



St. Mary's Catholic  
Middle-High School

**Student-Parent Handbook  
2023-2024**

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## **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. Mark Steffl - 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  
Mrs. Jennifer Fischer - Math, Math Dept. Chairperson  
Mrs. Marie Guggisberg - Spanish  
Mr. Nick Kaminsky - Social Studies, Theology  
Ms. Marni Malecek - English, English Dept. Chairperson  
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. 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  
Fr. Mark Steffl - Theology  
Mrs. Angie Tauer - Science  
Fr. Tanner Thooft - Theology  
Mrs. Rebecca Visser - HS Choir, Parish Music Director  
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  
Life Science  
Pre-Algebra 7/Math 7  
World Geography  
Physical Ed/Health  
\*Band  
\*Choir

#### **Grade 8**

Religion  
Language Arts  
Life 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)**

ALICE training (formerly lockdown procedure) was implemented at the end of the 2016-2017 school year. The ALICE approach to active-shooter situations is a more responsive model, used nationally, and backed by research to be a more effective approach when dealing with crisis situations (no one approach will safeguard against injury or death 100% of the time). Staff and students alike will **Alert, Lockdown, Inform, Counter, or Evacuate**, but not necessarily in this order. The approach calls for a situational response and therefore no prescribed instructions can necessarily be given, only best practices when responding to such situations. In some cases, students or staff may engage the shooter as they have been trained on how to do so, but are not required to (as no one really knows how one will respond to such a situation if it were to really happen.) Staff or students will have the ability to communicate via the PA system concerning a situation, this is no longer the sole responsibility of the office. In the event of a lockdown, parents are asked not to rush to the school, as this only adds to the confusion or pending danger, but rather go to the rally point where their child will be transported (at this time we are planning on that place being the 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 7:55 a.m. on the day of a student's absence. The act of notifying the office of the absence does not constitute an excused absence or tardiness. Students may not leave the school grounds during the school day without permission from the office first. They will receive a "Permit to Leave the Building" slip which will excuse them from class...by receiving this information before school starts, early dismissals are relayed to the teachers through RenWeb/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 states, "If a student is absent from a class or school in excess of 9 days in a given semester, his/her grade will become eligible to be reduced 5% of points earned for the semester for each additional day absent. Hospitalization for serious illness or homebound placement for serious illness shall not be counted as part of the 9 days. Parents/guardians will be notified at the 5 day absentee mark that their student has 4 non-penalized days left. A meeting with the parents/guardian will be requested upon the 9th day of absence at which point penalization may take effect. After 12 absences, without proper documentation or excuse, the school must notify the Dept. of Family Services and file a Truancy Report claim as required. This does not mean that 9 absences are acceptable. Each absence will be evaluated and, if the administration determines the absence is unexcused, the student will be assigned either detention or placed on suspension. For each excessive absence, there may be a deduction in grade." The first unexcused absence will result in a 1% deduction, the second unexcused absence will result in a 2% deduction, and the third unexcused absence will result in a 3% deduction from their grade. This is accumulative up to 6%. In case of an unusual circumstance, a special ruling may be allowed by the school.

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

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

## **Examples of Some Acceptable Reasons for Excused Absences:**

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

## **Examples of Unacceptable Reasons for Absences:**

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

1. Truancy ("skipping")
2. Leaving school without proper clearance (2 hours of detention for every hour truant)
3. Suspension for infraction of school rules
4. Forgery of signature on excuses
5. Work (permission must be requested beforehand)
6. Missed the bus or car trouble (administration discretion)
7. Staying home to "catch up"
8. Beauty shop/barber shop appointments
9. Oversleeping

10. Visiting colleges without prior arrangements
11. Senior “Skip Day” - Two hours for every hour gone. (Will need to be made up prior to graduation.) No parental excuses.

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

Students who are going to be gone from school for any reason other than illness or a doctor appt. are asked to get approval from the principal in advance (hunting, fishing, football games, vacation, etc.).

### **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 and Other Wearable Technology**

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

### **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 Tuesdays and Thursdays 3:20-4:10 p.m. Half hour detention is served from 3:20-3:50.
2. Students must have their detention slip signed by a parent or guardian in order to serve detention. Signed detention slips are to be given to the detention coordinator when detention is served. If the student has forgotten the signed detention slip at home or forgotten to get it signed, he/she may serve detention at the assigned time but parents must be contacted.
3. Students who consecutively skip detention or refuse to turn in detention slips with a parent signature may receive in-school suspension.
4. In addition, faculty will be calling or 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.
4. Guys, no beards or long sideburns.
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 of the dress code 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.

### **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)

} **Family Cap \$600.00**

**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.

### **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 \$5. Snowball fines are \$5. 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. (Some elementary students pick up homework for their brother/sister 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 6-11 receiving a failing grade F for the year, shall make up the course during the summer or repeat the course the following year. Certified instruction would be at the cost of the parents. If students fail three or more classes, they may be asked to repeat the grade.

### **Internet/iPad Policy**

St. Mary's 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.

### **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 2023-2024 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**

Students may come to the Media Center anytime a teacher is present. If students wish to use the MC/MCL over Noon Hour, they must sign-up in the office by 10 minute break. Passes are needed if students come from their study hall or classroom. Study hall passes are issued by study hall teachers.

#### **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 3.5 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 around 12:00 pm (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 lyceum 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
Class Officers	Speech Team*
Drama/Musical	Basketball
Sports Managers/Stats	Student Council
Knowledge Bowl	Yes! Team*
Mass Server	Youth Group
Minnesota Honor Society	Wrestling*
Pep Band	

\*Cooperative Sponsorship

### **Sports Teams**

<b><u>Boys:</u></b>	<b><u>Girls:</u></b>
Football*	Volleyball
Cross Country*	Cross Country*
Basketball	Hockey*
Hockey*	Softball
Baseball	Golf*
Golf*	Tennis*
Track*	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. The student’s grade may be deducted 1% at the end of the quarter for classes she/he missed.

### **Tardiness**

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

If a student is detained by a teacher, the teacher will give the student a slip for admission to the next class. Tardiness for classes will be dealt with by the individual teacher or principal.

### **Transcripts**

For any St. Mary's graduate, transcripts of credits will be sent to the college of his/her choice. A student who needs to have a copy sent should contact the counselor or the office by letter or phone in order for the school to release his/her records.

**The student handbook policies shall remain in effect through commencement exercises, and include but are not limited to fines, code of conduct, and course requirements. Failure to comply with these policies will result in final transcripts being held until rectified.**

### **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 2023-2024**

Kindergarten	\$2,423	Grades 3-4	\$3,662	Grades 7-8	\$4,282
Grades 1-2	\$3,174	Grade 5	\$3,739	Grade 9	\$4,508
		Grade 6	\$3,813	Grades 10-12	\$4,552

### **Use of Facilities**

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

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

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

**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. Reminder: If students are gone in excess of 9 school days, including vacations, in a given semester, his/her grade may drop 5% of points earned per additional day absent which will be assessed at the end of the semester. A note from parents three weeks in advance to the principal about vacation plans is requested.

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

### **Valedictorian/Salutatorian Awards**

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

### **Vandalism and Theft**

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

### **Violence Guidelines**

#### **I. GENERAL STATEMENT OF GUIDELINES:**

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

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

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

## **Visitors**

Parents are always welcome and encouraged to visit our school. Should a school-age friend or relative want to visit, it must be approved in advance. All outside doors are locked from 8:15 a.m. - 3:00 p.m. while school is in session. **ALL** visitors, including parents and grandparents, **MUST** report to the office when entering the building even if for a short visit. The same procedure is followed during summer hours. The safety and welfare of our students is a top priority. Feeling safe and secure in your surroundings are key components to a successful learning environment.

## **Wellness Policy Guidelines**

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

**POP** -Pop should not be used as a reward. Only water, milk, sports drinks (no sports drinks recommended for 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 2023-2024 Calendar

1-3	Registration	August 2023							January 2024							2	Last day of Christmas break
17	New teacher workshops	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	3	First day back
21-24	Staff workshops			1	2	3	4	5		1	2	3	4	5	6	15	No bussing
23	6th grade orientation	6	7	8	9	10	11	12	7	8	9	10	11	12	13	19	No school- teacher work day
23-24	Elementary visits	13	14	15	16	17	18	19	14	15	16	17	18	19	20	28-31	Catholic Schools Week
28	Faculty Retreat	20	21	22	23	24	25	26	21	22	23	24	25	26	27		
29	First day of school PreK-12	27	28	29	30	31			28	29	30	31					
31	No PM bussing																

1	No school	September 2023							February 2024							1-3	Catholic Schools Week
4	No school - Labor Day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	16	No bussing
7	School pictures						1	2					1	2	3	19	No school - President's Day
9	Alumni Golf Tournament	3	4	5	6	7	8	9	4	5	6	7	8	9	10	26	PreK & K information night
22	Homecoming & Marathon	10	11	12	13	14	15	16	11	12	13	14	15	16	17		
		17	18	19	20	21	22	23	18	19	20	21	22	23	24		
		24	25	26	27	28	29	30	25	26	27	28	29				

18	No bussing	October 2023							March 2024							10	AFC Confirmation
19-20	No School - MEA	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	15	No School - Diocesan Workshop
		1	2	3	4	5	6	7						1	2	19	Kindergarten Roundup 6:30-8
		8	9	10	11	12	13	14	3	4	5	6	7	8	9	22	No school - teacher in-service
		15	16	17	18	19	20	21	10	11	12	13	14	15	16	27	No PM bussing
		22	23	24	25	26	27	28	17	18	19	20	21	22	23	28-29	Easter Break
		29	30	31					24	25	26	27	28	29	30		
									31								

3	No school - teacher work day	November 2023							April 2024							1	Easter break
6	No school-Diocesan Faith Formation	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	2-6	Senior Class Trip
16	Conferences				1	2	3	4		1	2	3	4	5	6	27	Prom
17-19	Musical	5	6	7	8	9	10	11	7	8	9	10	11	12	13		
22-24	Thanksgiving break	12	13	14	15	16	17	18	14	15	16	17	18	19	20		
		19	20	21	22	23	24	25	21	22	23	24	25	26	27		
		26	27	28	29	30			28	29	30						

13	Elem Christmas program	December 2023							May 2024							5	First Communion
22	Potential Marathon free day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	10	Grandparents Day/May Crowning
22	No PM bussing						1	2				1	2	3	4	15	Senior Awards
23	Christmas break begins	3	4	5	6	7	8	9	5	6	7	8	9	10	11	17	Kindergarten Graduation
30	Alumni Tournament	10	11	12	13	14	15	16	12	13	14	15	16	17	18	17	No PM bussing
		17	18	19	20	21	22	23	19	20	21	22	23	24	25	20-24	No bussing
		24	25	26	27	28	29	30	26	27	28	29	30	31		24	Last day of school-1pm Early Out
		31														26	Graduation
																28-29	Staff workshops

☐ No PM Bussing: Aug. 31, Dec. 22, Mar. 27, May 17

☐ No bussing: Oct. 18, Jan. 15, Feb. 16, May 20-24

☒ 1 P.M. Early Out: May 24

☐ No School

Snow Make-Up Day: Feb. 19

End of 1st Quarter: Nov. 2 (44)  
End of 2nd Quarter: Jan. 18 (43)  
End of 3rd Quarter: Mar. 21 (42)  
End of 4th Quarter: May 24 (42)

Student Days: 171  
Teacher Days: 12  
Total : 183

104 St. Mary's St. NW, Sleepy Eye MN 56085 • [sesmschool.com](http://sesmschool.com)  
 High School 507.794.4121 • Elementary 507.794.4161 • Fax 507.794.4841



*St. Mary's Catholic School 2023-2024 Mass schedule*

	Date	Time	Event	Grade Responsible	Liturgical Season / Day	Choir	Notes
Ordinary Time	<b>Quarter 1</b>						
	<b>Tues, Aug 29</b>	<b>8:30am</b>	<b>All School Mass</b>	Student Council	Passion of St. John the Baptist	MS / HS Schola	
	Wed, Sept 6	8:15am	Elementary Mass	Grade 5, Walters	Wednesday of the 22 <sup>nd</sup> Week in OT	Elementary Musicians	
	Thurs, Sept 7	8:15am	MS / HS Mass	Grade 12, Sisters	Thursday of the 22 <sup>nd</sup> Week in OT	MS / HS Schola	
	Wed, Sept 13	8:15am	Elementary Mass	Grade 4, Roufs	St. John Chrysostom, Bishop and Doctor	Elementary Musicians	
	Thurs, Sept 14	8:15am	MS / HS Mass	Grade 11, Sisters	The Exaltation of the Holy Cross	MS / HS Schola	
	<b>Fri, Sept 22</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 10, Moritz	Friday of the 24 <sup>th</sup> Week in OT	MS / HS Schola	
	Tues, Sept 26	10:00am	Elementary Confessions	n/a	n/a	n/a	
	<b>Wed, Sept 27</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 9, Fr. Steffl	Saint Vincent de Paul, priest	MS / HS Schola	
	Wed, Sept 27	12:50pm	MS / HS Confessions	n/a	n/a	n/a	
	<b>Wed, Oct 4</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 8, Kaminsky	St. Francis of Assisi	MS / HS Schola	
	Fri, Oct 6	2:30pm	Divine Mercy Chaplet	n/a	n/a	MS / HS Schola	
	<b>Wed, Oct 11</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 7, Christensen	Wednesday of the 27 <sup>th</sup> Week in OT	MS / HS Schola	
	<b>Mon, Oct 16</b>	<b>8:15am</b>	<b>All-School Mass</b>	Grade 6, Rothmeier	St. Hedwig / St. Margaret Mary Alacoque	MS / HS Schola	
	<b>Wed, Oct 25</b>	<b>8:15am</b>	<b>All-School Mass</b>	Grade 5, Walters	Wednesday of the 29 <sup>th</sup> Week in OT	MS / HS Schola	
	<b>Wed, Nov 1</b>	<b>8:15am</b>	<b>All-School Mass</b>	Grade 4, Roufs	All Saints	MS / HS Schola	
	<b>Thurs, Nov 2</b>	<b>8:15am</b>	<b>All-School Mass</b>	Grade 3, Mathiowetz	All Souls	MS / HS Schola	
Advent	<b>Quarter 2</b>						
	<b>Wed, Nov 8</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 2, Hoffmann	Wednesday of the 31 <sup>st</sup> Week in OT	MS / HS Schola	
	<b>Wed, Nov 15</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 1	Wednesday of the 32 <sup>nd</sup> Week in OT	MS / HS Schola	
	<b>Tues, Nov 21</b>	<b>8:15am</b>	<b>All-School Mass</b>	Kindergarten	The Presentation of the BVM	MS / HS Schola	
	<b>Wed, Nov 29</b>	<b>8:15am</b>	<b>All-School Mass</b>	Grade 12, Sisters	Wednesday of the 34 <sup>th</sup> Week in OT	MS / HS Schola	6th graders - BizTown
	Tues, Dec 5	10:00am	Elementary Confessions	n/a	n/a	n/a	
	Wed, Dec 6	12:50pm	MS / HS Confessions	n/a	n/a	n/a	
	<b>Fri, Dec 8</b>	<b>8:15am</b>	<b>All-School Mass</b>	Grade 11, Sisters	Immaculate Conception	MS / HS Schola	
	Wed, Dec 13	8:15am	Elementary Mass	Grade 5, Walters	St. Lucy	Elementary Musicians	
	Thurs, Dec 14	8:15am	MS / HS Mass	Grade 10, Moritz	St. John of Cross	MS / HS Schola	
	Wed, Dec 20	8:15am	Elementary Mass	Grade 4, Roufs	Advent Weekday	Elementary Musicians	
	Thurs, Dec 21	8:15am	MS / HS Mass	Grade 9, Fr. Steffl	Advent Weekday	MS / HS Schola	
Xmas	Wed, Jan 3	8:15am	Elementary Mass	Grade 3, Mathiowetz	The Most Holy Name of Jesus	Elementary Musicians	
	Thurs, Jan 4	8:15am	MS / HS Mass	Grade 8, Kaminsky	Christmas Weekday	MS / HS Schola	
Ordinary	Wed, Jan 10	8:15am	Elementary Mass	Grade 2, Hoffmann	Wednesday of the 1 <sup>st</sup> Week in OT	Elementary Musicians	
	Thurs, Jan 11	8:15am	MS / HS Mass	Grade 7, Christensen	Thursday of the 1 <sup>st</sup> Week in OT	MS / HS Schola	
	Wed, Jan 17	8:15am	Elementary Mass	Grade 1	St. Anthony	Elementary Musicians	
	Thurs, Jan 18	8:15am	MS / HS Mass	Grade 6, Rothmeier	Thursday of the 2 <sup>nd</sup> Week in OT	MS / HS Schola	

*St. Mary's Catholic School 2023-2024 Mass schedule*

Quarter 3						
Ordinary	Wed, Jan 24	8:15am	Elementary Mass	Kindergarten	St. Francis de Sales	Elementary Musicians
	Thurs, Jan 25	8:15am	MS / HS Mass	Grade 12, Sisters	The Conversion of St. Paul, Apostle	MS / HS Schola
	<b>Fri, Feb 2</b>	<b>8:15am</b>	<b>All-School Mass (CSW)</b>	Grade 11, Sisters	Presentation of the Lord	MS / HS Schola St. Blaise Blessings
	<i>Fri, Feb 2</i>	<i>2:30pm</i>	<i>Divine Mercy Chaplet</i>	<i>n/a</i>	<i>n/a</i>	<i>MS / HS Schola</i>
	Wed, Feb 7	8:15am	Elementary Mass	Grade 5, Walters	Wednesday of the 5 <sup>th</sup> Week in OT	Elementary Musicians
Lent	Thurs, Feb 8	8:15am	MS / HS Mass	Grade 10, Moritz	Thursday of the 5 <sup>th</sup> Week in OT	MS / HS Schola
	<b>Wed, Feb 14</b>	<b>8:15am</b>	<b>All-School Mass</b>	Grade 9, Fr. Steffl	Ash Wednesday	MS / HS Schola
	<i>Fri, Feb 16</i>	<i>2:30pm</i>	<i>Stations of the Cross K-12</i>	<i>n/a</i>	<i>n/a</i>	<i>MS / HS Schola</i>
	<b>Fri, Feb 23</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 8, Kaminsky	St. Polycarp, bishop and martyr	MS / HS Schola
	Wed, Feb 28	8:15am	Elementary Mass	Grade 4, Roufs	Wednesday of the 2 <sup>nd</sup> Week of Lent	Elementary Musicians
	Thurs, Feb 29	8:15am	MS / HS Mass	Grade 7, Christensen	Thursday of the 2 <sup>nd</sup> Week of Lent	MS / HS Schola
	<i>Fri, Mar 1</i>	<i>2:30pm</i>	<i>Stations of the Cross K-12</i>	<i>n/a</i>	<i>n/a</i>	<i>MS / HS Schola</i>
	<i>Tues, Mar 5</i>	<i>10:00am</i>	<i>Elementary Confessions</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
	<i>Wed, Mar 6</i>	<i>12:50pm</i>	<i>MS / HS Confessions</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
	Wed, Mar 6	8:15am	Elementary Mass	Grade 3, Mathiowetz	Wednesday of the 3 <sup>rd</sup> Week of Lent	Elementary Musicians
	Thurs, Mar 7	8:15am	MS / HS Mass	Grade 6, Rothmeier	Thursday of the 3 <sup>rd</sup> Week of Lent	MS / HS Schola
	<i>Sun, Mar 10</i>	<i>2:00pm</i>	<i>AFC Confirmation Mass</i>	<i>Sam Rosemeier</i>	4th Sunday of Lent	Parish / Schola
	Wed, Mar 13	8:15am	Elementary Mass	Grade 2, Hoffmann	Wednesday of the 4th Week of Lent	Large Group Contest
	Thurs, Mar 14	8:15am	MS / HS Mass	Grade 12, Sisters	Thursday of the 4 <sup>th</sup> Week of Lent	MS / HS Schola
	<i>Thurs, Mar 14</i>	<i>2:30pm</i>	<i>Stations of the Cross K-12</i>	<i>n/a</i>	<i>n/a</i>	<i>MS / HS Schola</i>
	<b>Tues, Mar 19</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 11, Sisters	St. Joseph, husband of Mary	MS / HS Schola
Quarter 4						
Easter Season	<b>Wed, Mar 27</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 10, Moritz	Spy Wednesday	MS / HS Schola
	Wed, April 3	8:15am	Elementary Mass	Grade 1	Easter Octave	Elementary Musicians
	Thurs, April 4	8:15am	MS / HS Mass	Grade 9, Fr. Steffl	Easter Octave	MS / HS Schola Senior Trip April 2-6
	Wed, April 10	8:15am	Elementary Mass	Kindergarten	Wednesday of the 2 <sup>nd</sup> Week of Easter	Elementary Musicians
	Thurs, April 11	8:15am	MS / HS Mass	Grade 8, Kaminsky	St. Stanislaus, Bishop	MS / HS Schola
	Wed, April 17	8:15am	Elementary Mass	Grade 5, Walters	Wednesday of the 3 <sup>rd</sup> Week of Easter	Elementary Musicians
	Thurs, April 18	8:15am	MS / HS Mass	Grade 7, Christensen	Thursday of the 3 <sup>rd</sup> Week of Easter	MS / HS Schola
	Wed, April 24	8:15am	Elementary Mass	Grade 4, Roufs	St. Fidelis of Sigmaringen, priest & martyr	Elementary Musicians
	Thurs, April 25	8:15am	MS / HS Mass	Grade 6, Rothmeier	St. Mark, Evangelist	MS / HS Schola
	Wed, May 1	8:15am	Elementary Mass	Grade 3, Mathiowetz	Saint Joseph the Worker	Elementary Musicians
	Thurs, May 2	8:15am	MS / HS Mass	Grade 12, Sisters	St. Athanasius, bishop & doctor	MS / HS Schola
	<i>Sun, May 5</i>	<i>2:00pm</i>	<i>First Communion Mass</i>	<i>Sam Rosemeier</i>	6 <sup>th</sup> Sunday of Easter	Parish / Schola
	<i>Tues, May 7</i>	<i>10:00am</i>	<i>Elementary Confessions</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
	<i>Wed, May 8</i>	<i>12:50pm</i>	<i>MS / HS Confessions</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
	<b>Fri, May 10</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 11, Sisters	St. John of Avila, priest/doctor of the Church	MS / HS Schola Grandparents Day / May Crowning
	<i>Fri, May 10</i>	<i>2:30pm</i>	<i>Divine Mercy Chaplet</i>	<i>n/a</i>	<i>n/a</i>	<i>MS / HS Schola</i>
	<i>Sun, May 12</i>	<i>9:30am</i>	<i>Baccalaureate Mass</i>	<i>Parish</i>	7 <sup>th</sup> Sunday of Easter	Parish Choir Procession of Grads
	Mon, May 13	8:15am	MS / HS Mass	Grade 10, Moritz	Thursday in the 7 <sup>th</sup> Week of Easter	MS / HS Schola Last day for Seniors
Ordinary	Fri, May 17	8:15am	Elementary Mass	Grade 2, Hoffmann	Friday in the 7 <sup>th</sup> Week of Easter	Elementary Musicians Kindergarten Grad. 9am
	<b>Fri, May 24</b>	<b>8:15am</b>	<b>All School Mass</b>	Grade 9, Fr. Steffl	Friday in the 7 <sup>th</sup> Week in Ordinary Time	MS / HS Schola Last Day of School
	<i>Sun, May 26</i>	<i>2:00pm</i>	<i>Graduation (not a Mass)</i>	<i>Volunteers</i>	<i>The Most Holy Trinity</i>	<i>MS / HS Band &amp; Schola</i> Includes Benediction

# BELL SCHEDULE 2023-24

<i>Teacher Homework Help</i>	7:40-7:55
SHARED-TIME BUS LEAVES	7:50
<b>Middle School Homeroom Bell</b>	<b>7:45</b>

<b>First Bell</b>	<b>7:57</b>	
Prayer	8:00	
1 <sup>st</sup> Hour	8:00-8:48	48 Minutes
<b>BREAKFAST</b>	<b>8:48-9:03</b>	<b>15 Minutes</b>
2 <sup>nd</sup> Hour	9:06-9:52	46 Minutes
3 <sup>rd</sup> Hour	9:55-10:41	46 Minutes
4 <sup>th</sup> Hour	10:44-11:30	46 Minutes
	<b>HS LUNCH</b>	<b>11:30-12:02</b>
MS 5 <sup>th</sup> Hour	11:33-12:15	42 Minutes
HS 5 <sup>th</sup> Hour	12:05-12:48	43 Minutes
	<b>MS LUNCH</b>	<b>12:15-12:46</b>
6 <sup>th</sup> Hour	12:51-1:37	46 Minutes
7 <sup>th</sup> Hour	1:40-2:25	45 Minutes
8 <sup>th</sup> Hour	2:28-3:15	47 Minutes
<i>Teacher Work Time</i>	3:15-3:40	

**TWO HOUR LATE START:** First Bell 10:00, 3<sup>rd</sup> Hour 10:03-10:45, 4<sup>th</sup> Hour 10:48-11:30

## 8:15 Mass Day SCHEDULE

NO MS HOMEROOMS

<b>First Bell</b>	<b>7:57</b>
Advisor's Rm	8:00-8:10
<b>MASS</b>	<b>8:15-9:10</b>
<b>BREAKFAST</b>	<b>9:10-9:25</b>
1 <sup>st</sup> Hour	9:28-9:57
2 <sup>nd</sup> Hour	10:00-10:28
3 <sup>rd</sup> Hour	10:31-11:00
4 <sup>th</sup> Hour	11:03-11:30
<b>HS LUNCH</b>	<b>11:30-12:02</b>
MS 5 <sup>th</sup> Hour	11:33-12:15
HS 5 <sup>th</sup> Hour	12:05-12:48
<b>MS LUNCH</b>	<b>12:15-12:46</b>

**REGULAR PM SCHEDULE**

LUNCH DISSMISSAL TIMES  
MUST BE ADHERED TO.



[illegible]

## Concerts 2023-2024

### September

Sun. 17th - Homecoming Coronation 7pm

### November

Veterans Day

### December

Wed. 13th – Elementary Christmas Program 6:30pm

Tues. 19th – 4-12 Instrumental/6-12 Choir – 7:30pm

### March

Wed. 13th – Large Group Contest – SESM

Sat. 23rd – Solo/Ensemble at MSU

### April

Thurs. 4th - 3-8 Concert - 7pm

### May

Wed. 8th – 9-12 Choir/Band Concert – 7pm

Sun. 26th – Graduation – 2pm

Mon. 29th - Memorial Day - 9am Trumpets for Taps

## Pep Band

### August

### January

11 Boys' Basketball

19 Boys' Basketball

25 Boys' Basketball

30 Girls' Basketball

### September

8 Football @SEPS

12 Volleyball

21 Volleyball

22 Football-Homecoming

29 Football-Homecoming @SEPS

### February

GBB Playoffs – Feb. 22,26, 29 March 4,8

State – Mar. 14-16

BBB Playoffs –Mar. 1, 5, 7, 11, 14

State – Mar. 21-23

### October

3 Volleyball

13 Football

Volleyball Playoffs – Oct. 19, 23, 26, 31, Nov. 2

State – Nov. 9-11

Football Playoffs – Oct. 24, 28, Nov. 3

State – Nov. 10-11, 17-18, 24-25

### November

### December

5 Girls' Basketball

11 Girls' Basketball

18 Girls' Basketball

## 2023-2024 DUE DATES FOR MIDTERMS, GRADES, INCOMPLETES & INELIGIBILITY PERIODS

### **FIRST QUARTER**

	<b>DAY</b>	<b>DATE</b>
Midterms Due	Wednesday	September 27
End of 1 <sup>st</sup> Quarter	Thursday	November 2
Quarter Grades Due	Wednesday	November 8
Report Cards Out	Friday	November 10
Ineligibility Begins	Monday	November 13
Conferences	Thursday	November 16
Incompletes Due	Friday	November 17
Eligible to Play	Monday	November 27

### **SECOND QUARTER**

	<b>DAY</b>	<b>DATE</b>
Midterms Due	Wednesday	December 6
End of 2 <sup>ND</sup> Quarter	Thursday	January 18
Quarter Grades Due	Wednesday	January 24
Report Cards Out	Friday	January 26
Ineligibility Begins	Monday	January 29
Incompletes Due	Friday	February 2
Eligible to Play	Monday	February 12

### **THIRD QUARTER**

	<b>DAY</b>	<b>DATE</b>
Midterms Due	Wednesday	February 21
End of 3 <sup>rd</sup> Quarter	Thursday	March 21
Quarter Grades Due	Tuesday	March 26
Report Cards Out	Wednesday	March 27
Ineligibility Begins	Monday	April 1
Incompletes Due	Friday	April 5
Eligible to Play	Monday	April 15

### **FOURTH QUARTER**

	<b>DAY</b>	<b>DATE</b>
Midterms Due	Wednesday	April 24
End of 4 <sup>th</sup> Quarter	Tuesday	May 24
Quarter Grades Due	Wednesday	May 29
Report Cards Out	Friday	May 31
Ineligibility Begins	Monday	June 3
Incompletes Due	Friday	June 7
Eligible to Play	Monday	June 17



## St. Mary's Catholic School

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

Elementary School - 507.794.6141  
High School - 507.794.4121  
Business Office - 507-794-4841  
[www.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 Schroepfer, 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**

### **2023-2024 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, 2023  
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 2023-2024 Student-Parent Handbook. Our goal is to create a positive educational atmosphere where rules are enforced firmly, fairly, and consistently to all students. Please familiarize yourself with this handbook and sign below as evidence that you have read and understand the contents of this handbook.

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

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

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

### **YOUR SIGNATURES BELOW WILL INDICATE:**

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

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

MS/HS CHILD #1 NAME (Print first and last name): \_\_\_\_\_

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

MS/HS CHILD #2 NAME (Print first and last name): \_\_\_\_\_

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

MS/HS CHILD #3 NAME (Print first and last name): \_\_\_\_\_

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

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

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

**RETURN BY FRIDAY, SEPTEMBER 8, 2023**

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