. Establish a period of time for homework and complete homework during this time every day.
3. Study in an area that is quiet, comfortable and free of distractions.
4. Put completed homework in the appropriate notebook or folder.
5. Place all schoolbooks and papers together in a prominent place so you will take everything to school the next morning.

### **HONOR ROLL**

Students in grades 6-12 will be eligible for the honor roll. The criteria used to determine the honor roll will be the following:

1. The student must average 3.0 or higher on all academic courses.
2. A student with any grade that is a D or lower will not be eligible for the honor roll.
3. A student who receives an incomplete will be eligible for the honor roll when the work is made up. The student's name will not appear on the list submitted to the local media if the work has not been made up within one week of the end of the quarter.

### **INSURANCE**

St. Mary's does not offer or provide student accident insurance. There is no school requirement to show proof of insurance if he/she does not participate in athletics. However, having family medical and health coverage is always a good idea for active young people.

The following are guidelines:

1. Athletes will need to provide proof of insurance before he/she can participate. The basic way is to sign off that he/she has health and accident insurance by way of a family policy or letter from the parents stating that the student is covered is adequate proof of insurance.
2. If there is no family policy to cover the student there are two options:
  - a. Students based on need can purchase HAWK-I Insurance which includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy, and hospital services; to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.
  - b. Short term medical and accident insurance is available for the family. This would allow students to be covered monthly. Contact a private insurance agent for this option.

### **INTERNET/NETWORK USAGE**

Our goal is to use technology to augment the school system's goal of providing the best education possible; improving student achievement; and preparing all students to capitalize on the opportunities they encounter. Any use of the network which adversely affects its operation in pursuit of teaching and learning is prohibited and may result in loss of network privileges.

#### **Internet/Network User Responsibilities:**

Users are reminded that they represent St. Mary's School and conduct themselves in accordance with policies thereof. The user accepts personal responsibility for any information obtained via the St. Mary's network and the Internet. Responsibilities include:

- Use language that is appropriate for school situations.
- Avoid offensive, obscene, threatening or inflammatory speech.
- Access only materials appropriate for fulfilling school assignments.
- Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to screen or filter the content of data. It is the user's responsibility not to initiate access to such material or to distribute such material by copying, storing or printing.
- Adhere to copyright rules and licensing agreements when accessing materials.
- To reduce the risk of spreading computer viruses, import files from only known or reputable sources.
- Impersonation and anonymity are prohibited.
- Any use of the network or Internet for illegal activities is strictly prohibited.

#### **Restrictions**

St. Mary's Catholic School utilizes network filtering which allows valuable on-line Internet access while restricting access to specific unwanted categories. This filtering is updated on a regular basis to keep the restriction list as current as possible. The use of an anonymous proxy server to circumvent our filtering service is not allowed. Inappropriate use will result in limitation or cancellation of user privileges and possible disciplinary actions. Social networking sites are prohibited unless approved by a teacher for appropriate school use.

#### **Network Etiquette**

Users must:

1. Be polite, rudeness is never acceptable.
2. Use appropriate language, do not swear, and use vulgarities or other abusive or inappropriate language.
3. Do not reveal personal addresses or phone numbers.
4. Do not disrupt the use of the network.
5. Assume that all communications and information accessible via the network is public property.

#### **Privileges**

The use of St. Mary's network and the Internet is a privilege. Inappropriate use will result in limitation or cancellation of user privileges and possible disciplinary actions.

## **Security**

Security on any computer network is a high priority, especially when the network involves many users. Attempts to tamper with the program, access the network as any other user, or share passwords may result in cancellation of user privileges. Electronic mail is not guaranteed to be private; network administrators have access to any mail. Messages relating to or in support of illegal activities may be reported to the authorities and disciplinary action may follow.

## **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the network. This includes, but not limited to uploading, creating, or transmitting computer viruses. Vandalism will result in cancellation of user privileges and disciplinary action.

## **INTERROGATION BY OUTSIDE AGENCY**

As a general rule, students may not be interrogated by individuals from outside of the school. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, at the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child, inform them of the request, and ask if they wish to be present.

## **LOCKERS**

Use of school lockers is a privilege and a convenience for students. Lockers are assigned at the beginning of the year and students may not switch without permission. Lockers are the property of the school and may be searched by administration when deemed necessary. Students may decorate the insides of lockers but may not place advertisements of alcoholic beverages, tobacco products or other objectionable pictures in the lockers. All should be adhered with blue painters tape.

- Nothing can be permanently displayed on the outside of the locker.
- Writing on the inside or outside of the locker is prohibited. Students are responsible for the care and cleanliness of their assigned lockers and keeping the floor around the locker free from litter.
- For sanitary reasons, no food or drink will be allowed in the lockers with the exception of plain bottled water and unopened sack lunch.

Students are discouraged from leaving valuables in their lockers, especially money and electronic items. Padlocks are available from the school office and valuable items may be left in the main office for safe keeping if needed.

## **LOST AND FOUND**

Most lost and found articles are placed in a container outside the gymnasium. Students may look for lost articles in these areas, as they are not normally brought to the classrooms. At several times throughout the school year, unclaimed articles are given to the SOS Thrift Store. All articles brought to school should be clearly labeled with the student's name.

## **MAKE UP WORK**

Parents may request make up work if a student has been absent for more than one day by calling the school office (712-732-4166) when reporting the absence so homework and books can be collected. Students have two days to complete work for each day missed.

## **MEAL PROGRAM**

Food services include breakfast and lunch provided by St. Mary's Schools; students may also bring meals from home. Special dietary needs should be submitted in writing from the student's doctor before school starts or as those needs occur. Parents and grandparents are invited to enjoy lunch with their student, please notify the school office 24 hours in advance, guest lunch is \$3.55 payable in the school office upon visitor sign in. A computerized system is used to keep track of students' meal accounts. An account is established for each family and only one payment is needed per family. Payments may be made through ACH sign up with the finance office or with cash or check submitted to the school office.

Financial assistance is available. It is important to us that all eligible children receive free or reduced price school meals available in the school or parish office. We are happy to help you complete the application each year. Application for financial assistance may be made any time during the school year by contacting the school

office. To apply, complete a Free or Reduced Lunch Application Form available through the school office, parish office and during the Tuition Agreement session. Students who receive free or reduced meals are handled in the same manner as those who receive full priced meals.

#### **Breakfast and Lunch Fees:**

Preschool and Kindergarten snack fee = \$35.00 per child for the year  
Breakfast = \$1.50 per day    Free/Reduced *Breakfast* = \$0.30  
Lunch = \$2.75 per day        Free/Reduced *Lunch* = \$0.40    Extra milk = \$0.35  
Guest Lunch = \$3.75

#### **Negative Breakfast/Lunch Account Policy:**

In accordance with state and federal law, Storm Lake St. Mary's adopts the following policy to ensure the school district employees, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to provide the nutrition our students need to stay focused during the school day, prevent overt identification of students with insufficient funds to pay for school meals and maintain the financial integrity of the nonprofit school nutrition program.

#### **Notification of Negative Balance:**

We will coordinate communication with families to resolve the matter of unpaid charges and families will be notified of an outstanding negative balance once the balance reaches **\$20.00**. Students who qualify for free meals shall never be denied a reimbursable meal. St. Mary's will notify families by a personal phone call and a letter sent home when the meal account balances are low and we will work to collect unpaid meal charges.

#### **Rectifying a Negative Lunch Balance:**

Parents and guardians may make payments for school meals by:

- Sending a check in an envelope stating 'lunch money' with students to submit to the school office.
- Paying at the school office with check or cash.
- Signing up for ACH withdraw in the Parish Office, 300 E. 3<sup>rd</sup> Street.

Negative balance MUST be satisfied by the conclusion of the current school year and absolutely NO later than the dates of the 'Tuition agreement conference' held each year in June. If the negative balance remains, the family will risk revocation of student enrollment.

#### **Mealtime Behavior:**

Use of good manners and courteous behavior is expected in the cafeteria. Students who choose to be disrespectful will forfeit their privilege to be in the cafeteria.

#### **MEDIA CENTER/LIBRARY**

The media center/library provides books, periodicals, pamphlets, computers and other material and equipment. Students who damage or lose material must pay to have them repaired or replaced.

The media center is intended to be a quiet place for learning. Observing the media center/library rules will insure a proper academic atmosphere. Students may use the media center/library for the following:

- Class research
- Classroom instruction/online course work
- Obtaining leisure reading materials
- Individual study

#### **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. The St. Mary's High School chapter of the National Honor Society inducts new members during the second semester of each school year. To be eligible for membership consideration, students must currently be a junior or senior and have a cumulative grade point average of 3.30 or above as of the completion of the 1st semester of the school year. Additionally, potential members must meet high standards of leadership, service, and character. Eligible students submit information including their leadership and service experiences. These are measured on a point system. Character is evaluated by point ratings from faculty members. Scholarship points are gained from the student's grade point average, course load, and participation in the Honors Program. Points are totaled and the faculty council makes final determination.

### **NON-CUSTODIAL PARENT**

St. Mary's abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In absence of a court order to the contrary, a school will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. All divorced/separated parents are asked to furnish St. Mary's School with a copy of the custody section of the divorce/separation decrees. This assists the school in allowing/refusing release of the child(ren) to the noncustodial parent.

### **OPEN CAMPUS**

Eligible seniors may sign out and leave campus during an assigned study hall first hour, fifth hour, sixth hour, eighth hour, or home room. Seniors will remain on campus 8th hour on school Mass days in order to participate in Mass. Students must not miss any scheduled meetings during homeroom that they are expected to be present for. Parents will be notified when open campus privileges will begin and what the eligibility requirements are. Parents will have the option to notify the school to say that they do not wish to have their child participate. Once a student signs out for open campus, they are no longer the responsibility of the school until they sign back in. Open lunch is only an option for St. Mary's students who have study hall the period before or after lunch.

#### **Eligibility Requirements:**

- Senior standing
- Have study hall first, fifth, sixth, or eighth. Must not have any meetings scheduled during homeroom.
- Must have no grades below a B- on grade reports at mid-term, quarter, and semester time
- Remain in good academic, attendance, and behavioral standing during the open campus semester

### **PARENT SERVICE**

Realizing that a thriving Catholic school relies on more than tuition and parish subsidies for support, every parent of children in St. Mary's School is asked to give of their time to various fund-raising and/or supporting activities of the school. These can include, but are not restricted to St. Mary's Ball and Charity Auction, fine arts and athletic booster activities, volunteer aides, Scrip and SOS. The gifts of time and talent are greatly appreciated, necessary and build community.

### **PARENT/TEACHER ORGANIZATION**

PTP (Parents and Teachers of Panthers), a parent organization, is functioning for the support of St. Mary's School. This support includes communication, education, and fundraising. Meeting dates will be posted on the monthly calendar.

### **PERSONAL PROPERTY AT SCHOOL**

Students are discouraged from bringing extra money, toys, or other objects from home unless the teacher gives them permission. The school cannot assume responsibility for the loss or breakage of items brought from home. Any sum of money, iPods, cell phones and personal property are the responsibility of the student.

### **PHYSICAL EDUCATION**

All students are required to take physical education, unless unable to do so because of physical disability, or state exemption. A high school student may be granted a Physical Education Waiver for the purpose of taking academic courses not otherwise available to the student. The students in grades 6 through 12 will wear clean tennis shoes, shorts and t-shirt that are in good taste. Failure to wear suitable clothing for physical education class will affect the student's grade for the class. Any clothing that depicts or promotes the use of alcohol, drugs or tobacco or demeans any person may not be worn to school or in physical education class. Students are discouraged from bringing valuables such as money, iPods, and watches to P.E.

### **PLAYGROUND RULES**

Student safety is our primary concern on the playground. Organized games are encouraged. Activities that threaten the health and safety of students will not be permitted. Activities **not allowed** include bullying, pushing, tripping, wrestling, fighting, tackling or throwing any objects other than playground balls and frisbees. Students are to remain within the designated boundaries of the playground and are to enter the building through the designated door in an orderly manner.



### **PREGNANCY/ABORTION**

Pressures in our society influence young people toward choosing sex outside of marriage. This choice is never acceptable. Despite our best efforts to assist our young people in forming a conscience that is consistent with our Catholic values, it is a fact that some will make choices contrary to these values.

In cases where pregnancy occurs, students are in need of our best efforts to lend support to a decision affirming the value of life. The administrative staff recommends that students and parent(s) contact a counseling agency consistent with a Catholic philosophy of life for assistance in considering their option of choosing adoption or single parenting. Regardless of the students' decision, if they choose to remain in school, they may do so without penalty. We need to respond with compassion to the birth mothers and fathers, letting them know they have our support, remembering always that when a student reveals his/her pending parenthood, he/she is demonstrating a commitment to the principle of right to life.

Society also approves and often encourages young people who experience a pregnancy to choose abortion. This option is never acceptable. In the event the administration becomes aware of a student who is considering an abortion, or who has obtained one, counseling consistent with Catholic pro-life principles will be provided. Despite the tragic error of judgment represented by the decision to abort the baby, it is our belief that the Catholic school remains the best and most supportive environment in which to continue education.

Due to the nature of the unique character of individuals and of each school environment, the integration of the student(s) into the school must be handled on a case-by-case basis.

### **PROBATION**

A student may be given a conditional suspension for a penalty for a definite period of time, not to exceed the end of the current semester, in addition to being earned and /or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension or the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

### **PROMOTION/RETENTION**

A middle or elementary student who does not work up to his/her capabilities risks failure in the academic area, and may become a candidate for retention. If retention is to be recommended, a conference will be held with parents, teachers, and administrators. Students who need assistance not met by the regular education program will utilize the child study process in determining the best educational program. In an academic year, if a middle school student, receives four or more failing semester grades in any combination of core classes during second semester, the student may be retained at grade level.

### **SCHEDULE CHANGES**

Every attempt will be made to prepare suitable student course schedules prior to the beginning of the school year. Students will be notified of conflicts and will be encouraged to make all schedule changes during the summer months. To avoid the loss of class time once the school year begins, schedule changes will only be made in an emergency and not after the first week of school.

### **SCHOOL DAY**

Students will be supervised in the school cafeteria beginning at 7:30 a.m. each day and dismissed for classes at 8:05 a.m. The academic day begins at 8:15 a.m. and concludes at 3:27 a.m. Students who ride the bus will remain in a supervised area until they board the bus. The first bell rings at 8:12 a.m. as a warning, the academic day begins with the second bell at 8:15 a.m. Students must be in their classrooms by then or will be marked tardy.

### **SCHOOL PARTIES**

Classroom parties are held in grades K-6 to celebrate Fall, Christmas and Valentine's Day. Parents who do not wish their child(ren) to participate in any of these holiday festivities may take their child(ren) home during this time. It is recommended that the school snacks and treats guidelines be followed when planning snacks.

### **SCHOOL WEBSITE AND SCHOOL COMMUNICATION**

A variety of school happenings, breakfast/lunch menus, calendar of events, and updates can be found on the school website at: stormlakecatholic.com. Throughout the year, important information and updates are sent home to parents via the Panther Pack on Fridays for grades PK-6. Families are encouraged to subscribe to 'News on the Run' for daily updates.

### **SEMESTER TESTS (9-12)**

Semester tests/projects are given for high school classes with no more than 20% of the final course grade attributed to the semester assessment. A lengthened schedule will be provided for semester tests to allow time for adequate assessment. Students with signed parental permission and no financial, behavioral or academic obligations may choose to take open campus during study hall, lunch or open periods during the semester test schedule. Students are expected to sign in/out in the school office, behave responsibly and return on time for the next exam.

### **SEX EDUCATION, GUIDANCE & DRUG EDUCATION PROGRAMS**

Human sexuality, drug education, and guidance programs are presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of these programs. All students enrolled are required to participate in these programs.

### **SNACKS AND TREATS BROUGHT TO SCHOOL**

Some general guidelines are necessary with respect to snacks, treats and general food items brought to school in order to be respectful of all student health needs.

1. Teachers in grades PK-8 will make it clear to parents that there is a student in their son/daughter's class with a food allergy.
2. St. Mary's strongly suggests using non-food items for rewards or birthdays such as pencils, stickers and bookmarks.
3. Snacks and treats brought to school must be pre-packaged or purchased from a commercially certified kitchen. Some suggestions include dried fruits, pretzels, string cheese, juice box, graham crackers, cheese nips, pudding cups or yogurt.
4. St. Mary's recognizes that concession stand and booster club functions outside the academic day and are not part of these guidelines.

### **SPECIAL NEEDS**

Some students may require more assistance than what St. Mary's can provide. The administration reserves the right to deny admission to individuals whose needs cannot be met through St. Mary's School system. Utilizing the team process, students with involved learning disabilities or behavior disabilities may be recommended for placement in special programs available ONLY through the resident public school district. The best interests of the child will always take priority in determining appropriate placement.

The following are available to St. Mary's School students. These are in cooperation with the Area Education Agency and the Storm Lake Community Schools.

1. Title I - Reading help for elementary students achieving below their grade level
2. Speech/Language - assistance to students with identified speech/language disabilities
3. Hearing - AEA personnel provide assistance to those with hearing impairments
4. Psychologist - AEA personnel for testing and consulting work
5. Social Worker - AEA personnel for consulting work

### **STANDARDIZED TESTS**

Standardized tests are meant to give the teacher and administration information regarding educational growth of the student as he/she advances through elementary, middle and high school grades. Our selected comparison measures for reading, math, sciences and social studies are from the Iowa Assessments and STAR Assessments. Religious knowledge is based on ACRE scores (Assessment of Catechesis Religious Education). The PSAT-NMSQT is also administered annually to junior students. Other testing instruments which the counselor may recommend and/or the student may elect to take at the high school level include the ACT, SAT or ASVAB.

### **STUDENT COUNCIL**

The St. Mary's Student Council is the student organization formed to promote activities of the school, to create closer cooperation between faculty and students, to develop leadership and encourage discipline, and to promote better understanding of the democratic process.

Membership of the council includes: student council president, vice-president, secretary/treasurer, the president of each class, two representatives from each class, and anywhere from 4-6 at-large members.

Manner of elections of student council officers and representatives is treated specifically in the constitution, and the details are disclosed at election time. Elections are at the end of the school year to serve the following year.

Students who have been convicted of a crime or who have received serious disciplinary measures from the school will not be eligible for a student council position or class officer position for a full year from the time of the conviction or punishment.

At the end of the school year, each class will elect class officers for the following year. Their purpose is to lead the class, with their faculty moderator, in its various operations and to coordinate class activities. All decisions of the council are subject to the approval of the Student Council Faculty Moderator and/or the principal.

### **STUDENT PARKING**

Students are expected to park and drive responsibly. Students are to park in the following areas: Bicycles - bike racks on the northeast corner of the playground, Mopeds/Motorcycles - lot west of high school wing; Cars - lot west of the high school wing, Second Street west of the alley and Third Street north of the church. The area along Seneca Street, south of the high school from Seneca Street to the alley is reserved for faculty members and visitors only.

### **STUDY HALL (7-12)**

The study hall supervisor will be responsible for taking attendance at the beginning of each study hall period. Students are to arrive prepared with study and/or reading material. The study hall atmosphere must be such that each student has the opportunity to study quietly and use the period wisely. If a student wishes to leave the room, he/she must have a signed hall pass and the student must sign in and out. Students must return to the assigned study hall before the end of the period.

### **SUNDAY PRACTICES**

Sunday practices cannot be held. The only exception might be when the team/group has a competition on a Monday, exceptions must be communicated and cleared through administration.

### **SUSPICIOUS OR ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Students bringing any form of controlled substances on school grounds are also subject to a minimum of a two day suspension at the discretion of administration. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### **TARDY**

Any student late to school by more than 5 minutes should go directly to the office for a slip to give to the teacher as they enter the room. Any teacher who has held his/her class longer will notify the office or give the students a pass to class. During the day, a teacher pass will admit a student to class the same as an office pass. Chronic tardiness may warrant disciplinary action and a parent conference to encourage punctuality.

### **TEXTBOOKS**

Textbooks and workbooks are provided by the school. Students are expected to exercise care in handling books. If a student damages a book, the student will pay for the damage. If a book is lost or damaged beyond repair, full payment for the book will be required.

### **THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action at the discretion of the administration.

### **TUITION AND FEE PAYMENTS**

Tuition is reviewed and approved annually by the school board. Questions regarding tuition and payment plans should be directed to the Finance Office at 732-3110.

#### **Tuition Agreement Meeting**

The previous year's tuition must be paid in full before preparing for the upcoming school year. Families must meet in June with the Finance Office to discuss tuition scholarship awards and sign a tuition payment agreement for the upcoming school year. If at any time a family experiences unusual financial difficulties, contact the Finance Office at 732-3110 to discuss possible payment arrangements.

#### **Additional Fees**

Additional fees will be required during the school year such as lab fees, college course fees, periodic special projects, field trips, fine arts, and athletics and will be payable at that time and added to the school fee invoice system.

#### **Tuition Scholarships**

98% of our St. Mary's families receive scholarships and we ask all families to complete the TADS Financial Scholarship Form online by April 1. Families new to St. Mary's have until September 1 to complete the TADS Financial Scholarship Form. In addition to the TADS process, parents are encouraged to contact the Finance Office when a family need exists. The Finance Office can award additional tuition scholarships from local and parish funds.

#### **Re-Enrollment**

Parents are asked to complete a re-enrollment form sent to families due back March 15, indicating their plan to enroll their children for the next school year and pay a re-enrollment fee of \$250 per family, applied to the first month's tuition. The re-enrollment fee is non-refundable after April 1.

#### **Refunds**

If eligible for a tuition refund it will be prorated using the amount of paid tuition. There are NO refunds after April 1.

#### **Late or Non-Payment of School Tuition**

The Finance Office will make a reasonable attempt requesting payment, if there is no action, the account will be sent to a collection agency and/or to a legal team for further action. The school reserves the right not to register the children of parishioners who are not supportive financially or who are inactive.

### **TUITION TAX CREDIT**

In all schools of the Diocese, all expenses for religious instruction are paid from the contributions of the respective parishes that support our schools. No part of the tuition or fees paid by parents or students, unless specifically itemized as an expense related to religious instruction, shall be deemed as tuition or fees for religious instruction. Thus all tuition and textbook charges paid directly by parents are appropriate tuition tax deduction/credit expenditures.

### **VANDALISM/DESTRUCTION OF SCHOOL PROPERTY**

Students deliberately misusing, damaging, defacing or destroying school property are responsible for immediate payment of repair or replacement costs. Further disciplinary actions may be taken.

### **VISITORS**

All visitors should report to the office upon entering the building, sign in, and wear a visitor badge, and sign out when leaving. It is imperative that all guests report to the office to identify themselves before going to the classroom. Calling ahead for a prearranged visit is best. Students should treat all visitors with courtesy and hospitality. Each student should welcome a visitor and ask if he/she can be of assistance in directing the guest to the office.

### **WEAPONS**

The possession or use of any weapon whether manufactured or homemade, real or simulated, is prohibited at school, on school grounds, on school vehicles, at school activities, and in vehicles that students drive to school and park in the school parking lot. This includes firearms, hunting rifles, knives of any kind, regardless of their size or the purpose for which they are designed. Weapons will be taken from students who bring them onto school property and the parents will be contacted. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials and students will be subject to disciplinary action. The faculty has the authority and duty to confiscate any item brought into school that is judged to be disruptive or dangerous.

### **WEATHER-RELATED ANNOUNCEMENTS**

In the event of inclement weather causing a delay or postponement of school, an announcement will be made on local radio stations (KAYL AM/FM), listed on the school website and announced on *News on the Run*.

### **WEDNESDAY EVENING**

Wednesday evenings are set aside by the churches and schools in Storm Lake as church night. The grade and high school wings of the building are used for religious education classes between the hours of 5:30 p.m. and 7:00 p.m. Teachers at St. Mary's School may not schedule any school events in the building between the hours of 5:30 p.m. and 7:30 p.m.