



St. Mary's Catholic  
Middle-High School

**Student-Parent Handbook  
2024-2025**

## **TABLE OF CONTENTS**

Page 2	Introduction & General Information
Page 3	St. Mary's Mission Statement & Philosophy
Page 4	St. Mary's Faculty
Pages 5-31	St. Mary's Policies/Guidelines (in alphabetical order)
Page 32	School Calendar
Page 33-34	Mass Schedule
Page 35	Bell Schedule
Page 36	Master Schedule
Page 37	Concert/Pep Band Schedule
Page 38	Due Dates for Midterms, Grades, Incompletes & Ineligibility Periods
Page 39	RenWeb/FACTS Parent Log-on Procedure
Pages 40-41	Bus Rules
Pages 42	Signature Page... <u>PLEASE SIGN AND RETURN THIS PAGE ONLY.</u>
Page 43-54	St. Mary's Policy for Regulations of Student Participation in Extra-Curricular Activities

## **INTRODUCTION**

St. Mary's Catholic Middle-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 composed 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 JUDGMENT. 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 Middle-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](http://www.sesmschool.com)

# ***St. Mary's Catholic School***

## ***Mission Statement***

**St. Mary's Catholic School guides students to form an authentic relationship with God while achieving academic excellence to live as faithful disciples of Christ.**

### ***Philosophy Statement***

The Holy Trinity, Father, Son, and Holy Spirit, is to be the center of our lives. We are called to grow in faith, proclaim the Good News, and witness to Christ. At St. Mary's Catholic School we are committed to living out our faith by developing the whole person, creating community, and being of service.

Our school community strives to create an environment where individuals are challenged to achieve their God-given potential. Prayer and sacraments are central to our mission, and through them, individuals are given the opportunity to discover God's will and receive His graces. (4/4/2022)

## **ST. MARY'S MIDDLE-HIGH SCHOOL FACULTY**

### **Administration:**

Fr. Craig Timmerman - Superintendent  
Mr. Peter Roufs - PreK-12 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  
Mrs. Cassie Schwartz - Administrative Assistant

### **Faculty:**

Mrs. Ann Christensen - School Counselor, Theology  
Mrs. Abeni Docter - English, English Dept. Chairperson  
Mrs. Jennifer Fischer - Math, Math Dept. Chairperson  
Mrs. Marie Guggisberg - Spanish  
Mr. Nick Kaminsky - Social Studies, Theology  
Mr. Nicholas Liese - HS Choir, Parish Music Director  
Mrs. Brynn Mathiowetz - Resource Teacher  
Mrs. Kayla Mathiowetz – Phy-Ed, Health, Math, PE/Health Dept. Chairperson  
Mrs. Rachel Moldan - Band, Choir, Band/Choir Dept. Chairperson  
Mr. & Mrs. John & Kären Moosbrugger - English  
Mr. Ben Moritz - Science  
Mrs. Mary Moritz - Math, Theology  
Mrs. Geri Pelzel - English  
Mrs. Andrea Rothmeier - English, Math, Theology  
Mrs. Cassie Schwartz - Art  
Mrs. Holly Simon - MS Choir  
Mrs. Angie Tauer - Science  
Mrs. Rachel Windschitl - Social Studies, Social Studies Dept. Chairperson  
Mr. Bruce Woitas - Activities Director, Phy-Ed, Health  
Sr. Agnes Pia- Theology  
Sr. Cora Marie - Theology

## **Academic Policies**

**Requirements for High School 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 schedule, students are expected to carry at least 7 credits per semester.

Theology	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	1 credit	
Fine Arts	2 credits	Band, Choir (must be taken in grades 9-12)
Business	.5 credit:	.5 Personal Finance
Electives	6 credits	...to reach 27 total credits

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

### **MIDDLE SCHOOL CLASSES:** (\*Electives: Must take one of either Band or Choir)

#### **Grade 6**

Religion  
Language Arts  
Science  
Mathematics  
Social Studies  
Physical Ed/Health  
\*Band  
\*Choir  
Reading

#### **Grade 7**

Religion  
Language Arts  
Earth Science  
Pre-Algebra 7/Math 7  
World Geography  
Physical Ed/Health  
\*Band  
\*Choir

#### **Grade 8**

Religion  
Language Arts  
Earth Science  
Pre-Algebra 8/Math 8  
American History  
Physical Ed/Health  
\*Band  
\*Choir

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.”<sup>1</sup> 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.”<sup>2</sup> 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. (<sup>1</sup> USCCB, National Directory for Catechesis, (Washington, D.C.: USCCB, 2005), p 262; <sup>2</sup> 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)**

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 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.

### **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 results of the re-inspection 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, Josh Sellner, 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**

#### **A. Daily**

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. It is preferred that parents call the school by 7:30 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/FACTS. 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.

## **B. Excessive Absenteeism Policy**

Good attendance is essential for school achievement and success. St. Mary's policy reads, "If a student misses more than ten class periods during a semester, their grade will be reduced by 1% for each class period missed beyond ten days." Exceptions for the countable days do exist. Generally, if a student misses due to a medical appointment or has a note from a medical provider, these absences will not be counted and marked as Absent Medical Excused. All other absences, even though marked as "excused," will be counted in the ten-day limit.

## **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:**

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.

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.).

### **St. Mary’s School Attendance Procedure**

#### **I. Recording**

- a. Attendance will be taken in every class, every hour on the RenWeb/FACTS 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.)

### **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. If behavior warrants it, a Breathalyzer, blood or urine test may be given.

### **Bell Schedule- found online through FACTS (under Resources)**

### **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 related activity, function, or program, on or off school grounds;
- Bullying is prohibited regardless of location if accomplished by 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 in 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.

### **Calendar of Events**

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

### **Cell Phones**

Middle school students will keep their phones in their lockers most of the day. The exceptions to this will be accessing them between classes, including morning break/breakfast.

High school students can bring their phones to class. However, they must place them in a teacher-designated place during class, including Knighttime/study hall. High school students may access them between classes. No phones will be allowed during lunch hour except on the last day of the week (Phone Friday).

### **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. The student would also receive a “zero” for the test, quiz or paper. 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.

### **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 freshmen and sophomores take the Pre-ACT test. 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 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 what the college recommends. 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. Many 4-year colleges recommend two years of a foreign language, so plan your 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 priority 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 are asked to 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 6-8 and grades 9-12), 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 group 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: 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 p.m.
3. Students who consecutively skip detention will have additional detention added.
4. In addition, faculty will be calling or emailing parents at work/home to inform them of their child's detention.

### **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, alcohol, 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/parking privileges or reckless operation of a vehicle (3 hours detention).
11. Being insubordinate/ disrespectful toward students or 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 will be dealt with as per policy.

### **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 that students take pride in their appearance, always remembering that by wearing it inside and outside the classroom and 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**

- 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 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.
5. No clothing with sexual innuendos 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. Violators will be fined \$3.00. Students will be sent to the office, have replacement clothing issued and after the third offense a parent/guardian will be contacted.

\*Facial hair will be allowed on a probationary basis for the 2024-25 school year (E & C recommended). Male students with facial hair are expected to keep it groomed.

### **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 Middle-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.

### **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**

Middle 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. LifeTime 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)

**Middle School participation fee** is \$100.00

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

**Other activity participation fees are:** Tennis (MS \$65, HS \$85 at Sleepy Eye Public School), Boys or Girls Hockey-TBD, Boys Wrestling-TBD, Mock Trial-TBD, HS Knowledge Bowl \$60, Middle School 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.

### **Final Exams/Testing Schedule**

Grades 6-12 will have a finals schedule at the end of the school year. It will consist of a two-day schedule. Day one will have periods 1-4 test, and each period will have two class hours to complete the test. Day two will have periods 5-8 to test. Period 8, which is Knighttime, can be used for make-up tests.

### **Fines**

St. Mary’s will allow breath mints at school. Gum, candy, pop, and sunflower seed fines are \$3. Gum, candy, pop, and food in the computer or science labs result in fines of \$3. Snowball fines are \$3. Dress code violations will result in a \$3 fine. Teacher discretion is final....fines are due within three school days.

### **Fire Drills**

Each year, all schools in Minnesota are mandated to conduct five fire drills. At St. Mary’s, your child’s safety is one of our primary concerns. 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.

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

### **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: Pre-Calculus, Calculus, Honors English, AP World History and AP US History.

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 will be recorded using 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 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, and serves no legitimate purpose by the person saying the words/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**

Sara Schultz provides health services for St. Mary's School. The yearly programs administered are audio-visual testing and scoliosis testing. Parents are notified by the nurse or school if students need attention.

### **Homework Assignments on Renweb/FACTS**

Teachers will keep assignments posted online on RenWeb/FACTS. Parents will have access to those assignments through parent portal accounts.

#### **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. (elementary students may pick up homework for siblings before school is out.)
4. Students who have been absent should 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)

## **Human Sexuality and Sexual Identity Policy**

All school policies, procedures, resources, employee trainings, and assistance given to families are intended to be consistent with the Church's teaching on the dignity of the human person, including human sexuality. The following policy statements are included herein to be reflective of a commitment to a culture of transparency and understanding of Church teachings related to school operations in regards to human sexuality and sexual identity.

Purpose and rationale regarding the stated following policies is within the MN Catholic Bishops document, "Guiding Principles for Catholic Schools and Religious Education Concerning Human Sexuality and Identity." The MN Bishops' document is accessible on the Minnesota Catholic Conference website at <http://www.mncatholic.org/guiding-principles-for-sexuality-identity-in-catholic-education/>

The following decisions, and all pertinent applicable decisions, regarding carrying out policy will be determined by and correspond to a student's identity as male or female that is congruent with one's biological identification based upon physical characteristics present at birth:

- A. A student's name and pronoun usage
- B. A student's access to facilities and use of overnight accommodations
- C. The basis for a student's eligibility for single-sex curricular and extracurricular

\* Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.

\* The consciences of students and employees will be respected with the assurance of their inviolable right to the acknowledgement that God has created each person as a unity of body and soul, male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.

\* The school will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

School administration maintains the right to determine any disruptions and subsequent school actions related to the preceding sexuality and sexual identity statements identified in this section.

## **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 6-12 receiving a failing grade F for the year, shall make up the core 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/Computer Policy**

St. Mary's Middle-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 email 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.

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.

### **Late Homework**

At St. Mary's, turning in homework on time is crucial to the learning process. It allows students to understand the material harmoniously and develop the trait of responsibility. High school and middle school students who

turn in homework on time will be eligible to receive 100% of the possible points. However, high school students who turn in homework late will qualify for only 50% of the points earned. Middle school students will have a different scale when turning in late work. 8th grade will be reduced by 30%, 7th grade by 20%, and 6th grade by 10%.

### **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**

St. Mary's will be offering free breakfast and lunch for the 2024-2025 school year.

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.

### **Media Center - Library and Labs**

#### **CHECK OUT PROCEDURES:**

**Books:** May be checked out for FOUR WEEKS. They may also be renewed.

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

**Overdue Fines:** \$.10 per school day for overdue books.

### **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**

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. MHS 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.

### **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.

### **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.

### **Postseason 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 1<sup>st</sup>.
- 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 a parent or guardian prior to the day of visit.
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/FACTS 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 wrongdoing if necessary.

### **School Closings**

School closings due to inclement weather or other emergencies will be announced using the School Messenger parent notification system via phone call and/or text message.

### **School Day**

There are eight periods in our school day. The schedule is listed in the back of this handbook.

### **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 (often Fridays). There will be weekly Masses which all students will attend. 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 at any time without notice.

### **Service Hours**

Service hours are an important part of our Catholic school mission. Therefore, students are required to perform service hours through their Theology class.

### **Shared-Time Students**

When students register for a shared-time class at Sleepy Eye Public 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 programs, concerts, or even a free day.

### **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 to participate in the religious formation and education programs of the school.
- All students must participate in liturgies, retreats, 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
Drama/Musical	Speech Team*
House System	Sports Manager/Stats
Knowledge Bowl	YES! Team*
Mass Server	Youth Group
Minnesota Honor Society	
Pep Band	

\*Cooperative Sponsorship

### **Sports Teams**

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

\*Cooperative Sponsorship

Activities that are taking place during the day (FFA and Knowledge Bowl) 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 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.

### **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.**

### **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 2024-2025**

Kindergarten	\$2,423	Grades 3-4	\$3,733	Grades 7-8	\$4,365
Grades 1-2	\$3,236	Grade 5	\$3,812	Grade 9	\$4,596
		Grade 6	\$3,887	Grades 10-12	\$4,640

### **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 (December-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)

**Membership Options:** Membership will run from September to May 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 a 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.

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:**
  - a. An act done with intent to cause fear in another of immediate bodily harm or death.
  - b. The intentional infliction of or attempt to inflict bodily harm upon another.
  - c. The threat to do bodily harm to another with the 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. 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 6-12.
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 6-12 who engage in fighting with another person will be suspended from the classroom. 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 6-12 will receive up to ten days of suspension, and may be recommended to the 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 8:00 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 MS students), and 100% fruit juices should be consumed at events during school.

**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.

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”. Requests for withdrawals or changes must be in writing, signed by parents, teacher(s) involved, and presented to the principal.



# St. Mary's School 2024-2025 Calendar

		August 2024							January 2025								
15	New teacher workshops	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1	Last day of Christmas break
19-22	Staff workshops					1	2	3				1	2	3	4	2	First day back
21	6th grade orientation	4	5	6	7	8	9	10	5	6	7	8	9	10	11	2-3	No bussing
21	Elementary visits	11	12	13	14	15	16	17	12	13	14	15	16	17	18	17	No school- teacher work day
26	Faculty Retreat	18	19	20	21	22	23	24	19	20	21	22	23	24	25	20	No bussing
27	First day of school PreK-12	25	26	27	28	29	30	31	26	27	28	29	30	31		25-31	Catholic Schools Week
30	No School															30	Family Fun Night

		September 2024							February 2025								
2	No school - Labor Day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	8	Caribbean Knight
5	School pictures	1	2	3	4	5	6	7							1	14	No bussing
7	Alumni Golf Tournament	8	9	10	11	12	13	14	2	3	4	5	6	7	8	14	Potential Marathon free day
16	No bussing	15	16	17	18	19	20	21	9	10	11	12	13	14	15	17	No school - President's Day
		22	23	24	25	26	27	28	16	17	18	19	20	21	22	24	PreK & K information night
		29	30						23	24	25	26	27	28			
		October 2024							March 2025								
4	Homecoming/Marathon	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	9	AFC Confirmation
16	No bussing			1	2	3	4	5							1	18	Kindergarten Roundup 6:30-8
17-18	No School - MEA	6	7	8	9	10	11	12	2	3	4	5	6	7	8	21	No School- teacher work day
25	No School- Diocesan Faith Formation	13	14	15	16	17	18	19	9	10	11	12	13	14	15	24	No bussing
		20	21	22	23	24	25	26	16	17	18	19	20	21	22	26-29	Senior class trip
		27	28	29	30	31			23	24	25	26	27	28	29		
									30	31							
		November 2024							April 2025								
4	No school - teacher work day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	4	Grandparent's Day
15	No bussing						1	2			1	2	3	4	5	17-21	Easter break
15-17	Musical	3	4	5	6	7	8	9	6	7	8	9	10	11	12	26	Prom
26	Conferences	10	11	12	13	14	15	16	13	14	15	16	17	18	19		
27-29	Thanksgiving break	17	18	19	20	21	22	23	20	21	22	23	24	25	26		
		24	25	26	27	28	29	30	27	28	29	30					
		December 2024							May 2025								
11	Elem Christmas program	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	4	First Communion
20	Early out 1 P.M.	1	2	3	4	5	6	7					1	2	3	9	May Crowning
23	Christmas break begins	8	9	10	11	12	13	14	4	5	6	7	8	9	10	14	Senior Awards
28	Alumni Tournament	15	16	17	18	19	20	21	11	12	13	14	15	16	17	16	Kindergarten Graduation
		22	23	24	25	26	27	28	18	19	20	21	22	23	24	21	No PM bussing
		29	30	31					25	26	27	28	29	30	31	22-23	No bussing
																23	Last day of school-1pm Early Out
																25	Graduation
																27-28	Staff workshops

**No PM Bussing:** May 21

**No bussing:** Sept. 16, Oct. 16, Nov. 15, Jan. 2-3, 20, Feb. 14, March 24, May 22-23

**1 P.M. Early Out:** Dec. 20, May 23

End of 1st Quarter: Nov. 1 (44)

End of 2nd Quarter: Jan. 16 (42)

End of 3rd Quarter: Mar. 20 (43)

End of 4th Quarter: May 23 (42)

Student Days: 171

Teacher Days: 11

Total : 182

	Date	Time	Event	Grade Responsible	Liturgical Season / Day	Choir	Notes
Ordinary Time	Quarter 1						
	<b>Tues, Aug 27</b>	<b>8:30am</b>	<b>All School Mass</b>	Student Council	Memorial of St. Monica	MS / HS Schola	
	Wed, Sept 4	8:15am	Elementary Mass	Grade 5	Wednesday of the 22 <sup>nd</sup> Week in OT	Mr. Liese	
	Thurs, Sept 5	8:15am	MS / HS Mass	Grade 12	Thursday of the 22 <sup>nd</sup> Week in OT	MS / HS Schola	
	Wed, Sept 11	8:15am	Elementary Mass	Grade 4	Wednesday of the 23 <sup>rd</sup> Week in OT	Mr. Liese	
	Thurs, Sept 12	8:15am	MS / HS Mass	Grade 11	Thursday of the 23 <sup>rd</sup> Week in OT	MS / HS Schola	
	Wed, Sept 18	8:15am	Elementary Mass	Grade 3	Wednesday of the 24 <sup>th</sup> Week in OT	Mr. Liese	
	Thurs, Sept 19	8:15am	MS / HS Mass	Grade 10	Thursday of the 24 <sup>th</sup> Week in OT	MS / HS Schola	
	<i>Tues, Sept 24</i>	<i>10:00am</i>	<i>Elementary Confessions</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	
	Wed, Sept 25	8:15am	Elementary Mass	Grade 2	Wednesday of the 25 <sup>th</sup> Week in OT	Mr. Liese	
	Wed, Sept 25	<i>12:50pm</i>	<i>MS / HS Confessions</i>	<i>n/a</i>	<i>n/a</i>		
	Thurs, Sept 26	8:15am	MS / HS Mass	Grade 9	Thursday of the 25 <sup>th</sup> Week in OT	MS / HS Schola	
	<i>Fri, Sept 27</i>	<i>2:30pm</i>	<i>Divine Mercy Chaplet</i>			<i>MS / HS Schola</i>	
	<b>Fri, Oct 4</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 8	Memorial of St. Francis of Assisi	MS / HS Schola	Homecoming
	Wed, Oct 9	8:15am	Elementary Mass	Grade 1	Wednesday of the 27 <sup>th</sup> Week in OT	Elementary Schola	
	Thurs, Oct 10	8:15am	MS / HS Mass	Grade 7	Thursday of the 27 <sup>th</sup> Week in OT	MS / HS Schola	
	<b>Mon, Oct 14</b>	<b>8:15am</b>	<b>All-School Mass</b>	Grade 6	Monday of the 28 <sup>th</sup> Week in OT	MS / HS Schola	
	Wed, Oct 23	8:15am	Elementary Mass	Kindergarten	Wednesday of the 29 <sup>th</sup> Week in OT	Elementary Schola	
	Thurs, Oct 24	8:15am	MS / HS Mass	Grade 12	Thursday of the 29 <sup>th</sup> Week in OT	MS / HS Schola	
	<b>Fri, Nov 1</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 11	Solemnity of All Saints	MS / HS Schola	
	Quarter 2						
	Wed, Nov 6	8:15am	Elementary Mass	Grade 5	Wednesday of the 31 <sup>st</sup> Week in OT	Elementary Schola	
	Thurs, Nov 7	8:15am	MS / HS Mass	Grade 10	Thursday of the 31 <sup>st</sup> Week in OT	MS / HS Schola	
	<b>Wed, Nov 13</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 9	Memorial of St. Frances Xavier Cabrini, virgin	MS / HS Schola	
	Wed, Nov 20	8:15am	Elementary Mass	Grade 4	Wednesday of the 33 <sup>rd</sup> Week in OT	Elementary Schola	
	Thurs, Nov 21	8:15am	MS / HS Mass	Grade 8	Memorial of the Presentation of the BVM	MS / HS Schola	
	<b>Tues, Nov 26</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 7	Tuesday of the 34 <sup>th</sup> Week in OT	MS / HS Schola	
	<i>Tues, Dec 3</i>	<i>10:00am</i>	<i>Elementary Confessions</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	
Advent	Wed, Dec 4	8:15am	Elementary Mass	Grade 3	Wednesday of the 1 <sup>st</sup> Week of Advent	Elementary Schola	
	<i>Wed, Dec 4</i>	<i>12:50pm</i>	<i>MS / HS Confessions</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	
	Thurs, Dec 5	8:15am	MS / HS Mass	Grade 6	Thursday of the 1 <sup>st</sup> Week of Advent	MS / HS Schola	
	Wed, Dec 11	8:15am	Elementary Mass	Grade 2	Wednesday of the 2 <sup>nd</sup> Week of Advent	Elementary Schola	
	Thurs, Dec 12	8:15am	MS / HS Mass	Grade 12	Feast of Our Lady of Guadalupe	MS / HS Schola	
	Wed, Dec 18	8:15am	Elementary Mass	Grade 1	Wednesday of the 3 <sup>rd</sup> Week of Advent	Elementary Schola	
	Thurs, Dec 19	8:15am	MS / HS Mass	Grade 11	Thursday of the 3 <sup>rd</sup> Week of Advent	MS / HS Schola	
Xmas	Wed, Jan 8	8:15am	Elementary Mass	Kindergarten	Wednesday after Epiphany	Elementary Schola	
	Thurs, Jan 9	8:15am	MS / HS Mass	Grade 10	Thursday after Epiphany	MS / HS Schola	
Ordinary	Wed, Jan 15	8:15am	Elementary Mass	Grade 5	Wednesday in the 1 <sup>st</sup> Week in OT	Elementary Schola	
	Thurs, Jan 16	8:15am	MS / HS Mass	Grade 9	Thursday in the 1 <sup>st</sup> Week in OT	MS / HS Schola	
	<b>Wed, Jan 22</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 8	Saint Vincent, deacon and martyr	MS / HS Schola	

Quarter 3							
Ordinary	Fri, Jan 31	8:15am	All School Mass	Grade 7	St. John Bosco	MS / HS Schola	Catholic Schools Week
	Fri, Jan 31	2:30pm	Divine Mercy Chaplet				
	Wed, Feb 5	8:15am	Elementary Mass	Grade 1	Saint Agatha, virgin and martyr	Elementary Schola	
	Thurs, Feb 6	8:15am	MS / HS Mass	Grade 6	Saint Paul Miki and companions, martyrs	MS / HS Schola	
	Wed, Feb 12	8:15am	Elementary Mass	Kindergarten	Wednesday in the 5 <sup>th</sup> Week in OT	Elementary Schola	
	Thurs, Feb 13	8:15am	MS / HS Mass	Grade 12	Thursday in the 5 <sup>th</sup> Week in OT	MS / HS Schola	
	Wed, Feb 19	8:15am	Elementary Mass	Grade 5	Wednesday in the 6th Week in OT	Elementary Schola	
	Thurs, Feb 20	8:15am	MS / HS Mass	Grade 11	Thursday in the 6th Week in OT	MS / HS Schola	
	Wed, Feb 26	8:15am	Elementary Mass	Grade 4	Wednesday in the 7th Week in OT	Elementary Schola	
	Thurs, Feb 27	8:15am	MS / HS Mass	Grade 10	St. Gregory of Narek, abbot and doctor of the church	MS / HS Schola	
Lent	Wed, Mar 5	8:15am	All School Mass	Grade 9	Ash Wednesday	MS / HS Schola	
	Fri, Mar 7	2:30pm	Stations of the Cross K-12	n/a	n/a	MS / HS Schola	
	Sun, Mar 9	2:00pm	AFC Confirmation Mass	n/a	1st Sunday of Lent	Caecilian Choir	
	Tues, Mar 11	8:15am	All School Mass	Grade 8	Tuesday in the 1st Week of Lent	MS / HS Schola	*Large Group Contest on 3/13
	Tues, Mar 18	10:00am	Elementary Confessions	n/a	n/a	n/a	
	Wed, Mar 19	8:15am	All School Mass	Grade 7	Solemnity of St. Joseph, Husband of Mary	MS / HS Schola	
	Thurs, Mar 20	12:50pm	MS / HS Confessions	n/a	n/a	n/a	
	Tues, Mar 25	8:15am	All School Mass	Grade 6	The Annunciation of the Lord	MS / HS Schola	
	Fri, Mar 28	2:30pm	Stations of the Cross K-12	n/a	n/a	MS / HS Schola	
	Quarter 4						
Easter Season	Wed, April 2	8:15am	Elementary Mass	Grade 2	St. Francis of Paola, hermit	Elementary Schola	
	Thurs, April 3	8:15am	MS / HS Mass	Grade 12	Thursday in the 4th Week of Lent	MS / HS Schola	
	Fri, April 4	2:30pm	Divine Mercy Chaplet	n/a	n/a	MS / HS Schola	
	Wed, April 9	8:15am	Elementary Mass	Grade 1	Wednesday in the 5th Week of Lent	Elementary Schola	
	Thurs, April 10	8:15am	MS / HS Mass	Grade 11	Thursday in the 5th Week of Lent	MS / HS Schola	
	Fri, April 11	2:30pm	Stations of the Cross K-12	n/a	n/a	MS / HS Schola	
	Wed, April 16	8:15am	All School Mass	Grade 10	Wednesday of Holy Week	MS / HS Schola	
	Wed, April 23	8:15am	Elementary Mass	Kindergarten	Wednesday in the Octave of Easter	Elementary Musicians	
	Thurs, April 24	8:15am	MS / HS Mass	Grade 9	Thursday in the Octave of Easter	MS / HS Schola	
	Wed, April 30	8:15am	Elementary Mass	Grade 5	St. Pius V, pope	Elementary Schola	
	Thurs, May 1	8:15am	MS / HS Mass	Grade 8	St. Joseph the Worker	MS / HS Schola	
	Sun, May 4	2:00pm	First Communion Mass	n/a	3rd Sunday of Easter	Caecilian Choir / Schola	
	Tues, May 6	10:00am	Elementary Confessions	n/a	n/a	n/a	
	Wed, May 7	12:50pm	MS / HS Confessions	n/a	n/a	n/a	
	Fri, May 9	8:15am	All School Mass	Grade 7	Friday in the 3rd Week of Easter	MS / HS Schola	Grandparents Day / May Crowning
	Sun, May 11	9:30am	Baccalaureate Mass	Parish	4th Sunday of Easter	Caecilian Choir	
	Fri, May 16	8:15am	All School Mass	Grade 6	Friday in the 4th Week of Easter	Elementary & MS/HS Schola	
	Fri, May 23	8:15am	All School Mass	Grade 12	Friday in the 5th Week of Easter	MS / HS Schola	Last day for Seniors
	Sun, May 25	2:00pm	Graduation (not a Mass)	Volunteers	6th Sunday of Easter	MS / HS Band & Schola	Includes Benediction

# BELL SCHEDULE 2024-2025

*Teacher Homework Help* 7:40-7:55  
SHARED-TIME BUS LEAVES 7:50  
**Middle School Homeroom Bell** 7:45

<b>First Bell</b>	<b>7:57</b>	
Prayer	8:00	
1 <sup>st</sup> Hour	8:00-8:47	47 Minutes
<b>BREAKFAST</b>	<b>8:47-9:01</b>	<b>14 Minutes</b>
2 <sup>nd</sup> Hour	9:04-9:50	46 Minutes
3 <sup>rd</sup> Hour	9:55-10:41	46 Minutes
4 <sup>th</sup> Hour	10:45-11:30	45 Minutes
	<b>HS LUNCH</b>	<b>11:30-12:01</b>
MS 5 <sup>th</sup> Hour	11:33-12:15	42 Minutes
HS 5 <sup>th</sup> Hour	12:04-12:49	45 Minutes
	<b>MS LUNCH</b>	<b>12:15-12:46</b>
6 <sup>th</sup> Hour	12:52-1:37	45 Minutes
7 <sup>th</sup> Hour	1:42-2:27	45 Minutes
8 <sup>th</sup> Hour	2:30-3:15	45 Minutes
<i>Teacher Work Time</i>	3:15-3:40	

**TWO HOUR LATE START:** First Bell 10:00, 3rd or 1st Hr 10:03-10:41, 4th or 2nd Hr 10:45-11:30

**8:15 Mass Day  
SCHEDULE**

NO MS HOMEROOMS

**First Bell 7:57**  
Advisor's Rm 8:00-8:10  
**MASS 8:15-9:05**  
**BREAKFAST 9:05-9:20**  
1<sup>st</sup> Hour 9:23-9:52  
2<sup>nd</sup> Hour 9:55-10:25  
3<sup>rd</sup> Hour 10:28-10:58  
4<sup>th</sup> Hour 11:01-11:30  
**HS LUNCH 11:30-12:01**  
MS 5<sup>th</sup> Hour 11:33-12:15  
HS 5<sup>th</sup> Hour 12:04-12:49  
**MS LUNCH 12:15-12:46**

**REGULAR PM SCHEDULE**

LUNCH DISMISSAL TIMES  
MUST BE ADHERED TO.



2024-2025 Master MS/HS Schedule										
							Period 5/MS Lunch			
			8:00-8:47	9:04-9:50	9:55-10:41	10:45-11:30	11:33-12:15/12:15-12:46	12:52-1:37	1:42-2:27	2:30-3:15
			[47 min]	[46 min]	[46 min]	[45 min]	HS Lunch/Period 5	[45 min]	[45 min]	[45 min]
Staff:	Rm.	Adv.	Period 1	Period 2	Period 3	Period 4	11:30-12:01/12:04-12:49	Period 6	Period 7	Period 8
Mrs. Christensen	108		Theo 7	PREP	Counselor-209	Counselor-209*	Counselor-209	Counselor-209	College & Career	Counselor-209
Mrs. Docter	103	12th	x	Hon. English 12	English 10	English 10	English 11	English 12	PREP	LIBRARY
Mrs. Fischer	106		Pre-Alg. 8	Interm. Alg.II	Algebra I (9th)	Pre-Alg. 7	Online* PC	Algebra I (8th)	PREP	11th Grade
Mrs. Guggisberg	104		x	x		Spanish I	PREP	Spanish II	Spanish II	x
Mr. Kaminsky	109	11th	World Hist./Geog. 11	Sr. Social	Geo 7	PF/Econ	PREP	Sr. Social	x	12th Grade
Mr. Liese	B9		x	x	x	x	x	PREP	Concert Choir	Schola
Mrs. B. Mathiowetz	B7	T-R	x	x	x	x	Resource Rm	Resource Rm	Resource Rm	Resource Rm
Mrs. K. Mathiowetz	B3		Study Hall-8th Gr.	Geometry	Geometry	PE/Health 8	PE/Health 7	PREP	PE/Health 6 (EOD/SH)	10th Grade
Mrs. Moldan	B9		Indp. Band	Concert Band	Lessons	Lessons	Elem. Band (T-W-F)	PREP	Online* PC	MS Band
Mr. Moritz	204	9th	For. Sci/Meteo	PREP	Chemistry 11	Physics	Phy Science 9	x	Chemistry 11	9th Grade
Mrs. Moritz	107		Calc	Online* PC	Pre-Calc	Algebra II	PREP	Theo 9	Algebra II	10th Grade
Mrs. Pelzel	B5	7th	English 9	English 7	English 8	PREP	x	x	x	x
Mrs. Rothmeier	B1	6th	Math 6	Reading 6	English 6	Math 7	LUNCH	Theo 6	PREP	MS Choir SH
Mrs. Schwartz	Elem		x	x	x	x	x	x	x	ART
Mrs. Simon	B10		x	x	x	x	x	x	x	MS Choir
Mrs. Tauer	B4		Biology	Earth Sci. 8	PREP	Biology	Science 6	Study Hall-7th Gr.	Earth Sci. 7	PC Lab
Mrs. Windschitl	B2	8th	AP World History 11	AP US History 10	PREP	Soc. Studies 6	US History 10	Curriculum	Amer. Hist. 8	Resource Rm Asst.
Mr. Woitas	206	10th	LIFETIME	PE/Health 9	Activities Dir.*	Activities Dir.	Activities Dir.	Study Hall-8th Gr.	Health 9/	PREP
Sr. Agnes Pia	105		x	x	PREP	Theo 10	Theo 12	Theo 10	x	x
Sr. Cora Marie	108		x	x	x	PREP	Theo 8	Theo 11	x	x
NOON DUTIES:					Advisors and Supervisors for Class Meetings:					
Mondays	Mrs. Christensen / Mr. Woitas				6th	Mrs. Rothmeier / Mrs. Tauer				
Tuesdays	Mrs. Mathiowetz / Mr. Kaminsky				7th	Mrs. Pelzel / Mrs. Fischer				
Wednesdays	Mrs. Windschitl / Mrs. Moritz				8th	Mrs. Windschitl / Mrs. Mathiowetz				
Thursdays	Mrs. Docter / Mr. Moritz				9th	Mr. Moritz / Mrs. Moldan				
Fridays	Mrs. Fischer / Sr. Agnes, Mrs. Guggisberg				10th	Mr. Woitas / Mrs. Guggisberg				
					11th	Mr. Kaminsky / Mrs. Moritz				
SUB: Mr. Roufs					12th	Mrs. Docter / Mrs. Christensen				
MS LUNCH DUTY: Mrs. Moldan / Mrs. Rothmeier					BUS DUTY: Mr. Roufs, Mrs. Docter (SUB)					
					DETENTION: Mrs. Tauer-1st quarter / Mrs. Fischer-2nd quarter / Mrs. Moritz-3rd quarter / Mr. Moritz-4th quarter					
* MASS DAY STUDY HALL-NOTE PLACEMENTS				T-R 3:20-3:50 or 4:10						
(MDSH - Office 1st & 6th Hours)										
as of 7-17-24										

## Concerts 2024-2025

### September

Sun. 29th - Homecoming Coronation 7pm

### November

Veterans Day

### December

Wed. 11th – Elementary Christmas Program 6:30pm

Wed. 18th – 4-12 Instrumental/6-12 Choir – 7:30pm

### March

Wed. 12th – Large Group Contest – SESM

Sat. 22nd – Solo/Ensemble at MSU

Thurs. 27th - 3-8 Concert - 7pm

### May

Wed. 7th – 9-12 Choir/Band Concert – 7pm

Sun. 25th – Graduation – 2pm

Mon. 26th - Memorial Day - 9am Trumpets for Taps/To the Colors

### Pep Band

#### August

29 Football @SESM

#### September

12 Volleyball

13 Football @SEPS

24 Volleyball

#### October

1 Volleyball

4 Football@SESM Homecoming

16 Football@SEPS

Volleyball Playoffs – Oct. 21, 24, 29, 31

State – Nov. 6-9

Football Playoffs – Oct. 22, 26 3pm, Nov. 1 11:30am

State – Nov. 7-9, 14-16, 29-30

#### December

3 Girls' Basketball

12 Boys' Basketball

19 Boys' Basketball

#### January

10 Girls' Basketball

13 Boys' Basketball

23 Girls' Basketball

#### February

6 Girls' Basketball

11 Boys' Basketball

GBB Playoffs – Feb. 20,24, 27 March 3,7

State – Mar. 13-15

BBB Playoffs –Feb. 28, Mar. 4, 6, 10, 13

State – Mar. 20-22

**2024-25 DUE DATES FOR MIDTERMS, GRADES, INCOMPLETES & INELIGIBILITY PERIODS**

<b>FIRST QUARTER</b>	<b>DAY</b>	<b>DATE</b>
Midterms Due	Wednesday	September 25
End of 1 <sup>st</sup> Quarter	Friday	November 1
Quarter Grades Due	Wednesday	November 6
Report Cards Out	Friday	November 8
Ineligibility Begins	Monday	November 11
Conferences	Tuesday	November 26
Incompletes Due	Friday	November 15
Eligible to Play	Monday	November 25

<b>SECOND QUARTER</b>	<b>DAY</b>	<b>DATE</b>
Midterms Due	Wednesday	December 4
End of 2 <sup>ND</sup> Quarter	Thursday	January 16
Quarter Grades Due	Wednesday	January 22
Report Cards Out	Friday	January 24
Ineligibility Begins	Monday	January 27
Incompletes Due	Friday	January 31
Eligible to Play	Monday	February 10

<b>THIRD QUARTER</b>	<b>DAY</b>	<b>DATE</b>
Midterms Due	Wednesday	February 19
End of 3 <sup>rd</sup> Quarter	Thursday	March 20
Quarter Grades Due	Wednesday	March 26
Report Cards Out	Friday	March 28
Ineligibility Begins	Monday	March 31
Incompletes Due	Friday	April 4
Eligible to Play	Monday	April 14

<b>FOURTH QUARTER</b>	<b>DAY</b>	<b>DATE</b>
Midterms Due	Wednesday	April 23
End of 4 <sup>th</sup> Quarter	Friday	May 23
Quarter Grades Due	Wednesday	May 28
Report Cards Out	Friday	May 30
Ineligibility Begins	Monday	June 2
Incompletes Due	Friday	June 6
Eligible to Play	Monday	June 16



## ***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.sesmschool.com](http://www.sesmschool.com)

Dear Parents,

We are inviting you to check out **your child's** progress via the World Wide Web! You will only have access to your individual child/children. (Once they enter MS/HS, they will be able to access their own information if they wish.)

Procedure is as follows...

### **PARENT LOG-ON PROCEDURE:**

1. Go to [www.factsmgt.com](http://www.factsmgt.com) (Note that RenWeb is transitioning to **FACTS SIS**.)
2. Go to the **"Parent Log in"** tab on far right side of the top of the Home Page and select [FACTS Family Portal](#).
3. Enter our school **"District Code"**: **SMCS-MN**
4. Enter your **user name & password** if you have one, otherwise go to the **"Create New Family Portal Account"** and follow the instructions.
5. Press **"Parent" tab & "Login"**
6. Please go under the circle with your initials, (top right of the page) to change **"User Name/Password"** if you have your email as your user name (as it is not necessary, as a three letter code will suffice) and enter something unique to you if you wish and then enter your password or create a new password...remember at least 6 characters, letters and numbers, and hit **submit**. If you have any questions, please call the school office at **794-4121 or 4161**.
7. **After you have created your account, you may then log on again to [www.factsmgt.com](http://www.factsmgt.com)**
  - a. Go to the **"Parent Log in"** tab on far right side of the top of the Home Page and select [FACTS Family Portal](#).
  - b. Enter the District Code: **SMCS-MN**
  - c. Enter **User Name & Password**, and select **Parent (where Parent, Student, Staff boxes are listed)**
  - d. Press **"Login"** tab
  - e. You have now entered the **Family Portal**...you will be able to see several options on the menu, along with selections such as **STUDENT** on the far left of the screen. Make sure to select the current quarter...Q1,Q2, Q3,Q4 to view the most up-to-date information (under **"Classes"** on the far right of the screen).
    - A. If you press on **"Schedules"**, they will ask you to select a student (your child's names should be listed), then their schedule will appear.
    - B. If you press on **"Grades"**, you will see your child's progress report from all their classes. Under **"Homework"** and **"Lesson Plans"** you will see what your child has for daily coursework.
    - C. You may also email the teacher under **"Student Home"**, by selecting the teacher's name under the **"Instructor"** column on the far right of the page.
  - f. Under **SCHOOL** there is a **"Resource Documents"** line in which you can access the daily MS/HS Bulletin, Lunch Menu, Calendar and Student Handbook among other things that we encourage you to check out. Feel free to look around and click on all the other lines of information that are available to you.

**IF YOU HAVE ANY QUESTIONS, YOU MAY CALL US AT SCHOOL. (507) 794-4121 or 4161.**

Thank You,

**Marti Schroeffer, Administrative Assistant**

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*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**

### **2024-2025 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 handwritten 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 Sleepy Eye Bus Service.
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 the year. A meeting 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: August 1, 2024  
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 handwritten 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 (and adults) 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 4<sup>th</sup> 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 10<sup>th</sup> 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 bus company immediately rather than wait until the end of the year. No problem is minor.

## **STUDENT – PARENT HANDBOOK SIGNATURE PAGE**

We ask each student in the middle-high school and their parents to please read the 2024-2025 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/Chromebook 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 and chromebooks.
- ✓ I give consent for St. Mary's School and the Diocese of New Ulm to use my child's image and/or name in connection with educational, promotional, fundraising activities, or for any other legitimate purpose.

**\*\*Name, date, and signature are required for EACH student in grades 6-12 along with parent/guardian.\*\***

Child #1-STUDENT NAME (Print first and last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child #2-STUDENT NAME (Print first and last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child #3-STUDENT NAME (Print first and last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT NAME (Print: last name, first name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN BY FRIDAY, SEPTEMBER 9, 2024**

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

# St. Mary's Middle & High School Policy



**St. Mary's Middle-High School Policy  
for Regulation of Student Participation in Extra-Curricular Activities**

(updated 6-16-21)

**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 6th – 12th grade students who participate in activities must be passing all classes. Having an Incomplete Unexcused will also be categorized as not passing. 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.

A student who has a failing grade at mid-quarter will be ineligible until the grade becomes a passing grade.

**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. 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 penalties.
- 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 penalties.
- 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: Middle school 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 1<sup>st</sup> violation, 20 hours for 2<sup>nd</sup> 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 if 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 7<sup>TH</sup> 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 2021

I have read and understand the **St. Mary's Middle-High School Policy for Regulation of Student Participation in Extracurricular 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 Middle-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 Middle-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: \_\_\_\_\_