

St. Mary's Catholic
Junior-Senior High School

Student-Parent Handbook
2018-2019

TABLE OF CONTENTS

Page 2	Introduction & General Information
Page 3	St. Mary's Mission Statement & Philosophy
Page 4	St. Mary's Faculty
Pages 5-37	St. Mary's Policies/Guidelines (in alphabetical order, quick reference index on page 58)
Page 39	School Calendar
Page 40	Mass Schedule/Concerts/Pep Band Schedule
Page 41	Bell Schedule
Page 42	Due Dates for Midterms, Grades, Incompletes & Ineligibility Periods
Page 43	RenWeb Parent Log-on Procedure
Pages 44-45	Bus Rules
Pages 46-57	St. Mary's Policy for Regulations of Student Participation in Extra-Curricular Activities
Page 58	Index
Page 60	Signature Page... <u>PLEASE SIGN AND RETURN THIS PAGE ONLY.</u>

INTRODUCTION

St. Mary's Catholic Junior/Senior High School is under the direct supervision of the St. Mary's Evangelization and Catechesis Committee. The St. Mary's Evangelization and Catechesis Committee is comprised of appointed members from St. Mary's Parish who want to continue to carry out the mission of the Church. St. Mary's serves students from the Parish and also from surrounding communities.

St. Mary's is an academic institution which seeks to provide students with a wide variety of learning activities. St. Mary's seeks to develop the total potential of each student while continually reminding one another of Christ, who is to be the center of our lives.

The directives in this student handbook have been established to promote an atmosphere of self respect as well as respect for one another.

ALL DIRECTIVES APPLY TO WHENEVER A STUDENT IS AT A SCHOOL FUNCTION ON OR OFF CAMPUS, AS A PARTICIPANT OR SPECTATOR, OR WHEN USING SCHOOL-SPONSORED TRANSPORTATION.

THE PRINCIPAL IS THE FINAL RECOURSE AND RESERVES THE RIGHT TO AMEND THIS HANDBOOK. WE WILL TRY TO GIVE PARENTS PROMPT NOTICE. IF A SITUATION ARISES WHICH IS NOT STATED IN THIS HANDBOOK, THE ADMINISTRATION RESERVES THE RIGHT TO DEAL WITH THE SITUATION ACCORDING TO THEIR JUDGEMENT. THE ADMINISTRATION ALSO RESERVED THE RIGHT TO CHANGE ANY EXISTING POLICIES AS NEEDED AND WHEN APPROPRIATE WITH CONSULTATION WITH THE PASTOR AND/OR EDUCATION COMMITTEE.

GENERAL INFORMATION

Telephone Information:

St. Mary's Catholic Junior/Senior High School	794-4121
St. Mary's Elementary School	794-6141
St. Mary's Business Office	794-4841
St. Mary's Development Office	794-4171
St. Mary's Rectory	794-4171
St. Mary's Fax	794-4841

Website Information: www.sesmschool.com



St. Mary's Catholic School Mission Statement

St. Mary's Catholic School exists to assist parents in passing on the Catholic faith while providing a quality education in a safe and positive environment.

Philosophy Statement

The Holy Trinity, Father, Son, and Spirit, is to be the center of our lives as we strive to grow. As a people devoted to God, we are called to grow in faith, to proclaim the Good News, and to witness to Christ. At St. Mary's School we share a commitment to live out our faith by growing spiritually, creating community, and being of service.

As a school community we strive to create an environment where individuals are challenged to achieve their potential. We further challenge every member of our community to foster peace and justice in their daily living. Through prayer and critical thought, we encourage each person to discover God's will for his or her life and to follow it. (9/2015)

ST. MARY'S JUNIOR/SENIOR HIGH SCHOOL FACULTY

Administration:

Monsignor Eugene Lozinski - Superintendent
Mr. Peter Roufs - Junior-Senior High School Principal
Mrs. Rachel Windschitl - Curriculum Director
Mr. Bruce Woitas - Activities Director
Mrs. Chris Heiderscheidt - Development Director
Mrs. Tiffany Hoffmann - Administrative Assistant
Mrs. Marti Schroepfer - Administrative Assistant

Faculty:

Mrs. Mary Beth Botz - Science, Science Dept. Chairperson
Mrs. Patti Braulick - Science, Physical Education, Health
Mr. Jonathan Coplecha - Social Studies
Mr. Sean Connolly - Choir, Parish Music Director
Ms. Julia Dee - Guidance Counselor
Mr. Andrew Dieter - Religion
Mrs. Abeni Docter - English, English Dept. Chairperson
Mrs. Sarah Jirak - Religion, Religion Dept. Chairperson
Mr. Neil Kirchoefer - Religion, Journalism
Mrs. Annette Lux - JH Choir
Mrs. Brynn Mathiowetz - Resource Teacher
Mrs. Kayla Mathiowetz - Physical Education, Health, Math, PE/Health Dept. Chairperson
Mrs. Rachel Moldan - Band, Choir, Band/Choir Dept. Chairperson
Mrs. Geri Pelzel - English
Mr. Rick Peters - Math
Mrs. Laurie Tauer - School Nurse
Mrs. Rachel Windschitl - Social Studies, Social Studies Dept. Chairperson
Mr. Bruce Woitas - Activities Director, Physical Education, Health

Academic Policies

Requirements for Senior High Graduation: The State of Minnesota, the Evangelization & Catechesis Committee, and the Administration of St. Mary's have established the following high school graduation requirements. Any exception **MUST** be approved by the administration.

TOTAL CREDITS REQUIRED: 27 CREDITS.

With the current 8-hour per day frozen schedule, students are expected to carry at least 7 credits per semester.

Religion	4 credits	
English/Communications	4 credits	(Speech is incorporated into the English curriculum during all 4 years)
Mathematics	3 credits:	Algebra I, Geometry, Algebra II (alternative may be offered on an individual basis)
Social Studies	3.5 credits:	1 U.S. History, 1 World History/Geography, 1 U.S. Government/Human Geography, .5 Economics
Science	3 credits:	1 Physical Science, 1 Biology, 1 Chemistry
Phy Ed/Health	2 credits	
Fine Arts	2 credits	Band, Choir (must be taken in grades 9-12)
Business	.5 credit:	.5 Personal Finance
Electives	5 credits	...to reach 27 total credits

** Please Note: 4-year college admission requirements do vary...see pages 5 and 6 in registration book.

JUNIOR HIGH Classes: (*Electives: Must take one of either Band or Choir)

Grade 7

Religion
Language Arts
Earth Science
Mathematics
World Geography
Physical Ed/Health

*Band
*Choir
*Intro to Spanish - not required

Grade 8

Religion
Language Arts
Earth Science
Algebra I/Math 8
American History
Physical Ed/Health

*Band
*Choir
*Intro to Spanish - not required

PLEASE NOTE: ANY COURSES DROPPED BEFORE COMPLETING THE SEMESTER WILL RESULT IN NO CREDIT EARNED.

Admissions Documents

The following documents are required for each student's permanent records at the time of registration: birth certificate or legal verification of the child's age, immunization record listing the dates of all shots in compliance with those required by state law, baptismal certificate (if applicable, Catholic applicants only), custody agreement (if applicable). Transfer students will also need to provide standardized tests or academic records that would provide crucial information for the support of the student.

Admissions Policy

The primary purpose of the Catholic school within the Diocese of New Ulm is the education of young people in order to assist them in their academic, personal, and spiritual growth—"to educate the whole person: mind, body, and soul."¹ As a Catholic school, emphasis is first and foremost on the teaching and practice of the

Catholic faith so children and young people can “experience learning and living fully integrated in the light of faith.”² Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Catholic Church and steadfast in proclaiming them. (¹ USCCB, National Directory for Catechesis, (Washington, D.C.: USCCB, 2005), p 262; ² Ibid)

The administration of the school recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

Admission/Enrollment Decisions

A parent retains the right to withdraw a student at any time just as the school administration (principal and/or pastor) reserves the right to accept or deny admission of a student within the parameters of the school policies. The school administration hopes that all decisions may be made through amicable discussion. If needed, a parent-school resolution of issues procedure to assist with any discussion is also a part of this handbook.

ALICE (formerly Lockdown procedure)

ALICE training (formerly lockdown procedure) was implemented at the end of the 2016-2017 school year. The ALICE approach to active-shooter situations is a more responsive model, used nationally, and backed by research to be a more effective approach when dealing with crisis situations (no one approach will safeguard against injury or death 100% of the time). Staff and students alike will Alert, Lockdown, Inform, Counter, or Evacuate, but not necessarily in this order. The approach calls for a situational response and therefore no prescribed instructions can necessarily be given, only best practices when responding to such situations. In some cases, students or staff may engage the shooter as they have been trained on how to do so, but are not required to (as no one really knows how one will respond to such a situation if it were to really happen.) Staff or students will have the ability to communicate via the PA system concerning a situation, this is no longer the sole responsibility of the office. In the event of a lockdown, parents are asked not to rush to the school, as this only adds to the confusion or pending danger, but rather go to the rally point where their child will be transported (at this time we are planning on that place being the new community/event center).

NOTE: If students are dismissed for a bomb threat, the day missed will be made-up by all students and staff at the end of the school year.

**IN THE EVENT OF A LOCKDOWN/ALICE SITUATION: INFORMATION WILL BE
COMMUNICATED TO PARENTS**

Anti-hazing Policy

Hazing is defined as “committing an act against a student, or to persuade a student into committing an act that creates significant risk of harm to a person or property, in order for the student to become initiated or joined with a student organization, or for any other purpose.” Anyone who believes he or she has been a victim of any form of hazing by a student or employee of the school should report the incident immediately to one of the school personnel (Principal or Counselor). The school administrator will then examine the hazing report and take appropriate action. Consequences may range from a written warning to being expelled. This policy will be in effect during and after school hours and on and off school property.

Appointments

Appointments with doctors and dentists are to be made outside of school hours if at all possible. Permission to take a driver's license or permit exam must be granted by the office. If a third driver's examination is necessary, it will be taken on the student's own time or under special circumstances.

Asbestos Notice

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we began performing inspections of our school buildings for asbestos-containing material. The inspection findings and asbestos management plans have been on file in the parish administrative office since that time.

The Diocese of New Ulm has contracted a company to provide environmental services, which includes maintaining compliance with federal regulations regarding asbestos and other regulated environmental concerns. An accredited Inspector/Management Planner performed and issued a report regarding the results this past spring. There were no significant changes in condition of the remaining asbestos. All asbestos containing material in our school building is in good condition and we will continue to manage them, as recommended by the accredited Management Planner. The asbestos was removed from the east kitchen in June 2017.

The results of the re-inspection (December 2017) are on file in the Management Plan in the parish administrative office. Everyone is welcome to view these anytime during normal parish office hours. Our Asbestos Program Manager, Rick Gilliland, is available to answer any questions you may have about asbestos in our buildings at 794-4121. We are intent on not only complying with, but also exceeding federal, state, and local regulations. We plan on taking whatever steps are necessary to insure your children and our employees have a safe and healthy environment in which to learn and work.

Assemblies

Unless otherwise stated, all assemblies are mandatory. Courtesy, respect, and attention are required at all assemblies.

Attendance Policies

Attendance

A. Daily

Attendance at St. Mary's has been quite good in the past. We need to keep it up! A phone call to the office at 794-4121 from a parent or guardian will assist the office in documenting a student's absence or tardiness. Notes will be accepted from parents who must call long distance, or Mrs. Schroepfer can be emailed at mschroepfer@sesmschool.com. ***It is preferred that parents call the school by 7:55 a.m. on the day of a student's absence. The act of notifying the office of the absence does not constitute an excused absence or tardiness. Students may not leave the school grounds during the school day without permission from the office first. They will receive a "Permit to Leave the Building" slip which will excuse them from class...by receiving this information before school starts, early dismissals are relayed to the teachers through RenWeb. Also, it is the students responsibility ANY TIME THEY ARE ABSENT to check into the office immediately upon arriving back to school whether he/she was sick, at a dentist appointment, etc. It is also the responsibility of the student to find out the work missed during his/her absence and to make the homework up within the time frame corresponding with the time period absent. In case of an unexcused absence, individual teachers have the right to determine what makeup work may be required or accepted in a particular class and what penalty may be imposed.

Parents: Remember to ask for homework if it is the second day the student is absent when calling in for your son/daughter, and let us know with whom to send the homework or if you would be picking it up at the end of the day. (The first day a student is absent, students need to ask one of their friends to get their homework and books.)

Students may never drive cars during the school day, even to shared time classes, without the explicit permission of the office. Failure to get permission will result in an unexcused absence and a minimum of 3 hours of detention regardless of the excuse presented after the absence.

Each member of the senior class and second semester juniors (juniors must be with a parent) shall be granted one class day to visit a post-secondary institution without the day being recorded as an absence on the student's attendance record (or affecting their extracurricular eligibility). Additional days may be permitted for seniors, but will count against the student's attendance record (and therefore affect their extracurricular eligibility).

Student Athletes/Extra-Curricular Participants...If any school activities have the students arriving back WITH THE TEAM BUS later than Midnight, they may come to school in time for the start of 2nd Hour (8:52 AM most days).

B. Excessive Absenteeism Policy

Good attendance is essential for school achievement and success. St. Mary's policy states, "If a student is absent from a class or school in excess of 9 days in a given semester, his/her grade will become eligible to be reduced 5% of points earned for the semester for each additional day absent. Hospitalization for serious illness or homebound placement for serious illness shall not be counted as part of the 9 days. Parents/guardian will be notified at the 5 day absentee mark that their student has 4 non-penalized days left. A meeting with the parents/guardian will be requested upon the 9th day of absence at which point penalization may take effect. After 12 absences, without proper documentation or excuse, the school must notify the Dept. of Family Services and file a Truancy Report claim as required. This does not mean that 9 absences are acceptable. Each absence will be evaluated and, if, the administration determines the absence is unexcused, the student will be assigned either detention or placed on suspension. For each excessive absence, there may be a deduction in grade."

The first unexcused absence will result in a 1% deduction, the second unexcused absence will result in a 2% deduction, and the third unexcused absence will result in a 3% deduction from their grade. This is accumulative up to 6%. In case of an unusual circumstance, a special ruling may be allowed by the school.

C. Unexcused Absence Procedure: (Information based on the Brown County Truancy Task Force's policies.)

1. After the student has had three (3) absences without valid excuse the school will send a letter to the parents/guardians.
2. After the student has had five (5) absences without valid excuse the school will send a letter to the parents/guardians requesting to meet to discuss the issues, develop an attendance contract and review the potential consequences if the issue persists.
3. After the student (12 or older) has had seven (7) absences without valid excuse, the school will send a referral to Brown County Family Service Office requesting a truancy petition. For students under 12, the school will contact Brown County Family Services Intake for a child protection assessment.
4. The student, those 12 and older, and parents/guardians will have the option of meeting with the County Diversion Team. This is a voluntary meeting to discuss issues related to the absences and develop a contract with the student/parent/guardian.
5. IF the family chooses not to attend the Diversion Meeting or if absences continue, the matter will be referred to the County Attorney for children 12 and over, or Brown County Child Protection for children under 12 years old.

Examples of Some Acceptable Reasons for Excused Absences:

1. Personal illness
2. Death in the family or funeral of close friend
3. Professional appointments
4. Out of town trip if arranged with the school in advance and if, in the judgment of the school administration, this absence is justified.
5. Any other reason cleared by Principal or Superintendent

Examples of Unacceptable Reasons for Absences:

Work may NOT be made up and a "0" is recorded for each period missed.

1. Truancy ("skipping")
2. Leaving school without proper clearance (2 hours of detention for every hour truant)
3. Suspension for infraction of school rules
4. Forgery of signature on excuses
5. Work (permission must be requested beforehand)
6. Missed the bus or car trouble (administration discretion)
7. Staying home to "catch up"
8. Beauty shop/barber shop appointments
9. Oversleeping
10. Visiting colleges without prior arrangements
11. Senior "Skip Day" - Two hours for every hour gone. (Will need to be made up prior to graduation.)
No parental excuses.

The school reserves the right in certain cases to determine whether or not an absence is excusable, even though the parents excuse it. If the principal judges the absence to be "unexcused" by the school, the student will not be allowed to make up work or take any tests that were missed.

Students who are going to be gone from school for any reason other than illness or a doctor appt. are asked to get approval from the principal in advance (hunting, fishing, football games, vacation, etc.). Notes not brought in advance of being gone will be accepted, but your homework cannot be made up.

St. Mary's School Attendance Procedure

I. Recording

- a. Attendance will be taken in every class, every hour on the RenWeb computer program.
- b. The secretary will record all absences, tardiness, and excused dismissals in both the daily log and on the student's individual attendance record.
- c. Perfect attendance means just that: PERFECT ATTENDANCE by the student all day, all year. (Exceptions: school sponsored activities, seniors/2nd semester juniors-college visit with a parent, etc.)
- d. Four periods absent will constitute half day absent. Six periods or more constitutes a full day absent.
- e. Tardiness constitutes anytime a student arrives late to class or leaves early for an appointment/illness.
- f. Students late for school (after 8:00 AM), due to illness/oversleeping, will not be able to participate in their extra-curricular event for that day.
- g. Students may receive detention for an unexcused tardiness.

II. Perfect Attendance Awards

Awards will be given to those students who have had perfect attendance as described above.

*** It is required that students be in school by 8:00 a.m. if they are to participate in any extra-curricular activities that day. (Special circumstances must be approved through the principal.)

Auditorium

Students are asked to help keep floors as nice as possible. Bottled (not cans) pop and water is allowed in the gym and auditorium seating area. Hard objects must be kept from hitting the floors. The stage floor must never be used as a short cut to band, phy-ed, etc. The balcony is off limits to all students unless under the direct supervision of an instructor. Students should keep their feet off the seats and are not to climb over the seats.

Background Checks

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors. The following positions are subject to a mandatory background check: teachers, substitute teachers, specialist personnel, and all paid parish personnel. The Diocese of New Ulm mandates background checks and Virtus training for all school volunteers.

Backpacks

The faculty has asked the Evangelization and Catechesis committee to support them in not allowing backpacks to be used during the day (class to class). We ask that students do not hang anything on the locker doors. If students are going to have a backpack, please make sure it will fit into the locker. There is a \$1 fine to reclaim books, backpacks, gym bags left on the floor or on top of the JH lockers.

Before and After School Hours

Students are not allowed in the building before 7:30 a.m. If it is necessary that they come before this time, special arrangements are to be made with the office. Students are not to be in the building after 3:45 p.m. unless under the direct supervision of an instructor.

Behavior

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

No student has the right to impede the learning of his/her classmates. If this situation occurs, the teacher has the right to remove the student from the class whether it is a required course or an elective. Parents will be notified by phone that day by the classroom teacher. When a student is asked to leave a class, the student will go directly to the office. The student may be readmitted to the class by the teacher if he/she demonstrates to the teacher and the administration that the behavior he/she demonstrated which resulted in the initial removal will be corrected and not repeated. (Not to return that day, however). If behavior warrants it, a Breathalyzer, blood or urine test may be given.

Bell Schedule (full size copy on page 41)

BELL SCHEDULE 2018-19

Teacher Homework Help 7:45-7:55
 SHARED-TIME BUS LEAVES 7:50
JH Homerooms Bell 7:45

First Bell 7:57
 Prayer 8:00
 1st Hour 8:00-8:49 49 Minutes
 2nd Hour 8:52-9:39 47 Minutes
BREAK 9:39-9:48 9 Minutes
 3rd Hour 9:51-10:40 49 Minutes
 4th Hour 10:43-11:27 44 Minutes
 5th Hour 11:30-12:11 41 Minutes
LUNCH 12:11-12:46 35 Minutes
12:46...WARNING BELL
 6th Hour 12:51-1:38 47 Minutes
 7th Hour 1:41-2:25 44 Minutes
 8th Hour 2:28-3:15 47 Minutes

12th - 12:11
 Prayer Service 12:09
 11th - 12:13
 Prayer Service 12:07
 10th - 12:15
 Prayer Service 12:05
 9th - 12:17
 Prayer Service 12:03
 8th - 12:19
 Prayer Service 12:01
 7th - 12:20
 Prayer Service 12:00

LUNCH DISMISSAL TIMES MUST BE ADHERED TO.

Teacher Work Time 3:15-3:45
TWO HOUR LATE START: First Bell 10:00, Begin 3rd Hour 10:03

10:10 Mass Day SCHEDULE	
JH Homerooms	7:45
First Bell	7:57
1 st Hour	8:00-8:49
Break	8:49-8:54
2 nd Hour	8:57-9:44
5 th Hour	9:47-10:05
MASS	10:10-11:10
Break	11:10-11:15
5 th Hour	11:18-11:58
4 th Hour	HS 11:41-12:11 JH 11:41-12:19
LUNCH	12:11-12:46
6 th Hour	12:51-1:25
3 rd Hour	1:28-2:03
7 th Hour	2:06-2:40
8 th Hour	2:43-3:15
DISMISSAL	3:15

8:30 Mass Day SCHEDULE	
NO JH HOMEROOMS	
First Bell	7:57
1 st Hour	8:00-8:25
MASS	8:30-9:30
2 nd Hour	9:38-10:08
3 rd Hour	10:11-10:41
BREAK	10:41-10:48
4 th Hour	10:51-11:21
5 th Hour	HS 11:24-12:11 JH 11:24-12:19
LUNCH	12:11-12:46
REGULAR PM SCHEDULE	

16

Bomb Threat Procedure

St. Mary's has a bomb threat procedure. Note: If students are dismissed for a bomb threat, the day missed will be made up at the end of the school year by all students and staff.

Bullying Prevention Program

"This is my commandment, that you love one another, just as I have loved you." -John 15:12

We are created in God's image and deserve respect for our individuality. St. Mary's Catholic School participates in a Bullying Prevention Program. The program includes identifying bullies and victims, establishing school-wide rules and applying consistent sanctions against bullying, increasing supervision of children, rewarding children for good social behaviors, holding school-wide assemblies on bullying, and holding regular classroom meetings to discuss problems of bullying with children. The definition of bullying is as follows:

St. Mary's Bullying Prevention Policy

Definition of bullying. "Bullying" means severe, persistent, or repeated conduct by a student or group of students against another student that causes the student physical harm or emotional distress and which school personnel determine will materially disrupt the student's learning environment. Bullying also includes student speech directed at another student, whether oral, written, or electronic, if, according to school personnel, it is lewd, indecent, or obscene; advocates illegal conduct; involves use of threatening words; or will materially disrupt the learning environment.

A. Prevention and Intervention Plan

Bullying is prohibited in any of the following settings:

- In the school;
- On grounds owned, leased or used by the school;
- In the school zone: The school zone is defined as: a) all of the areas north of St. Mary's Street owned by the parish b) the area surrounding the school where students park their vehicles, at a school bus stop or on a school bus or any other vehicle that is leased or used by the school when such vehicles are used for transportation; and c) the area within a school bus when that bus is used to transport one or more elementary or secondary school students.

- At any school-sponsored or school-related activity, function, or program whether on or off school grounds;

Bullying is prohibited regardless of location if accomplished through use of technology and results in:

- a hostile environment at school for the targeted student,
- infringes on the rights of the student at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who objects to bullying, reports bullying, provides information during an investigation of bullying, witnesses bullying or has reliable information about bullying is prohibited.

B. Procedures for Reporting Bullying/Retaliation

Students, staff, parents, or guardians should report any instance of bullying or retaliation to the school principal. Upon receipt of the report, the principal or designee shall promptly conduct an investigation.

C. Disciplinary actions for Bullying/Retaliation

Disciplinary actions for bullying/retaliation may include but are not limited to: 1) student(s) meeting with the principal; 2) parental notification and consultation with the principal or designated member of the school staff and both aggressor and student target; 3) notification of legal authorities if a criminal charge may be pursued; 4) suspension from Minnesota State High School League activities per the recommendation of the principal and Activities Coordinator; 5) suspension from school; 6) expulsion; or 7) referral to an outside social or counseling agency for both the targeted student and aggressor. If a reported incident involves student(s) from another school, the principal or designee first informed of the incident shall, subject to Minnesota and federal law, promptly notify the appropriate administrator of the other school district or school(s) involved in the incident so that each school district/school may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in the school, the principal or designee shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

St. Mary's Catholic School will provide continuing education opportunities annually for staff regarding bullying and retaliation procedures, policies, and best practices.

Bus Students

The following directives are courtesy of the bus company. They apply to all students who use buses for their transportation to and from school.

1. All pupils are to obey the bus driver at all times.
2. Seats will be assigned by the driver if necessary.
3. A pupil not obeying the driver will be warned the first time.
4. On the second warning, the parents will be called into the office and the pupil may be suspended from riding the bus for one week.
5. On the third warning, the parents will be called into the office, and the pupil will be suspended indefinitely.
6. NO eating or drinking on the Sleepy Eye Buses. Any violation will result in discipline procedures: a) Written note to parents; b) Loss of transportation for one week; c) Loss of transportation permanently for the remainder of the year.

SEE PAGES 44-45 AT THE END OF THIS HANDBOOK FOR MORE INFORMATION.

Calendar Events

Please be informed that before any events are scheduled, the events are to be approved by the administration and the Master Calendar checked. The Master Calendar is located in the High School Office.

Cell Phones and Other Wearable Technology

St. Mary's understands the importance of easy access to cell phones and other wearable technology in today's society. Typically, the designated appropriate times to use such devices would include before school, ten-minute break, lunch time, after school, or between classes (as long as it does not affect the students' ability to be on time for class). Use of cell phones and other wearable technology would NOT be acceptable during class, this includes use in the hallway, bathrooms, or en route to another location unless otherwise specified by the classroom teacher. If a violation occurs (cell phone and other wearable technology is seen or heard without permission, including lockers), then the cell phone and other wearable technology will be confiscated and could be given to the principal for up to 3 days overnight or 5 school days. The cell phone and other wearable technology may be given back over the weekend. If a cell phone or other wearable technology was believed to be involved in cheating, the office will keep the cell phone or other wearable technology for up to two weeks.

Cheating

Any student involved in cheating on quizzes or tests, or who plagiarizes, will face one of the following consequences:

- a. Loss of the next scheduled extra-curricular event, under Category I.
- b. Completing six hours of community service, in school.

The service hours must be completed within two weeks of the cheating incident. If not completed within the time required, the student will automatically lose the next extra-curricular event.

If a student has been involved with cheating on tests or quizzes, or has plagiarized, the student will be put on academic probation. If there is a second violation during grades 9-12, that student would be disqualified from receiving any academic awards, including Honor Cord awards, MHS, and Valedictorian/Salutatorian awards.

The student would also receive a "zero" for the test, quiz or paper.

Clubs and Organizations

Meeting times of student clubs and organizations must be scheduled through the principal's office and put in the Master Calendar. No club or organization may meet without the faculty advisor being present. No at-large elections may be held by any organization or club without permission. Treasurers of the various clubs and organizations must keep accurate accounts, checking frequently with their advisors and the business office. All purchases must be approved by the advisor and the principal and must be submitted on a purchase order by an officer. Purchases are to be charged to the school and paid by the office only.

College Admission

Any student planning on attending college should keep in mind the general requirements for college admission. All sophomores take the ACT-Aspire test in October. In May of his/her sophomore year, each student may register in the guidance office for the Pre-ACT, which is given during their junior year. Juniors planning to attend a four-year college are encouraged to take the ACT or SAT college entrance exam in the spring of their junior year or discuss options with the school counselor. If students plan to go to a community or technical college, it is in their best interest to contact the colleges that they are interested in and find out when the college recommends taking the Accuplacer. Juniors are advised to choose several post-secondary colleges they would like to apply to during the beginning of their senior year. The school counselor and faculty members can help students with any questions they may have about going to college.

Most 4-year colleges require two years of a foreign language, so plan your high school classes accordingly.

College Representatives will usually visit St. Mary's twice a year to answer questions and promote their school. They come during school hours and stay for approximately 20 minutes. Passes are required from the office or counselor to attend, and it is also required to let your teacher know if you will be missing their class. Students must get permission from their teacher before class starts if they plan to meet with the college rep. Seniors are given first chance and Juniors may attend if there is room.

Each member of the senior class and second semester juniors (juniors must be with their parents) shall be granted one class day to visit a post-secondary institution without the day being recorded as an absence on the student's attendance record (or affecting their extracurricular eligibility). Additional days may be permitted for seniors, but will count against the student's attendance record (and therefore affect their extracurricular eligibility).

Crosswalks

All students must use the crosswalks before, during, and after school for their own safety. Do not cross between buses. Students will respect the authority of the crossing guard.

Custody

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

The school abides by the provisions of the Buckley Amendment. The non-custodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Dance Policy

When the school sponsors a dance, the following regulations must be observed:

1. Students (grades 7-12), unless otherwise specified, are permitted to come at any time; however, no one will be readmitted into the building after leaving the activity.
2. The class or organization sponsoring the activity must provide chaperones...six parents and one teacher.
3. It is the chaperone's right to dismiss from a school dance anyone who is improperly dressed or whose conduct is improper.

Detention Guidelines and Rules

1. Detention is to be served on the first detention day after it is given.
Multiple hours of detention are to be served on consecutive days until completed.
Detention is served: Mondays, Tuesdays, and Thursdays from 3:20-4:10 p.m.
Those with one half hour of detention are to serve it from 3:20-3:50.
- Detention is considered "school time" and all school rules apply, including dress code.
 - The student is to report to the detention room, 108 with Mrs. Jirak and be seated by 3:20 on Mondays, Tuesdays, and Thursdays.
 - If a student arrives late for detention, they will serve time and a half (up to 15 minutes late). After which they are considered to have "skipped" detention and this will result in double the detention time.

Any change to the assigned detention day or time could result in additional detention as outlined in the stated guidelines.

2. Students must have their detention slip signed by a parent or guardian in order to serve detention. Signed detention slips are to be given to the detention coordinator when detention is served. If the student has forgotten the signed detention slip at home or forgotten to get it signed, he/she may serve detention at the assigned time but parents must be contacted.
3. Students who consecutively skip detention or refuse to turn in detention slips with a parent signature may receive in-school suspension.
4. In addition, faculty will be calling or e-mailing parents at work/home to inform them of their child's detention.

Detention Room Rules:

1. The student is to bring a book or homework to do in the detention room.
2. No sleeping.
3. No talking without permission.
4. Students may not leave the detention room.
5. No getting out of the assigned seat without permission.
6. No food, pop, gum or candy is allowed in the detention room.
7. The detention notice must be signed by a parent or guardian or the student will call the parent.
8. An additional hour of detention is added for unsigned detention notices (phone communication will be accepted if unable to have a signed slip returned) or lack of contact with parents.
9. Rude, belligerent behavior in detention will result in the student being asked to leave. The student will have to redo any time served, plus serve an additional hour for the misbehavior in detention or be suspended.

Disciplinary Action - Removal from Class

When a student is removed from class, the parent(s) are to be notified by the teacher. When removed from a class, the student is sent to the principal's office. After the principal discusses the situation with the student and instructor, a final consequence is determined.

Examples of behaviors that will result in disciplinary action/suspension:

1. Fighting (usually results in suspension), disruption or interference with curricular or extra-curricular activities (suspension).
2. Damaging or destroying school or private property (suspension).
3. Assaulting a student, school employee, or other persons (suspension/police action).
4. Possessing any kind of dangerous item.
(Offenders will be subject to arrest and suspension, possible expulsion.)
5. Possession/use of narcotics, alcoholic beverages, or dangerous drugs (results in suspension & police action)
6. Using tobacco products on or near school property. (suspension)
7. Stealing of school or private property (police).
8. Violating attendance rules or regulations/truancy.
9. Cheating on term papers, quizzes or tests (detention/loss of credit/service hours, etc.).
10. Abusing student driving and parking privileges or reckless operation of a vehicle (three hours detention).

11. Being insubordinate or showing disrespect toward students or school employees (detention and/or suspension).
12. Disregarding reasonable directions by school personnel (detention and/or suspension).
13. Using any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures and publications, and obscenity (detention and/or suspension).
14. Leaving school without permission (see truancy policy).
15. Forging someone else's signature or falsifying school documents (detention and/or suspension).
16. Poor attitude, lack of willingness to cooperate (detention and/or suspension/tutoring).
17. Any form of de-panting (suspension).
18. Harassment of any kind, including texting or via social media of any kind will be dealt with as per policy.

Discipline Policy

The more responsible we are, the more freedom we are allowed. This includes caring about other people's lives as well as our own. This responsibility and caring shows in our discipline. Discipline is the training that develops self-control, character, and orderliness. It is the key to good conduct and proper consideration for other people. With the understanding of the purpose of discipline in a school, we may form a correct attitude toward it, and not only do our part in making this school an effective learning place, but develop the habit of self-restraint which can make us freer people. Detention will be assigned for those offenses warranting it. It will be served on Monday, Tuesday or Thursday. On the day the offense occurred, the student will stop in the office and pick up a form that will need to be signed by the parent of the student and returned to the office the next day. A student who fails to serve the detention will be assigned double the original detention time. Failure to serve one of those hours will result in a suspension from school. A student may be excused from serving the following day in cases of emergency. Activities NOT deemed as emergencies include athletic practices, jobs and games. If a student's activities are important to him or her, to parents, or to the team--then a student should think twice before creating a situation that hampers the educational process at St. Mary's.

Dress Code

A student's appearance should reflect the impression that formal learning is important enough to call for neatness in dress. The development of self-respect, self-discipline, motivation, school unity and pride, modesty and other Catholic values are critical to the formation of all St. Mary's students. It is important the students take pride in their appearance, always remembering that by wearing it inside and outside the classroom and the school, they are representing the school. Their dress and behavior should be a credit to God, themselves, and the school community.

Shirts

- Solid white cotton top with school emblem ordered through the school
- Solid black shirt in cotton or polyester with school emblem ordered through the school.
- Undershirts and camisoles are allowed as undergarments as long as they are solid white or solid black
- Members of Varsity SMS Teams/Activities may wear their official jerseys or designated team shirts on home game days only. **Co-sponsored activities (Track, Tennis, Golf, Hockey, Wrestling) are eligible.**

Bottoms

- Yoga pants, sweatpants, leggings (tight fitting/spandex), wind pants will not be allowed.
- Solid black leggings are allowed under a skirt only.
- Dri-fit/polyester material (80% - 100% polyester) or knit pant in solid black (no stripes) is allowed as well as dress pants, cargo pants, capris, skirts and shorts in solid black or solid khaki.
- Skirts and shorts must be fingertip length...Shorts are not allowed on Mass days.

- Logos on the bottoms are permitted as long as they are no larger than the size of a fist.
- Solid black jeans will be permitted.
- Students may be fined for any bottoms found to be tight fitting or immodest.

Sweatshirts (change for 2018-2019)

- Sweatshirts can be in a solid white or solid black with the school emblem.
- Non-school logo'd, extracurricular, or other SMS sweatshirts are not allowed.

In addition, NO hats/caps, jerseys, jackets inside out or see-through clothing is allowed. Body piercing is not allowed with the exception of the ears. Moderate jewelry allowed.

Policies:

1. The modesty rule always applies for both males and females.
2. Clothing must be clean, neat and not disruptive to the classroom:
 - no ripped/ torn clothing, whether purposeful or accidental
 - no chains, large metal attachments/zippers, etc.
3. All artwork, text, and patterns, etc. must be respectful and decent.
4. Guys, no beards or long sideburns.
5. No clothing with sexual innuendoes or promoting liquor/beer/tobacco products.
(Example: No Hooters T-shirts or shirts with inappropriate advertising or wording.)
6. No blue jeans are to be worn unless scheduled from the office.
7. No inside out or see-through clothing, exposed or revealing underwear while standing or sitting.
7. Violators of the dress code will be fined \$10.00. Students will be sent to the office, have replacement clothing issued and after the third offense a parent/guardian will be contacted.

NOTE: The Uniform Committee feels this must be strongly enforced every day by parents, teachers, and administration.

Drug Testing

Drug testing is a procedure that can and will be used at St. Mary's if the school feels the need! Students found guilty of selling or distributing, or being in possession of banned substances will be suspended and/or expelled from St. Mary's. The length of time will be determined by the Superintendent/Pastor.

Expulsion

Students may be expelled for grave defiance of authority or serious behavior. The final decision will be made by the superintendent. Any student who is a constant problem in school will be asked to appear, along with the parents, before the Evangelization and Catechesis Committee in an executive session to determine whether or not the student will be allowed to remain at St. Mary's Catholic Junior/Senior High School. A student who has progressed through detention and suspension, and who has already been suspended for five days, could be expelled if the same offense recurs. (Counseling will be asked of a person in this situation.)

Faculty Appointments with Parents

Out of respect for our faculty, parents are asked to please make appointments to meet with teachers before coming to school.

Faculty Room

Students are asked to respect the privacy of the faculty room. Students are to knock if they desire to call a teacher to the door. Students are not to enter the faculty room unless invited by a teacher. Students may be in that room only if a teacher is with them.

Fees

Junior High and High School student's activity ticket fee is included in the tuition. They will receive a ticket to use to be admitted to activities.

Other fees due at the beginning of the school year:

Technology Fee is \$50.00 per student or \$100.00 per family. Life Time Sports fee is \$40. Science fees: There is not a set fee but if any equipment is broken or damaged from reckless use by the student, the replacement cost will be charged.

High School Participation fee is \$110.00

(football, volleyball, cross-country, basketball, golf, baseball, softball, track)

Junior High participation fee is \$100.00

(football, volleyball, cross-country, basketball, golf, baseball, softball, track)

} **Family Cap \$600.00**

Other activity participation fees are: Tennis (JH \$65, HS \$85 at Sleepy Eye Public School), Boys or Girls Hockey-TBD, Boys Wrestling-TBD, Mock Trial-TBD, HS Knowledge Bowl \$60, Junior High Knowledge Bowl \$50, Cheerleading \$65 (one season), Knightline \$65 (one season) or \$75 (two seasons), Science Fair \$50, Musical members pay for their costumes plus \$35.

Participation fee refunds: See "Student Activities manual" for guidelines.

Fines

St. Mary's will allow breath mints at school. Fines will still be issued based on inappropriate distractions.

Gum, candy, pop, and sunflower seed fines are \$3. Snowball fines are \$5.

Dress code violations will result in a \$10 fine.

Teacher discretion is final...violators will pay fines within three school days. If not paid within three days, detention will be assigned as well.

Fire Drills and ALICE training

Each year, all schools in Minnesota are mandated to conduct five fire drills and five lockdown/ALICE drills. At St. Mary's, your child's safety is one of our primary concerns. Lately in the news, there have been disturbing events occurring in rural schools as well as urban schools. For safety and liability reasons, the playground doors will be locked from 8:30 a.m.-3:00 p.m. Everyone must use the high school doors to get into the building. This will cause an inconvenience for many, but when inconvenience and safety are compared, you know which one is more important. Thank you for understanding.

Fire drill instructions are posted in each room; teachers and students need to be acquainted with these instructions. After the fire alarm rings, walk quietly and quickly out of the building without coats or books. No talking or visiting is allowed. Students remain together in class groups so the teacher can account for all students and repeat announcements made. Lights are to be turned off and doors shut. Teachers should take a complete class list with them as they leave and take attendance.

ALICE training (formerly lockdown procedure) was implemented at the end of the 2016-2017 school year. The ALICE approach to active-shooter situations is a more responsive model, used nationally, and backed by research to be a more effective approach when dealing with crisis situations (no one approach will safeguard against injury or death 100% of the time). Staff and students alike will Alert, Lockdown, Inform, Counter, or Evacuate, but not necessarily in this order. The approach calls for a situational response and therefore no prescribed instructions can necessarily be given, only best practices when responding to such situations. In some cases, students or staff may engage the shooter as they have been trained on how to do so, but are not required to (as no one really knows how one will respond to such a situation if it were to really happen.) Staff or students will have the ability to communicate via the PA system concerning a situation, this is no longer the sole responsibility of the office. In the event of a lockdown, parents are asked not to rush to the school, as this only adds to the confusion or pending danger, but rather go to the rally point where their child will be transported (at this time we are planning on that place being the new community/event center).

NOTE: If students are dismissed for a bomb threat, the day missed will be made-up by all students and staff at the end of the school year.

IN THE EVENT OF A LOCKDOWN/ALICE SITUATION: INFORMATION WILL BE
COMMUNICATED TO PARENTS

Grading System

Letter grades are used by St. Mary’s. Letter grade equivalents are as follows:

<u>Letter Grade</u>	<u>4.0 Scale</u>	<u>Weighted</u>	<u>Percent:</u>
A+	4.10	4.20	100% & above
A	4.00	4.10	99.9-96.0%
A-	3.75	4.00	95.9-94.0%
B+	3.50	3.75	93.9-92.0%
B	3.00	3.50	91.9-89.0%
B-	2.80	3.00	88.9-86.0%
C+	2.50	2.80	85.9-84.0%
C	2.00	2.50	83.9-81.0%
C-	1.80	2.00	80.9-78.0%
D+	1.50	1.80	77.9-75.0%
D	1.00	1.50	74.9-72.0%
D-	0.80	1.00	71.9-70.0%
F	0.00	0.00	69% & below

This scale is recommended, however, adjustments may be made by staff if necessary.

Specialized Education Plans or ISP (Individualized Service Plans) may change this as well as class difficulty.

A Honor Roll: 3.75 and up
B Honor Roll : 2.75-3.74

Honor Cords: Gold 3.75 and up
Silver 3.5-3.74
White 3.0-3.49

Grades are based on the following criteria:

1. Attendance
2. Participation
3. Examinations
4. Daily assignments.

We have weighted classes in the following subjects: Trigonometry/Statistics, Calculus, AP Euro History, AP US History, and AP Biology.

Students are required to have 7 classes. Any exceptions must be approved by the principal. Probational status will be used when a student is not making satisfactory progress according to the talents the student possesses. **NOTE:** Public school, PSEO, or online courses taken (BYU, etc.) will be recorded using the letter grade given.

Graduation Ceremonies - Senior Class Trip Policies

Everyone who is eligible for a diploma or a certificate of attendance may go through graduation ceremonies. Anyone who is short more than 1 credit will not go through ceremonies. Missing credit(s) are to be made up one week before graduation.

Students in this situation and their parents will be notified by a letter from the principal or counselor. This letter would include a paragraph on the possible uncertainties in ordering announcements, etc. for graduation.

Seniors who have completed all academic requirements by a given deadline, who have taken care of all their financial obligations to the school, and have fulfilled the obligations of good conduct as stated in the student handbook may participate in the graduation ceremony and senior class trip.

In order to participate in the graduation ceremony, attendance is required at the awards day program and graduation practice unless prior approval from the principal is given. The student handbook policies remain in effect through the graduation ceremony, including but not limited to fines, code of conduct, and course requirements. Failure to comply with these policies will result in final transcripts being held until rectified.

Guests

Guests of students must check in at the office. Courtesy would indicate that a guest be introduced to the instructors and to fellow students. Name tags will be issued in the office and guests are required to wear one.

Hallway Use

No one is permitted in the halls except during class breaks and lunch hour. Loitering is not allowed in lavatories or at any time in any other area of the school buildings. Corridors are to be quiet and clean at all times.

Harassment Policy

A. Harassment

St. Mary's School prohibits harassment by any student or employee against another student or an employee. Harassment is defined as words, gestures, or actions which tend to annoy, alarm, or abuse another person and which serve no legitimate purpose saying the words or performing the gesture or action. Any person who believes she/he has been the victim of harassment by another student or school employee should report the alleged acts immediately to the building principal. The report may be either written or oral. If the report is oral, the principal of the building shall detail the allegations of harassment in memo form. The party alleging harassment will sign the memo showing agreement with the content of the memo. Reports shall be investigated in a thorough and confidential manner by the principal. St. Mary's School will take whatever action is deemed necessary to respond to the harassment if the facts of the alleged harassment are ultimately true. After a determination that such harassment occurred, the principal shall determine the appropriate disciplinary action. Any retaliatory action against a person who reports harassment or of the decision makers, whether done by the person performing the original harassment or another, shall be viewed as a matter serious enough to warrant expulsion. Student disciplinary actions for harassment may include, but are not limited to 1) meeting with the principal and/or counselor; 2) parental notification and consultation with the principal, counselor, or school staff; 3) referral to an outside social or counseling agency; 4) notification of legal authorities; 5) suspension from Minnesota State High School League activities for what the principal and activities director determine is an appropriate time; 6) suspension from school; 7) expulsion. Employee disciplinary actions for harassment may result in termination of employment.

B. Sexual Harassment Policy

St. Mary's School prohibits sexual harassment by any student or employee against another student or an employee. Sexual harassment is unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which tends to annoy, alarm, or abuse another person, and which serves no legitimate purpose by the person saying the words or performing the conduct.

Sexual harassment may include, but is not limited to: 1) verbal contact or abuse of a sexual nature; 2) subtle pressure for sexual activity; 3) inappropriate patting or pinching; 4) intentional brushing against a student or employee's body; 5) demanding sexual favors; or 6) any unwelcome sexual touching.

Any person who believes she/he has been the victim of sexual harassment by another student or school employee should report the alleged acts immediately to the building principal. The report may be either written or oral. If the report is oral, the principal of the building shall detail the allegations of sexual harassment in memo form. The party alleging sexual harassment will sign the memo showing agreement with the content of the memo. Reports shall be investigated in a thorough and confidential manner by the principal. St. Mary's School will take whatever action is deemed necessary to respond to the sexual harassment if the facts of the alleged harassment are ultimately true. After a determination that such harassment occurred, the principal shall determine the appropriate disciplinary action. Any retaliatory action against a person who reports sexual harassment or of the decision makers, whether done by the person performing the original sexual harassment or another, shall be viewed as a matter serious enough to warrant expulsion.

Student disciplinary actions for harassment may include, but are not limited to 1) meeting with the principal and/or counselor; 2) parental notification and consultation with the principal, counselor, or school staff; 3) referral to an outside social or counseling agency; 4) notification of legal authorities; 5) suspension from Minnesota State High School League activities for what the principal and activity director determine is an appropriate time; 6) suspension from school; 7) expulsion. Employee disciplinary actions for harassment may result in termination of employment.

Health Services

St. Mary's depends on the Brown County Health Department for health services. The yearly programs administered are audio-visual testing, immunizations and scoliosis testing. Parents are notified if students need attention either by Brown County Nurse, Mrs. Laurie Tauer, or by the school.

Homework Assignments on Renweb

Teachers will keep assignments posted online on RenWeb. Parents will have access to those assignments through parent portal accounts. See Parent Log-in procedure at the end of this handbook on [page 43](#).

Homework Policy for Absent Students Due to Illness

1. If parents wish to have homework for absent students due to illness, as of the second day of being absent (the school prefers the student uses the first day to get well), the request **MUST** be made prior to 7:55 a.m. to allow time for teachers to submit homework.
2. If homework is requested, it is expected that it will be picked up and effort made to complete it.
3. Each student should ask a friend to be prepared to collect the required books from their locker if they are ever sick. This designated student will bring books/notebooks/folders to the office by 3:05 p.m. (Some elementary students pick up homework for their brother/sister before school is out.)
4. Students who have been absent need to see their teachers before school or at 10 minute break the first day they are back.

Honor Cords

Midway through fourth quarter senior year, Gold Cords will be awarded to any senior who has earned a 3.75 Cumulative GPA. A Silver Cord will be awarded to those who achieve a Cumulative 3.5-3.74 GPA. A White Cord will be awarded to any senior who achieves a 3.0-3.49 Cumulative GPA.

A transfer student is eligible for honor cords and will be included on the class rank.

Honor Roll

To encourage scholastic achievement, St. Mary's will publish an honor roll after each quarter. The honors are determined by the averaging of all subjects that a student was enrolled in during the quarter. There will be an "A" and a "B" honor roll. (3.75 = A and 2.75 = B)

Incomplete and "F" Policy

Students have up to two weeks to make up a quarter or semester incomplete; after that time the incomplete work turns to an "F." Failure to do so will result in a no-credit mark for the work. Also, the student will be eliminated from the Honor Roll if the grade is not completed before the information goes to the press.

Students receiving an "F" for a course needed for graduation must repeat the course when it is offered again. In some cases, the student may take Summer School if it's offered, an approved course from another school, or an online option.

Any student in grades 7-8 receiving a failing grade F for the year, shall make up the course during the summer or repeat the course the following year. Certified instruction would be at the cost of the parents. If students fail three or more classes, they may be asked to repeat the grade.

Internet/iPad Policy

St. Mary's Junior-Senior High School employs technology to enhance its mission to teach the skills, knowledge, and behaviors students will need to be successful, responsible adults in the community, and to promote educational excellence by increasing the number and variety of research sources available. In providing internet services, St. Mary's expects that those who use the internet will do so in a way that is consistent with the school's mission and philosophy, that is, Christ-Centered.

A person who uses St. Mary's internet access is responsible at all times for its proper use and must comply with the following terms and conditions. These guidelines are provided so that students become aware of the responsibilities that come with internet use. We believe that students using good discretion will know what constitutes inappropriate conduct in most circumstances. Words or pictures that are vulgar or obscene in public or magazines are equally objectionable when encountered on the internet. We expect students to use discretion.

Terms and Conditions

- 1) No students may access the internet unless an adult supervisor is present and aware that the server is being accessed.
- 2) When students sign in to use the lab, they must indicate if they will be using the internet on that computer and the time they are using it.
- 3) Student use of the internet will be restricted to a limited and reasonable amount of time. Priority will be given to students using it for research.
- 4) Students will be allowed to access personal e-mail accounts from school with permission.

- 5) Students should not assume that their e-mail or other correspondence is private. The school reserves the right to check the content of all communication from the school's computers as to the appropriateness of the messages.
- 6) Copyright laws apply to the internet. Students may not send or use copyrighted materials without permission of the author. Neither may they download software in violation of copyright laws.
- 7) Electronic media, no matter where they are posted, may not include personal attacks, vulgarity, or sexually explicit language. Violations of the school codes will be prosecuted as they would be in any other context.
- 8) Any malicious attempt to harm or destroy the data of another user, network, or agency will be treated as vandalism.
- 9) Any student who fails to comply with the limitations placed on internet use will be disqualified from internet access at the discretion of the administrator.
- 10) Any student aware of a security problem is obliged to notify the administrator.

- iPads...**
- 11) Students are financially responsible in total for any damage incurred upon the iPad assigned to them during the class time it is in use. Students are also financially responsible for any damage incurred upon an iPad they are handling which has not been assigned to them.
 - 12) Students may only use the iPads for the stated functions and purposes as directed by the instructor each class period.
 - 13) The consequences for using any other functionality, application, website, or activity on the iPad beyond what is directed, whether or not damage to the iPad is incurred, could include any of the following:
 - a. Fine
 - b. Loss of Privileges
 - c. Detention/Suspension

Acceptable internet use must always involve research, legitimate communication, or the attempt to answer a question or solve a problem. **The use of the internet is a privilege, not a right**, and inappropriate use will result in the cancellation of that privilege and/or other applicable penalties as prescribed in the student handbook.

Lockers

Inappropriate advertisements are not allowed in lockers. Lockers should be cleaned out regularly. There will be nothing hanging on outside of doors or left on the floor unless approved from the Administration. Please organize lockers accordingly. There is a \$1.00 fine to get back books or backpacks left on the floor or on top of the JH lockers. No tape is allowed inside or outside the lockers.

Lunch Program

The lunch program is computerized. Students are assigned a number which is entered into the computer at the end of the lunch line and the name of the student is verified by a lunchroom assistance, with the cost of the meal being applied to the student's account. The daily cost of lunch is \$2.50 for grades 6-8 and \$2.65 for grades 9-12 which will be paid monthly in advance.

Payment is made in the office by the first day of the month (Email reminders are generated by the lunch program weekly if the balance falls in the negative). Extra milk costs \$.50 and extra entrees are available daily...payments must be made in cash at the time of purchase.

Students will not be allowed to drive home at lunch. A written note to the principal must be received from parents at the beginning of the school year if a student wishes to leave the school grounds to walk home. Students need to check-out with the office before they leave and check-in to the office upon their return.

Students should not bring food from outside vendors for lunch (Subway, Hardee's, etc.) (SACK LUNCHES ARE PERMISSIBLE.)

Media Center

Students may come to the Media Center before/after school or during 10-minute break without a pass. If students wish to use the MC/MCL over Noon Hour, they must sign-up in the office by 10 minute break. Passes are needed if students come from their study hall or classroom (unless the class is visiting the library as a group). Study hall passes are issued by study hall teachers. ONLY 2 students per study hall are ever allowed to go to the MC daily for research. The MC is for homework only and is a privilege. If you do not have homework, you will be dismissed back to study hall. Also, there will be no use of iPods, phones, or headphones unless it is for academic purposes. If you are not following the rules you will be asked to leave.

CHECK OUT PROCEDURES:

1. Print and Non-print sources

- A. REFERENCE BOOKS: Dictionaries, encyclopedias, atlases, and other books used to find specific information on a subject. May be checked out OVERNIGHT only.
- B. MAGAZINES: Our library subscribes to an assortment of magazines. Older issues may be checked out for ONE WEEK. Magazines useful for research are kept for five years.

2. Books

- A. FICTION: Made-up stories (novel) based on fact or imagination. May be checked out for THREE WEEKS. They may also be renewed.
- B. NONFICTION: Books about actual people and events. May be checked out for THREE WEEKS and may be renewed.
- C. PAPERBACKS: Books, both fiction and nonfiction, with soft paper covers. May be checked out for THREE WEEKS.
- D. STORY COLLECTION: Books containing several shorter fictional stories. May be checked out for THREE WEEKS and renewed.

3. Misc.

- A. NEWSPAPERS: St. Mary's Media Center subscribes to *New Ulm Journal*, and the *Sleepy Eye Herald Dispatch*.
- B. VIDEOS: Overnight checkout when assigned by teachers.
- C. MAGAZINES: 5 years or older and previous day's newspapers are kept for students to cut out of.

Check-out Procedure: JH/HS: All materials need to be scanned and stamped with due date.

Overdue Fines: \$.10 per school day for one-week or three-week items.

\$1.00 per school hour on overnight, videos, books on reserve, and all reference books.

Media Center Lab

Copy Cost: \$.15 per copy.

All students and parents must read and sign the Internet Use Agreement found in the back of this handbook.

Consequences for misbehavior in the MC/MCL vary from case to case. Consequences can be sending a student back to the study hall from where they came, detention, being sent to the office, or being barred from the MC/MCL for a period of time fitting to the degree of misbehavior.

Medication Policy

St. Mary's personnel will **NOT DISPENSE ANY MEDICATIONS** to students, unless there is a doctor's permission and parent approval. This policy pertains to both prescriptions and over-the-counter medications and includes non-aspirin pain relievers, aspirin, and cough drops. Recent law changes and liability concerns necessitate this policy.

Messages for Students

Announcements will be made at the end of the day for students to pick up messages...then it becomes their responsibility. In case of an emergency, the student will be notified as soon as possible.

Minnesota Honor Society (formerly National Honor Society)

An additional honor for academic achievement is the Minnesota Honor Society. Students in grades 10-12 with a 3.4 GPA or better are eligible. In addition to academic excellence, students are selected to be members on the criteria of service, leadership and character.

Induction into the Minnesota Honor Society is an honor bestowed by a faculty council for students in grades 10-12. Minnesota Honor Society will meet regularly and perform service projects.

Non-Discrimination Clause

Catholic schools, administered under the authority of the Catholic Diocese of New Ulm, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, disability (see following paragraph), national or ethnic origin or citizenship in the administration of their educational, admissions, financial aid, athletic, and other school administered student programs.

Non-Discrimination Policy

It is the policy of St. Mary's School to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person at St. Mary's shall, on the grounds of race, color, national origin, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied of, or otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration, or selection, whether part or full time, under any education program, employment or activity by St. Mary's School.

Students shall not be denied admission because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program within the reasonable accommodations that may be provided for the disabled child. Parents are to fully disclose the nature and known extent of any physical, emotional, environmental, or learning disabilities at the time of registration.

This policy does not conflict with the priority given to Catholics for admission as students. Nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Office

Students are asked to take care of getting change, paying lunch money, etc. before school, at morning break, lunch time, or after school.

Online Courses

The instructor and student will be responsible for setting the pacing for online courses. This pace should follow St. Mary's academic calendar in terms of quarter, semester, and yearly completion dates. Ex: if online course includes 16 units, 8 of these units would need to be completed by the end of semester 1. All online coursework needs to be completed by the last student day unless approved by the instructor and/or administration.

Open Defiance of Authority

Open defiance of authority will result in an automatic suspension, followed by a parental conference, before the student is readmitted.

Please note: The principal (and/or pastor) has the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

Parental Role

The Catholic Church recognizes and the Catholic school respects the parents as the primary and principal educators of their children. For Catholic parents, the promise at baptism to raise their children as Catholic supports these premises and the Catholic school thereby exists to assist parents in the Christian formation of their children—assisting in what is to already be happening in the home. With the school being a continuation of a child's primary education, all parents enrolling their children in the school are expected to support the school's mission and commitment to Christian principles.

Parents are expected to annually sign the school's Handbook Agreement Form as acceptance of the school's policies as set forth within the handbook.

While present on the school campus be it for academic related activities or extra-curricular events, every adult has the responsibility of appropriate conduct in order to support the school's mission and provide positive role models to our students. A coherent witness to Catholic moral teaching is expected at the school and during any school-related activities.

Pep Rallies

Pep rallies are held before selected events. They will be conducted in an orderly manner. Pep rallies normally need the approval of the principal one week in advance.

Organized groups of students, such as cheerleaders or teams, **MUST** have the advisor's permission to plan a pep rally and have adult supervision at "away" games/competitions.

Pest Control

Our school system personnel apply pest control on the school grounds. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The pesticide applied is an over the counter product that is applied to the grounds on the west side of the high school and the south side of the building. The long-term health effects on children from the application of pesticides, or the class of chemicals to which they belong may not be fully understood. Parents of students may request to receive, at their expense, prior notification of any application of pesticides. If you would like to

request this, please send a written note to the parish office requesting this. If an application is to be made during the school year, notification will come home to you prior to the application.

Post Season Athletic Awards

An individual who serves a Minnesota State High School League violation during the season they are participating in will be ineligible for any post season school awards. (Coaches will not nominate them for a post season or school award.) St. Mary's school believes it is very important for the students that represent St. Mary's to do so in a respectful, responsible way.

Post-Secondary Education Option Program

Students entering this program must see the Principal and the Guidance Counselor for the PSEO Guidelines:

- 1) If a student wishes to enroll in the PSEO program for the following year, the deadline is March 1st.
- 2) Equivalent courses need to be approved by the Principal.

Post-Secondary School Visits for Seniors and Juniors

Each member of the senior class and second semester juniors (juniors must be with a parent) shall be granted one class day to visit a post-secondary institution without the day being recorded as an absence on the student's attendance record (or affecting their extracurricular eligibility). Additional days may be permitted for seniors, but will count against the student's attendance record (and therefore affect their extracurricular eligibility). It is recommended that the Post Secondary Visit Day be scheduled for a non-school day. In order to qualify for this day, the student will follow these procedures:

1. The visit must be arranged through the counselor's office.
2. The student must bring written permission from their parents or guardian prior to the visitation day.
3. The student/parent are required to see that the work missed is made-up.

Progress Reports

Progress reports will be emailed (or sent upon request) at mid-quarter to the parents of students who are at risk of failing for the quarter (D's and F's). A failure will not normally be given on a quarter report card unless parents have been notified of its possibility.

St. Mary's guideline is that, when a student is failing or doing poorly in a class, a written report or an e-mail will be sent home to parents. Parents are then responsible for contacting the school or the teacher for advice on how to help their child the remainder of the quarter. Teachers are also responsible for informing parents of failing work that becomes apparent after mid-term reports have been issued.

Parents now have access to their child's grade on the RenWeb Internet program. Contact the HS office for information on this program.

Parent/teacher conferences will be held at the end of the first quarter. Parents are encouraged to pick up report cards at this time. Parent/teacher conferences will be held at the end of second quarter if needed. For the past few years, we have had 95% attendance at our conferences--this is outstanding!

Resolution of Issues Policy – Parent and School

With any group of people, there is the potential for misunderstanding disagreement, and even wrong-doing. Should this happen during the school year, the following steps should be taken:

Students:

1. Talk to the teacher or supervisor involved.
2. Be honest and straightforward.
3. Teacher and student may need to problem-solve or brainstorm solutions.
4. If needed, only involve those students directly involved with the problem.
5. If the problem is not resolved, visit with the principal.
6. Keep the problem confidential (Refrain from airing grievances via social media).

Parents:

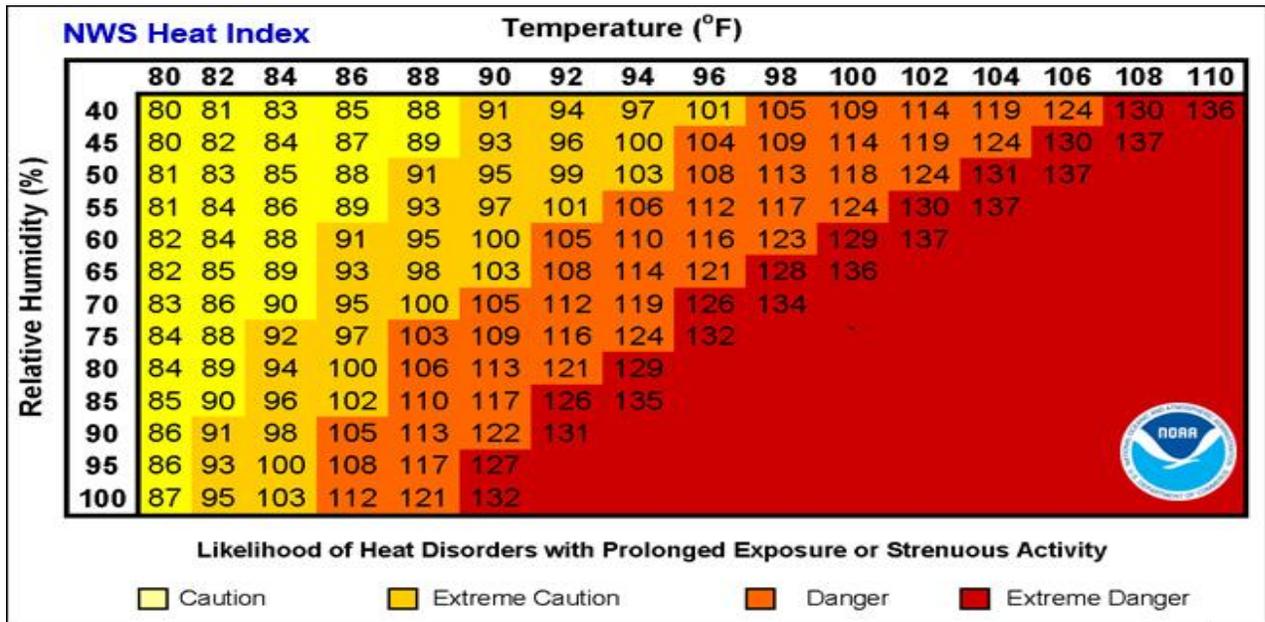
1. Talk to the teacher or supervisor involved.
2. If the parent feels nothing is resolved, talk to the administrator. A meeting may need to be set up with the teacher, parents, student, and administrator.
3. Be honest and straightforward.
4. Work at solving the problem by listening and speaking respectfully.
5. If the issue does not seem to be resolved, talk to the superintendent.
6. Keep the problem confidential (Refrain from airing grievances via social media).

The goal of the parent-school resolution of issues policy is to clearly understand the problem, to solve the problem, and to correct any wrong doing if necessary.

School Closings

School closings due to inclement weather or other emergencies will be announced by WCCO Radio and KNUJ Radio, New Ulm. The School Messenger parent notification system will also be used.

During the Fall & Spring, St. Mary’s School will follow the National Weather Service’s Heat Index scale (below), and possibly have an early dismissal when the heat index reaches 95 or above.



School Day...There are eight periods in our school day. The schedule will be as follows:

BELL SCHEDULE 2018-19

Teacher Homework Help 7:45-7:55
SHARED-TIME BUS LEAVES 7:50
JH Homerooms Bell 7:45

First Bell 7:57
 Prayer 8:00
 1st Hour 8:00-8:49 49 Minutes
 2nd Hour 8:52-9:39 47 Minutes
BREAK 9:39-9:48 9 Minutes
 3rd Hour 9:51-10:40 49 Minutes
 4th Hour 10:43-11:27 44 Minutes
 5th Hour 11:30-12:11 41 Minutes
LUNCH 12:11-12:46 35 Minutes
12:46...WARNING BELL
 6th Hour 12:51-1:38 47 Minutes
 7th Hour 1:41-2:25 44 Minutes
 8th Hour 2:28-3:15 47 Minutes

Teacher Work Time 3:15-3:45

TWO HOUR LATE START: First Bell 10:00, Begin 3rd Hour 10:03

12th – 12:11
 Prayer Service 12:09
 11th – 12:13
 Prayer Service 12:07
 10th – 12:15
 Prayer Service 12:05
 9th – 12:17
 Prayer Service 12:03
 8th – 12:19
 Prayer Service 12:01
 7th – 12:20
 Prayer Service 12:00

LUNCH DISMISSAL TIMES
 MUST BE ADHERED TO.

10:10 Mass Day SCHEDULE	
JH Homerooms	7:45
First Bell	7:57
1 st Hour	8:00-8:49
Break	8:49-8:54
2 nd Hour	8:57-9:44
5 th Hour	9:47-10:05
MASS	10:10-11:10
Break	11:10-11:15
5 th Hour	11:18-11:38
4 th Hour	HS 11:41-12:11 JH 11:41-12:19
LUNCH	12:11-12:46
6 th Hour	12:51-1:25
3 rd Hour	1:28-2:03
7 th Hour	2:06-2:40
8 th Hour	2:43-3:15
DISMISSAL	3:15

8:30 Mass Day SCHEDULE	
NO JH HOMEROOMS	
First Bell	7:57
1 st Hour	8:00-8:25
MASS	8:30-9:30
2 nd Hour	9:38-10:08
3 rd Hour	10:11-10:41
BREAK	10:41-10:48
4 th Hour	10:51-11:21
5 th Hour	HS 11:24-12:11 JH 11:24-12:19
LUNCH	12:11-12:46
REGULAR PM SCHEDULE	

School Prayer

Attendance at a private Christian school gives students the right and privilege to pray in school. Prayer will be said at the beginning of classes and other times throughout the school day. Weekly prayer services will be held in the auditorium around 12:30 pm (often Fridays). There will be weekly Masses which all students will attend. (Remember our Catholic obligation of abstaining from food 1 hour before communion.) Notice of opportunities for receiving the Sacrament of Reconciliation will be posted or announced.

Search of Desks and Lockers

The school/parish is co-tenant of desks/lockers and reserves the right to search them at any time without notice.

Shared-Time Students

When students register for a shared-time class at Sleepy Eye Public School or Springfield High School, they place themselves under the rules and regulations of that school. They also assume responsibility to attend these classes. That responsibility overshadows any special events at St. Mary's High School, such as any lyceum programs, concerts, or even a free day.

Snowballs, Water Balloons, Squirt Guns, etc.

Snowballs, water balloons, and squirt guns are strictly forbidden on St. Mary's School grounds. Common sense and respect for the safety of others should make this apparent. Offenders of these directives will be dealt with directly by the principal. There is a \$5.00 fine.

Student Chemical Policy

St. Mary's School recognizes chemical dependency as a treatable illness. Students who are so diagnosed or are identified shall have the same consideration and opportunities for treatment which is extended to students with other types of illnesses.

The use of, possession of, or involvement with controlled substances is prohibited. Students involved with controlled substances will have their parents notified and will be required to contact an appropriate social agency for completion of a chemical dependency evaluation (following second violation as per our policy).

Students who refuse an evaluation, or who refuse further evaluation when recommended, or who drop out of treatment will be subject to expulsion. Successful completion of a treatment program may be required.

*** ADMINISTRATION RESERVES THE RIGHT TO HAVE STUDENTS TESTED***

Student Files

Each student attending St. Mary’s School has a record in the school files. Each record contains grades, attendance records and standardized testing scores. These records are maintained by the administration and the counselor, and they are the only staff members who have direct access to these records. Any student who wishes to see his/her record should make an appointment with the principal or the counselor. A student who disagrees with any information in the record should discuss the matter with the counselor or principal.

Student Insurance

St. Mary’s offers the students a student accident insurance policy. The school assumes no responsibility for the insurance but merely offers its service in distributing the information to the students and gathering premiums for the company. There is no obligation for the student to avail himself/herself of the insurance, but it is recommended that the family have some coverage.

Students Not of the Catholic Faith

The presence of students who do not share the Catholic faith provides a wonderful diversity to the school; however, this diversity shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- All students are expected to participate in the religious formation and education programs of the school.
- All students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Catholic Church tenets state that students not of the Catholic faith may not receive the sacraments of the Church; therefore, these students are exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

Student Organizations

Cheerleading	Schola Choir
Class Officers	Science Fair
Drama/Musical	Speech Team*
Knightline	Sports Managers/Stats
Knowledge Bowl	Student Council
Mass Server	Students for Life
Mock Trial*	Yes! Team*
Minnesota Honor Society	Youth Group
Pep Band	

(JH needs administrator’s approval to participate.)

*Cooperative Sponsorship

Sports Teams

<u>Boys:</u>	<u>Girls:</u>
Football	Volleyball
Cross Country*	Cross Country*
Basketball	Basketball
Hockey*	Hockey*
Baseball	Softball
Golf*	Golf*
Track*	Track*
Wrestling*	Tennis*

*Cooperative Sponsorship

Activities that are taking place during the day (FFA, Mock Trial, Knowledge Bowl, Science Fair) are limited to a total of 5 absences during the regular season, unless teams are moving on to region/state level competitions. *If a student is in two or more of the above activities, the student must maintain a “C” average or higher in each course in order to be able to attend both groups’ events throughout the season.*

Student Pictures - Publications

A way of communicating to our parents, parishioners, alumni, and community is through public relation materials. This includes the Diocese of New Ulm (*Prairie Catholic*), our local newspaper, radio, website, athletic rosters, and promotional pictures for events. The school reserves the right to use student pictures in publications and on the school website. Initialing/signing-off on the appropriate line of the Student-Parent Handbook signature page signifies consent for use of your child or children’s photograph.

Study Hall

Students will study and stay in their designated room for the first 5 minutes of each period. Vocal lessons and pre-signed passes are the only exception to this rule. Teachers will keep a sign-out sheet in each study hall room so they know where all students are at all times. Passes signed by a supervisor are necessary to leave the study hall. Students are to go directly to their destination and must return before the end of the period. Students may not go to places not designated on their passes. Any student who wishes to leave their study hall to meet with another teacher must have a pre-signed pass from the teacher. For example, if one has a make-up test for math, that student must have a pre-signed pass from his/her math teacher.

Students will be allowed to use personal devices (laptop, iPad, etc.) for academic purposes only during Study Hall. The school has added a Guest Wi-Fi account for students to be able to use personal devices for academic purposes during Study Hall. An attitude of quiet should prevail, with students bringing necessary books and materials to study throughout the period. Students should also bring a book to read in case they finish their work with time remaining. Music in Study Hall will be permitted at the teacher’s discretion. Water is permitted.

Suspension Procedure

An informal conference will be held between the student and Principal.

The following information will be served upon the student’s parents or guardian by mail within 48 hours of the conference: 1. Grounds for suspension 2. Statement of the facts 3. Description of testimony 4. Readmission plan. The student’s grade may be deducted 1% at the end of the quarter for classes she/he missed.

Tardiness

Students must be in their first hour classroom before the tardy bell at 8:00 a.m. Students tardy for first period or any other period must obtain an admit slip from the office. Unexcused tardiness shall result in a half hour detention, one hour for students tardy more than 5 minutes, and two hours for every hour late.

If a student is detained by a teacher, the teacher will give the student a slip for admission to the next class.

Tardiness for classes will be dealt with by the individual teacher or principal.

Transcripts

For any St. Mary’s graduate, transcripts of credits will be sent to the college of his/her choice. A student who needs to have a copy sent should contact the counselor or the office by letter or phone in order for the school to release his/her records. **The student handbook policies shall remain in effect through commencement exercises, and include but are not limited to fines, code of conduct, and course requirements. Failure to comply with these policies will result in final transcripts being held until rectified.**

Transfer Students

The following documents are required for each student's permanent records at the time of registration: birth certificate or legal verification of the child's age, immunization record listing the dates of all shots in compliance with those required by state law, baptismal certificate (if applicable, Catholic applicants only), custody agreement (if applicable). **Transfer students will also need to provide standardized tests or academic records that would provide crucial information for the support of the student.**

Truancy/Educational Neglect Intervention Procedures

Absence from school without parents' and school's permission is truancy. Unexcused absences will result in detention at the rate of two hours detention for every hour truant...fourteen hours detention for skipping a day of school. No credit will be allowed for any work or test missed.

Tuition Information 2017-2018

Kindergarten	\$2,239	Grades 3-4	\$3,319	Grades 7-8	\$3,805
Grades 1-2	\$2,877	Grades 5-6	\$3,389	Grade 9	\$4,007
				Grades 10-12	\$4,045

Use of Facilities

St. Mary's Field House and Weight Room will be open for supervised public use. Membership will allow the member to use the facility when open for public use as outlined below.

During the school year (November-April): Monday-Tuesday-Thursday 7:30-9:00 p.m.

Sunday: Students: 2:00-4:00 p.m. Adults: 7:00-9:00 p.m. (NO students)

Summer hours are available (first Monday in June-second Friday of August)

Monday-Wednesday-Friday 9:00 AM-12:00 PM/1:00 PM-5:00 PM

Tuesday-Thursday 8:00 AM-12:00 PM/4:00 PM-7:00 PM

Closed Saturdays/Sundays and July 4th

Field House/Gym may be closed for floor waxing-see summer schedule...Weight room will be open.

Membership Options: Membership will run from September to September each year. Membership does not allow use of the facility beyond the time designated for public use.

Individual Membership: \$35

Family Membership: \$50

Non-member fee: \$3 per day

Walkers need to have a membership or pay daily fee. During the school year, walkers are welcome any school day from 7:30-8:00 a.m. at no charge.

Membership forms are available in the office. Adults scheduling the building when front doors are opened will be responsible for the entire building and should be aware that they are responsible for everyone they allow into the building.

All facility use shall be scheduled through the school Activities Director at 794-4121 and in conjunction with the Office Master Calendar.

Vacations

Families are advised to plan vacations according to the days when school is not in session. All students are responsible for missed homework. Teachers are not expected to re-teach the materials the student has missed due to vacation. Reminder: If students are gone in excess of 9 school days, including vacations, in a given semester, his/her grade may drop 5% of points earned per additional day absent which will be assessed at the end of the semester.

A note from parents three weeks in advance to the principal about vacation plans is requested.

***If a family is planning on taking an extended vacation, teachers will not prepare homework ahead of time. This causes confusion on the part of the student and teacher as: 1) students do not always understand the homework or concept, 2) students come back with work unfinished, lost homework, lost books, or 3) ahead of where the class happens to be. Once the student is back from vacation, the teacher will give the homework and a timeline as to when the work needs to be completed.

Valedictorian/Salutatorian Awards

In order for a Senior to be eligible for the Valedictorian or Salutatorian Award, he/she must be enrolled at St. Mary's for three years of their High School education and be a full-time student their senior year. Midway through Fourth Quarter, the top two students will be calculated, and they will be informed of their position. Final GPAs will be calculated to the thousandth decimal.

Vandalism and Theft

Students will not destroy, deface or otherwise mar the physical facility, equipment or material used in the conduct of school or school-related activities. Violation of this regulation will result in suspension from school and being required to make restitution for the damages. A conference with the student's parents will be necessary in order for the student to return to school. Books and equipment loaned to students should be used with care. If wear or tear is exceeding normal use, fines will be charged which must be paid before report cards will be issued.

Violence Guidelines

I. GENERAL STATEMENT OF GUIDELINES:

It is the policy of St. Mary's School to maintain a learning and working environment that is free from violence. The St. Mary's Evangelization and Catechesis Committee prohibits any form of violence. It shall be a violation of this document for any pupil, teacher, administrator or other parish personnel of St. Mary's to inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator or other parish personnel.

The parish will act to investigate all complaints of violence and to discipline or take appropriate action against anyone who is found to have violated these guidelines.

- A. **Sexual Violence Definition:** Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts are defined in MN Statutes Section 609.341. This includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual harassment is not condoned in a Christian atmosphere.
- B. **Racial Violence Definition:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

- C. Religious Violence Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- D. Assault Definition:
 1. An act done with the intent to cause fear in another of immediate bodily harm or death.
 2. The intentional infliction of or attempt to inflict bodily harm upon another.
 3. The threat to do bodily harm to another with the present ability to carry out the threat.

II. REPORTING PROCEDURES:

Any person who believes he/she has been the victim of violence by a pupil, teacher, administrator or other parish personnel of St. Mary's, or any person with the knowledge or belief of conduct which may constitute violence towards a pupil, teacher, administrator or other parish personnel should report the alleged act/acts immediately to an appropriate parish official designated by this policy. St. Mary's encourages the reporter or complainant to fill out a report from the office, but oral reports will be considered complaints as well. Nothing in this policy shall prevent any person from reporting a violation directly to the Superintendent/Pastor.

- A. In each building the principal is the person responsible for receiving oral or written reports of violence. Any adult working at St. Mary's who receives a report of violence shall inform the principal immediately. Upon receipt of a report, the principal must notify the Parish Human Rights Officer (School Counselor) immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practical by the principal to the Parish Human Rights Officer (School Counselor). If the report was given verbally, the principal shall transcribe it to written form within 24 hours and forward it to the PHRO. Failure to forward any complaint as provided herein will result in disciplinary action against the principal. If the complaint involved the principal, the complaint shall be made or filed directly with the Superintendent or Parish Human Rights Officer by the reporting party or the complainant.
- B. Submission of good faith complaint or report of violence will not affect the complainant or reporter's future employment, grades or work assignments.
- C. Use of formal reporting form is not mandatory.
- D. St. Mary's will respect the privacy of the complainant, the individual against whom the complaint is filed, and the witnesses as much as possible.

III. INVESTIGATION:

By the authority of St. Mary's, the Parish Human Rights Officer, upon receipt of a report or complaint alleging a violation of the policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by the Parish authorities or by a third party designated by the Parish.

The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of the alleged incidents or circumstances giving rise of the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether the alleged conduct constitutes a violation of this policy, the Parish authorities should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between parties involved and the context in which the

alleged incidents occurred. Whether a particular action or incident constitutes a violation requires a determination based on all the facts and surrounding circumstances.

In addition, the Parish may take immediate steps, at its discretion, to protect the complainant, pupil, teachers, administrators or other parish personnel pending completion of an investigation of alleged violence. The investigation will be completed as soon as practical. The Parish Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the Evangelization & Catechesis Committee/Administrative Council. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations.

IV. PARISH ACTION:

- A. Upon receipt of the report, the Parish officials will take appropriate action. Such action may include, but is not limited to, warning, suspension, remediation, termination or discharge.
- B. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the Parish according to our Due Process procedures.

V. REPRISAL:

The Parish will discipline or take appropriate action against any pupil, teacher, administrator or other parish personnel who retaliates against any person who reports alleged violations or any person who testifies, assists, or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VI. RIGHT TO ALTERNATE COMPLAINT PROCEDURES:

These procedures do not deny the right of any individual to pursue the Diocesan Due Process procedures stated in the Faculty Handbook.

VII. WEAPONS POLICY:

Possession of a weapon will result in:

1. Notification to the parents
2. An initial suspension for up to ten (10) days;
3. Confiscation of the weapon;
4. Contacting the police department;
5. A recommendation to the Superintendent that the person be expelled.

“Possession” refers to having a weapon on one’s person or in the area subject to one’s control on school property or at a school activity. “Weapon” refers to any firearms, whether loaded or unloaded; any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death. Combustible or flammable liquids are considered to be weapons. Examples are: pellet guns, look alike and non-functioning guns used to threaten others, knives and clubs. Students who witness the presence of a weapon on school grounds must report it to the teacher or principal. Students found in possession of toy or replica weapons will have these items confiscated. Parents will be notified about the infraction, and the student will be given a detention or suspension. The number of days will be determined by the building supervisor. Students who threaten bodily injury on another individual, or display toy, replica, or “found” weapons to threaten another individual will be suspended for a period of three to five days. Parents will be contacted and arrangements made for a conference prior to the student returning to school. At any time, at the discretion of the building supervisor, a student may be disciplined at an increased level of these guidelines as the seriousness of the offense warrants. Such items which clearly serve an educational purpose, such as Minnesota Firearm Safety Program classes, replica weapons used for dramatic performances, or starting pistols used for athletic events,

which are used under the proper adult authority and have been deemed by the administrator to be acceptable and properly managed, shall be allowed in schools.

* “Found weapons” include any common item used by a student to harm another individual. Examples of found weapons include, but aren’t limited to: rocks, chunks of ice, table scissors, or pieces of glass.

* “Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property, at a school activity, school sponsored trip, or near a school bus stop during loading and departure.

Minnesota Statute 127.282 mandates that a school must expel for one year a pupil who is determined to have brought a firearm to school. The Principal, under appropriate circumstances, may recommend and the Evangelization & Catechesis Committee may impose a lesser penalty. If a student withdraws or transfers after expulsion proceedings are started, or if a student is in fact expelled, the school may disclose this to another school in connection with the possible admission of the student to the school.

VIII. THREAT TO LIFE:

Parents will be notified if a student’s action or negligence creates life-threatening conditions for themselves or others. Law Enforcement may also need to be called with possible suspension.

IX. ASSAULT:

1. A threat of bodily harm or death to another person, without material physical contact, will result in a parent conference and an initial suspension of up to five days for students in grades 7-12.
2. A student who threatens bodily harm or death to another person without material physical contact while in possession of a weapon shall be dealt with under the weapons policy.
3. Students in grades 7-12 who engage in fighting with another person will be suspended from the classroom or building for a minimum of five days. Fighting shall be characterized by a violent aggressive behavior by two or more with the intent of inflicting physical harm upon another. This is differentiated from “poking”, “pushing”, “shoving”, or “scuffling”.
4. Direct attack with a weapon is defined under “Weapon Policy”.
5. Direct attack on another person: Students in grades 7-12 will receive up to ten days of suspension, and may be recommended to Superintendent for expulsion.

Visitors

Parents are always welcome and encouraged to visit our school. Should a school-age friend or relative want to visit, it must be approved in advance. All outside doors are locked from 8:15 a.m. - 3:00 p.m. while school is in session. ALL visitors, including parents and grandparents, MUST report to the office when entering the building even if for a short visit. The same procedure is followed during summer hours.

The safety and welfare of our students is a top priority. Feeling safe and secure in your surroundings are key components to a successful learning environment.

Wellness Policy Guidelines

St. Mary's Catholic School promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as a total learning environment. St. Mary's supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. The following guidelines were written and approved by our Board of Education:

POP

- Pop should not be used as a reward.
- Only water, milk, sports drinks (no sports drinks recommended for JH students), and 100% fruit juices should be consumed at events during the school day.

CANDY

- Teachers are discouraged from giving candy as a treat or reward.

FOOD

- Moderation will be encouraged along with offering alternative healthy choices.
- There should be a limited amount of food served at holiday celebrations.
- The school food service program will approve snacks sold to students in the school. These snacks must meet the nutritional standards.

Popular Snack Choices:

Trail mixes	Cheese & crackers
Fruit cocktail	Fresh fruit
Celery (ants on a log)	Granola/Nutrigrain/Oatmeal bars (not cereal bars)
Dry cereal	Popcorn or popcorn balls
Rice cakes	Muffins
String cheese	Yogurt (regular, frozen, "Gogurt")
Cheese cubes	Fruit smoothies
Chex mix	Vegetables with dip container
Bagels	Pretzels (try honey mustard)
Baked chips	Mini ham or turkey sandwiches
Jell-O (cups or jigglers)	Crackers (whole grain, graham, animal)

A copy of the complete Wellness Policy is available in the high school office.

Withdrawals or Changes in Schedules

Dropping or changing a class is discouraged. If a change is necessary, the student must first consult with the counselor and teachers involved. Final approval must, however, come from the principal. There are two types of withdrawal from class: 1) student initiated 2) teacher initiated. Students who drop courses on their own after 2 weeks are to be given a "W" for withdrawal from the course. A student with 2 or more "W's" may receive an "F" for the course. Students who drop a course due to a teacher's request may not necessarily receive an "F". A \$10.00 cancellation fee could be charged for any schedule change after the second week of any given quarter. Request for withdrawals or changes must be in writing, signed by parents, teacher(s) involved, and presented to the principal.

STUDENT – PARENT HANDBOOK SIGNATURE PAGE

We ask each student in the Junior-Senior High and their parents to please read the 2018-2019 Student-Parent Handbook. Our goal is to create a positive educational atmosphere where rules are enforced firmly, fairly, and consistently to all students. Please familiarize yourself with this handbook and sign below as evidence that you have read and understand the contents of this handbook.

ST. MARY’S JR.-SR. HIGH SCHOOL INTERNET/IPAD USE STATEMENT OF ACCEPTANCE

STUDENT: I have read, understand and will abide by the terms and conditions of the Internet/iPad Policy. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access to the internet/iPads at St. Mary’s will be terminated. Additional disciplinary measures may be applied as needed.

PARENT/GUARDIAN: As the parent/guardian of this student, I have read the Internet/iPad Policy. I understand that this access is designed for educational purposes. St. Mary’s School has taken precautions to eliminate controversial materials. However, I recognize that it is impossible to guarantee restricted and supervised access to all controversial materials, and I will not hold St. Mary’s responsible for materials acquired on the internet/network. I hereby give permission for my child(ren) to use the internet/iPad, subject to administrative approval.

YOUR SIGNATURES BELOW WILL INDICATE:

- ✓ I understand the rules and regulations stated in the Student-Parent Handbook.
- ✓ I give consent for my child(ren) to have access to the internet. I understand access is designed for educational purposes. I take full responsibility, as a parent, of my child(ren)’s use of the Internet.
- ✓ I agree to the terms and conditions for use of iPads.
- ✓ I give consent for my child(ren)’s photo to appear in public relation materials.

Name, date, and signature are required for EACH student in grades 7-12 along with that of a parent/guardian.

STUDENT NAME (Print first and last name): _____

Student Signature: _____ Date: _____

STUDENT NAME (Print first and last name): _____

Student Signature: _____ Date: _____

STUDENT NAME (Print first and last name): _____

Student Signature: _____ Date: _____

PARENT NAME (Print: last name, first name): _____

Parent Signature: _____ Date: _____

RETURN BY FRIDAY, SEPTEMBER 7, 2018

Please verify that all necessary signatures are included before returning the form to the school office.

2018-2019 Mass Schedule

<u>Date</u>	<u>Time</u>	<u>Notes</u>	<u>Date</u>	<u>Time</u>	<u>Notes</u>
Mon, Aug 27	8:30 AM	Opening AS Mass	Tues, Jan 29	8:30 AM	AS Mass CSW
Fri, Sept 7	10:10 AM	AS Mass	Fri, Feb 1	TBD	AS Living Rosary
Fri, Sept 14	10:10 AM	AS Mass	Fri, Feb 8	10:10 AM	AS Mass
Fri, Sept 21	10:10 AM	AS Mass	Fri, Feb 15	10:10 AM	AS Mass
Fri, Sept 28	10:10 AM	AS Mass	Fri, Feb 22	10:10 AM	AS Mass
Fri, Oct 5	8:30 AM	AS Mass Hmcg/Marath	Fri, Mar 1	10:10 AM	AS Mass
Fri, Oct 12	10:10 AM	AS Mass	Wed, Mar 6	8:30 AM	AS Mass
Wed, Oct 17	10:10 AM	AS Mass MEA Break	Fri, Mar 8	2:30 PM	AS Stations
Fri, Oct 26	10:10 AM	AS Mass	Fri, Mar 15	10:10 AM	AS Mass
Thurs, Nov 1	8:30 AM	AS Mass All Saints	Tues, Mar 19	10:10 AM	AS Mass
Fri, Nov 9	10:10 AM	AS Mass	Thurs, Mar 21	2:30 PM	AS Stations
Wed, Nov 14	10:10 AM	AS Mass	Mon, Mar 25	10:10 AM	AS Mass
Tues, Nov 20	10:10 AM	AS Mass	Fri, Apr 5	10:10 AM	AS Mass
Fri, Nov 30	10:10 AM	AS Mass	Fri, Apr 5	2:30 PM	AS Stations
Fri, Dec 7	10:10 AM	AS Mass	Tue, Apr 9	10:10 AM	AS Mass
Wed, Dec 12	10:10 AM	AS Mass	Wed, Apr 17	10:10 AM	AS Mass
Fri, Dec 21	10:10 AM	AS Mass	Wed, Apr 17	12:30 PM	AS Stations
Fri, Jan 4	10:10 AM	AS Mass	Fri, Apr 26	8:10 AM	AS Mass
Fri, Jan 11	10:10 AM	AS Mass	Fri, May 3	10:10 AM	AS Mass
Fri, Jan 18	10:10 AM	AS Mass	Fri, May 10	8:30 AM	AS Mass May Cr.
Fri, Jan 25	10:10 AM	AS Mass	Fri, May 17	8:30 AM	AS Mass/ K. Grad
Mon, Jan 28	TBD	AS CSW Prayer Serv.	Thurs, May 23	8:30 AM	AS Closing Mass

2018-2019 Concerts

<u>Date</u>	<u>Time</u>	<u>Notes</u>
9/30	7:00 PM	Coronation
10/5	TBD	Homecoming/Marathon
11/11	TBD	Veterans' Day Program
12/12	6:30 PM	Elem Christmas Program
12/20	7:00 PM	5-12 Band/7-12Choir
3/13	All day	Large Group-GFW
3/21-24	Various	Musical
4/6	TBD	Solo Ensemble MSU
4/11	7:00 PM	3,5-8 Rec/Band/Choir Concert
4/7	All day	Solo Ensemble-MSU
4/12	7:00 PM	3,5-8 Recorder/Band
5/8	7:00 PM	9-12 Choir/Band
5/26	2:00 PM	Graduation
5/27	8:30 AM	Memorial Day

2018-2019 Pep Band

<u>Date</u>	<u>Notes</u>	<u>Date</u>	<u>Notes</u>
9/7	FB	1/15	GBB
9/13	VB	1/25	BBB
9/21	FB	1/29	BBB
9/25	VB	2/8	BBB
10/5	FB Homecoming	2/12	BBB
10/12	FB	2/19	BBB
10/22,25,30	VB Playoffs	2/21,26	GBB Playoffs
11/3, 8-10	VB Playoffs	3/1,5,8	GBB Playoffs
10/23,27	FB Playoffs	3/14-16	GBB State
11/2,8-10,	FB Playoffs	2/28	BBB Playoffs
11/15-17,23-24	FB Playoffs	3/4, 7,11,15	BBB Playoffs
11/29	GBB	3/21-23	BBB State
12/13	GBB		
12/18	BBB		

BELL SCHEDULE 2018-19

Teacher Homework Help 7:45-7:55

SHARED-TIME BUS LEAVES 7:50

JH Homerooms Bell 7:45

First Bell	7:57	
Prayer	8:00	
1 st Hour	8:00-8:49	49 Minutes
2 nd Hour	8:52-9:39	47 Minutes
BREAK	9:39-9:48	9 Minutes
3 rd Hour	9:51-10:40	49 Minutes
4 th Hour	10:43-11:27	44 Minutes
5 th Hour	11:30-12:11	41 Minutes
LUNCH	12:11-12:46	35 Minutes
	12:46...WARNING BELL	
6 th Hour	12:51-1:38	47 Minutes
7 th Hour	1:41-2:25	44 Minutes
8 th Hour	2:28-3:15	47 Minutes

Teacher Work Time 3:15-3:45

TWO HOUR LATE START: First Bell 10:00, Begin 3rd Hour 10:03

10:10 Mass Day SCHEDULE	
JH Homerooms	7:45
First Bell	7:57
1 st Hour	8:00-8:49
Break	8:49-8:54
2 nd Hour	8:57-9:44
5 th Hour	9:47-10:05
MASS	10:10-11:10
Break	11:10-11:15
5 th Hour	11:18-11:38
4 th Hour	HS 11:41-12:11 JH 11:41-12:19
LUNCH	12:11-12:46
6 th Hour	12:51-1:25
3 rd Hour	1:28-2:03
7 th Hour	2:06-2:40
8 th Hour	2:43-3:15
DISMISSAL	3:15

LUNCH DISMISSAL TIMES MUST BE ADHERED TO.

12 th - 12:11	Prayer Service 12:09
11 th - 12:13	Prayer Service 12:07
10 th - 12:15	Prayer Service 12:05
9 th - 12:17	Prayer Service 12:03
8 th - 12:19	Prayer Service 12:01
7 th - 12:20	Prayer Service 12:00

8:30 Mass Day SCHEDULE	
NO JH HOMEROOMS	
First Bell	7:57
1 st Hour	8:00-8:25
MASS	8:30-9:30
2 nd Hour	9:38-10:08
3 rd Hour	10:11-10:41
BREAK	10:41-10:48
4 th Hour	10:51-11:21
5 th Hour	HS 11:24-12:11 JH 11:24-12:19
LUNCH	12:11-12:46
REGULAR PM SCHEDULE	

2018-19 DUE DATES FOR MIDTERMS, GRADES, INCOMPLETES & INELIGIBILITY PERIODS

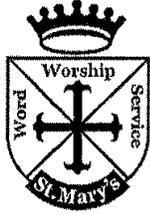
FIRST QUARTER	DAY	DATE
Midterms Due	Wednesday	September 26
<i>(Those who failed 4th quarter of 2017-2018 are ineligible as per policy: Oct. 1-Oct. 13)</i>		

End of 1 st Quarter	Thursday	November 1
Quarter Grades Due	Wednesday	November 7
Ineligibility Begins	Monday	November 12
Conferences	Thursday	November 15
Incompletes Due	Friday	November 16
Eligible to Play	Monday	November 26

SECOND QUARTER	DAY	DATE
Midterms Due	Wednesday	December 5
End of 2 ND Quarter	Friday	January 11
Quarter Grades Due	Wednesday	January 16
Report Cards Out	Friday	January 18
Ineligibility Begins	Monday	January 21
Conferences (if needed)	Thursday	January 24
Incompletes Due	Friday	January 25
Eligible to Play	Monday	February 4

THIRD QUARTER	DAY	DATE
Midterms Due	Wednesday	February 13
End of 3 rd Quarter	Thursday	March 21
Quarter Grades Due	Wednesday	March 27
Report Cards Out	Friday	March 29
Ineligibility Begins	Monday	April 1
Incompletes Due	Friday	April 5
Eligible to Play	Monday	April 15

FOURTH QUARTER	DAY	DATE
Midterms Due	Wednesday	April 24
End of 4 th Quarter	Thursday / (Friday)	May 23 / (24) Marathon Day
Quarter Grades Due	Wednesday	May 29
Report Cards Out	Friday	May 31
Ineligibility Begins	Monday	June 3
Incompletes Due	Friday	June 7
Eligible to Play	Monday	June 17



St. Mary's Catholic School

104 St. Mary's Street NW
Sleepy Eye, MN 56085

Elementary School - 507.794.6141
High School - 507.794.4121
Business Office - 507.794.4841
www.semschool.com

Dear Parents,

We are inviting you to check your child's progress via the internet! You will only have access to your individual child.

Procedure is as follows...

PARENT LOG-IN PROCEDURE:

1. Go to www.renweb.com
2. Go to the "Logins" tab on far right side of the top of the Home Page and select "ParentsWeb"
3. Enter our school "District Code": SMCS-MN
4. Enter your user name & password if you have one (your username will initially be your email address that the school has on file), otherwise go to "Create New Parentsweb Account" and follow the instructions.
5. Select "Login" tab
6. Once you are on the page that you can access schedules, classrooms, etc., please go to "Change Password". You will then be able to select your own username and password. If you have any questions, please call the school office.
7. After you have created your account, you may then log-in again at www.renweb.com
 - a. Go to the "Logins" tab on the far right side of the top of the Home Page and select "ParentsWeb"
 - b. Enter the school ID: SMCS-MN
 - c. Enter your username and password and select "Parent" (where parent, student, staff boxes are listed)
 - d. Select "Log-in"
 - e. You have now entered ParentsWeb...you will be able to see several options on the menu, along with selections such as "Student Schedules" on the far left of the screen.
 - f. Note...to maneuver in and out of each screen, press the <Back> button on the left side of the page, not the arrow at the top of your screen.
 - If you select "Student Schedules" you will be asked to select a student (your child's name should be listed), after which their schedule will appear
 - If you select "Classrooms" you will see your child's classes and can see further details by selecting "Gradebook Summary", "Lesson Plan Summary", or "Homework Summary" for the individual classes. You may also email the teacher from this page by selecting the "Teacher's Web Page" option following each class listing.
 - Make sure to select the current quarter...Q1, Q2, Q3 or Q4...select the class you would like to view and their progress will be listed if it has been entered.

If you have any questions, you may call the school office at 794-4121.

Thank you,

St. Mary's Junior-Senior High School

*St. Mary's School exists to assist parents in passing on the Catholic Faith
while providing a quality education in a safe and positive environment.*

School District #84

Rules at the Bus Stop

2018-2019 School Year

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. **If you plan to ride a different bus or be a guest on a bus, you need a hand written note from your parent or guardian to give to the driver when you board the bus. If a note is not provided, the child will not be able to ride the bus.**
3. Respect the property of others while waiting at your bus stop.
4. Use arms, legs and belongings appropriately.
5. Use appropriate language.
6. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you BEFORE crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco or drugs.
11. No throwing of objects at vehicles passing by.

Rules on the bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. No standing in aisles or on seats while the bus is stopped or in motion.
4. Talk quietly and use appropriate language.
5. Keep all parts of your body inside the bus.
6. Use arms, legs and belongings appropriately.
7. No fighting, harassment, intimidation or horseplay.
8. Do not throw any object.
9. No eating or drinking on the school day bus routes.
10. No use of alcohol, tobacco or drugs on the bus.
11. Do not bring any weapon or dangerous objects on the school bus.
12. Do not damage the school bus.
13. Students K-6 sit in front of the wheel well of the bus.
14. Be respectful of other students and belongings.
15. No flash photography on evening routes will be allowed.

Consequences for school bus/bus stop misconduct:

1. First offense will result in a letter being sent to the parents from the home school principal followed by a phone call.
2. Second offense will result in a minimum **suspension of five school days** of bus service for the student(s) responsible.
3. Third offense will result in a denial of bus riding privileges for the remainder of the year. A conference is set up with the parents, student, school administrator and Sleepy Eye Bus Service representative, if needed.
4. Physical violence between students or a weapons violation will result in automatic suspension.

RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT

MEMO

DATE: July 20, 2018
TO: Parents or Guardians of students in Sleepy Eye Schools
FROM: Mr. John Cselovszki, Superintendent of District #84, 794-7903
Pat Stevermer, Bus Safety Transportation Director, 794-7873
ABOUT: Bus Safety information

According to the Minnesota School Bus Safety law, **riding the school bus is a privilege, not a right.** Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop whether for regular daily transportation, extra-curricular activities, field trips or community education trips. **Please note: A hand written note from the parent or guardian of the student will need to be given to the bus driver in order to ride a different bus or be a guest of a child on that bus. If a note is not provided, the child will not be able to ride the bus.**

Students who walk to school or arrive by car are asked to **use the crosswalks** where the school patrol is monitoring the intersection. Motor vehicles should also observe the No Parking signs between 8 a.m. and 3:30 p.m. on school days due to the number of bus shuttles that use the area. Cars are requested to stay out of the area where buses load and unload. For those who violate the signs or this procedure, a ticket can be issued by the local police department.

St. Mary's students can be picked up in the school parking lot. Vehicles should not park in front of the school which is reserved for bus drop off.

Parents of Sleepy Eye Elementary School students should go to the south end of the elementary building on 4th Ave SW (between Summit St SW and Burnside St SW) to drop off and pick up children. Do not use the parking lot for drop off and pick up as it is a safety hazard when children are walking between cars and people wanting to leave are unable to get out of the lot.

Bus safety training will be given during the first month of classes for students preschool through 10th grade. All school bus/bus stop misconduct will be reported to the Building Principal. Consequences for school bus/bus stop misconduct will be imposed by the Building Principal. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

If you have a concern about behavior on the bus or a driver, please contact the school or bus company immediately rather than wait until the end of the year. No problem is minor.

St. Mary's Junior & Senior High School Policy



For Regulation of Student Participation in Extra-Curricular Activities

St. Mary's Junior/Senior High School Policy for Regulation of Student Participation in Extra-Curricular Activities

(updated 6-20-18)

Minnesota State High School League:

St. Mary's is a member of the Minnesota State High School League (MSHSL), Southern MN. Football Conference and the Tomahawk Conference. St. Mary's not only complies with the league rules and regulations, the school also has adopted a tougher discipline code. These rules apply to all school sponsored events.

A meeting with activity participants which deals with the abuse of alcohol and drugs is to take place at the beginning of each sport season. This meeting will consist of the coaches and the athletes. A letter of rules and regulations will be sent home informing parents and guardians of their responsibilities.

St. Mary's Extra-Curricular Philosophy:

When considering the totality of an education, there are certain aspects of personality development and social interaction which fall outside the realm of academic curriculum. Extra-curricular activities can provide opportunities outside the curriculum for meeting with a variety of situations requiring social interaction. Along with development of social and personal graces, involvement in wholesome activities guided by competent faculty advisors may often provide an opportunity for the development and nurturing of a sense of morality and justice that will stand in good stead in later life.

It is because of this that we believe that in a democratic, Christian society each person is ultimately responsible for his or her actions, and accountable for those actions to the whole of society. In a like manner, we in education are responsible for the education of all students and must stand accountable for that education. Common sense, however dictates that many variables, not the least of which is the degree of motivation of the individual student, influences the outcome of education.

ST. MARY'S EXTRA-CURRICULAR POLICY

In order for a student to participate in extra-curricular activities at St. Mary's, that person must be making satisfactory progress toward graduation. St. Mary's defines "satisfactory progress toward graduation" as follows: All 7th – 12th grade students who participate in activities must be passing all classes. Dropping a class at the end of a quarter due to failing it, does not reinstate a student's eligibility.

Should a student fall short of his/her required credits in any quarter, that person will be declared ineligible to play in competitions, but may practice, for two weeks. Following the two-week suspension, that student will then meet with teachers to determine eligibility. If still not making satisfactory progress, the student will remain suspended until they get their grade up and once that occurs they will be declared eligible. Any student who has a failing grade in the fourth quarter will be put on probationary status during the first quarter or the next quarter of which they participate in an extra-curricular of the following school year. If after four weeks of the first quarter (that he/she is participating in an activity), the student is not making satisfactory progress, he/she will become ineligible for an additional two weeks.

If a student fails a 4th quarter class and the team is still in their sport's playoff, the student becomes ineligible on the day the grades become public.

1. Good Standing

In order to be eligible for regular season and MSHSL tournament competition a student must be in good standing.

Definition:

The term “**good standing**” shall mean that the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

2. Student Code of Responsibilities: *Participation in interscholastic activities is a privilege which is accompanied by responsibility.*

As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and laws of my community, state, and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and laws of my community, state, and country.

3. Penalty:

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

4. Student/Coach Ejection from a Contest:

A. Notification to School Administration: Coaches are responsible to inform their school administration regarding any ejection of a coach or student in their sport.

B. Penalties:**1. Student:**

- a. During the Regular Season: A student-athlete who is ejected from a game/meet, shall not Participate in a game/meet, shall not participate in a game/meet for the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted game/meet at That level of competition and all games/meets in the interim at other levels of competition.
- b. The second and subsequent violations carry four regularly scheduled game/meet ineligibility Penalty.
- c. During the MSHSL Tournament Series (Sub-section, Section and State Tournament): A student Athlete who is ejected from a game, meet or individual competition shall not participate in a Game, meet, or individual round of competition for the remainder of that day. The student is also Suspended from the next scheduled round of team or individual competition in tournament series.
- d. Student Relationship to Team during Suspension: A player who is under suspension for an Ejection may travel with the team and be in the locker room on the sideline but may not be in Uniform while under suspension.
- e. If penalties are imposed at the end of the sport season or MSHSL tournament series and no Contest remains; the penalty is carried over in that particular sport until the next school year. In The case of a senior, the penalty will continue to the next sport season.

2. Coach:

- a. During the Regular Season: Anytime a coach is ejected from a game/meet, the coach shall not Coach the remainder of that day. The coach is also suspended from the next scheduled, Rescheduled, or contracted date at that level of competition and all games/meets in the interim at Other levels of competition.
- b. The second and subsequent violations carry four regularly scheduled game/meet ineligibility Penalty.
- c. During the MSHSL Tournament Series (Sub-section, Section and State Tournament): A coach Who is ejected from a game/meet shall not coach the remainder of that day. The coach is also Suspended from coaching the next scheduled round of team or individual competition in that Tournament series. The penalty will be carried over into the next season for that sport.
- d. Coach Relationship to Team during Suspension: A coach who is under suspension for an Ejection may not:
 1. have access to the locker room prior to the game, during half-time, or following the game;
 2. be seated in an area proximal to the team bench;
 3. ride the team bus to or from the contest; or
 4. serve in any official capacity as a coach, statistician, supervisor, etc. until the suspension has been served.

C. Appeal:

A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

5. **Approved Attire for Awards Presentations:** Students participating in all MSHSL awards presentations must be in school-approved attire.
6. **Eligibility during MSHSL Tournaments (sub-section, section and state):** A student must be fully eligible under all local school district policies and MSHSL bylaws to be in uniform occupy the bench or playing area, participate and receive individual and/or team awards, including all-tournament honors, in the awards ceremony.

I. General Provisions

A. Minnesota State High School League

Minnesota State High School League rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach/advisor and the Athletic Director have the responsibility to know, to inform team members and parents, and to enforce school and MSHSL regulations in these matters. Specifically, all participants should be aware that the MSHSL has a sexual harassment/violence policy. It is presented in the MSHSL handbook and in the student handbook. It is the participants' responsibility to read and understand the provisions and penalties of the League's and District's sexual harassment violence policy. (MSHSL Eligibility Information is in file for your review in the Athletic Directors office.)

B.1 Behavioral Offenses

Participation in conduct which involves a violation of Minnesota law may constitute grounds for suspension or loss of privileges for participation in extracurricular activities. The determination is to be made by the administration with appropriate conferring with directors, coaches, and authorities. In case of shoplifting and other crimes committed, the Alcohol, Tobacco, and Drug policy will apply.

B.2 Vandalism and Theft

Theft or malicious destruction of any school or individual equipment on school property is not to be tolerated. The school reserves the right to assess monetary damages from parents and the student participant for the destruction or theft of property or equipment along with possible suspension from all activities.

B.3 Cheating Guideline

Any student involved in cheating on quizzes or tests and plagiarism on assignments will face one of the following consequences:

- A. Lose next scheduled extra-curricular activity. (under Cat. I)
- B. Do six hours of community service, in school or parish.

The service hours must be completed within 3 weeks of the cheating incident. If not completed within the time required, the student will automatically lose the next extra-curricular event.

If a student has been involved with cheating on tests or quizzes, plagiarize, he/she will be put on academic probation. If there was a second cheating incident (grades 9-12), that individual would be disqualified from any academic awards, including Gold Cord awards, NHS, and Valedictorian and Salutatorian awards.

The student would also receive a zero for the assignment.

C. Activities Membership/Transfer

Pupils participating in school athletic activities are encouraged not to drop any activity after the first scheduled competition or performance unless by mutual agreement between the coach or director and with parental consent

To be eligible for section and state competition, student must be a member of that school's team not later than the fourth Monday from the official starting date of the sport season.

Regulation 1: Pupils violating this rule will forfeit any awards achieved for the activity.

Regulation 2: Pupils violating this rule will be denied the privilege of participating in any other athletic activity until the season of the activity which he/she dropped is completed.

Regulation 3: Junior High athletes (Grades 7 & 8) will be allowed to change sports once during any given season. The change will be made before half of that season is over.

D. Travel

Whenever pupils are transported for curricular or extracurricular purposes, the use of provided transportation is expected. Other arrangements will be allowed only when compelling circumstances require and/or all procedures are followed. A coach or director may grant permission for a student to be transported by a parent or guardian upon request, but only after direct personal communication with the parent or guardian. Otherwise, permission must be secured in advance with the principal.

E. Attendance Expectations for Activities

Each coach/director will stipulate expectations regulating required attendance at practice/rehearsal sessions as well as at contests/activities. Violations of these expectations may be cause for the coach/director to suspend participants from participation for appropriate periods of time.

F. Unsportsmanlike Conduct

A display of unsportsmanlike conduct toward an opponent, official, or a coach, or use of profanity during a practice or contest will result in counseling by the head coach/advisor and/or Athletic Director with possible suspension. (Coaches will remove athletes from contests immediately for an appropriate length of time).

G. Letters and Awards

A season ends with the related activity banquet/recognition ceremony. If no such event occurs, the season ends when the team or last individual ends their season. A student's eligibility for a letter and/or team award(s) is ended when the season ends. No awards above and beyond the letter or recognition can be awarded or received if a student is suspended from activities for five days or more of the season under the provision of this policy.

H. General Behavioral Expectations

Each coach/advisor will have discipline rules for minor infractions; such as inattention to directions, horseplay, tardiness to practice, etc. These rules shall be put in writing and approved by the Athletic Director, and they shall be filed with the Athletic Director.

II. School Requirements

A. Daily Attendance

A student must attend all his/her classes, except in the case of an emergency, in order to practice and/or participate in a scheduled contest on the same day. An exception would be made if the AD/ principal receive indisputable verification (preferably in writing) from the doctor or parent regarding the absence.

B. Unexcused Absence or Truancy

Should a participating student during a Category I season experience an unexcused absence or truancy as defined by the student handbook, the consequences are:

For each offense: suspension from the next contest of the current season

Note: *Remaining home the morning following an event for the purpose of rest is one example of a violation of the provision.*

C. Injury

A student who has been injured and has medical treatment cannot participate again until the attending physician certifies in writing the student's readiness for participation. A student who has been injured, but does not receive medical treatment after being so advised by the coach/advisor must submit a written statement from his/her parent/legal guardian indicating their consent for their son's/daughter's continued participation in the activity.

D. General Behavior

Pupils participating in school-sponsored activities are expected to conduct themselves in a manner prescribed by standards set forth in the school rules and regulations.

Regulation 1: Pupils suspended from classes, in-school or out, due to Disciplinary action may not participate in school-sponsored Activities during the period of suspension including the Evening activities on the day(s) of suspension. This includes Practices/rehearsals or events. A one day, temporary Removal from class does not constitute a violation of this Provision.

Regulation 2: Pupils who quit or are removed from more than one subject Due to disciplinary action may not participate in school-Sponsored activities for the duration of that quarter. The Principal shall determine when withdrawals or removals Constitute a violation of this provision.

E. Academic Eligibility Rule

Refer to Academic Eligibility policy under the St. Mary's Extra-Curricular Policy in the Regulation of Student Participation in Extra-Curricular Activities part of the Student Handbook.

III. Practices during Vacations and on Days of School Closings

A. Emergency Closing of School

Emergency closing of school will nullify all practices/rehearsals. Exceptions where compelling circumstances exist can be made by the Superintendent and Principal of schools.

B. Vacation Days

During school vacation days, practices may be held, but cooperation of students, parents, and coaches is encouraged as to the attendance requirements.

IV. Curfew

St. Mary's coaches/advisors expect student participants to observe a reasonable curfew hour.

A. This curfew hour will vary from sport to sport and from event to event.

B. Failure to comply with the individual coach's/advisor's written curfew procedure may result in counseling with possible suspension.

V. Insurance

St. Mary's may be liable only for injury or damages caused primarily by the negligence of the school or its employees acting within the scope of their duties. For all other instances, the school does not carry insurance that covers injuries to student participants or loss of property.

VI. Chemical Violations

Policy Enforcement Information: It is required by law that law enforcement agencies deliver information concerning potential drug/alcohol violations to the school where an apprehended student is a member. These reports will be used to enforce the provision of this policy.

Should any private person desire to report others for potential drug/alcohol violations, the signed, official report must be made to a school official. The reporting person(s) must identify themselves. Their name will be publicly known if asked for. Anonymous reports will not be considered valid evidence unless the student admits to the violation. Also if we have visual evidence (a picture sent) the person sending the picture can remain anonymous.

Procedures to Follow When Dealing With School Pregnancies

"Student Code of Responsibilities", (MSHSL) states that if any student is dismissed from school or violates the "Code of Conduct" rule can be declared ineligible for a period of time as determined by the school administration, acting on the authority of the local education committee. The league specifically recognizes that certain conduct requires penalties that may exceed those stated.

The following are the recommended procedures:

1. The student(s) will receive professional counseling services provided by the administration. This is usually done through the Diocese.
2. The individual(s) will be exempt from three weeks or three contests, whichever is longer of Category I activities. If the expectant mother chooses not to participate for medical reasons, her minimum requirement would be satisfied.

3. The individual(s) would be exempt from all Category II activities during the time of the pregnancy, excluding Gold cords and Graduation.
4. Students who are not in a Category I or II will fall under the Category III guidelines and complete 10 hours of community/school service.
5. Multiple pregnancies: The individual(s) will be assessed by our local Child Protection Team and will follow the guidelines for a second violation.

Please understand that these are guidelines and depending on the circumstances, the consequences could be more severe. See Categories on the back of this page.

The administrative committee consists of our Pastoral Leader, Activities Director, Principals, E & C members and our school counselor. (11/30/2010)

Category I Activities:

Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Category II Activities:

- A. Those League-sponsored activities in which a member school does not have a Schedule of interscholastic contests exclusive of League-sponsored tournaments.
- B. All other activities deemed “Category II” by the school whether or not interscholastic Competition is involved. Examples include, but are not limited to, the following: Cheerleading, variety shows, plays, dramatic/Declam speech events, Knowledge Bowl, National Honor Society (selection only), all royalty courts, grand marches, Senior trip, all music events, contests, and trips, FFA, FHA, and any other curricular Clubs, student government (organizational offices, class offices, student council—must Be eligible at the time of voting), intramural and special event activities (Snow Days, etc.), all public recognition ceremonies, associated with the school, nonessential field Trips, inter-school academic competition (exceptions: graduation, Gold Cord Banquets).

Category III

Students who are not in school activities would be under this category. Non-participating students who violate the chemical and illegal substances policies will be assessed by the local Child Protection Team.

Application of Penalty Periods

Category I

Suspension periods will begin on the day that the school determines a violation exists, or, in the case of a non-participant, the period will begin on the day that student becomes a participant. Penalty periods applied with each new violation will be applied additionally, and never concurrently.

Category II

Suspension periods for Category II violations occurring during the summer shall commence on the first day of school.

A. Chemical Violations

Rule A: Use and Possession

The use and/or possession of any alcoholic beverage and/or tobacco (including chewing tobacco) or use and/or possession of illegal drugs as defined by State Law is prohibited.

B. Regulatory Penalties

1. First Violation, Category I:

After confirmation of the first violation, the student shall be suspended from the Next three scheduled interscholastic contests or a minimum of 21 consecutive Days, including weekends, whichever is longer.

2. First Violation, Category II:

After confirmation of the first violation, the student shall be suspended from Category II activities for 21 consecutive days including weekends.

3. Second Violation, Category I:

After confirmation of the second violation, the student shall be suspended from The next nine scheduled interscholastic contests or a minimum of 63 days of the Season including weekends, whichever is greater.

4. Second Violation, Category II:

After confirmation of the second violation, the student shall be suspended from Category II activities for 63 consecutive days including weekends.

-or Alternative Plan

-MSHSL Penalty (currently 6 contests or 21 days, whichever is greater) if successfully Complete prescribed treatment portion of Alternative Plan requirements.

5. Third and all Subsequent Violations, Categories I & II:

After confirmation of the third and each subsequent violation, the student shall lose all eligibility for 84 days, including weekends, or 12 contests, whichever is greater.

Additionally, prior to reinstatement of eligibility for any Category I or II activities, The student must receive counseling from an outside source, satisfactory with the School administration and/or the school counselor.

Upon successful completion of the program, the student would become eligible after Serving his/her latest violation.

-or Alternative Plan

Category I

-MSHSL Penalty (currently 12 contests or 28 days, whichever is greater) if successfully complete prescribed treatment portion of Alternative Plan requirements.

Category II

-28 days substituted for 84 days above, if successfully complete prescribed treatment portion of Alternative Plan requirements.

Category III

Those who are not in school activities, and have a violation, are to receive 10 hours Of community service for 1st violation, 20 hours for 2nd or more, to be served in The school.

-or Alternative Plan

-10 hours community service, if successfully complete prescribed treatment portion of Alternative Plan requirements.

The administration reserves the right to increase penalties of the situation calls for it. We would ask for the Parish Board of Education's approval.

No student will be allowed to come out for a sport after the season has started to serve A penalty. He/she must also finish the season in "good standing".

ALTERNATIVE PLAN:

At the sole discretion of the student and his/her parent(s) or guardian(s), an alternative plan, consisting of applicable screening and successful completion of a prescribed treatment program is provided. The program must be prior approved by the school, and all costs associated with the alternative plan, such as screening and treatment, are the sole responsibility of the student and/or the student's family.

NOTE: ALTERNATIVE PLAN MUST BE AGREED TO WITHIN TEN (10) DAYS OF THE VIOLATION.

6. Scrimmages:

-When a student is in a violation period, they are not eligible to participate in any Kind of a scrimmage that activity may have.

7. Co-Sponsored Activities:

-Students in co-sponsored activities where guidelines may differ, will follow home School guidelines.

8. Team Awards

-Students who serve a violation period with in the season will not be eligible for any team awards or conference awards for that season.

VII. Procedures and Appeals

- A. Procedure: Before any “suspension” provide for under these rules shall take effect, the student and/or parent(s) shall be notified at least verbally by a school official. In any event, the suspension information should be documented in writing And given to the parent(s)/guardian(s) as soon as reasonably possible.

B. Appeal:

A student and/or parent/guardian may file an appeal petition through the principal to the Activities Review Board. All suspensions and penalties shall continue in force, however, the Activities Review Board shall act as soon as is expediently possible.

In its capacities, the seven person Activities Board shall serve Sleepy Eye St. Mary’s School. It shall be staffed as follows:

- *1 member student leader (ie. Student Council President) selected annually by the school’s principal
- *1 member one patron selected annually by the school’s Parish Board of Education
- *1 member the chairperson of the school’s Parish of Education
- *1 member the superintendent of the school system
- *2 members one athletic coach and one arts director from the school system
- *1 member the Activities Director from the school

The Board shall determine its own means of conducting business except that action of Its Board requirements:

- A. a quorum of at least four members present
- B. a 60% majority of members present and voting is required to change decisions

C. Duration and Scope of Policy Application

The rules and regulations in this code shall apply to any violations on or off school premises during the entire calendar year.

NOTE: PENALTIES SHALL BE ACCUMULATED BEGINNING WITH THE 7TH GRADE AND ENDING AT HIGH SCHOOL GRADUATION

Enactment Clause:

All career violations on record at the time of this policy shall go into effect shall remain on the record as career violations and shall be counted as career violations for the purposes of carrying out the provisions of this policy. Otherwise, the provisions of this policy shall not be retroactive but shall be applied from the date of official enactment. Penalties issued under previous policies must be carried out as previously stipulated and shall not be concurrently administered with penalties determined in this policy.

Official Date of Enactment: June of 1993

Updated: June 2018

I have read and understand the **St. Mary's Junior/Senior High School Policy for Regulation of Student Participation in Extra-Curricular Activities**, have furnished a copy to my parents or guardians, and have secured my parent's or guardian's signature on this form which acknowledges receipt of this copy.

Student's Signature

Parent's or Guardian's Signature

* * * * *

School and Athletic Insurance

St. Mary's Junior/Senior High School does not carry any insurance on the students that attend. This is also true in athletics. We think you should be aware of this in case your child is injured. If he or she is injured, they would have to be covered by your insurance.

If you are looking for short-term medical coverage, there are insurance companies uptown which handle this. Also, there are policies which are very reasonable that can be purchased through the school. These can be for football, 24-hour policies, or school-time-only policies through the Minnesota Catholic Association.

Please sign below and return this form. Thank you.

If you have any questions regarding the insurance that may be purchased through the school, please call the office at (507)794-4121.

I understand that St. Mary's Junior/Senior High School does **not** carry medical insurance on their students or their athletes.

Please check one:

We have our own policy We will purchase a policy from above Both

Parent's or Guardian's Signature _____

Student's Name _____

Date _____

STUDENT-PARENT HANDBOOK INDEX

8-9	Absences-Excused/Unexcused	22-23	Internet/iPad Policy
8	Absentee Policy-Excessive	2	Introduction
5	Academic Policies	5	JH Classes
4	Administration	6	Lockdowns/ALICE
5-6	Admission Documents/Enrollment Decisions/Policy	23	Lockers
6	ALICE/Lockdown Procedures	23	Lunch Program
6	Anti-Hazing Policy	40	Mass Schedule
7	Appointments	24-25	Media Center Lab-Media Center Library
7	Asbestos	25	Medication Policy
33-36	Assault-Violence	25	Messages for Students
7	Assemblies	42	Mid-term due dates
7-9	Attendance Policies	25	Minnesota Honor Society (formerly NHS)
10	Auditorium	3	Mission Statement
10	Background Checks	25-26	Non-Discrimination Clause/Policy
10	Backpacks	26	Office
40	Band Concert Schedule	26	Online Courses
10	Before & After School Hours	26	Parental Role
10,26	Behavior, Defiance of Authority	40	Pep Band Schedule
10,41	Bell Schedule	26	Pep Rallies
37	Beverages	27	Pest Control
11	Bomb Threat Procedure	27	Post Season Athletic Awards
11-12	Bullying Prevention Program	27	Post-Secondary Education Option (PSEO) Program
12,44-45	Bus Students	27	Post-Secondary School Visits-Juniors/Seniors
12,39	Calendar Events	27-28	Progress Reports
37	Candy	43	RenWeb-log-in information
12	Cell Phones	34	Reporting Procedures-Violence
13	Cheating	35	Reprisal-Violence
40	Choir Concert Schedule	28	Resolution of Issues Policy
10	Classroom Behavior/Removal from Class	44-45	School Bus Information/Rules
13,30	Clubs & Organizations	39	School Calendar-Year
13	College Admission	28	School Closings
13,27	College Visits	29	School Day/Bell Schedule
20	Computer Room-PCs	29	School Prayer
40	Concert Schedule	29	Search of Desks and Lockers
5	Credits Required	19-20	Senior Class Trip Policies
14	Crosswalks	29	Shared-Time Students (SEPS, Springfield)
14	Custody	3	SMS Philosophy
14	Dances	29	Snowballs, Water Balloons, Squirt Guns, Etc.
14-15	Detention Guidelines & Rules	30	Sports Teams
16	Discipline Policies	29-30	Student Chemical Policy
16-17	Dress Code	30	Student Files
37	Drop/Adding Classes (changes in schedules)	30	Student Insurance
17	Drug Testing	30	Students Not of the Catholic Faith
42	Due dates- incompletes, ineligibility, report cards	30	Student Organizations
17	Expulsion	31	Student Pictures-Publications
46-57	Extra-Curricular Activities Policies	31	Study Hall
32	Facility Use	31	Suspension
4	Faculty	1	Table of Contents
17	Faculty Appointments with Parents	31	Tardiness
17	Faculty Room	2	Telephone numbers/ information
17-18	Fees/Fines	31	Transcripts
32	Field House (under "Use of Facilities")	32	Transfer Students
18-19	Fire Drills/Lockdowns/ALICE	32	Truancy/Educational Neglect
37	Food	32	Tuition Information
19	Grading System	32	Use of Facilities
19-20	Graduation Ceremonies	33	Vacations
20	Guests	33	Valedictorian/Salutatorian Awards
32	Gym Memberships (under "Use of Facilities")	33	Vandalism/Theft
20	Hallway Use	33-36	Violence Guidelines
20-21	Harassment Policy	36	Visitors
21	Health Services	35-36	Weapons Policy-Violence
21	Homework Assignments on RenWeb	2	Website Information
21	Homework Policy-III Students	32	Weight Room (under "Use of Facilities")
22	Honor Cords, Honor Roll	37	Wellness Policy
22	Incomplete and "F" Policy	37	Withdrawals/Changes in Schedule

STUDENT – PARENT HANDBOOK SIGNATURE PAGE

We ask each student in the Junior-Senior High and their parents to please read the 2018-2019 Student-Parent Handbook which can be found on the school website, www.sesmschool.com and on RENWEB. Our goal is to create a positive educational atmosphere where rules are enforced firmly, fairly, and consistently to all students. Please familiarize yourself with this handbook and sign below as evidence that you have read and understand the contents of this handbook.

ST. MARY’S JR.-SR. HIGH SCHOOL INTERNET/IPAD USE STATEMENT OF ACCEPTANCE

STUDENT: I have read, understand and will abide by the terms and conditions of the Internet/iPad Policy. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access to the internet/iPads at St. Mary’s will be terminated. Additional disciplinary measures may be applied as needed.

PARENT/GUARDIAN: As the parent/guardian of this student, I have read the Internet/iPad Policy. I understand that this access is designed for educational purposes. St. Mary’s School has taken precautions to eliminate controversial materials. However, I recognize that it is impossible to guarantee restricted and supervised access to all controversial materials, and I will not hold St. Mary’s responsible for materials acquired on the internet/network. I hereby give permission for my child(ren) to use the internet/iPad, subject to administrative approval.

BY SIGNING BELOW YOU INDICATE THE FOLLOWING:

- ✓ I understand the rules and regulations stated in the Student-Parent Handbook.
- ✓ I give consent for my child(ren) to have access to the internet. I understand access is designed for educational purposes. I take full responsibility, as a parent, of my child(ren)’s use of the Internet.
- ✓ I agree to the terms and conditions for use of iPads.
- ✓ I give consent for my child(ren)’s photo to appear in public relation materials.

Name, date, and signature are required for EACH student in grades 7-12 along with that of a parent/guardian.

STUDENT NAME (Print first and last name): _____

Student Signature: _____ Date: _____

STUDENT NAME (Print first and last name): _____

Student Signature: _____ Date: _____

STUDENT NAME (Print first and last name): _____

Student Signature: _____ Date: _____

PARENT NAME (Print first and last name): _____

Parent Signature: _____ **Date:** _____

RETURN BY FRIDAY, SEPTEMBER 7, 2018

Please verify that all necessary signatures are included before returning the form to the school office.

Printed copies of the handbook are available in the St. Mary’s High School office.