

St. Catherine-St. Mary's School System



2016-2017

Our Mission Statement

*To Act Justly,
To Love Tenderly,
And to Walk Humbly with our God
Micah 6:8*

Gospel value for the year

*"I am the light of the world."
John 8:12
Praise, teach, live. Be the light.*

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ST. CATHERINE-ST. MARY'S SCHOOL SYSTEM

***Our Mission:** To act justly, to love tenderly, and to walk humbly with our God. Micah 6:8*

The philosophy of St. Catherine-St. Mary's School System is based on Biblical teachings, culminating in the life, death, and resurrection of Jesus Christ and continuing through current Catholic teachings. Our school complements the family by promoting the holistic education of each student, focusing on spiritual, scholastic, and social development.

On behalf of the St. Catherine-St. Mary's School System, we extend a warm welcome to students and their parents. As a school board, we strive to do our best to work with our respective parishes and the administration of this school. Our goal is to enable the students to learn about themselves, others, and the world around them in a Christ-centered atmosphere under the care and nurturing of our teachers. This book is to inform its readers of the philosophy of the St. Catherine-St. Mary's School System and the rules/policies that have been established by our schools for the benefit of all. We encourage students, faculty, and parents alike to read it and keep it for further reference. We are very happy to be partners with you in providing your children with a Catholic education. Thank you for all you do to enable this to happen.

PURPOSE OF HANDBOOK (Please read carefully)

This handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Catherine-St. Mary's School System and any student. The information contained in the handbook provides a general description of rules and regulations. The school reserves the right to add to, modify or abolish any of the handbook provisions without notice. Non enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This handbook does not create any restrictions upon St. Catherine-St. Mary's School System's right to institute any course of disciplinary action, which, in St. Catherine-St. Mary's School System's sole discretion, it believes is necessary and consistent within its Catholic educational mission.

NON-DISCRIMINATION POLICY

St. Catherine- St. Mary's School System is dedicated to providing equal opportunities in employment and educational opportunities. It is the policy of this system to not discriminate on the basis of race, gender, ethnicity, religion, national origin, physical or mental disability, or age. Because of its status as a religious institution the schools reserve the right, under the extent of the law, to hire individuals of the same religious faith for certain roles and positions within the schools. This policy extends to students' access to educational and extracurricular opportunities as well.

PHILOSOPHY

SPIRITUAL

Our school provides a God-centered atmosphere that allows students to develop their knowledge of the Catholic faith and to live that faith in their personal lives. As Christians, we proclaim counter-cultural values and teach respect for God, all people and all creation. We instill moral values in our students and encourage one another to foster stewardship of the gifts God has given each of us.

Pro-life

“All human life – from the moment of conception and through all subsequent states – is sacred, because human life is created in the image and likeness of God.” (Pope John Paul II)

“Furthermore, whatever is opposed to life itself, such as any type of murder, genocide, abortion, euthanasia, or willful self-destruction, whatever violates the integrity of the human person, such as mutilation, torments inflicted on body or mind, attempts to coerce the will itself; whatever insults human dignity, such as subhuman living conditions, arbitrary imprisonment, deportations, slavery, prostitution, the selling of women and children, as well as disgraceful working conditions, where people are treated as mere tools for profit, rather than as free and responsible persons; all these things and other of their like are infamies indeed.” (Goddard et SO#29, Document of Vatican II)

Pro-life at SCSMSS means we promote life in every way. Pro-life means we promote the dignity of life in a variety of connected issues including abortion, euthanasia, war, poverty, hunger, etc. Pro-life at SCSMSS means that we believe any taking of innocent life is always a grave sin.

SCHOLASTIC

Our educational system helps each student to gain a broad base of knowledge and experience across all curriculum areas. In order to prepare individual students to be citizens of a global community, we stress effective communication, physical well-being, advanced technological skills, responsible decision-making, higher-level thinking, individual creativity, and the ability to process and interpret information. Since education is ongoing, we approach these essential skills as part of a lifelong process.

SOCIAL

We acknowledge the dignity and uniqueness of each person. As Christians, we also have a responsibility to our community and the world. We emphasize that acceptance, cooperation, compassion, personal accountability, responsibility, and Christian leadership be expressed in daily life. Christian service is a fundamental expression of these beliefs.

WE BELIEVE that the parents are the primary educators of the students. Therefore, it is essential that there be an open and active communication with the parents. We believe that in the task of education, parents and the school must be involved in an active and mutually beneficial partnership with the larger community.

**This philosophy reflects the values and commitment of the
St. Catherine-St. Mary’s School System.**

STUDENT LEARNING GOALS

A graduate of St. Catherine-St. Mary's School System will. . .

Demonstrate an internalized structure for decision-making that is morally rooted in Catholic teaching and values; behave in a manner reflecting the democratic principles of the United States Constitution, and act with loyal support to one's family and school.

Apply the abilities of precise thinking that will enable them to master content necessary to a productive career and an orientation to lifelong learning.

Portray the knowledge and skill necessary to function in a complex and ever-changing world including, but not limited to:

1. Work individually and independently;
2. Work with others in a team effort;
3. Take stock in one's self and make a plan for his/her choices in life;
4. Use creative, problem-solving processes;
5. Use technology;
6. Respect different cultures from the community, nation, and world;
7. Interact effectively with others in speech and prose;
8. Compete and succeed with integrity and good sportsmanship;
9. Use the gifts God has given us with good stewardship;
10. Project a positive self-esteem based on knowing a personal relationship with others that is built on:
 - a. A clear faith-filled relationship with God;
 - b. Pride in one's personal heritage;
 - c. Healthy choices that have a positive effect on physical, mental, emotional and social well-being;
 - d. Development of God-given talents, and using these talents in a way that best serves the community;
 - e. A sense of humor.

ADMINISTRATION, TEACHERS, AND STAFF PHONE NUMBERS

PARISH

Fr. Bill McCarthy ----- St. Mary's, Remsen/St. Catherine's, Oyens Pastor
 Mrs. Jo Tentinger ----- Parish & Schools Business Manager
 Ms. Kathy Steffen ----- Assistant to Business Manager
 Mrs. Tonya Galles ----- Office Assistant
 Mrs. Norine Harvey ----- Development Director
 Mrs. Pat Tentinger ----- Assistant to Development Director
 Mrs. Esther Bunkers ----- Secretary
 Parish Phone Number ----- 786-1437
 Parish Fax Number ----- 786-1444

GRADE SCHOOL PHONE NUMBERS

St. Catherine's Center Oyens ----- 786-2764
 St. Mary's Center ----- 786-1160
 Grade School Fax ----- 786-1167
 Dr. Dan Ryan ----- Principal
 Mr. Les Douma ----- Assistant Principal
 Mrs. Rosie Kunkel ----- School Secretary
 Mrs. Amy Roder ----- Preschool
 Mrs. Rochelle Block ----- Preschool
 Mrs. Rachael Tuttle ----- Transitional Kindergarten
 Mrs. Jodi Bohnenkamp ----- Part-Time Transitional Kindergarten Aide
 Mrs. Vicki Heeren ----- Kindergarten
 Mrs. Rose Krier ----- Early Childhood Aide
 Mrs. Becky Collins ----- First Grade
 Mrs. Kris Schiltz ----- Part-Time Tutoring Aide
 Mrs. Tonya Galles ----- Part-Time Tutoring Aide
 Mrs. Janell Wimmer ----- Second Grade
 Mrs. Betty Benson ----- Third Grade
 Ms. Cathy Rupp ----- Fourth Grade
 Mrs. Jolynn Lewis ----- 5th Grade Homeroom, 5th-6th-7th-8th Science, 5th-6th English & Spelling
 Mr. John Hughes ----- 6th Grade Homeroom, 5th-6th-7th-8th Social Studies, 5th-6th Religion
 Ms. Taylor Bruns: ----- 7th Grade Homeroom, 5th-6th-7th-8th Math
 Mrs. Kim Phillips: ----- 8th Grade Homeroom, 5th-6th-7th-8th Reading, 7th-8th English & Spelling
 Dcn Rick Roder ----- 7th and 8th Religion
 Ms. Nicole Bohnenkamp ----- 5-12 Spanish Moderator
 Ms. Steph Niewohner ----- Band
 Mr. Jeremiah Garrigues-Cortelyou ----- Vocal Music
 Mrs. Sue Klein ----- K-8 Computer; Technology
 Mr. Justin Fejfar ----- TK-12 Physical Education.
 Ms. Jana Tufty ----- Guidance/Marketing
 Mrs. Mary Riedemann ----- Librarian
 Mr. Carolyn Arens ----- St. Catherine's, Oyens Nutrition
 Mr. Paul Pick ----- Maintenance
 Mrs. Laurie Gerrietts ----- Maintenance-Remsen
 Mrs. Laurie McManaman ----- Maintenance -Oyens

HIGH SCHOOL PHONE NUMBERS

Office-----	786-1433
Principal's Office -----	786-1340
Athletic Director's Office -----	786-1318
Development Director's Office -----	786-1324
Remsen Union Information Line -----	786-3411
Fax-----	786-2499

HIGH SCHOOL

Dr. Dan Ryan-----	Principal
Mr. Les Douma -----	Assistant Principal
Mr. Scott Willman -----	Social Studies
Mr. Tim Osterman -----	Dean of Students/Science
Mrs. Connie Kellen -----	Office Manager/Technology Specialist
Mrs. LeAnn Wiederholt -----	Administration Assistant/Lunch Coordinator
Mrs. Mary Arens -----	Theology
Ms. Jana Tufty -----	Guidance/Marketing
Fr. Bill McCarthy -----	Religion
Mrs. Joyce Draayer-----	Grade & High School Nurse
Mrs. Brenda Ortmann-----	Business/Computer//AD
Mrs. Sadie Regnier -----	English/Yearbook
Mr. Paul Ahlers-----	Industrial Arts/Maintenance Supervisor/Transportation
Ms. Steph Niewohner -----	Band
Mr. Jeremiah Garrigues-Cortelyou -----	Vocal Music
Mr. Paul Mugge -----	Math/Science
Mr. Ben Mueggenberg -----	Math
Mrs. Linda Loutsch -----	Librarian/Media Consultant
Mrs. Kris Schiltz-----	Christian Leadership/Spiritual Life
Mr. Justin Fejfar -----	TK-12 PE/Health Education/Weight Room
Mrs. Jenny Brende -----	Nutrition Assistant
Mrs. Carla Jones -----	Nutrition Assistant
Mrs. Deb Niehus-----	Nutrition Assistant
Mr. Mike Schorg -----	Nutrition Assistant
Mrs. Shirley Jaminet -----	Nutrition Assistant
Mrs. Kristen Matgen -----	Nutrition Assistant
Mrs. Linda Slota -----	Nutrition Assistant
Mr. Paul Pick-----	Maintenance
Mr. Russ Schroeder -----	Maintenance

BOARD MEMBERS

SCHOOL BOARD (Election in September) Fr. William McCarthy, Mr. Les Douma, Mr. Chuck Wurth, Mrs. Judy Delperdang, Mr. Greg Schroeder, Mr. Jeff Pottebaum, Mrs. Sarah Garvin,

Article II: Purpose and Function

Section 1: The school board is expected to serve the following purposes:

1. Help administrators by recommending, reviewing, affirming, and supporting general policies of the system.
2. Provide a forum where administrators, faculty, pastors, parents, students, and parishioners can be represented in matters that affect the school system.
3. Authorize an annual budget, approve salary and contract policies for faculty and staff, review the financial condition of the schools, and continue to encourage the commitment of parish resources to our school.
4. Monitor the efforts of the school system to meet all state, canonical, diocesan, and organizational mandates and standards.
5. Promote the well-being and public image of this school system within the larger community.
6. Promote a learning environment that fosters student development in the spiritual, scholastic, and social areas.

ACTIVITY CLUB BOARD (Election in September)

Activity Club Members and the sport they are in charge of

Mr. Les Douma -----	Assistant Administrator
Mrs. Brenda Ortmann -----	Athletic Director
Mrs. Amy Penning -----	Treasurer
Mrs. Judy Koenck -----	Secretary - JH Volleyball
Mrs. Amy Schorg -----	JV/V Volleyball
Mrs. Connie Begnoche -----	Football
Mrs. Gail Konopasek -----	Football
Mrs. Kara Harpenau -----	JH Basketball
Mrs. Melissa Feller -----	JV/V Basketball
Mr. Rick Loutsch -----	Baseball/Softball

The Activity Club purchases various items for the school which could consist of uniforms – each on a rotating basis, transportation costs for retreats and activities, all sports activities, band, vocal, speech activities, bus driver salaries, bus repairs, referees for all games, utilities for all outside games, weight room expenses, equipment repairs, some building repairs, motel rooms for state qualifiers for all activities, band instruments, upkeep for the new gym floor, playground equipment. This is all purchased with the funds brought in at the admission gate and the concession stand for the various sporting events. The Activity Club hosts a Soup & Sandwich Supper, Turkey Supper and Fish Supper with the profits of the suppers going towards the same events. This is all made possible by the help of volunteers and parents.

RSM MERCHANDISING COMMITTEE. The Merchandising Committee is an organization that supports school spirit through branded merchandise. This committee develops products that display RSM pride. Articles may be ordered at selected school events and through the website at various occasions throughout the school year. Members of the 2015-2016 Merchandising Committee are: Mrs. Stacy Bunkers, Mrs. Beth Homan, Ms. Laurie Stoos, Mrs. Jessica Tentinger, Mrs. Melissa Galles and Mrs. Sarah Garvin

REGISTRATION AND FEES

REGISTRATION

Formal registration takes place in the summer at St. Mary's grade school and high school offices. All tuition and fees should be paid, or arrangements for such should be made at this time. Emergency information, lunch accounts, and other matters will also be taken care of at registration. New students coming into St. Catherine's St. Mary's School should register upon their arrival in Remsen.

High school students will register for fall classes in the spring of the year. Orientation for incoming freshman will also be in the spring.

*Additional Tuition Information: Please see Tuition Information on page 8.

HIGH SCHOOL FEES

Senior: \$3835 **Junior:** \$3785 **Sophomore:** \$3745 **Freshman:** \$3650

(The school board sets tuition fees.)

To help defray some of the expenses incurred in the athletic department and extracurricular activities, every high school student will pay an activity fee. This fee will be collected at the time of fall registration by members of the Activity Club. Cost of the fee is \$35.00. With this fee, students will receive an ID card that will admit them to sporting events held at home, excluding some tournaments. Grade school students will have the option to purchase an activity ID card for \$25.00, also. The Activity Club sponsors a variety of fundraisers, which help to support Junior High and High School extracurricular activities. Students will NOT receive this card until the fee is paid.

Fees for certain **classes** that have consumable items involved are:

\$25.00	Biology/Advanced Biology Chemistry Physics Mechanical Drawing/CAD
\$30.00	Anatomy
\$30.00	Woods Plus project costs for all shop classes
\$30.00	Technology fee for all students (helps cover paper and computer ink costs)
\$20.00	Accounting I and II
\$20.00	General Industrial Arts
*\$35.00	Activity Fee (required at the high school)

GRADUATION FEE

An additional expense for the graduating class of seniors will be the cost of their gown and the purchase of their graduation mortarboard. Order forms are available in the fall of the year for graduation announcements, cap and gown, and other items that seniors may be interested in purchasing. Seniors have the option of purchasing some of these items, but they are required to pay for their cap and also for their gown rental at this time.

GRADE SCHOOL FEES

Transitional Kindergarten, Kindergarten and First Grade Students: \$2,675.00

Second – Eighth Grade Students: \$3,275.00

There is a \$25.00 reduction for the third child and each child thereafter. This applies to TK – Gr. 8 students only.

Required Activity Fee for Seventh and Eighth Graders: \$35.00.

Grades TK – 6 may pay an optional \$25.00 Activity Fee.

TUITION INFORMATION

(Adopted 4-10-2000)

Payment of tuition and fees in a timely manner is necessary to keep the St. Catherine/St. Mary's School system on a sound fiscal base. The following policy will be effective beginning with the 2000-2001 school year and each year thereafter

One of the following four payment plans must be chosen and committed to at registration: *

- A. Payment in full on registration day.
- B. Payment in two equal installments
- C. Payment in equal thirds.
- D. Payment in 12 equal parts by automatic bank withdrawal.

*by committed to, would mean that the dates would be documented when payments will be made.

Tuition assistance is available for families in need. It is the expectation that every family in the St. Catherine-St. Mary's School System will apply for scholarships by filling out the "PSAS" application to apply for scholarships from the Msgr. Lafferty Tuition Foundation. This form is provided for each family in the spring of the year. This form also is used to determine eligibility for the Bishop's Education Fund, Catherine Birzle funds, and families must fill out the PSAS application to be eligible for local tuition **assistance**. **For more information, please contact the development office at 786-1324 or the parish office at 786-1437. We will work with your family to help assure access to a Catholic education for your child.**

Families seeking tuition assistance will be required to apply for free and reduced lunch status before being given further consideration for financial assistance by the parish or school. This is a great benefit for the student and the school, so please don't hesitate to apply.

Parents are also encouraged to submit bills for tuition assistance and school supplies to their tax preparer to claim the

Iowa Tuition Tax Credit. A tax credit of 25% of these expenses from the first \$1,000 spent up to a limit of \$250 annually per child.

For TK-12 Only! New Family Tuition Information: New families are eligible for grants and tuition credit. Please consult the school web page at www.rsmschools.org under the parents tab for more information on what is available for tuition assistance.

GENERAL INFORMATION

EMERGENCY SCHOOL CLOSING

In the event of adverse weather conditions or other situations warranting late starts, early dismissals or school closings, they will be announced over KLEM radio and local TV stations. Remsen-Union Community School makes these decisions. Parents can access the Le Mars Daily Sentinel Text Messaging Service (a cell phone program that notifies parents of cancellation updates) by clicking the PARENTS tab on the web page, scrolling down, and clicking SCHOOL CANCELLATIONS.

IMMUNIZATION

The Iowa school immunization law requires parents to vaccinate their children against dangerous diseases like diphtheria, tetanus, pertussis (whooping cough), measles, rubella, and polio, etc. as a condition of enrollment in any elementary or secondary school in Iowa. The immunization requirements apply to ALL students, kindergarten through twelfth grade, enrolled in public, non-public, and home schools. Students or their parents/guardians must submit an Iowa Department of Public Health Certificate of Immunization to their school officials. It is the parent/guardian's responsibility to see that this certificate of immunization is complete and signed.

Iowa now requires dental screening for students going into kindergarten and ninth grade.

There are a few exceptions to the law. Schools are required to keep a child's certificate on file for five years after graduation or must offer to present the parent/guardian with the original certificate explaining to them that it is an important document and must be kept permanently.

HOMEWORK

Homework constitutes an important practice of skills learned in the classroom and/or may allow for extensions of the course work students have been studying. Our students should **not neglect** this part of their learning experience. When a student is sick, parents may contact the office to gather assignments and materials from the teachers. When possible, please allow the offices up to a full school day to gather this information. As well, when a student returns from being sick, it is his/her responsibility to contact teachers for assignments missed and lecture notes. Students have one day to make up work for each day that they are absent, this time period *may* be extended at the discretion of the individual teacher. **When a student is absent on the day of a quiz or test, she/he should be prepared to make it up the day she/he returns to school.**

ACADEMIC MODIFICATIONS

Occasionally through best efforts of parents and teacher's individual students may struggle with their coursework in specific subject areas. St. Catherine's-St. Mary's offers three levels of intervention currently for those students. The first level is teacher/school level intervention plans. When it becomes clear a student is having academic difficulty the classroom teacher, and potentially a team of teachers and administration, will meet to discuss basic interventions to assure student success. St. Catherine-St. Mary's school is implementing the statewide process of a multi-tiered system of supports for all learners, MTSS. MTSS is a multi-step process of providing instruction and support to promote the academic and behavioral success of all children. Individual children's progress is monitored and results are used to make decisions about further instruction and intervention. The MTSS process is flexible and designed by school districts to meet the needs of their students. This year we will be using MTSS to address student needs in Reading and Math. If these interventions are unsuccessful there is an assessment process to determine if a student qualifies for a 504 plan (federal plan of specific interventions) or an IEP (individualized education plan, also a federal program including modifications and goals). The guidance office or principal can provide more in depth explanation if you need it.

SCHOOL DAY

Faculty members are in the building from 7:45 AM to 3:30 PM. Transitional Kindergarten, Kindergarten and first grade students should be ready to load the Oyens school bus by 8:00 AM. Students needing to enter the building before or after the designated time may do so with special permission. Grade school students should be in their seats by the 8:10 AM announcements or will be considered tardy. High school students should be at advisement by 8:00 AM or considered tardy. The school day ends at approximately 3:30 PM for the grade school and 3:25 PM for the high school. *See page 40 regarding school attendance and extra-curricular activities.

GRADE SCHOOL

Students will be able to enter school upon arrival during inclement weather or if temperature or wind chill is 10 degrees or below. Students must go to their assigned homerooms.

Besides permission from their parent/guardian, students may be allowed to leave the school property during the day with special permission from the secretary, teacher, or principal.

SCHEDULES

PRE-SCHOOL

The preschool day follows the school day for elementary students. The preschool follows the school calendar, in the exception of starting the first Monday after school begins in the elementary. The pre-school is governed by its own handbook as well.

GRADE SCHOOL

Grade School class schedules will vary from grade to grade. A copy is available upon request.

HIGH SCHOOL CLASS SCHEDULE

Regular Schedule	1:16 p.m. Early Dismissal	Two Hour Late Start	Mass Day Schedule	2:30 Dismissal
Warning Bell 7:55 a.m. Advisement 8:00-8:10	Warning Bell 7:55 a.m. Advisement 8:00-8:12	Warning Bell 9:55 a.m. Advisement 10:00- 10:10	Warning Bell 7:55 a.m. Advisement 8:00-8:05 Mass 8:15-8:55	Warning Bell 7:55 a.m. Advisement 8:05-8:10
1 st Hour: 8:13-8:58 2 nd Hour 9:01-9:46 3 rd Hour 9:49-10:34 4 th Hour 10:37-11:22	1 st Hour 8:15- 8:46 2 nd Hour 8:50- 9:20 3 rd Hour: 9:23-9:54 4 th Hour: 9:57-10:28 5 th Hour: 10:31- 11:02	1 st Hour 10:15- 10:46 2 nd Hour 10:49- 11:20 2,3,4 Grade Lunch 11:10-11:40 3 rd Hour 11:23- 11:54	1 st Hour 9:05-9:45 2 nd Hour 9:48-10:28 2,3,4 Grade Lunch 11:10-11:40 3 rd Hour 10:31-11:11 4 th Hour 11:14-11:54	1 st Hour 8:15-8:56 2 nd Hour 8:59-9:40 3 rd Hour 9:43-10:24 4 th Hour 10:27-11:08
2,3,4 Grade Lunch 11:05-11:35 5,6,7,8 Grade Lunch 11:45-12:10	2,3,4 Grade Lunch 11:05-11:35 6 th Hour: 11:05-11:36	5,6,7,8 Grade Lunch 11:45-12:15 4 th Hour 11:57- 12:29	5,6,7,8 Grade Lunch 11:45-12:15 5 th Hour 11:57-12:37	2,3,4 Grade Lunch 11:10-11:40 5 th Hour 11:11-11:53
5 th Hour 11:25-12:09	5,6,7,8 Grade Lunch 11:45-12:10	High School Lunch 12:33-1:04	High School Lunch 12:37-1:05	5,6,7,8 Grade Lunch 11:45-12:15
High School Lunch 12:13-12:43	7 th Hour: 11:39- 12:15	5 th Hour 1:05- 1:36 6 th Hour 1:39- 2:09 7 th Hour 2:12- 2:42 8 th Hour 2:45- 3:16	5 th Hour 11:57-12:37 High School Lunch 12:37-1:05 6 th Hour 1:10-1:50 7 th Hour 1:53-2:33 8 th Hour 2:36-3:16	6 th Hour 11:55-12:35
6 th Hour: 12:48-1:30 7 th Hour: 1:33-2:15 8 th Hour 2:18-3:00	High School Lunch 12:16-12:43 8 th Hour 12:46-1:16	No MTSS	No MTSS	High School Lunch 12:36-1:01 7 th Hour 1:04-1:45 8 th Hour 1:48-2:30
MTSS Groups 3:03-3:16	No MTSS			No MTSS

CONTACT WITH THE SCHOOL

Because of the wide variety of reasons for which people wish to contact the school, the following information is offered as a guideline in reaching the person most helpful in a particular situation. Because of teaching commitments, faculty/staff are often unable to come to the phone during the school day. Messages will be conveyed to them and calls will be returned at the earliest opportunity.

- Student academic progress or classroom behavioral concerns or questions are to be directed first and foremost to the classroom teacher. The principals, and/or counselors intervene only when a serious problem exists which cannot be satisfactorily dealt with between the teacher and interested parties.
- Co-curricular or extra-curricular activities (athletics, fine arts, etc.) concerns or questions are to be directed to the person(s) most directly responsible for the activity. Unresolved concerns and questions are directed to the athletic director, department chairs or administrators (in that order) only if pursuant efforts are unsuccessful.

<u>ISSUE</u>	<u>FIRST CONTACT</u>	<u>SECOND CONTACT</u>
Student Academic Progress	Classroom Teacher	Principal
Student Conduct	Classroom Teacher	Principal
Lunch Accounts	Lunch Coordinator	Business Manager
Parental Investment Payments	Business Manager	Pastor
Extra-Curricular Activities	Athletic Coach	Athletic Director
Investments/Fund Raising	Development Director	Principal
Alumni Information	Development Director	Principal

The principal is the final resource in all-disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. **ANY APPEAL** must be submitted in writing to the principal within 72 hours of student notification of penalty. Appeals are to be heard by the pastor.

SCHOOL LITURGIES

School liturgies are held weekly on Wednesday at 8:15 AM for grades 2-12. These liturgies are held at St. Mary's Catholic Church in Remsen. All-School Liturgies are held on special occasions. In addition, students are offered a variety of prayer services throughout the year, including Reconciliation. Other liturgies will also be held regularly throughout the year.

BUS BEHAVIOR

Bus service is provided to our students by Remsen-Union School District. In accordance with the bus regulations, no one may ride the bus except the children assigned. Good behavior is expected of all who ride the bus. Disrespect, unruly conduct, and/or foul language on the bus or while waiting for the bus may result in suspension or expulsion from riding the bus. **NO DRINKS OR FOODS ARE ALLOWED ON THE BUSES.**

FIELD TRIPS/SERVICE TRIPS

Excursions and field trips are taken at certain times to provide learning experiences that cannot be accomplished in the classroom. **A Diocese of Sioux City Field Trip Form is necessary in order for a child to attend.** This form **must** be signed by the parent or guardian and returned prior to the trip. Students need to remember that they are ambassadors of the school and are expected to act responsibly at all times.

SCHOOL PROPERTY

All desks and lockers in the school building are the property of the school and remain the property of the school even though they are temporarily assigned to students. Students are to use desks and lockers only for

storage of schoolbooks, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. All students assigned to a desk or a locker are responsible for it and may be charged individually or corporately for damage to lockers and/or desks.

Any willful destruction of school property by any student may result in detention, suspension, or possible expulsion. The student will be responsible for either the replacement or the repair of the damaged items.

LOCKER SEARCHES

The principal and one other staff member will conduct any individual locker search. The student will be informed of the search and its findings on the next school day. If there is suspicion of illegal contents being in a locker (i.e. illegal drugs, alcohol, tobacco, stolen or dangerous property, including weapons of any type) the local law enforcement agency will be called to participate in the search. General locker searches (i.e. to look for missing school materials, general locker upkeep, etc.) no longer require advance notice being given to the student body. Furthermore, leaving a locker door open for the public to see voids any expectation of privacy on the part of the student.

FIRST AID

It is the policy of St. Catherine-St. Mary's School System to administer first aid in the event of a serious accident or medical emergency. Every possible effort is made to contact the parents of a victim to find out what their wishes are in the matter. If a parent cannot be contacted, the school assumes the right to call a doctor/911 to administer emergency treatment. The school does not assume financial obligations for such treatment. School personnel have been trained in CPR and use of the Automated External Defibrillator.

VISITORS

Guests and visitors must register in the office. Parents are always welcome. Visitors are expected to leave promptly when their business is completed. Students who wish to bring a guest to school must obtain prior permission from the principal. It is the right of the classroom teacher to ask the visitor to leave if the visit causes the classroom to be disrupted.

SPECIAL SERVICES

Psychologists, social workers, speech therapists, audiologists and other professionals are available to work with the regular school personnel in meeting the needs of the children who have special needs. The Northwest Area Education Agency provides these services.

ANNUAL REPORT

The Annual Report highlights the strengths of this Catholic institution and focuses on goals to achieve in the future to maintain a very high degree of satisfaction in faith and educational climate in the St. Catherine-St. Mary's School System. The Comprehensive School Improvement Plan (CSIP) is accepted by the State Department of Education each fall. The CSIP is now part of the C-Plan at the state.

ASBESTOS

An Asbestos Management Plan is in effect for the school buildings. This plan is written for compliance with AHERA regulations. The Management Plan is located in the office of each building and may be reviewed by parents. If you wish to review that plan, please call for an appointment.

CHILD ABUSE/NEGLECT

State law requires school personnel to report all cases of suspected child abuse and/or neglect to the prescribed authorities. Abuse includes both physical and emotional abuse. Neglect includes not providing for the physical needs of a child and not providing adequate supervision for a child.

VIRTUS

The Diocese of Sioux City requires all employees and volunteers of the diocese to be in compliance with the Virtus program. VIRTUS is the brand name that identifies best practices program designed to help prevent wrongdoing and promote “right doing” within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church. Parents, volunteers, and employees must take a three-hour course and online follow up to be in compliance with the Virtus Program. Questions to the compliance can be directed to the school offices or log on to: www.virtusonline.org.

MEDICATION POLICY

In order to comply with the Code of Iowa, Chapter 204, St. Catherine-St. Mary’s School System will not administer any prescribed medication or any OTC drug such as Aspirin of any form, Tylenol, or any other medication bought over the counter without a signed written order or confirmed verbal consent over the phone from the parent or guardian. **St. Catherine-St. Mary’s Schools will not supply over-the-counter medications to students. Teachers will not dispense over-the-counter medications to students.**

All medicine brought to school shall have a pharmacy label giving the pupil’s name, time of administration, route of administration, strength and name of medication, and amount to be administered. All medications to be administered by school personnel should be taken to the office. The person in charge of administering medication will then give it to the child at the prescribed time. **NO MEDICATION WILL BE ADMINISTERED AT ANY TIME WITHOUT THE PROPER LABELING AND NEEDED SIGNED CONSENTS.**

The same procedure will apply to over-the-counter drugs. Students with asthma may carry inhalers with written approval by doctor and parents.

St. Catherine-St. Mary’s School System Board Policy 4-10-2000

Students are required to be in good health, as certified by their physician, prior to admission into school. Thereafter, the board retains the authority to deny continued enrollment if the student has not complied with the minimum immunization requirements as stated by the State Department of Health and to require at any time a certification of good health for any students.

Nurses and other medical personnel employed by or requested to conduct services for the board shall hold a current Iowa license.

In addition to the health services provided in the curriculum, the school will provide the following health services:

- Annual vision screening for students in grades TK-8.
- Annual audiometer screening test for students in grades TK-3 and 5,6 and 8. Northwest AEA personnel provide this testing.
- Annual height and weight measurements for students in grades TK-8.
- Annual scoliosis screening for students in grades 5-8.

The school shall furnish evidence of immunization for all students to the State Board of Health within the first 30 days of the school year.

Communicable Disease Prevention and Control

The school will consult with the County Health Nurse in instances of any suspicions of a communicable disease (i.e. mumps, measles, head lice, etc.). In the case of a communicable disease, the school will notify the parents and the student will be picked up by the parent at school. The student will be allowed to return to school upon written permission of the family doctor.

Emergencies

All accidents requiring minor first aid should be handled in the classroom by the teacher, or in the administrative offices of the school. In case of an accident or sudden illness, the school will take responsibility for: 1) giving immediate care; 2) notifying parents or guardians; 3) arranging for pupils to go home; 4) and guiding parents, if an when necessary, to resources of treatment.

Record Keeping

A record of all injuries will be kept in the office files for student accidents and injuries occurring during school. The school office will also keep a record of the student's emergency procedure form, which contains the names of the student's parents or guardians and others to contact in case of an emergency, as well as the name of the student's family doctor.

BOARD ADOPTED POLICY; 10/17/95 5141.2(a) REVIEWED: 4/10/2000 OTHER: Revised 4/10/2000

DIOCESAN/STATE VISIT

In December 2011, St. Catherine-St. Mary's School System had the Diocesan and State visits. Both visits gave an over-all assessment of the school system and offered recommendations for improvement. This information will be used for the annual report and the school improvement plan. Reports from the visits may be found in the respective offices.

ST. CATHERINE-ST.MARY'S SCHOOL SYSTEM LUNCH PROCEDURE

To maintain a financially stable hot lunch program, a closed campus is established at RSM. Rare or unforeseen circumstances may require a student to leave campus during their lunch period. These situations will be handled on an individual basis with a note from the parent.

For high school students, a note must be provided each time a student wishes to go home for lunch. The note must specifically state that the student is going **to their home** for lunch. Students must report to the designated area to sign out and also to sign in upon return to school. These notices must be provided daily excusing the student.

No student is allowed in the downtown area during lunch.

For 2016-2017, the cost for hot lunch will be: \$2.75 for all students grades PK-5, and \$3.00 for grades 5-12.

1. According to the Enhanced Food Based Menu System that is provided under the State of Iowa Lunch Policy Statement that St. Catherine-St. Mary's School System is in agreement with, students who participate in the hot lunch program are given the options of "Offer versus Serve" for their meals. Under this option, students can refuse 2 of the 5 items offered on the daily menu. Milk is considered one of the five items. Of these items accepted, students must be served a full serving for their age group. All students who eat hot lunch are expected to eat what they are given. Please see #2.
2. Beginning the year 2007-2008, St. Catherine-St. Mary's School System will serve reimbursable meals using the ala carte method and will offer these meals to grades seven through twelve. Students will choose three to five items that are in accordance with the Wellness Policy to qualify for a reimbursable meal. Refer to the Wellness Policy below. Students will order these meals in advance and no orders will be accepted the day of serving.
3. Due to state and federal guidelines regarding the hot lunch program, the purchase and/or sale and consumption of carbonated beverages, will not be allowed by anyone in the lunchroom or anywhere else during the lunch period. (This includes all drinks that are for sale in the vending machines.)
4. Federal Guidelines state that students who receive free or reduced-priced hot lunches may not allow other students to have access to, or use of, their lunch account. Violation of this policy may result in the dismissal of that student from the free/reduced list.
5. Students in grades 2-8 are allowed to charge extras (menu items only) provided a written note giving permission is received from parents/guardians. This note needs to be renewed yearly. Snack items purchased from this age group will be cash only.
6. Students in grades 6-9 will be assigned work in the kitchen during their lunchtime. They will, however, receive their lunch free for the time they work in the kitchen. If extra helpings or snacks are taken at this time, the student helper must report this to the lunch coordinator so their account will be likewise debited.
7. Students in grades 9-12 will be assigned to clean the cafeteria after lunch. It is the school's goal that students will be finished in ten minutes or less so as to not miss any more class time.
8. **After students have finished eating, they must remain in the cafeteria until the bell dismisses them for class. To leave the premises of the cafeteria during this time, students must first receive permission from the lunchroom moderator.**
9. **Students are not allowed in any other part of the high school building during lunch hour.**

The following rules will be applied to grades PreK-12 in regards to lunch accounts:

1. Only one check is required if there is more than one student in the family because the lunch program implements family accounts.
2. Lost /or damaged lunch tickets will result in a charge of \$2.00 to replace the ticket. This amount will be deducted from the family lunch account balance when ticket is reported lost.
3. High school students with lower than a-\$10 dollar negative balance will be issued a reminder that their account is in the negatives. If the account is not brought current within a week a courtesy phone call will be made by the school to ensure the initial reminder was received.
4. Grade school students with a negative balance on their accounts may not charge extras until the charges are paid. Students will be subjected to their homeroom teachers' discipline codes concerning unpaid balances. Parents of students with a negative \$5.00 charged to their accounts will be contacted either by phone or mail. Code No. 507.9
5. The snack cart at lunch for grades 5-8 will be **CASH ONLY**.
6. Once set up our new software for students, parents, and teachers; PowerSchool, may be able to provide up to date notices on lunch account balances.

ST. CATHERINE-ST. MARY'S SCHOOL SYSTEM WELLNESS POLICY

The St. Catherine-St. Mary's school board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The St. Catherine-St. Mary's School System supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The St. Catherine-St. Mary's School System provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The St. Catherine-St. Mary's School System supports proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds during the instructional day should meet or exceed the school's nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The St. Catherine-St. Mary's School System will develop a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluation of the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

Specific Wellness Goals:

Nutrition Education and Promotion

The St. Catherine-St. Mary's School System will provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Includes health education within the science and/or physical education classes;
- Includes enjoyable, developmentally appropriate, culturally-relevant participatory activities, such as contests, and farm visits;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;

Physical Activity

Daily Physical Education

The St. Catherine-St. Mary's School System will provide physical educations that:

- Is weekly for 90 minutes for elementary, middle and high school students;
- Is for all students in grades TK-12 for the entire school year;
- Is taught by a certified physical education teacher;
- Includes students with disabilities. Students with special health-care needs may be provided in alternative educational settings; and,
- Engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

In compliance with the Iowa Healthy Kids Act, students in grades TK-4 have 30 minutes of physical activity daily; students in grades 5-8 have 120 minutes of physical activity weekly; and students in grades 9-12 have 120 minutes weekly.

Daily Recess

St. Catherine-St. Mary's School System should provide recess for students that:

- Is at least an average of 20 minutes a day for grades TK-4;
- Is preferably outdoors;
- Encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and
- Discourages extended periods (i.e., periods of two or more hours) of inactivity

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Optional Issues

All students are required by law to take PE unless they have a doctor's written excuse or are taking a full load of classes. Weight training is offered to students in grades 9-12 in addition to physical education.

Other School-Based Activities that Promote Student Wellness

Integrating Physical Activity into Classroom Settings

For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the St. Catherine-St. Mary's School System will:

- Offer health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent in sedentary activities;
- Discourage sedentary activities, such as watching television, playing computer games, etc.;
- Allow for opportunities for physical activity to be incorporated into other subject lessons; and,
- Encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

Communication with Parents

The St. Catherine-St. Mary's School System will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- Send home nutrition information;
- Encourage parents to pack healthy lunches and snacks and to discourage parents from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages; and
- Provide parents a list of foods that meet the St. Catherine-St. Mary's School System's snack standards and ideas for healthy celebrations/parties.

Nutrition Guidelines for All Foods SERVED AS PART OF THE NATIONAL SCHOOL LUNCH PROGRAM on Campus

Meals served through the National School Lunch Program:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state and federal law;

- Offer a variety of fruits and vegetables;
- Serve only 2% and fat-free-milk

St. Catherine-St. Mary's School System should encourage students, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices.

Breakfast

In order to meet the students' nutritional needs and enhance their ability to learn, St. Catherine-St. Mary's School System will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

Free and Reduced-Priced Meals

The St. Catherine-St. Mary's School System will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the St. Catherine-St. Mary's School System may:

- Utilize electronic identification and payment systems; and,
- Promote the availability of meals to all students.

Meal Times and Scheduling

- Will provide students with at least 15 minutes after sitting down for lunch;
- Should schedule meal periods at appropriate times, e.g. lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- Should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualification of Food Service Staff

Qualified nutrition professionals will administer the meal programs. As part of the St. Catherine-St. Mary's School System's Responsibility to operate a food service program, the St. Catherine-St. Mary's School System will allow and encourage continuing professional development for all nutrition professionals.

Sharing of Foods

The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Foods Sold outside the Meal (e.g. vending, a la carte, sales)

Elementary Schools: The food service program will approve and provide all food and beverage sales to students in grades PreK-6. To this end, foods in grades PreK-6 should be sold as balanced meals, given young children's limited nutrition skills.

Snacks

St. Catherine-St. Mary's School System will encourage that snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

Rewards

The St. Catherine-St. Mary's School System will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

Celebrations

Schools should evaluate their celebrations practices that involve food during the school day. The St. Catherine-St. Mary's School System will encourage the use of healthy party foods by parents and teachers.

Food Safety

All foods made available on campus adhere to food safety and security guidelines,

- All food made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
- For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

Plan for Measuring Implementation

Monitoring

The administrator and hot lunch coordinator will ensure compliance with established St. Catherine-St. Mary's School System nutrition and physical wellness policies.

In the St. Catherine-St. Mary's School System:

- The hot lunch coordinator in conjunction with the principal will ensure compliance with those policies in the school and will report on the school's compliance to the pastor and/or superintendent.
- Food service staff and hot lunch coordinator, at the St. Catherine-St. Mary's School System, will ensure compliance with nutrition polices within food service areas and will report on this matter to the pastor and principal.

In the St. Catherine- St. Mary's School System:

- The St. Catherine-St. Mary's School System will report on the most recent USDA Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible;
- The hot lunch supervisor and principal will develop a summary report every three years on school-wide compliance with the St. Catherine-St. Mary's School System's established nutrition and physical activity wellness policies; and,
- The report will be provided to the school board and also distributed to the school wellness committee, parent/teachers organizations, and principal in the St. Catherine-St. Mary's School System.

Policy Review

To help with the initial development of the St. Catherine-St. Mary's School System wellness policies, St. Catherine-St. Mary's School System will conduct a baseline assessment (using the School Health Index) of the school's nutrition and physical activity environments and practices. The results of those assessments will be compiled to identify and prioritize needs.

Assessments will be repeated every 3-5 years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the St. Catherine-St. Mary's School System will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The St. Catherine-St. Mary's School System will revise the wellness policies and develop work plans to facilitate their implementation.

The board will monitor and evaluate this policy by:

Approved: During the 2015-2016 school year

Code No. 507.9

WELLNESS POLICY

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 *et seq.* (2005)

Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*, Cross Reference: Student

Activity Program 710 School Food Services

FERPA Policy:

In compliance with Federal policy St. Catherine-St. Mary's Schools follow these policies in regards to student records. Circumstances in which a school may disclose personally identifiable information from a students' educational record without prior consent include:

- The information is "directory information*"
- To school officials (generally administrative, educational and support staff or other agents of the school) with a legitimate educational interest (e.g., the need to review the record in order to fulfill his or her professional responsibility)
- To officials of another school where the student transfers or is to enroll
- To AEA personnel with a legitimate educational interest
- To authorized federal, state or local authorities
- When the disclosure is necessary to the financial aid process
- Pursuant to an interagency agreement with state and local agencies that are part of the juvenile justice system
- To comply with a court order or judicially issued subpoena
- In connection with a health or safety emergency
- For any other reason allowed or required under state or federal law

DRESS CODE

Comprehensive DRESS CODE (for 2016-2017)

Item	Boys	Girls
Pants	Black, Navy, Khaki dress slacks or cargo pants	Black, Navy, Khaki dress/twill fabric slack, cargo pants or dress capris.
Shorts/Skirts	Black, navy, khaki uniforms shorts	Black, navy, khaki uniforms shorts or skirts. Should measure to the top of the knee or lower when a girl is standing straight
Shirts	<ul style="list-style-type: none"> ● White or Royal Blue solid colored shirt with collars only (polo or button up) ● Solid Colored Sweaters in White or Royal Blue ● Shirts must remained tucked in at all times. 	<ul style="list-style-type: none"> ● White or Royal Blue solid colored shirt/blouse with collars only (polo or button up) ● Solid Colored Sweaters in White or Royal Blue ● Shirts must remained tucked in at all times. ● Crop tops not acceptable ● Shirts and blouses may not be used as a jacket over any other type of shirt
Sweatshirts	School approved only, if a crewneck a collared uniform shirt must be worn underneath. If hooded it cannot be removed unless a uniform shirt is worn underneath. Must be in good repair and have side pockets only.	School approved only, if a crewneck a collared uniform shirt must be worn underneath. If hooded it cannot be removed unless a uniform shirt is worn underneath. Must be in good repair and have side pockets only.
Belts	Required with pants and shorts with belt loops	Required with pants and shorts with belt loops
Shoes	<ul style="list-style-type: none"> ● Leather “dress” tennis shoes in good repair allowed (no scuffs) ● No flip flops ● Shoes must have backs ● Moccasins not allowed ● No cleats on heels ● Second pair for PE required 	<ul style="list-style-type: none"> ● Leather “dress” tennis shoes in good repair allowed (no scuffs) ● No flip flops ● Shoes must have backs ● Moccasins not allowed ● No cleats on heels ● Second pair for PE required
Restrictions	<ul style="list-style-type: none"> ● No T-shirts ● No sweatshirts other than listed above ● No Jeans of any color 	<ul style="list-style-type: none"> ● No T-shirts ● No sweatshirts other than listed above ● No Jeans of any color

Per casual days: jeans, jean shorts and skirts (that follow uniform guidelines in length) may be worn and need to be in good condition—no holes, rips, or frayed edges. Print on t-shirts need to be respectful of our Catholic identity. No flip-flops allowed; socks need to be worn with sandals. On casual Days: no fleece, slick or nylon type sweatpants will be allowed.

✓ Dress Code and school dances: While the dress code does not apply at dances hosted by the school, it is important that the students remember this is a school event and modesty is expected. Any article deemed immodest by the administration will not be allowed to be worn at the dance. In the case of Homecoming all members of the court are representing the school and therefore all royalty must dress in a way that positively

- represents the school. Administration reserves the right to limit the clothing options of students for this event.
- ✓ All students are expected to maintain high standards in grooming and hygiene. All boys are to be clean-shaven. Beards and mustaches are not allowed. Excessive sideburns and hairstyles are discouraged.
 - ✓ to wear socks, and girls must wear socks or hose. Students who do not observe the dress code will be issued an infraction.(subjected to discipline code)
 - ✓ Team shirts may be worn on game days at the coach's discretion, starting in the 2015-16 year these shirts may only be ordered in royal blue or white. Starting in the 2016-17 school year only royal blue or white team shirts may be worn on game days.
 - ✓ Any article of clothing, jewelry, or hairstyle, which interferes with or disrupts the maintenance of an atmosphere of learning, is unacceptable.
 - ✓ Approved by the St. Catherine-St. Mary's School System Board (4-10-2000)
 - ✓ No body piercing other than ears are allowed. **Male students will be allowed to wear only one earring. This earring cannot be a "washer type" or uncommonly large stone.** Female students may have up to 3 earrings in either or both ears.
 - ✓ Tattoos are not permitted. If a student has a tattoo prior to the 2005 school year, it must be reported to the administration, and must be covered at all times. Any tattoos after the policy is in effect will result in ineligibility of all extracurricular activities until the tattoo is removed.
Approved by the St. Catherine-St. Mary's School System Board (4-11-2005)

ST. CATHERINE-ST. MARY'S GRADE SCHOOL INFORMATION

ACADEMICS GRADING SYSTEM AND HONOR ROLL

The grading scale for students in Transitional Kindergarten through second grade is as follows:

S – Satisfactory

I – Improving

NI – Needs Improvement

The grading system for third through eighth grade is as follows:

A+	100%
A	94-99%
A-	93%
B+	92%
B	87-91%
B-	86%
C+	85%
C	79-84%
C-	78%
D+	77%
D	66-76%
D-	65%
F	64% and below

HONOR ROLL (GRADES 5-8)

Students in Grades 5-8 are recognized for academic achievement at the end of each quarter with Honor Roll Certificates. The Gold and Silver Honor Roll is based on a point system. Honor Points will be given for grades in the core subjects: Religion, Math, Science, Social Studies, English, Reading and Spelling/Vocabulary.

Gold Honor Roll recognizes those students who have received 70-84 Honor Points and have received no grade lower than a B on their report card or received any unsatisfactory marks.

Silver Honor Roll recognizes those students who have received 49-69 Honor Points and have received no more than one C on their report card or received any unsatisfactory marks.

Gold Honor Roll: 70-84 points (no C's or unsatisfactory marks)

Silver Honor Roll: 49-69 points (only one C and no unsatisfactory marks)

Honor Points:	A+	12	B+	9	C+	6
	A	11	B	8	C	5
	A-	10	B-	7	C	4

ATTENDANCE POLICY

Education is an interactive process and therefore attendance for scheduled days of instruction is critical. Regular attendance by students is essential and the learning missed cannot be duplicated by other methods. Students are best able to benefit from the opportunities provided by our educational programs with consistent attendance.

If a student is absent from school, it is the responsibility of the parent/guardian to call the school office by 8:45 a.m. After 8:45 a.m. if a student is absent without parental notification, the school office will attempt to contact the parent/guardian. If no contact can be made with the parent or legal guardian the student will be considered truant. If families go on vacation, please contact the office ahead of time to excuse the student. Do not

assume the office knows, it should be like any other absence. If the child's parents will be on vacation but the student still will be attending school please notify the office of a designated contact for the length of the absence.

If a student becomes ill during the school day, parents will be notified. Parents/guardians need to make arrangements before the students may leave school.

On the sixth absence in a semester, other than for an extended illness verified by a physician or family emergency, the student's parent/guardian will be notified by letter from the principal. Any student missing eight days of school in a semester will meet with the administrative personnel along with parent/guardian to set up a plan to assure the student's regular attendance. Students who are absent from school 15 days or more in a school year face the possibility of retention.

Tardiness Policy

A student is tardy if not present in his/her homeroom for the opening of the school day. It is very important to encourage students to take responsibility for being on time for school, work and activities.

If a student misses 30 minutes or more of instructional time during the course of the regular day s/he is counted at least one fourth day absent.

ELECTRONIC DEVICES

Students who need to use the telephone to call home for an emergency must receive permission from the classroom teacher and the school principal or secretary. **Students must make calls from the secretary's office.** Parents are asked to limit their calls to students to emergency situations. The use of cell phones, pagers, iPods, MP3 players, hand-held games, recorders, headsets, and other electronic devices by students is only allowed during the school day for academic purposes and if approved by the teacher. **If an electronic communication device is seen or heard by a staff member to be in the possession of a student during regular school hours, the device will be confiscated from the student for the remainder of the day and the school office will be notified. The device can be picked up in the office. If a student violates this policy on a second occasion within the school year, the student's parent or guardian will be notified and only said parent or guardian will be allowed to retrieve the device that has been confiscated, If a student violates this policy on a third occasion within the school year, the device will be required to be turned in at the office in the morning, after verifying service, for 30 days. Any additional violations will result in 90 school days' worth of loss of privilege. Cell phones will be allowed at extra-curricular activities and at school events.**

FUNDRAISERS

Fundraisers are vital to the operation of our school. Profits are used to buy books, supplies, and equipment for our students. Students are encouraged to participate in these fundraisers. Major fundraisers include: World's Finest Chocolate Sale and Gift Wrap Sale

GIFTS

Celebrating birthdays by bringing treats to celebrate with the whole class is appropriate. Permission should be received from the teacher before treats are brought to school. In order to avoid disrupting the learning process, gifts will not be delivered to students until the end of the school day.

GRADE SCHOOL DISCIPLINE

The teacher should first handle discipline problems as s/he interacts with the students. The principal will handle more serious cases. Parental questions regarding discipline issues should be handled in the same manner, i.e. the teacher first, then principal. Students may be fined for incidents such as gum chewing, throwing snowballs, etc.

MIDDLE SCHOOL DISCIPLINE

Students receive discipline marks for any inappropriate behavior, action, or comments, and violations of the outline dress code. When five infractions against a student have accumulated, a detention is given

Students will be expected to keep assignment books up-to-date and in their possession.

Students are to have all homework completed when class begins. If a student consistently has unfinished work, staff and administration will meet with the student and/or parent to devise a plan of action. A plan could include, but is not limited to, after school sessions, individual tutoring during study hall and mentoring by a foster grandparent.

When a student is absent, s/he will have one day for each missed day to make up work.

SCHOOL BOARD POLICY REGARDING GRADE SCHOOL DISCIPLINE

- Helping students grow in self-management and responsibility requires patience, effort, trust, and cooperation between parents, students, and teachers. Parents and teachers should facilitate student growth by helping students take responsibility for their own behavior, daily schoolwork, learning and personal development. A high priority is placed on behavior in our school system.

We believe that appropriate behavior demonstrates that students are practicing gospel values in their personal lives and in their relationships with others.

- Classroom teachers are expected to handle discipline in their classrooms. Clear rules and consistent enforcement facilitate growth in student responsibility.

The principal should be involved in discipline when a student consistently fails to meet behavioral expectations of the classroom.

- Corporal punishment is not allowed. The teacher is allowed to restrain a child in the event that the child is acting in a way that is harmful to that student, another student, the teacher, or school property.
- Students participating in athletics will be expected to follow the rules set by the athletic department.
- Students who do not follow the rules set by the classroom teachers, coaches, and school will be subject to disciplinary procedures that could include after-school detention, in-school or out-of-school detention, or expulsion.
- In case of truancy, in or out of school, the principal will meet with the parents of the child to determine actions to be taken.
- Students who bring weapons or sharp objects of any kind will be subject to disciplinary action that could include suspension.
- Students harassing others will be subject to disciplinary action that could include suspension.
- Students who bring alcohol or illegal substances to school will be subject to disciplinary action, which could include suspension.
- Students who bring explosives, cigarettes, matches, or cigarette lighters to school will be subject to disciplinary action that could include suspension.
- At all levels, students will be afforded their due process rights, which, at a minimum, shall consist of a written or oral description of charges against them. They will be given an opportunity to reply.
- Prior to permanent suspension from school, a student will be allowed to present his/her case before the school board and principal.

St. Catherine-St. Mary's School System

Board Adopted Policy 1/4/96

JUNIOR HIGH ACTIVITIES INCLUDE:

Football, Volleyball, Cross Country, Girls and Boys Basketball, Girls and Boys Track, and Junior High Speech.

JUNIOR HIGH ATHLETICS

PHILOSOPHY:

St. Catherine-St. Mary's Junior High athletic programs are diversified and challenging. There are various ways an athlete can succeed because of the broad spectrum of activities offered. Each individual has the opportunity to succeed within his/her level of athletic ability. Teamwork and sportsmanship are also important. If everyone strives to do their best, and they are successful in continuing to improve, then the overall team performance improves also. It is the coach's job to help each athlete achieve his/her individual goals, as well as achieve team goals. The attitude the athlete comes with, the dedication they put forth, and the commitment they make, will all be as important as the physical training received.

OBJECTIVES:

1. A family-orientated program.
2. Increase in self-esteem.
3. Health/cardiovascular benefits.
4. Mastery of the skill.
5. All will participate.
6. Help each athlete find success in his/her sport and enjoy it.

GOALS AND EXPECTATIONS:

We look at our junior high program as a building program for our high school team. We would like to stress that fundamentals be taught so that athletes will feel confident in their abilities as they progress. We want our athletes to learn sportsmanship as well as building enthusiasm for our programs. Our coaches and athletes represent the St. Catherine-St. Mary's School System. Therefore, we expect them to be positive role models. All students will be given a chance to play in each game, unless they are under disciplinary action.

STUDENTS' RESPONSIBILITIES:

1. Students participating in athletic programs must have a physical and a signed statement of fitness by a physician. The Athletic Director provides forms. It is mandatory that participants have accident insurance coverage.
2. We expect our athletes to set a good example and represent St. Catherine-St. Mary's well. Disciplinary problems reflect not only the team, but also the school. Disciplinary action will be taken after a disciplinary situation is reviewed with the coach, athlete, parents, principal, and the athletic director. The following rule will apply for any mishap such as a detention or unexcused practice, or a problem at the library or uptown.
 - First offense – will not start
 - Second offense – out of game
 - Third offense – out for the rest of the season
3. Academic standards will apply to all students involved in any extracurricular activity. An "F" grade in any class by any student during the school year is unacceptable and will make the student automatically ineligible for the next week from public participation, but he/she will be allowed to practice. If the teacher verifies that the grade has been brought back up within that week, eligibility will be reinstated the following Monday. If the grade is not brought above an "F", the student will remain ineligible until the needed progress is made. Each student in extracurricular activities will be evaluated on a weekly basis by

his/her respective teachers and will be notified on Mondays if s/he has become ineligible. The period of ineligibility will begin immediately upon notification by the principal, athletic director, and respective coach/advisor. Students will not be able to participate in or travel to events with the team or group. Any student who fails a course at the end of the fourth quarter will become automatically ineligible for 20% of the summer season if they participate in any St. Mary's summer activities. This student will be allowed to practice, but will be ineligible from public participation.

PROPOSED ALCOHOL, DRUG AND OTHER ILLEGAL SUBSTANCES REGULATIONS

St. Catherine-St. Mary's School Board, administration, faculty and staff believe that any student whose education and/or well-being is being endangered by chemical use (which includes, but is not limited to, alcohol and other illegal drugs), or by related behavior problems, should have access to support from the school. Special guidelines with regard to extracurricular activities have been established that reinforce the importance of staying drug and alcohol free. Students who choose to participate in extracurricular activities carry extra responsibilities and are official representatives of the school in the public arena. These guidelines are for students who admit to, or are found guilty of, consuming, possessing, acquiring, delivering, collecting money for, selling, or transporting of alcoholic beverages or illegal drugs (cigarettes are considered an illegal drug). If an athlete is found guilty, his/her parents or guardians will be notified and called in for a meeting with the administration, athletic director, and the coach.

CONSEQUENCE: immediate removal from the team for the remainder of the season.

TRANSPORTATION:

At times Junior High athletics may need parents to volunteer to drive. All athletes must go to and from their athletic events with the same driver unless a note is presented from their parents that states that they will be returning home a different way. The required training of the Virtus Program will apply for all volunteer drivers.

UNIFORMS

An athlete should provide his/her own uniform, sweats, shoes, towel, and water bottle. The coach is responsible to keep the med kit supplied during the season.

PROGRESS REPORTS

Grade School Progress Reports are sent home four times a year. These reports are issued at midterm and should be signed and returned to school

Progress reports are issued at the end of each quarter. Grade school progress reports should be reviewed by parents, signed, and returned to school. At the end of the 4th quarter, TK-8 progress reports will be sent home by mail and the report becomes the property of the student.

PARENT-TEACHER CONFERENCES

Towards the end of the first quarter, parent-teacher conferences are held and any concerns should be discussed at that time. This conferences will be scheduled through the office. These conferences will be held with the homeroom teacher, conferences with other teachers can be arranged at parent request by contacting that teacher. Teachers and parents should maintain contact for the success of the student. It is encouraged that parents meet with PE, music, etc. during this time as well and this can be facilitated by contacting those teachers ahead of time.

OUTDOOR SUPERVISION

St. Catherine-St. Mary's Grade School grounds are supervised for use by students between the hours of **7:50 A.M.** and **3:30 P.M.** Exceptions are:

1. Academic assistance granted before or after school for individual students as arranged by the teacher.
2. Any other adult-supervised activity involving students during non-school hours.
3. Students may enter the school upon arrival during inclement weather or if the temperature is 10 degrees or lower. Students must go to their assigned homerooms to read or to study.

While the playground areas are open before 8:00 AM or after 3:30 PM, parish or school personnel do not supervise them.

TK – Grade 1 students board the Oyens bus at 8:00 AM at the St. Mary's Center.

SCHOOL SECURITY

All of our centers have locked doors during the school day. In our Remsen centers, the doors are on camera with an electric lock system. To gain admittance, please push the button and wait for the click, then pull the door. By the high school office entrance, after the bell is rung, the left door can be pulled open upon hearing the click. The east door has a doorbell at the St. Catherine's center.

TESTING

IOWA ASSESSTMENTS

The Iowa assessments are administered to Grades 2-8 during the fall of the year. Student and class scores are then compared to the scores of other students and classes in Iowa and in the nation. These tests also measure the academic progress of students and classes from year to year.

STAR Testing

STAR tests will be administered 3 times per year to students in grades K-11. These are computerized tests that assess a student's knowledge of Math and Reading material, as well as skill development in those areas. These tests are computer adaptive, which means the test responds to a student's correct or incorrect response and determines the next question asked based on student performance. The data from these assessments will be used in lesson planning, as well as identifying any areas a student may need extra support in, or enrichment in.

ACRE

The assessment of Catholic Religious Education is given in grades 5 and 8 in the third quarter. It is designed to provide a program of systematic evaluation to assist, encourage, and help direct the efforts of religious educators at all levels.

HIGH SCHOOL INFORMATION



*“To act justly
To love tenderly
And
To walk humbly
With our God.” Micah 6:8*

HIGH SCHOOL LITURGIES

Students will celebrate all Masses with the grade school at 8:15 a.m. in the church unless scheduled differently. High school students are required to attend this weekly Mass as part of their school day. These Masses are generally held on Wednesdays.

EMERGENCY SCHOOL CLOSING

In the event of adverse weather conditions or other situations warranting late starts, early dismissals or school closings, they will be announced over KLEM radio and local TV stations. Remsen-Union Community School makes these decisions.

Parents can access the Le Mars Daily Sentinel Text Messaging Service (a cell phone program that notifies parents of cancellation updates) by clicking the PARENTS tab on the web page, scrolling down, and clicking SCHOOL CANCELLATIONS.

ATTENDANCE

As a full-time student, you are expected to give top priority to regular attendance at school. Your attendance record is a permanent part of your school record and may be used by a prospective employer to measure your reliability. Many class experiences cannot be made up outside of class. **Your regular attendance for all classes** will insure that you receive important academic instruction and will serve to assist you in further developing an ongoing sense of responsibility. *See page 40 regarding school attendance and extra-curricular activities.

- Being on time is a necessary habit to develop in order to succeed in life. All students are expected to report to school and to class on time. Any student who is late for school must obtain a re-admit slip from the office before being admitted to class.
- Tardies can be earned either from being late to school or being late to a class from the previous class. If a student is late to school they must obtain a pass from the Office, otherwise it is an unexcused tardy. If a student is going to be late to their next class, they must receive a pass from their previous teacher, NOT the office. Otherwise it is an unexcused tardy. On the 2nd unexcused tardy in a quarter (whether to school or class) the student will receive a verbal warning from the Dean of Students. On the 3rd unexcused tardy in one quarter the Dean of Students will contact the parents of the student. On the 4th, and for every additional tardy in a quarter the student will be assigned 30 minutes of service work to be supervised by either the Dean of Students or Principal.
- Students participating in a school-sponsored event are excused from classes and will not be counted absent. Supervising teachers will provide the office with a list of students who will be participating. However, to receive their assignments, students are required to notify teachers of all classes which will be missed during the absence.

- If families go on vacation, please contact the office ahead of time to excuse the student. Do not assume the office knows, it should be like any other absence. If the child's parents will be on vacation but the student still will be attending school please notify the office of a designated contact for the length of the absence.

STUDENTS MUST COMPLETE ALL ASSIGNED CLASSWORK BEFORE THE SCHOOL-SPONSORED ACTIVITY IN ORDER TO RECEIVE CREDIT. *See page 40 regarding school attendance

and extra-curricular activities.

PERSONAL APPOINTMENTS

Every effort should be made by parents/guardians to schedule personal appointments before or after school. If it is necessary for a student to miss class at any time during the day, the following procedures must be followed:

1. The student must bring a note from the parent/guardian to the office at the beginning of the school day stating the specific reason for the absence, how long the student will be gone from school, and the time the student should be dismissed.
2. The students must stop in the office and sign out upon leaving school.
3. The students must sign in and record the time in the office. The students will be given a re-admit slip to report directly to class upon returning to school.

TRUANCY

A student is truant if they leave the school grounds **without permission from the office**, if they are absent from school any portion of a day without authorization, or if they remain on the school grounds but are not in class.

Penalty for first offense:

1. Conference with the principal.
2. Notification of parents/guardians.
3. Four hours of service to the school scheduled at the discretion of the principal.
4. No credit for class work or test(s) missed during entire day of truancy.

Penalty for second offense:

1. Conference with principal
2. Notification of parents/guardians
3. Two day in-school suspension
4. No credit for class work or test(s) during entire day of truancy or while serving in-school suspension

A student's truancy record is cumulative and stays with him/her for the entire time the student is at St. Mary's. Penalties for additional truanancies will be determined by the administration and may include expulsion.

ABSENCES

If a student is absent from school, **it is the responsibility of the parent/guardian to call the high school or grade school offices by 8:45 AM.** An absence will be excused **only** if the school is notified by a parent/guardian. After 8:45 AM, if a student is absent without parental notification, the school offices will call the home of the student. If a parent/guardian cannot be reached at home, the school will call the place of business of the parent/guardian to inquire about the absence of the student. If no contact can be made with the parent or legal guardian, the student will be considered truant. When returning to school after any absence, high school students should request a pink assignment sheet from the office, which they will present to their teachers to record missed assignments.

High school absences are recorded as follows:

- | | |
|--------------------------------------|----------------------------------|
| 2 periods or less = 1/4 day absence | 3 or 4 periods = 1/2 day absence |
| 5 or more periods = full day absence | |

In order for an absence to be excused the school must receive a verbal or written excuse, **signed** and **dated** from their parent/guardian. This must be received in the high school office **within 24 hours** from the absence.

When a student's absences, detentions or tardiness reaches five to a class in a quarter, the student and parent / guardian must meet with the principal. After seven, student and parent / guardian will meet with the principal and pastor. The principal may adjust this absence policy for the number of misses due to a student being in an accident, on-going verified illness or other major incidents. Students who are absent from one class for ten periods or more during a semester will not receive credit for that semester without a note from a doctor excusing them. The only exceptions to this rule will be left to the discretion of the principal. Excessive unexcused absences may result in expulsion.

If a student becomes ill during the school day, parents will be notified. Parents/guardians need to make arrangements before the student may leave school. The student may be given permission to rest in the school office.

ACADEMICS GRADING SYSTEM

The letter system is used in the grading process at St. Mary's High School. The letters and their meanings are:

A	96-100%	4.00 Grade Points
A-	93-95%	3.67 Grade Points
B+	91-92%	3.33 Grade Points
B	88-90%	3.00 Grade Points
B-	86-87%	2.67 Grade Points
C+	83-85%	2.33 Grade Points
C	80-82%	2.00 Grade Points
C-	77-79%	1.67 Grade Points
D+	74-76%	1.33 Grade Points
D	71-73%	1.00 Grade Points
D-	70%	0.67 Grade Points
F	0-69%	No Credit

INC= Incomplete: This is a special grade given to a student who has missed a considerable amount of class time for sufficient reason. The administration, in consultation with teachers and parents, will determine the length of time that is necessary to complete missed work. The INC grade is not given merely for late or missing assignments.

ACADEMIC REQUIREMENTS

Theology 4 credits
English 4 credits
Mathematics 3 credits
Natural Science 3 credits

PE 2 credits (4 years)
Music 1 credit*
Electives 7 credits
Social Studies/Government (one semester) 3 credits

REQUIRED COURSES AT RSM

Freshmen:

Theology 9
Math (usually Algebra I or Geometry)
English 9
Physical Science
World History
Physical Education
Music elective or General Industrial Arts
One credit elective (minimum)

Sophomores:

Theology 10
Geometry or another math (usually Algebra II)
English 10
Biology
American History
Physical Education
One credit elective (minimum)

Juniors:

Theology 11
 Math elective
 Science elective
 Social Studies elective
 English 11
 Physical Education
 Three credit electives (minimum)

Seniors:

Theology 12 or Social Justice
 American Government
 Social Studies elective
 English 12
 Physical Education
 Three credit electives (minimum)

Each time a student successfully completes a semester of a course, 1/2 unit of credit is awarded. Most courses are two semesters in length; others are one semester in length. Units of credit are awarded on a semester-by-semester basis. The exception is Physical Education, where 1/2 of a unit is awarded each year. A student must take Physical Education each year. Physical Education can be dropped only with a doctor's written order.

ELECTIVES:

Students are free to select other courses according to their needs and interests. A student must successfully complete seven units of elective credit to graduate from St. Mary's High School. See course description book in office.

OTHER REQUIREMENTS:

All students are required to carry six solids per semester. A solid is defined as a course that grants at least 1 unit of credit each semester. Those planning to enter a college or university are strongly encouraged to carry seven solids per semester.

EARLY GRADUATION POLICY

- The school board has determined a policy for early graduation should a student wish to finish his/her high school education short of the normal four years of study. Application for early graduation must be made to the administration by the end of the student's junior year.
- In order to graduate early from St. Mary's High School, a student must complete all graduation requirements listed above. Work outside of the normal school year will be necessary in order to complete required courses in English and Theology that normally are spanned over a four-year period.
- Any cost for extra course work outside of St. Mary's High School will be the sole responsibility of the student. Upon completion of all graduation requirements, a student will be awarded a diploma without ceremony. All tuition is to be paid according to the number of semesters the student is enrolled. Graduation and other fees must also be paid.
- Seniors who graduate early will pay normal tuition and fees for the entire year.

HONOR ROLL

St. Mary's High School publishes quarter and semester honor rolls.

Gold Honor Roll recognizes those students who have maintained a 3.5 quality grade point average or better.

Silver Honor Roll recognizes those students who have maintained a quality grade point average between 3.0 and 3.4.

Quality grade point average is figured by using the grade values on page 22. Each semester the quality points of courses are added together, with the sum then divided by the number of courses taken. Adding the quality points of all classes taken in high school and dividing by the total number of classes taken determine cumulative grade point. The cumulative grade point average after all eight semesters of high school is the final GPA that determines class rank and is placed on the students' transcripts.

CLASS RANK

A class rank is figured for each class of students at St. Mary's High School. Cumulative grades are used to figure class rank and are listed on the official transcript. Class rank is based on quality grade point average carried out to at least four decimal places.

FAILED COURSES

The following process applies for students who receive an "F" for a semester grade:

1. The grade will appear on the official transcript as an "F." If the course is re-taken and passed, the indication on the transcript will be to that effect.
2. No credit will be given for that course and the grade point average will be affected.
3. If the "F" was received in a course that was an elective:
 - a) The course may be re-taken if the student wants or needs credit in that area.
 - b) The course need not be re-taken if the credit is not needed for graduation, but the "F" will still appear on the student's transcript.
4. If the "F" was received in a required course:
 - a) Credit must be earned to receive a diploma.
 - b) The normal way to receive credit is to re-take the entire semester in the classroom at St. Mary's. A student may choose to take the course by correspondence with an accredited correspondence agency. All expenses for the course work are the sole responsibility of the student. The principal at St. Mary's will coordinate the correspondence work. All correspondence courses will be noted as such on a transcript, so as not to confuse such courses with regularly- scheduled courses offered at St. Mary's.

ACADEMIC ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Academic standards according to Remsen St. Mary's High School policy will apply to all students involved in any extracurricular activity. Athletes are eligible until the first mid-term. If at mid-term, an athlete is failing, eligibility will be determined on a week by week basis starting the Monday after mid-term. Once eligible, they are qualified to participate until the quarter ends. If any athlete is failing at the end of the 1st, 2nd, 3rd, and 4th quarters, **they will have a minimum of two weeks ineligibility before they may begin to qualify to participate.** Any athlete that fails a semester will have 30 consecutive calendar days of ineligibility; however, they will be allowed to practice. Drama, Speech, and extra-curricular activities that are not graded will fall under the same criteria as the athletic program.

PROBATION

All students regressing academically and/or who are chronic violators of the school's policies shall be placed on probation for eighteen weeks. All said students shall be dropped from St. Mary's at the end of eighteen weeks, or sooner, if definite improvement is not made. The exact terms and conditions of the probation will be spelled out and communicated in writing to the student and the parents at the time the probation is imposed. Parents, students, and administration will sign the communication.

SHARED-TIME CLASSES

Students who have classes at Remsen- Union will be allowed five minutes between periods, which will allow sufficient time to walk to class. Students should proceed immediately to R-U at the bell ending the class period. No cars are to be used in going to R-U without the permission of the principal. St. Mary's will handle any

misconduct that a student is involved in while they are at R-U. Such misconduct will be considered especially serious because the student is representing St. Mary's, and there is a possibility of jeopardizing the program. Students returning to St. Mary's from R-U should remain in the gym lobby until the bell rings.

PHYSICAL EDUCATION

1. All students are required by law to take PE unless they have a doctor's written excuse.
2. Dress for PE classes is mandatory. All students must have shoes other than the ones they normally wear to school.

MESSAGES

Parents who need to contact their student may call the school office (786-1433) to leave a message. Students are not called from class to take telephone calls. Students receive messages at the end of 8th period when afternoon announcements are made. **The high school is not responsible for undelivered messages if the student does not report when called to the office. Messages for students received after 2:30 PM will not be guaranteed delivery.**

USE OF ELECTRONIC DEVICES

Parents are asked to limit their calls to students to emergency situations. The use of cell phones, pagers, iPods, MP3 players, hand-held games, recorders, headsets, and other electronic devices by students is only allowed during the school day for academic purposes and if approved by the teacher. Cell phones may also be used by students during their "free time" during the lunch block. They are only to be used in the cafeteria area. **If an electronic communication device is seen or heard by a staff member to be in the possession of a student during regular school hours, the device will be confiscated from the student for the remainder of the day and the school office will be notified. The device can be picked up in the office. If a student violates this policy on a second occasion within the school year, the student's parent or guardian will be notified and only said parent or guardian will be allowed to retrieve the device that has been confiscated, If a student violates this policy on a third occasion within the school year, the device will be required to be turned in at the office in the morning, after verifying service, for 30 days. Any additional violations will result in 90 school days' worth of loss of privilege. Cell phones will be allowed at extra-curricular activities and at school events.**

FOOD AND DRINK

Students should not have food or drink in their lockers, or consume food or drink in the hallways. These items pose a potential health concern as food can attract pests, and spoiled food and drink create their own concerns. Food and drink should not be allowed in the classroom except in special circumstances with teacher approval. A water bottle is the exception to this rule, as hydration is important to brain function. However, this should be limited to "clear waters" only with no added sugars or flavorings, as these can be more likely to create messes with spills.

SCHOOL DANCES

- Any group or organization wishing to host a dance must procure a dance form from the principal and complete it in duplicate at least one month in advance of the dance. When the form is completed, the dance will be scheduled on the master calendar. All arrangements for money are to be made by the sponsoring group at least one week in advance in the main office.
- All dances must be chaperoned by two St. Mary's High School teachers.
- All students who attend a dance will sign in on a form presented at the door. St. Mary's students will also sign in any guest they may have. ALCO-BLOW will be administered to all students upon arrival and

departure for the dance. Any student who leaves a dance before its conclusion will have to sign out and record the time they left. Once a student leaves a dance, that student will not be readmitted.

- St. Mary's dances are open to St. Mary's students and their invited guests only. Each St. Mary's student is allowed one guest per dance.
- The doors of the school will be locked 1/2 hour after the dance has begun, and no one will be admitted after that time. Students are encouraged to stay until the end of the dance out of respect to the sponsoring group. The principal, regarding dances after extracurricular activities, may make modifications to existing rules governing dances.

PROM

Policy states that only juniors and seniors of St. Mary's can attend. Prom planning should be conducted by student committees under the supervision of their class moderators. Student's plan prom with assistance from teachers. Parents and students plan after prom.

APP (After Prom Party)

It has been the custom the last few years to have an APP. These decisions are up to the parents of the junior class, as this is not a school-sponsored activity.

HALL PASSES

If it is necessary for a student to leave his\her classroom or study hall, he\she must request a hall pass from their teacher. Any obvious abuse of a hall pass by a student will prompt the teacher to refuse future requests for a hall pass for that student and student will be subjected to the discipline policy. Hall passes must be returned to the issuing teacher.

STUDY HALLS

The following regulations hold for all study halls:

1. All students are expected to keep silent unless given permission to speak by the study hall supervisor.
2. If a student needs to go to a location other than the library or open study hall, he\she must procure a pass from that location before the study hall period begins and present it to the study hall supervisor at the beginning of the period. Passes should be turned into the prescribing teacher and the student is to remain there until the end of the period.

OPEN STUDY HALL FOR SENIORS

This is a special privilege for seniors who are in good standing with their grades and behavior. The policy is as follows:

1. No senior will leave the school grounds. On nice days, they will be allowed to use the school courtyard to study outside. No senior will be permitted to go to cars or sit in cars for any reason. No music is allowed outside. The two areas allowed are the cafeteria and in the courtyard only.
2. Seniors will report to their assigned supervised study hall first and then be released to the unsupervised study hall.
3. Seniors are allowed use of their cell phones during Open Study Hall.
4. If any student is tardy for their next class, they will lose the privilege for two weeks.
5. Any student receiving a deficiency report at mid-term or a "D" or lower on a report card will not be allowed the use of unsupervised study hall until evidence is produced that the grades have improved.
6. There will be absolutely no roaming the halls or disturbing classes in session. Seniors are not allowed in the gym.
7. Students are permitted to have soda and food in the cafeteria or outside.

8. Students must clean up after themselves at the end of each period. Failure to do so will result in suspension of open study hall for all seniors for one week.
9. Any faculty member has the right to suspend open study hall privileges for any instance of misconduct in any class or activity.
10. Music is allowed in the cafeteria so long as it is played at a low volume and the songs do not include explicit lyrics or themes.
11. Any infraction of the above policies may result in suspension of this privilege for a portion of the senior class or the entire senior class for an amount of time determined by the administration.

MEDIA CENTER

Students are admitted to the Media Center either because their study hall meets there, or with a pass from a teacher stating the student's purpose for being in the Media Center. All students in the Media Center are expected to be productively engaged in reading, studying, or doing research, and to observe the rules of the Media Center. Books in the Media Center may be checked out for three weeks with the privilege of one renewal. Reserve books and current periodicals remain in the Media Center during the day and may be checked out for overnight at 3:15 PM. They must be returned by 8:20 AM the next school day. Back issues of periodicals and vertical file materials may be checked out for two weeks for the purpose of research. Reference material such as encyclopedias, dictionaries, and CD-ROMS are to be used in the Media Center. They may be checked out overnight with permission of the librarian. A fine of five cents per day will be levied for materials returned late. Students are expected to return materials on time and pay fines promptly. Checkout privileges may be suspended for students not adhering to these policies. Students will be expected to pay for a replacement book or periodical if lost or not returned.

The Librarian is a resource person to help students find information and do research both in paper and electronic formats. Students are encouraged to seek her help for these purposes.

CLASS RETREATS/FALL SERVICE DAY

Grades eighth through 12th will have one retreat each year. These retreats are a requirement and will be considered part of the student's grade. If a student is unable to attend their class retreat, they must make up the equivalent time in community work for the school. The principal will assign the work and time to make up for missing the retreat. Also, in the fall, grades nine through 12 participate in a service day for the community. Failure to attend this day will also result in the principal assigning a task and place to make up the required time.

CHRISTMAS AND TRIDUUM

During Christmas vacation, St. Mary's High school calls a moratorium on all activities for five days during the recess. During this time, student athletes are urged to spend time with their families and get away from the activities. With respect to the Holy Triduum, no activities, practices, or events are allowed from the evening of Holy Thursday through Easter Sunday. This policy provides students with the freedom to participate in parish liturgies and family activities.

FINES

1. Throwing snowballs can cause personal injury, resulting in legal action. A fine of \$2.00 will be levied for each snowball thrown.
2. Damaged or lost books will be looked upon as willful neglect of borrowed property. The teacher and the principal will determine fines.
3. Sounding false fire alarms, tampering with fire extinguishers, and igniting fireworks in the building or on surrounding grounds will result in a \$100.00 fine. (*\$25.00 from each class if the perpetrator is not identified*). The police will be notified as criminal law comes into play with tampering of fire equipment or causing false

alarms.

4. All fines may be paid to the main office or to the individual teacher. Students must settle their fines by the end of each semester when sign-out forms are issued.

School Board Policy for Athletic Participation

Athletes with written permission from St. Mary's Administration (administration confers with the athletic director and coach of the sport) may participate in same sport non-school affiliated athletic contests. This policy will be reviewed annually.

- **Example:** Boys basketball districts begin February 22; on that date St. Mary's is eliminated from the tournament. The state tournament begins March 15 so it is almost a month from elimination until the basketball season is officially over. During that month St. Mary's players could practice but could not play games. With this policy the athletes could get written permission from the administration and play for an AAU team, a Club team, or a YMCA team.
- **Example:** During the golf season an athlete would like to golf in a Father/Son Tournament. With written permission from St. Mary's administration this would be acceptable. Without permission the athlete would have to sit out 12 events or the remainder of the season.

BOARD ADOPTED POLICY: 10/16/97 5202 (a)
REVIEWED: 4/10/2000, 6/13/2002, 2/09/04, 01/27/2011
OTHER: Revised 4/10/2000

The Remsen St. Mary's Catholic High School graduate, through an exit interview, will . . .

Demonstrate an internalized structure for decision-making that is morally rooted in Catholic teaching and values, behave in a manner reflecting the democratic principles of the United States Constitution, and act with loyal support to one's family and school.

Apply the abilities of precise thinking that will enable them to master content necessary to a productive career and an orientation to lifelong learning.

Portray the knowledge and skills necessary to function in a complex, and ever-changing world, including, but not limited to:

- ✓ Work individually and independently;
- ✓ Work with others in a team effort;
- ✓ Take stock in one's self and make a plan for his/her choices in life;
- ✓ Use creative, problem-solving processes;
- ✓ Use technology efficiently and responsibly
- ✓ Respect different cultures from the community, nation, and world;
- ✓ Interact effectively with others in speech and prose;
- ✓ Compete and succeed with integrity and good sportsmanship;
- ✓ Use the gifts God has given us with good stewardship;

Project a positive self-esteem based on knowing a personal relationship with others that is built on:

- ✓ A clear faith-filled relationship with God;
- ✓ Pride of one's personal heritage;
- ✓ Healthy choices that have a positive effect on physical, mental, emotional, and social well-being;
- ✓ Development of God-given talents, and using these talents in a way that best serve the community;
- ✓ A sense of humor.

HIGH SCHOOL DISCIPLINE PROGRAM

For a teacher, every situation is an opportunity to teach something that the student has not yet learned; and for the students, it is another opportunity to practice something they are trying to master. Classroom practices will reflect this belief.

In order to make our school a safe, comfortable, and effective learning environment, all members of the St. Mary's community are expected to abide by these basic rules:

1. RESPECT YOURSELF AND OTHERS
2. CONTRIBUTE TO THE LEARNING ENVIRONMENT
3. FOLLOW CLASSROOM AND ALL-SCHOOL PROCEDURES

The teacher should first handle discipline problems as he/she interacts with students. An individual teacher or staff member may handle a discipline problem on his/her own in an appropriate manner. The following steps will be used:

1. Teacher observes student's academic/social difficulties in the classroom and makes teacher adjustments.
2. Teacher describes and documents academic/social performance.
3. Teacher contacts student's parent(s)/guardian(s). The parent /guardian will be notified before an actual Referral Program begins.

More serious cases will be handled by the Dean of Students and/or principal, and when necessary, by the pastor. Parental questions regarding discipline issues should be handled in the same manner, i.e. the teacher first, then principal, and finally pastor.

Basic due process requires that the student is told what he/she did wrong and is given a chance to be heard. The teacher and the student should arrange a time to discuss the situation. If the teacher and student are not comfortable with this procedure, a counselor or administrative representative may be asked to sit in on the conference.

PRE-REFERRAL DISCIPLINE POLICY

Teachers are responsible for discipline in their classrooms and during passing time. All discipline will revolve around respect, respect of self, respect of others, and respect for property. Pre-referral discipline will be carried out according to the instructional duties in the teachers' handbook.

REFERRAL PROGRAM

Should the behavior of a student become unmanageable, such as the situations described below, teachers should seek assistance from the Dean of Students. The Principal will be contacted directly only for severe discipline cases. Serious situations that require the assistance of an administrator may include:

- a) When a student habitually disregards the basic rules, and progress with the individual teacher is no longer evident.
- b) When a student pushes beyond the limits of respect by using abusive language or actions.
- c) When a student or students is/are causing physical or psychological danger to themselves and/or others.

At such times, a **FOUR-STEP DISCIPLINE CYCLE** will be set in motion. The cycle begins when a student is sent to the administrator with a REFERRAL FORM. This cycle is outlined below so that all parties will understand our procedure and so that these disciplinary actions will be consistent. In most cases, students will begin at Step One. Although, **in the case of serious infractions such as fighting, possession of drugs or weapons, smoking, physical or verbal harassment, possession of obscene materials, committing a criminal act, or any other major negative action, an immediate move to Step Three or Four of this cycle could result.**

STEP ONE: (Used when a student is sent to an administrator for the first time)

- a) The student will meet with the administrator. Together they will review the referral form (sent with the student

by the adult who was in charge) and complete the Discipline Action Plan.

- b) The administrator may notify the parent or guardian by phone or with a written note to inform them of the incident.
- c) The administrator may review with the parents or guardians the Discipline Cycle used at school.
- d) The student will be held accountable for the plan he/she lays out for changing the behavior.
- e) The teacher and administrator will confer to share insights and perspectives on the incident.

STEP TWO: (Used when a student is sent to an administrator for the second time)

- a) The student will meet with the administrator. Together they will review the referral form (sent with the student by the adult who was in charge) and complete the Discipline Action Plan. They will also review the student's progress on the plan developed in Step One of this Discipline Cycle.
- b) The administrator will notify the parent or guardian via phone or note. A conference may be scheduled with an administrator, student, parent/guardian, and if necessary, the teacher.
- c) A revised plan will be drawn up listing actions that will be taken by parent/guardian, administrator, teacher, and student.
- d) The Discipline Cycle and the student-revised plan will be reviewed with the parents.
- e) A date to review the revised plan will be determined.

STEP THREE: SUSPENSION (Used when student is sent to administrator for the third time)

Suspension means that the student will not be allowed to attend classes. A suspension may be either in school or out-of-school from one to five days. After the suspension, the student is either readmitted to class or expelled from school.

- a) The student will meet with the principal.
 - b) The administrator will notify parent/guardian that the student has been suspended (in school or out-of-school) for a period of up to five days. This time period will be dependent on the student's cooperation, attitude, and discipline history.
 - c) A conference will be held with the parent/guardian, student, and if necessary, teacher(s), and a contract will be devised to assist the student in changing his/her behavior. Recommendations may be made to have the family visit with a counselor or other specialists to assist with this process. All work missed during the period of suspension must be completed before the student returns to regular classes.
 - d) Once the student is ready to return to class, a probationary period will be established. During this period, the student's progress will be frequently monitored and reviewed to insure that definite improvement is being made. A tool to measure this improvement will become part of the contract designed in this step of the cycle.
- Step Three may be repeated as long as a student is willing to demonstrate he/she can learn from his/her mistakes and is willing to contribute to the learning environment. When little change in student behavior is evident, and school personnel have exhausted all reasonable means to affect change, the student will move to Step Four of the Discipline Cycle.

STEP FOUR: EXPULSION

The administrator will use expulsion only when all other means of disciplinary actions have failed and the student's conduct is a hindrance to the welfare and progress of the school community and/or the student shows repeated disregard for the philosophy, policies, rules, and regulations of the school.

Expulsion means the student will not be allowed to attend school at St. Mary's. The following procedures will be followed for expulsion:

- a) The decision to expel a student rests with the principal and pastor. In most circumstances, documentation of preliminary attempts to help a student redirect inappropriate behavior will be on file, and the parent/guardian will have been notified at least **three** times of the disciplinary actions that might result. The decision to expel

a student should not come as a surprise to anyone involved unless the actions were so severe that the student moved directly to Step Four.

- b) Upon expulsion, the student's parent/guardian will be notified in writing of the measure being taken, the reasons for the expulsion, and his/her right to an appeal.
- c) The principal and pastor may reconsider the expulsion when an appeal for a special hearing is made by the parent/guardian. Any appeal must be submitted in writing to the principal within 72 hours of notification of the expulsion. Appeals are to be heard by the pastor.

GOOD CONDUCT POLICY

St. Mary's High School aims to foster self-worth and respect for others in our desire to provide growth and development. To uphold high Christian esteem, St. Mary's will enforce the following policy: Use or possession of a controlled substance (something illegal for the student to use: examples include alcohol, street drugs, non-prescribed prescription drugs, tobacco products by those under 18, etc.) is PROHIBITED whether on School grounds, or not.

Any participation in the use, or possession of a controlled substance that occurs on school property or school event will be dealt with as follows: School authorities will retain the student until released to parent/guardian. If the parent/guardian cannot be reached, the student will be turned over to police at the location of the activity. Other minors in the company of the St. Mary's student will be required to have a parent/guardian pick them up, or they too will be turned over to police.

Students who are verified to have used a controlled substance by either their own admission or citation by the police will receive the consequences outlined below. These penalties apply whether or not the use of a controlled substance occurs on school property or private property. Those using a controlled substance on school grounds will be escalated at least one level of offense (i.e. a first offense is treated as at least a second, etc.)

First Offense

- A) Any student involved in a Class I extracurricular activity will be suspended from a number of competitions equal to 25% of scheduled competitions for that season (i.e. if there are 16 games in a season, they will be suspended from 4 games). These games will be at the level the athlete competes the majority of the time (i.e. if the student mostly plays JV then they must sit 4 JV games, if it is Varsity, then 4 varsity games. The athlete cannot be "played" at a level they do not participate in to use up suspensions) Any student involved in a class II extracurricular activity will be suspended for one non-graded performance/competition immediately following the infraction. The decision to allow the student to attend practices or attend competitions/performances as a spectator will be at the discretion of the coach or sponsor involved. Any student not involved in an extracurricular activity will be suspended from attending the equivalent amount of Class I or Class II activities immediately following the infraction. If a violation of this suspension (the athlete is played before the suspension is up) is reported and verified at any time, the suspension period will start again at the beginning (same number of competitions). If an infraction occurs during a season with less than 25% of the total competitions remaining (i.e. if there are 16 games in a season and the infraction occurs with 4 or less games left), the student will be restricted from any post season competitions/tournament play for that activity and the number of competitions remaining under suspension will be computed and carried over to the next extracurricular activity. If the percentage computation for a Class I activity does not result in a whole number of competitions/performances, the number will automatically be rounded up. (i.e. If there are 9 games left, 25% is 2.25, rounding up to 3).
- B) The student will complete 10 hours of school approved community service. The suspension from participating or attending any extracurricular activity will remain in effect until the community service hours are completed, even if the number of missed competitions have been met. (i.e. a student must sit out 1 game, but does not complete 10 hours of community service before the 2nd game. They will sit out until the 10 hours are complete).

Second Offense

- A) The SECOND offense will follow guidelines under First Offense and will result in suspension from the following:
 - 50% of the competitions (Class I)
 - Two performances (Class II)

- B) The student will complete 20 hours of school approved community service. The suspension from participating or attending any extracurricular activity will remain in effect until the community service hours are completed.
- C) A student may be required to participate in an alcohol and drug assessment through Jackson Recovery Center. If referred to Jackson Recovery the student must demonstrate adherence to their program and recommendations before being allowed to participate in any extracurricular activities.
- D) Note for an offense to be considered a “second” offense it must occur within 24 months of the first offense.

Third Offense

- A) The Third offense will follow First and Second offense guidelines and will result in suspension from the following:
 - 100% of the competitions (Class I)
 - All performances (Class II)
- B) The student will complete 30 hours of school approved community service. The suspension from participating or attending any extracurricular activity will remain in effect until the community service hours are completed.
- C) A student will be required to participate in an alcohol and drug assessment through Jackson Recovery Center. If referred to Jackson Recovery the student must demonstrate adherence to their program and recommendations before being allowed to participate in any extracurricular activities or remain in school.

Fourth Offense

The fourth offense will result in the student being restricted from extracurricular activities for the remainder of the student’s high school career. The student, along with their parents, will have a conference with the pastor and principal to determine if it is in the student’s and school’s best interest for the student to continue their education at St. Mary’s High School.

Honesty and Active Student Clause

A student may reduce their suspension by one performance/competition from either a class I or class II activity provided all the following conditions are met:

- 1) If the principal receives a notification of the infraction from the student prior to receiving notice from legal authorities.
- 2) The student can demonstrate past participation in more than one activity.

Note: This clause will not be applied to third or fourth offense violations.

Class I Activities

- Baseball
- Basketball
- Cheerleading
- Cross Country
- Golf
- Football
- Track
- Softball
- Volleyball

Class II Activities

- Band
- Chorus
- Dance Team
- Drama
- Quiz Bowl
- Speech

Note: every student involved in any extracurricular activity along with a parent is required to meet with the coach/sponsor of that activity to discuss these rules along with any other requirements particular to the activity involved.

GUIDANCE DEPARTMENT/CAREER EDUCATION SERVICES

The **guidance department/career education program** is an integral part of the curriculum at St. Mary's High School. Our department offers the following services mandated by the State of Iowa and by the Diocese of Sioux City:

1. A classroom guidance program with specific goals and objectives for each grade level
2. Individual educational planning, including student advising and scheduling, individual testing, career planning, and financial aid advising
3. Responsive services, such as individual and group counseling, intervention and treatment programs, and referrals to outside agencies
4. System support: coordination of the guidance program/career education program within the larger St. Mary's community.

The guidance office is available to all St. Catherine-St. Mary's School System students and their parents. It is a resource center for college information, vocational opportunities, academic advising, standardized testing, and personal counseling. Students are always welcome to explore their futures and are encouraged to develop their talents to their fullest potential.

TESTING

- The guidance department administers several standardized tests during the school year. The Iowa Assessments (formerly ITEDS) are administered to the entire student body every October. Student and class scores are then compared to the scores of all other students and classes in Iowa and in the nation. These tests also measure the academic progress of students and classes from year to year.
 - **STAR Testing**
STAR tests will be administered 3 times per year to students in grades K-11. These are computerized tests that assess a student's knowledge of Math and Reading material, as well as skill development in those areas. These tests are computer adaptive, which means the test responds to a student's correct or incorrect response and determines the next question asked based on student performance. The data from these assessments will be used in lesson planning, as well as identifying any areas a student may need extra support in, or enrichment in.
- The PLAN (formerly pre-ACT) is available every fall for all sophomores who sign up in advance and pay the testing fee. This is a college preparation test, which ranks students on state and national levels, while also identifying individual student strengths and weaknesses. Results are useful in selecting future courses in high school. This test is very similar to the ACT and is a good preparation for that test.
- The PSAT is given every fall to juniors who sign up in advance and pay the testing fee. This is a national qualifying test, designed for high-achieving, college-bound students. It also identifies students' academic strengths and weaknesses.
- The Armed Services Vocational Battery (ASVAB) is given every fall to all juniors at no cost. The ASVAB indicates student aptitudes or abilities related to training in general career areas. It is designed to identify student interests and abilities, rather than to measure general academic ability.
- The American College Test (ACT) is a requirement for anyone who is thinking of going to college. This test measures English, Math, Social Studies, and Natural Sciences skills, and ranks the results on state and national norms. Many colleges require a certain ACT score for admission. This test is given in October, December, April, and June, with Le Mars and Orange City being the closest locations. Students may take this test more than once. Registration must be completed a month before the test is taken.

COLLEGE VISITATIONS

One of the best ways to make a good college choice is to visit the campus of the schools that a student is seriously considering. Consequently, St. Mary's allows seniors two days to visit college campuses (students are not counted absent). When seniors have narrowed their college choices, they should go to the guidance office to

arrange for a college visitation day. When this visit is arranged, students must go to the main office, at least two days in advance of the visit, to obtain a Re-Admit/Make-Up Report. Verification of the college visit must be made by some form of documentation, signed by a college official, and returned to the high school office in order for the day to count as a college visit. Seniors are permitted two college visits in a year that will not count against their absences.

With regard to college planning, members of the junior class are allowed one day for college visitation with the same rules applying as for the seniors.

FINANCIAL AID INFORMATION

Most scholarships for college are obtained through direct contact with the college. Seek financial aid information when applying to any college. Applications to four-year colleges should be made by December. Colleges often do not accept applications for scholarships after March 15. Other scholarships are available through private business. It is the student's responsibility to express interest in, and apply for, these scholarships. The guidance department will inform students of several of these scholarship opportunities.

Federal student aid applications should be completed as soon as possible after January 1. This process is expedited by early filing of parent tax forms for the purposes of reporting income for aid. The State of Iowa also offers scholarships and grants. Government loans are now made through the college. The guidance department will offer a financial aid night each December or January to explain the financial aid application process.

TRANSCRIPTS

Transcripts are forwarded directly from the high school to colleges, vocational schools, scholarship agencies, and other legitimate designations. An official transcript cannot legally be given to an individual to deliver to a place of higher education. **When applying to a college or for a scholarship, students need to bring their finished application and their fees to the office and a transcript will be enclosed and mailed in an official school envelope. Transcripts will only be mailed if an application to that institution is enclosed.** As a general courtesy, students should ask the office staff to send a copy of their transcript/application to a given school at least a week before deadline. During the week of graduation, seniors should inform the office staff of their college choice, so that a final transcript can be sent there.

St. Catherine-St. Mary's School System

School Board Policy on Career Education

6141.12 (a)

Career education, designed to develop positive attitudes, values, knowledge and skills toward self and the world of work, is to be incorporated into the curriculum of the St. Catherine-St. Mary's School System.

The career education program shall be infused into the total education program. It shall be a balanced program, which focuses on dignity of work as related to the full development of a person's human potential. The economic factor of career choice is kept in balance with Christian life values and personal fulfillment.

Board Adopted Policy 2-12-02

CRISIS MANAGEMENT

FIRE DRILLS

When fire drills are held, all students and teachers must leave the building. When the fire bell sounds, everyone is to leave the room, according to the arrangements made by the teacher. Silence is to be maintained throughout the drill or fire, as instructions may need to be made as to alternates to blocked routes. The first two students to arrive at the exit will hold the doors open. Order in traffic lines is to be maintained at all times.

TORNADO DRILLS

When tornado drills are held, all must proceed to their assigned areas and assume the proper posture for that area. The signal for a tornado will be a staccato bell or a verbal command over the intercom system. Silence is to be maintained throughout the drill or tornado, as it will be necessary for all students to hear instructions.

It is the responsibility of every student to familiarize themselves with the proper exit and routing plan for each classroom of the school building. Notices that state the proper route for orderly and quick evacuation are posted in each room in the school.

EMERGENCY PLANS FOR INTERIOR AND EXTERIOR CRISES

Remsen St. Mary's High School has procedures in place to alert staff and students in case of a crisis. Drills will be implemented throughout the school year to prepare students and staff alike in the event of a crisis situation. If such an event should occur, an attempt will be made to notify all parents of students involved through the crisis management phone tree.

DIOCESAN SCHOOL POLICIES

WEAPONS POLICY

- The Youth Handgun Safety Act/The Gun Free Schools Act (1995 Iowa, H.F. 528 Sec. 23) of 1994 prohibits the sale or delivery of handguns and ammunition to juveniles, as well as the possession of a handgun or handgun ammunition by a juvenile. This bill provides for a heavy fine and federal prison term for violators.
- Consequently, guns, weapons, and many contraband items are not allowed anywhere on any property at St. Catherine or St. Mary's attendance centers. Students who bring such items to school are subject to severe disciplinary action to be determined by the administration, which may include expulsion from school for one year or more. Students bringing weapons on school property will be referred to Plains Area Mental Health.

THEFT POLICY

Theft from students, staff, or the school will not be tolerated. Full restitution is mandatory. Failure to make restitution will result in further consequences to be determined by the administrator, including possible expulsion.

MEDICATION POLICY

- In order to comply with the Code of Iowa, Chapter 204, St. Catherine-St. Mary's School System will not administer any medication prescribed of any OTC drugs such as Aspirin of any form, Tylenol, or any other medication bought over the counter without a signed, written order or confirmed verbal consent over the phone from the parent or guardian.
- All medicine brought to the school shall have a pharmacy label giving the pupil's name, time of administration, route of administration, strength and name of medication, and amount to be administered. All medication brought to school should be taken to the office and the person in charge of administering medication will then give it to the child at the prescribed time.
- **NO MEDICATION WILL BE ADMINISTERED AT ANY TIME WITHOUT PROPER LABELING AND NEEDED CONSENTS SIGNED.**
- The same procedure will apply to over-the-counter drugs.
If a child is on a short-term medication, the physician must write the order on a prescription blank. This, along with a signed permission note from the parent or guardian, will suffice.
If a child is on long-term medication, a form is available in the office. Parent or guardian and the physician should fill this form out.

ENROLLMENT POLICY

Catholic Schools of the Diocese of Sioux City operate on a philosophy that is firmly rooted in the social justice tradition of the Church.

In keeping with this principle, schools of the Diocese shall:

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

HOME SCHOOLING

- The Diocese of Sioux City maintains a system of schools accredited by the State of Iowa and by the Diocesan Board of Education. The Diocesan Board respects the right of parents to educate their students at home (c.f. Iowa Code #299.1/SLF/Canon Law #774). Parents choosing the home school option may not do so through the Catholic Schools of the Diocese, but should contact the local public school district to receive approval to educate their children at home. Public school districts have the primary authority in these programs, receiving financial aid and bearing reporting responsibilities.
- Catholic Schools of the Diocese may not enter into dual enrollment arrangements with non-accredited schools for any portion of the day.

COMPLIANCE WITH STANDARDS

It is the intention of the Diocese of Sioux City to operate grade and high schools, which provide quality instruction under the direction of well-qualified professional staff members. It is, therefore, the policy of the Office of Education of the Diocese of Sioux City that:

1. All grade and high schools operated as parochial or interparochial within the diocese shall meet or exceed all current standards for approval by the Iowa Department of Education.
2. All grade and high schools within the diocese shall employ professional staff members who are properly licensed and approved by the Iowa Department of Education for their assigned responsibilities.
3. All grade and high schools within the diocese shall comply fully with local, state, and federal mandates that are incumbent on schools, particularly those mandates concerned with the health and safety of students and staff.
4. Membership in associations which promote educational excellence beyond minimum state standards (such as the North Central Association of Schools and Colleges and the National Catholic Educational Association) is encouraged on the part of schools within the Diocese.

REPORTING TO DIVORCED PARENTS

In the case of students whose parents' marriage has ended in divorce, the names and addresses of both parents should appear in the students' files. A certified copy of the Order of Dissolution, as well as any subsequent modification of the Order, should be on file.

Access to Educational Information

Unless otherwise decreed in the Order, information commonly made available to parents of any student in attendance, (i.e., notices of school functions, report cards, appointments for parent-teacher conferences, etc.) should be provided to both parents.

ACCESS TO THE STUDENT

The school does not allow “**visitation**” on school premises during school hours. By exception, the parents responsible for the child's physical care, may, with the permission of the principal, have access to the child during school hours for such things as doctor or dental appointments.

The following procedures further clarify the above:

1. Custody of a child, either solely or jointly, establishes the right to access educational information regarding the child, and the right to participate in decisions affecting the child's education.
2. In cases where a stepparent or other adult seeks to act on behalf of a natural parent, authorization, signed by both natural parents, is required.
3. In the case of conflicting instructions, or requests that the school is not clearly authorized to honor, the school may request both parents to seek appropriate court instructions for the school.
4. The school will respect and comply with lawful court orders.

RATIONALE

1. Iowa Code 598.41 “Custody of Children” (Upon Dissolution of Marriage)
2. 20 USCS 1232g “Family Educational and Privacy Rights Act”

The mandate to provide parental access to the child’s educational records is very clearly stated in both provisions.

In Iowa, both sole and joint custody awards are permitted access to the student, with joint custody enjoying a preference. Iowa law no longer speaks in terms of “**physical custody**” but of “**physical care.**” Custody relates to a parent’s right and responsibility in raising the child; physical care deals in maintenance of the principal home of the child and providing for the child’s day-to-day routine care. While an award of physical care may have the effect of somewhat limiting the custodial rights of the other parent, under the current statute, physical custody given to one parent does not affect the other parent’s rights and responsibility as a joint legal custodian of the child.

DIOCESAN POLICY ON HUMAN SEXUALITY AND GUIDANCE PROGRAMS

The diocese is committed to the following principles concerning the education of its students with regard to human sexuality:

1. In order to involve parents in the process, before we introduce units on human sexuality or various guidance programs, we hold meetings for parents to introduce them to content.
2. To include parents throughout the planning and implementation of the program.
3. To have parents integrally involved in the evaluation process after the program is complete.
4. Foundational to the steps listed above is the availability of adult/parent/guardian information regarding Christian sexuality and related theology.
5. To adequately prepare teachers on all levels who will be presenting these materials to students by acquainting them with current acceptable Catholic teaching and methodologies available.
6. To thoroughly evaluate materials for the teaching of human sexuality and guidance topics.
7. We reaffirm the Bishop Soens' statement that everything taught in the Catholic schools is important to the development of the child, and removing children from established curriculum should be done only after great study.
8. If a parent/guardian continues to have concerns after all above steps have been taken, the following process shall be utilized:
 - a) The parent/guardian shall articulate the concerns in writing to the principal.
 - b) If unresolved after consultation with the principal, the parent/guardian has the right of appeal to the local Board of Education or a designated task force thereof.
 - c) At that time the Board or task force shall review the concern and make recommendations.
 - d) If the parent/guardian still has the concern, the parent may exercise the following right of removal: "If protest based on well-founded convictions and accurate information is unsuccessful, they (parents) have the right to remove their children from the classes, taking care to cause as little embarrassment to the children as possible." (Human Sexuality: A Catholic Perspective for Education and Lifelong Learning. United States Catholic Conference, c. 1991, p.79.)
 - e) If the parent/guardian exercises the right of removal:
 1. The child must still achieve the curriculum goals and objectives as assessed by the principal; and,
 2. The parent/guardian is responsible for the student's supervision during the time of the program.
 3. (Approved for implementation, Diocese of Sioux City, January 1, 1994)

COMMUNICABLE DISEASES (Policy adopted by the Diocese of Sioux City Board of Education, Spring, 1992; adoption required of all schools in the Diocese of Sioux City)

- Any sickness or suffering deserves a dual response. We must ask how we can prevent it, which means dealing with the causes of the sickness. We must also ask how do we deal with the sickness once it is present, which

means how we care for the person(s).

- It is to the latter of these responses that this policy addresses itself. We must be concerned about the person who suffers and those who significantly interact with that person.
- The very nature of our Christian faith calls us to bring hope, comfort, and presence to those who suffer. Our assistance must reflect our belief in the dignity of the person and the sacredness of life, as well as the forgiveness and non-judgmental attitude of Christ Bishop Lawrence D. Soens, 1 April 1992
- Current knowledge and research regarding AIDS/HIV infection and transmission states that children infected with the Human Immunodeficiency Virus do not pose a threat to family members in the home, to fellow students in group residential care settings, to health care personnel in hospitals or clinics, or to their classmates in regular school, daycare, preschool or any other type of group educational or care situation.
- It has been firmly established that AIDS/HIV can only be transmitted in specific and distinct ways: through direct inoculation of blood, through sharing of contaminated needles by drug users, by rectal or vaginal sexual intercourse (homosexual or heterosexual contact) or by transmission of the virus from an infected mother to her child (either during pregnancy or the birthing process).

AIDS: ACQUIRED IMMUNE DEFICIENCY SYNDROME

- Discrimination or violence directed against persons with AIDS/HIV is unjust and immoral. Therefore, persons who are identified as being infected with the Human Immunodeficiency Virus will be allowed to attend school in an unrestricted setting, unless conditions arise in the school that place the infected student at risk of special health hazards, or the student is too ill to attend.
- No prescreening or testing for the purpose of detecting the AIDS/HIV infection will be conducted by the school, nor will admission, enrollment, or continued attendance of any student be conditioned on providing proof that the student is free from AIDS/HIV infection.
- As members of the church and society, all share the responsibility of standing in solidarity with those who have AIDS/HIV. We need to offer spiritual and pastoral care, along with the medical and social services extended to those who suffer from AIDS/HIV, and to their families and friends.
- Those who have been exposed to the virus are expected to live in a way that does not bring injury or potential harm to others.
- Information regarding a student's AIDS/HIV status will be treated as confidential. This information will be released only with parental or eligible student's consent to staff or persons who have a need to know, as determined by the student, their parents/guardians, the student's physician, and school officials working in concert. All school personnel who receive confidential medical information regarding a student's AIDS/HIV status will maintain strict confidentiality of the data. Any staff member who unreasonably violates this policy is subject to disciplinary sanctions.
- All school personnel will receive instruction in the proper handling, treatment, and disposal of bodily fluids or wastes based upon universal precautions as recognized by medical professionals. These procedures will be followed for all students, regardless of AIDS/HIV status.
- In-service education of all staff will be provided annually under the direction of the Diocesan Office of Education to ensure that current, accurate information about Human Immunodeficiency Virus and AIDS/HIV is available.

AIDS/HIV HYGIENE PRACTICES

Blood and certain body fluids of all persons are considered potentially infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other blood borne pathogens. Universal blood and body fluid precautions should be consistently used regardless of any person's blood borne infection status. These precautions are intended to prevent prenatal, mucous membrane, and non-intact skin exposures of persons to blood borne pathogens.

- Universal precautions apply to blood and other body fluids containing visible blood. These precautions also apply to semen and vaginal secretions, although those have not been implicated in occupational exposure.
- Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, or vomit, unless they contain visible blood.

USE OF PROTECTIVE BARRIERS

1. Gloves: should be worn for touching blood or body fluids containing visible blood, mucous membranes, or non-intact skin, and for handling items or surfaces soiled with blood or body fluids that contain visible blood. Gloves should be cleansed after each individual contact. (Rubber gloves are recommended for cleaning any body fluid spill because these body fluids commonly transmit other infections e.g. Hepatitis A, salmonella.)
2. Hands, skin surfaces, and clothing should be washed thoroughly and as soon as possible if they become contaminated with blood or body fluids containing visible blood.
3. Precautions should be taken to prevent injuries caused by needles or other sharp instruments or devices.

MINOR SCRAPES AND CUTS

Whenever possible, students should be encouraged to take care of their own minor injuries. They can wash the cuts and apply bandages. Employees who help clean minor cuts and scrapes should remember that getting blood on their own unbroken skin is not at risk, as AIDS/HIV cannot penetrate unbroken skin. Hands should be washed afterwards.

LARGE BLOOD SPILLS

Employees should provide a barrier between their skin and the blood of others. This can be done with rubber gloves. Teachers or coaches can also encourage students to apply pressure with their own hand over a bloody nose or wound, and adults can press down on the student's hand. A thick layer of paper towels or cloth can also provide a barrier.

CLEANING AND DECONTAMINATING SPILLS OF BLOOD

All spills of fluids containing visible blood should be promptly cleaned up using an EPA-approved germicide or a 1:100 solution of household bleach in the following manner while wearing gloves.

1. Visible blood should first be removed with disposable towels or other appropriate means that will ensure against direct contact with blood.
2. The area should then be decontaminated with an appropriate germicide.
3. Hands should be washed following removal of gloves.
4. Soiled cleaning equipment should be cleaned and decontaminated or placed in an appropriate container and disposed of according to school policy.
5. Non-reusable contaminated items should be placed in a plastic bag and disposed of as conventional garbage.
6. Plastic bags should be available for removal of contaminated items from the site of the spill.

DISPOSING OF SOILED LINEN

Linen contaminated by blood should be handled as little as possible. The linen should be placed and transported in bags that prevent leakage. Normal laundry cycles should be used according to the washer and detergent manufacturer recommendations. Hot water is not necessary for decontamination purposes.

PREGNANCY

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

- In cases where pregnancy occurs, students are in need of our best efforts to lend support to a decision affirming the value of life. The administrative staff recommends that students and parents contact a counseling agent consistent with the Catholic philosophy of life for assistance in considering their option of choosing adoption or single parenting. Regardless of the student's decision, if they choose to remain in school, they may do so without penalty. We need to respond with compassion to the birth mothers and fathers, letting them know they have our support, remembering always that when a student reveals his/her pending parenthood, he/she is demonstrating a commitment to the principle of right to life.
- Society also approves and often encourages young people who experience a pregnancy to choose abortion. This option is never acceptable. In the event, the administration becomes aware of a student who is considering an abortion, or has obtained one, counseling consistent with Catholic pro-life principles will be provided. Despite the tragic error of judgment represented by the decision to abort the baby, it is our belief that the Catholic school remains the best and most supportive environment in which to continue education.
- Due to the nature of the unique character of individuals and of each school environment, the integration of the student into the school must be handled on a case-by-case basis. **(Please see SCSMSS's Pro-Life Policy on pages 2 & 3)**
- *** In order to maintain the integrity of Christian role models within our school, birth mothers and fathers will be required to resign from leadership positions and ministry roles. Participation in other activities will be handled on a case-by-case basis**
- **Reference school board policy 4140.1(a-b)**

COMPREHENSIVE HARASSMENT

- It is the policy of St. Catherine-St. Mary's School System to maintain a learning and working environment that is free from harassment of any kind. No employees or students of the district shall be subjected to sexual harassment, nor shall any employee or student of the district be subject to harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.
- It shall be a violation of this policy, for any member of the St. Catherine-St. Mary's School System staff, to harass another student through conduct of sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation. It shall also be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.
- Each administrator shall be responsible for promoting the understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within his or her school office.
- Violation of this policy or procedure will be cause for disciplinary action up to and including expulsion or dismissal from school.

I. DEFINITIONS

- A. ***Sexual harassment*** means unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made either explicitly or implicitly to be a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities;
 2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or a student's performance, or creating an intimidating or hostile working or learning environment.

4. Sexual harassment, as set forth in Section II-A may include, but is not limited to the following:
 - ✓ Verbal or written harassment or abuse
 - ✓ Pressure of sexual activity
 - ✓ Repeated remarks to a person with sexually demeaning implications
 - ✓ Unwelcome touching
 - ✓ Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- B. **Harassment on the basis** of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons. This occurs when:
1. Submission to such conduct is made either explicitly or implicitly to be a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities;
 2. Submission to or rejection of such conduct by an employee or students is used as the basis for decisions affecting the employee or student;
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or a student's performance, or creating an intimidating or hostile working or learning environment.
 4. Harassment as set forth in Section II-B, may include, but is not limited to the following:
 - ✓ Verbal, physical, or written harassment or abuse
 - ✓ Repeated remarks of demeaning nature
 - ✓ Implied or explicit threats concerning one's grades, job, etc.
 - ✓ Demeaning jokes, stories, activities directed at a student or employee.

II. PROCEDURE

Staff and/or students who feel they have been harassed, or who feel they have witnessed incidents of harassment, are encouraged to contact a staff member. Employees and students are advised that all reports will be kept as confidential as possible, and that the retaliation will not be tolerated. Forms for reporting harassment are available in the school office.

III. NOTIFICATION

- Notice of this policy will be circulated to all employees and students through the staff and student/parent handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in all schools on an annual basis.
- St. Catherine-St. Mary's School System, in fulfillment of Iowa Code 280.17, reports to the following officials regarding any allegations of abuse of students by school employees that may occur. Level I Investigator-- St. Mary's High School: Mr. John Hughes (high school phone: 712-786-1433) Alternate: Ms. Elizabeth Gibney (grade school phone: 712-786-1160). Level I Investigator—St. Catherine-St. Mary's Grade School: Ms. Elizabeth Gibney (grade school phone: 712-786-1160) Alternate: Mr. John Hughes (high school phone: 712-786-1433) Level II investigator—Father Bill McCarthy (St. Mary's Parish Rectory-- phone: 712-786-1433).

PUBLIC NOTICES

FAMILY RIGHTS AND PRIVACY ACT AND RELEASE AND CLASSIFICATION OF INFORMATION POLICY

- St. Catherine-St. Mary's School System shall provide parents and students access to records directly related to the student; shall permit parents and students to challenge these records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; shall obtain written consent of parents and students before releasing personally identifiable information about the students contained in educational records; and shall notify parents and students of these rights.
- Parents and students have the right to: inspect and review records, ask for an explanation of any item in the record, ask for an Amendment of any record they feel is inaccurate, give or withhold consent to disclose student records, be told to whom information has been disclosed, and to be informed before information in any file is to be destroyed. Parents have a further right to have notice that and give consent for their youngster to be evaluated and placed in special educational programs, or to have the child's current special education program amended. Board policies implementing this procedure are available in the high school principal's office. 5125 (a)

STUDENT RECORDS

Parents have the right to inspect and review their child's educational records, ask for an explanation of any item in the record, ask for an amendment of any record they feel is inaccurate, give or withhold consent to disclose the child's records, be told to whom the information has been disclosed, and to be informed before information in their child's file is destroyed.

REGARDING RELEASE OF STUDENT INFORMATION The student record shall include the following: CUMULATIVE STUDENT RECORDS

1. Grade level completed
2. Record of dates and attendance
3. Record of date and type of inoculations and health examinations, which are given to the class or student body as a whole
4. Record of participation in officially-recognized school activities and sports
5. Signature of people who are required to sign for access to student records and statement of purpose for such access
6. Social security number
7. Student's or parent's/guardian's written consent of release of student records
8. Transcript of classes taken with grades and credits received

These records are confidential and are retained permanently. Originals may be microfilmed and disposed of upon the student's graduation or after a three-year continuous absence from school.

SUBSIDIARY STUDENT RECORDS

1. Anecdotal records
2. Correspondence concerning students
3. Data summary reports
4. Disciplinary action reports
5. Educational, medical, and familial histories and data peculiar to individual students
6. Final reports of non-school special consultants
7. Parent's/guardian's written consent permitting special examination of their child
8. Protocols of tests administered to a class of the student body as a whole
9. Psychological examination reports

10. Records of standardized achievement, aptitude, ability, interest, and intelligence tests
11. Student's or student's parent's/guardian's written consent of release of student records
12. Transcripts of school hearings concerning student
13. Truancy reports

These records are confidential. After the student's three-year continuous absence from school the records are destroyed after parental notification.

Directory Information

Includes the following information relating to a student:

- ❖ Student's name, address, telephone number;
- ❖ Date and place of birth;
- ❖ Participation in officially-recognized activities and sports;
- ❖ Weight and height of members of athletic teams;
- ❖ Dates of attendance, awards received;
- ❖ The most recent previous educational agency or institution attended by the student, and other similar information

St. Catherine-St. Mary's School System holds that directory information is also confidential and will not be released to any person, agency, or group without the written release of the student (if 18) or of their parents/guardians.

HIGH SCHOOL EXTRACURRICULAR ACTIVITIES

At St. Catherine-St. Mary's School System, we believe that participation is one of the most important goals in the overall program of education. We believe that the level of effort and performance of the individual determine the real winner. We definitely believe that many of our students perform beyond their ability because they are willing to set and strive for goals which some would say are beyond their reach.

Activities Director

Mrs. Brenda Ortmann

BOARD POLICY REGARDING FUNDRAISERS:

5207

St. Catherine-St. Mary's School System

School Board Policy Regarding Athletic Participation and Support of Fundraising

Athletic participation, particularly in a variety of sports is a privilege that many students enjoy at the St. Catherine-St. Mary's schools. These sports function well primarily due to the dedicated support of the parents and students of our schools through Activity Club sponsored fund raising events. Every student's help is appreciated and necessary. It is the policy of this school board that if a student (or assigned family member) does not work themselves or find a replacement to work an assigned shift at a fundraiser; that athlete will be barred from competition at the next competition at the highest level the student competes. In the event of a parent not working the assigned shift, all athletes in that family will fall under this policy. If it is only the athlete who does not work, only that athlete will fall under this policy. This consequence is applied also if the replacement individual does not arrive to cover the shift either. Also all individuals listed on the schedule are required to work to meet the requirement (i.e. if both parents are assigned a shift, both must be present and an alternate for one must be found in order for the athlete to avoid the consequence). This is due to the need for a specific number of workers for specific jobs. The ultimate responsibility and consequence is tied to the individual assigned the spot.

ACTIVITIES INCLUDE:

Boys/Girls Cross-Country, Volleyball, Football, Boys/Girls Basketball, Boys/Girls Golf, Boys/Girls Track, Baseball, Softball, Cheerleading, Dance Team, Individual Speech, Group Speech, Band, Chorus, Quiz Bowl, Drama, Pep Club and National Honor Society.

***School attendance requirement to participate in an extra-curricular activity: On the day of an extra-curricular activity, students must be checked into school by 11:00 a.m. and attend the remainder of the day to attend practice. A student should be present for the entire day in order to participate in a competition. Exceptions may be made for verified appointments or family emergencies.**

EXTRA-CURRICULAR ACTIVITIES T-SHIRT INFORMATION

At times, an extra-curricular activity will sponsor a t-shirt for its team members or fans. Any t-shirts affiliated with the St. Catherine-St. Mary's School System and its activities will need to be approved first by the administration. All shirts ordered for teams for use at school must be either royal blue or white as their dominant color.

FROM THE IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

Any student who is declared ineligible under the prior school district's Good Conduct Rule, and who then, without having completed the full period [of] ineligibility at that school, transfers to St. Mary's High School, will not be eligible for interscholastic competition at St. Mary's High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at St. Mary's High School as far as any Good Conduct Rule is concerned.
Approved by St. Catherine – St. Mary's School System Board of Education

SPECTATOR CODE (Public Conduct on School Premises) IOWA CODE § 716.7 Individuals disrupting school activities will be asked to stop the disruption and may be asked to leave the school district grounds, temporarily or permanently.

IOWA BOYS HIGH SCHOOL ATHLETIC ASSOCIATION

IOWA GIRLS HIGH SCHOOL ATHLETIC ASSOCIATION

This policy will also be in effect during IGHSAU & IHSAA-sponsored events.

INTERNET POLICY

St. Catherine-St. Mary's School System Acceptable User's Policy

APPLICATION FOR ACCOUNT

DIRECTIONS: Carefully read this application and understand the terms before you sign this form.

Application for Account and Terms and Conditions for Use of the Internet

Students and teachers of St. Catherine-St. Mary's School System will have access to the Internet. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in

St. Catherine-St. Mary's School System by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. It brings information, data images, and even computer software, into the classroom from places around the globe. Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and idea-sharing not found in schools that lack Internet access. Teachers and students will have access to and be trained in proper use of the network, search engines, public domain and shareware of all types, discussion groups, and electronic mail communication with people all over the world. Everyone who uses this access is responsible for all activity under that account. Use for commercial activities by for-profit institutions, product advertisement, or political lobbying is prohibited.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Internet access will only be gained when monitored by a teacher or a staff member. On a global network it is impossible to control all materials, and users may discover controversial material. The school board and faculty of St. Catherine-St. Mary's School System firmly believe that the valuable information and interaction available on this worldwide-network far outweighs the possibility that users may procure material that is not consistent with the educational goals of St. Catherine-St. Mary's School System. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a St. Catherine-St. Mary's School System user violates any of these provisions, his or her account will be terminated and future access will be denied. When you sign the end of this document you are legally admitting you understand the policies and the consequences for breaking them.

INTERNET ACCESS RESPONSIBILITIES

- If more than one student wishes to have access at the same time, those doing schoolwork will be given preference.
- St. Mary's High School has access to the Internet. Everyone who uses this access is responsible for all activities under that account. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing or obscene material, pornographic material, or material protected by trade secret.
- Use of commercial activities by for-profit institutions, product advertisement, or political lobbying is prohibited.
- No use of this access shall serve to disrupt its use by other individuals or by connecting networks.
- It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for avoiding system disruption.
- Users must respect others' privacy and intellectual property.
- All communication and information accessible via the network should be assumed to be private property. Any sources used in research must be cited and credit given to the author.

- The legal rights of software producers and network providers, and copyright and license agreements, must be honored.
- Users have a right to be informed about personal information that is being, or has been collected, about them, and review this information.

Terms and Conditions

Any violation of the access responsibilities will result in cancellation of access privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close out an individual user at any time they deem necessary. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend a specific user.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Students will **NOT be allowed** to access:

- E-mail Accounts
- Messenger Services
- Chat Rooms
- Music Downloads

St. Catherine-St. Mary's School System makes no warranties of any kind, whether expressed or implied, for the services they are providing. St. Catherine-St. Mary's School System will not be responsible for any damages the applicant may suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the schools own negligence or your errors or omissions. St. Catherine-St. Mary's School System specifically denies any responsibility for the accuracy or quality of information obtained through its computer-networked services.

NETIQUETTE

Certain behaviors have gained acceptance on the Internet. These norms of behavior are collectively known as netiquette. These norms save misunderstanding and maintain privacy. They also help users avoid a waste of time or help conserve system resources. As you join the on-line community, practice the following behaviors.

- Do not post addresses or phone numbers of anyone; use school addresses and phone numbers.
- Be careful when using sarcasm and humor; without face-to-face communications, your joke may be interpreted or viewed as criticism.
- Do not be vulgar, offensive or swear on the USENET.
- Do not publicly criticize or anger others.
- When quoting in a message, attribute the quotation to its author or source.
- Capitals are used to emphasize a word; if you use them for an entire message, people will think you are shouting.
- All communications and information accessible via the network should be assumed to be private property and/or copyrighted information.

The use of Internet is a privilege, not a right. You are responsible for what you say and do. Because communication with thousands of others is so quick and easy, it is important for you to think before conveying your thoughts and to show respect for other people and their ideas.